



Employee Handbook

SCHOOL DISTRICT OF HOWARDS GROVE

This handbook pertains to all
School District of Howards Grove Employees

Adopted June 27, 2012

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Revised October 21, 2024

The School District of Howards Grove does not discriminate in the employment of staff on the basis of any characteristic protected under State or Federal law, including, but not limited to, race, color, age, sex, creed or religion, handicap or disability, marital status, genetic information, citizenship status, veteran status, military service (as defined in 111.32, Wis. Stats.), sexual orientation, national origin, ancestry, arrest record, conviction record, use or non-use of lawful products off the District's premises during non-working hours, or any other characteristic protected by law in its employment practices. (Board Policy 3122)



School District of
HOWARDS GROVE

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October 21, 2024

Dear Staff:

Welcome to the School District of Howards Grove, and thank you for choosing to be a part of our success.

Working in the education field is a noble profession. Life affords no greater responsibility or greater privilege than the raising of the next generation. Our ability to provide students with a world-class education in which they will be successful, contributing members of our local and global communities depends on the commitment, expertise and innovation of staff members like you. We seek out only the best employees and strive to provide a professional environment characterized by collaboration, respect, and growth.

You will find the School District of Howards Grove to be a high-performing district guided by high expectations for students and staff alike. Our core values place the highest priority on maximizing achievement for each child, and our culture of fostering relationships and engaging students, staff and community will guide our progress going forward.

We are glad you chose the School District of Howards Grove. We hope you will find your employment here to be productive, rewarding and professionally fulfilling.

Sincerely,

Shannon L. Kilton
Superintendent

Mike Stoeckigt
Board President

The School District of Howards Grove

Our VISION:

To be the premier destination district of choice for students, staff, and community.

Our MISSION:

To embrace the ever changing world and provide a safe, inclusive, and high quality learning experience where ALL students learn at high levels and become productive and resilient members of our community and the world.

Our COMMITMENTS:

Commitment #1: Develop authentic relationships, partnerships, and celebrations with all students, parents, guardians and the community.

Commitment #2: Hold high expectations for ALL students.

Commitment #3: Provide a safe, supportive, and inclusive learning environment for ALL students.

Commitment #4: Support and empowering all staff members to ensure we attract and retain the best

Commitment #5: Allocate resources to support learning and safety

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Disclaimer:

EMPLOYEE HANDBOOK PROVISIONS

The terms described in this Employee Handbook may be altered, modified, changed, or eliminated by the School District at any time, with or without prior notice, upon a majority vote of the Board of Education. This handbook cannot be all-inclusive of every possibility or situation that may arise.

This Employee Handbook and all provisions contained herein do not establish conditions of employment, are not a guarantee of employment, and are not an employment contract, expressed or implied.

PART I: PROCEDURES/CONDITIONS OF EMPLOYMENT

MANAGEMENT RIGHTS

The Board, on its own behalf and on behalf of the electors of the District, hereby retains and reserves unto itself, without limitation, all powers, rights, authority, duties and responsibilities conferred upon and vested in it by the laws and Constitution of the State of Wisconsin, and of the United States. In doing so, the Board of Education exercises all rights of possession, care, control and management of the property, affairs, and operations of the School District, and shall hire a district administrator that may do all things reasonable to promote the cause of education in the District, including, but not limited by enumeration to the following:

1. To direct all operations of the District;
2. To maintain efficiency of school systems operations;
3. To take whatever action is necessary to comply with State and Federal law;
4. To take whatever action is necessary to carry out the functions of the school system in situations of emergency;
5. To oversee the executive management and administrative control of the school and its properties and facilities, and the supervision and management of teachers with regard to work assignments;
6. To contract out for goods or services as the Board of Education may determine appropriate;
7. To determine the methods, means, and personnel by which school system operations are to be conducted;
8. To select employees, establish job criteria, and evaluate employee performance;
9. To hire, promote, transfer, schedule, assign, and evaluate employees in positions within the school system;
10. To place employees on layoff from employment;
11. To create new positions or departments and to introduce new and improved operations, work practices, methods, or facilities and to permanently or temporarily terminate, consolidate, transfer, or modify existing positions, departments, operations, or work practices;
12. To create, combine, modify, and eliminate positions within the School District;
13. To warn, reprimand, suspend, demote, discharge, and take other disciplinary action against employees;
14. To determine the size and composition of the workforce, to determine the work to be performed by work force and each employee, and to determine the competence and qualifications of employees;
15. To establish grades and courses of instruction, including special programs, and to provide for athletic, recreational, and social events for students, all as deemed necessary or advisable by the Board;
16. To decide upon the means and methods of instruction, the selection of textbooks and other teaching materials, and the use of teaching aids of every kind and nature;
17. To establish reasonable workloads, work rules, and schedule of work; and

18. To determine class schedules, the hours of instruction, workloads, the hours and schedules of work, and the duties, responsibilities, and assignments of teachers with respect thereto, and with respect to administrative and non-teaching activities, and the terms and conditions of employment.

ASSOCIATION RIGHTS FOR PROFESSIONAL STAFF

1. Howards Grove Education Association (HGEA) employees have the freedom of association, self-organization, and the designation of representation of their own choosing to negotiate with the District over base wages, as set forth in the Wisconsin Statutes.
2. No HGEA activity shall interfere with the regular assigned duties of the staff or the instructional programs of the school.
3. The HGEA may use school mailboxes, school equipment, email accounts, and fax machines for the preparation and distribution of communications to members of the bargaining unit. Nothing which is derogatory of the Board, School District, Administration, or any of its employees will be placed in the mailboxes.
4. The HGEA may use school buildings for the purpose of Association meetings, without charge, upon approval of the District Administrator.
5. Upon approval of the District Administrator, non-employee representatives of the HGEA may have access to school district personnel during the teachers' school day with regard to negotiation of base wages.
6. The opportunity to meet with district and building administrators on a regularly scheduled basis.

WORKING HOURS/PROFESSIONAL HOURS

Teachers normal working hours in grades PK through 4th are 8:00 a.m. to 4:00 p.m. Normal working hours for teachers in grades 5 through 12 are 7:15 a.m. to 3:15 p.m. It is understood that as professionals, teachers will be at their work place sufficiently prior to and following their assignment to prepare and be available to meet student needs and to provide time for administrative, colleague, and parent interaction. Under ordinary circumstances, unless excused by their building administrator, teachers are expected to be present at school during all normal hours and to satisfy all professional obligations which include, but are not limited to: staff meetings, IEP meetings, student planning meetings, parent-teacher meetings, department meetings, or activities of a similar nature, which may not occur during "normal" working hours. In this event, teachers receive no additional remuneration above their regularly paid wages.

Support staff hours vary for each employee and shall be established by the building principal.

The administration will also work with staff to use professional hours, whenever possible, to allow flexibility if a staff person needs to leave school for a limited time during scheduled student-contact time for personal reasons. Routine and repetitive absences during normal hours are not authorized without prior permission of the building principal.

Each employee shall have a duty free lunch period of thirty (30) consecutive minutes daily. Variances from the foregoing may be negotiated with the individual employee.

For part-time teachers, all portions of time including, but not limited to, work day, student contact time, and preparation time, shall be prorated in accordance with the percentage under which the contract is written.

SCHOOL CALENDAR

All staff will be employed for the school year as set forth in the calendar as developed by the district administrator in collaboration with the HGEA and approved by the Board of Education.

SCHOOL CLOSURE

Should inclement weather or other emergency situations require the District to close school, automated calls will be placed to staff using the automated message system. Local television and radio stations will also be notified. If a contract day is canceled by the administration because of inclement weather, mechanical failure or any other reason, and teachers, support staff and students do not report at the scheduled time in the morning, the day may be rescheduled. All employees will be paid for up to two (2) cancellations per calendar year. In the event the school is closed while in session, they shall be released within fifteen (15) minutes of the students being appropriately dismissed. When a school is closed, the staff of that school may be required to report to work. The district will notify employees of this expectation as well as notify all employees if/when the day will be rescheduled.

INDIVIDUAL CONTRACTS FOR PROFESSIONAL STAFF

Individual contracts will be issued no later than June 15th for the following school year. On or before May 15th of the school year during which a teacher holds a contract, each teacher shall be given written notice of renewal or refusal to renew the teacher's contract for the ensuing school year.

Limited term contracts will be considered temporary hires. The terms of the contract will be stated in the limited term contract.

Teachers are asked to return signed contracts within ten (10) calendar days of their issuance.

PROBATIONARY STATUS

The first three individual employment contracts of all teachers employed by the District will contain a provision through which the teacher agrees to probationary status and that the teacher may be suspended or terminated from employment at any time, for reasons involving work performance or work related conduct of the teacher which are determined to be unacceptable to the Board of Education. Teachers will receive one summative evaluation consisting of three clinical observations every year for the first three years with the District. Thereafter, all teachers will receive a summative evaluation every third year.

PHYSICAL EXAMINATIONS (Board Policy 3160)

All new employees of the School District of Howards Grove are required to have a physical examination and tuberculosis assessment prior to employment. This examination is required by state statutes. The cost of the required examination as it pertains to state statutes will be paid by the District. Freedom from tuberculosis in a communicable form is a condition of employment.

CRIMINAL HISTORY RECORD CHECK (Board Policy 3121)

The District requires an inquiry into the background of each applicant the District Administrator recommends for employment

No employee hire is considered binding until a background check is completed and found to be satisfactory.

In addition, the District reserves the right to do a criminal background check of any employee at any time during employment with the District.

VACANCIES (Board Policy 3132)

It shall be the policy of the District to employ the person best suited to perform the duties of a particular District vacancy at any level.

Whenever possible, vacant positions shall be posted internally for a period of five (5) days before being posted externally. Internal posting does not provide any preference for internal candidates.

Support Staff: All permanent openings for support staff personnel shall be posted on our school district website, in the faculty rooms and the offices of the Supervisor of Buildings and Grounds, the Food Service Supervisor, and the District Office. The school district website may redirect individuals to a website hosting the District's employment opportunities.

A temporary or substitute assignment to a support staff position does not require a position posting.

SUPPORT STAFF JOB ASSIGNMENT AND TRANSFER

During the interview process and again as part of the employment orientation process, the employee's immediate supervisor shall review the current job description and explain the nature of the job along with the particular duties, responsibilities, and opportunities connected with the position. Although each employee will be given an explanation of his/her position, we hasten to add at the outset that it is general policy of this school district to keep the staff as flexible as possible. It is the nature of a school enterprise that the various jobs have different periods during which the workload comes to a peak. Hence it is in the best interests of the institution to keep the job descriptions fairly broad. In other words, even though a certain area of work has been designated as your responsibility, it is expected that you will willingly accept other duties from time to time that may be assigned to you when the need arises. Also, other persons may be asked to help you when your workload is temporarily heavy. We would like to have District employees working as a team to accomplish tasks and you will at all times be expected to give your best in helping to achieve this, even if it means assisting in other departments or in other buildings.

EVALUATIONS (Policy 3220) or School District of Howards Grove Professional Growth Evaluation Model

The primary goal of supervision and evaluation is to ensure the best possible educational experiences for all students in the district. It is a cooperative process for the teacher and the supervisor to identify where the professional growth of the teacher and the quality of the instructional program can be enhanced. Teachers will receive one summative evaluation consisting of three clinical observations every year for the first three years with the District. Thereafter, all teachers will receive a summative evaluation every third year.

SUPPORT STAFF EVALUATION

Effective the 2022-2023 school year, all support staff will receive a yearly performance review by their immediate supervisor.

STAFF DISCIPLINE (Board Policy 3139)

The District retains the right and the responsibility to manage the workforce. When the discipline of a staff member becomes necessary, such action shall be consistent with the requirements of any applicable Board policy, and State and Federal law. The District Administrator or designee may administer discipline.

Investigation of Possible Criminal Activity

The District may be required to investigate potential wrongdoings on the part of its employees. Such investigations may require that the employee answer questions relating to the activity. Failure to cooperate in an investigation may result in discipline, up to and including termination of the employee. In cases where this possible wrongdoing may involve criminal activity, the District shall inform the employee that answers to questions relating to the employee's conduct may be used by the District for determining appropriate discipline, but will not be provided to law enforcement officials in the course of their independent criminal investigation, unless otherwise required by law. Employees must also be informed that refusal to answer questions may be considered in determining discipline.

Staff may be disciplined for violations of Board policy or for other failures to meet the expectations and obligations of their position. No staff member may be subject to arbitrary or capricious disciplinary action.

Disciplinary action will normally follow a progressive discipline model that is designed to correct inappropriate conduct on the part of staff members. Progressive discipline will generally progress as follows:

1. Oral Reprimand, with a written record placed in the employee file
2. Written Warning
3. Suspension, the length of which is determined by the administration to effect the corrective goal of discipline; and
4. Termination, pursuant to Policy 3140

The District Administrator may skip one or all steps in the progressive discipline model when she/he deems that the severity of the offense requires more substantial discipline, or in the case of termination, where the District Administrator determines that the conduct is so egregious as to require the staff member's immediate termination of employment, consistent with Policy 3140.

All instances of staff discipline are subject to the employee grievance procedure, set forth in Policy 3340.

INTERNET, EMAIL, NETWORK, AND SOCIAL MEDIA USAGE

The School Board is committed to the effective use of technology to both enhance the quality of student learning and the efficiency of District operations. Safeguards shall be established so that the Board's investment in both hardware and software achieves the benefits of technology for operations and student learning and inhibits negative side effects.

The District information technology, computer hardware and software systems are the property of the School District of Howards Grove. The District also owns the telephone system, cellular technology,

personal digital assistants, fax machines and removable storage devices. The data generated, received or stored on information technology equipment, including messages, is the property of the District.

The District's Internet system has a specific educational purpose and is not a public access service or a public forum. The Board has the right to place restrictions on its use to assure that use of District computers, network and Internet services ("network") is in accordance with its educational purpose and has done so. Employee use of the District network will be governed by this policy and related administrative guidelines and any applicable employment contracts.

Use of the intranet and information technology in the District is a privilege and must be consistent with the educational goals and objectives of the District. Inappropriate use will result in disciplinary action consistent with Board policy and state statute. The building principal or designee will determine what is appropriate use, consistent with this policy and the administrative guidelines. The building principal or designee's decision is final.

Users should have no privacy expectations regarding the content of any files or any records of their online activity while on the District network. The District may monitor and perform periodic inspections of employee email, internet use, file storage, District owned cellular and telephone use and other information technology use without any further notice or permission. The District has the right to confiscate, move, upgrade or reconfigure District-owned equipment at any time. A password does not indicate personal privacy from District monitoring. Lack of monitoring in particular situations is not a waiver of the District's right to monitor in the future.

Although staff are not prohibited from using District information technology for personal reasons, such use must be limited to breaks and time outside of the workday. Use should not interfere with network use for District purposes and must adhere to appropriate use of information technology, including the Internet, as outlined in District policies and rules.

GUIDELINES FOR PERSONAL USE OF SOCIAL NETWORKING SITES

In general, what an employee does on his or her own time outside of work will not be regulated by the District. However, the District may monitor and regulate employee postings or activities outside of work if:

- The employee chooses to identify him or herself as an employee of the District;
- The activity occurs through use of any District technology;
- The activity affects the employee's job performance or the performance of other District employees;
- The activity involves or relates to the District, District students, their parents or other family members or employees.

The District may monitor employee use of social networking sites. Employees should be aware that posting on websites, including social networking sites or any other websites, should not be presumed to be private. Accordingly, employees may be subject to discipline for violating these guidelines or any other applicable District policies.

No staff members may establish or participate in a personal website or blog on their own technology or commercial site representing the School District of Howards Grove. All personal statements or comments made on a personal social media account are to be on behalf of the employee and not on behalf of the district.

NON-RENEWALS FOR PROFESSIONAL STAFF (Board Policy 3140)

- A. The individual employment contracts of teachers in the District are subject to renewal or nonrenewal on a statutory basis, as prescribed in Section 118.22, Wis. Stats. No teaching contract shall be non-renewed for arbitrary or capricious reasons. Employment contract renewal and non-renewal shall be undertaken exclusively in conformance with the provisions of Section 118.22, Wis. Stats. The employment contract non-renewal procedure is governed by state law and is not subject to the grievance procedure contained in this Handbook.
- B. A written preliminary notice of consideration of non-renewal will be issued at least fifteen (15) days before giving formal written notice of non-renewal.
- C. Final non-renewal notice will be given at least fifteen (15) days after the preliminary notice of consideration of non-renewal, but not later than May 15, unless the deadline is extended by specific agreement of the concerned teacher, in writing.

REDUCTION IN PROFESSIONAL STAFF (Board Policy 3131)

In the event that the Board determines to reduce the number of employee positions (full layoff) or the number of hours or days in any position (partial layoff), the following provisions shall apply.

A. Layoff Notice and Effective Date of Layoff

Employees who have been selected for layoff shall be notified in writing by June 1 of the pending layoff for the forthcoming school year. The layoff of each teacher shall commence on the day after he/she completes the teaching contract for the current school year.

- B. If, due to an emergency circumstance, the Board determines to layoff (full or partial) an employee or employees for the second semester, the following notice and effective date shall apply. Employees selected for layoff shall be notified in writing by December 15 of the pending layoff for the second semester of the, then, current school year. The layoff shall commence on the first day of the second semester of that year. The number of hours in any position and corresponding salary may be reduced at any time upon 30 days prior notice, as stated in the teacher contract.
- C. In the implementation of staff reductions under this Article, individual teachers shall be selected for full or partial layoff in accordance with the following steps.

1. Attrition

Normal attrition resulting from employee's resigning will be relied upon to the extent it is administratively feasible in implementing necessary layoff.

2. Voluntary Layoff

An employee who holds a position for which a laid off employee is qualified may volunteer for layoff to become effective only if the offer is accepted by the District.

3. The Board shall select employees for reduction utilizing the following, equally weighted criteria:

- a. Certification and other qualification of the employees being considered for reduction;
- b. performance of employees, based on performance evaluations;
- c. input from direct supervisors.

The District Administrator shall determine the appropriate employees for reduction, considering all factors that he or she deems important and in the best interests of the District. Length of service to the District may be considered.

- D. The layoff of each employee will commence on the day after the last day worked. If the last day of work is the last day of school, the District will continue to pay the applicable insurance premiums through August 31 at the same percentage as of the last day of the school year. The employee must pay the balance of the insurance premiums by means of payroll deduction from the final salary payments received. If the employee declines to pay the premiums, coverage will cease at the end of the month of the last day worked. Laid-off employees shall be eligible to continue coverage under the District insurance plans, in conformance with the COBRA statute, but must pay the total cost of premiums.
- E. The District has no obligation to contact an employee who has been laid off, when new openings arise. Likewise, no employee is entitled to a future position or is provided unqualified preference over other applicants. Staff whose employment ended with the District due to a reduction in force are welcome to apply for future positions with the District, if applicable.

RESIGNATION OF TEACHERS (Board Policy 3140)

Teachers under individual contracts who terminate their services with the School District after June 15th shall make payments as scheduled below as liquidated damages for Board costs, incurred in securing a replacement teacher. Terminations caused by circumstances arguably beyond the individual's control may be cause to waive all or part of liquidated damages as determined by the Board, upon request of the teacher.

Schedule of maximum payments:	On or between June 1 and June 30, \$500
	On or between July 1 and July 31, \$1,000
	On or after August 1, \$1,500

A check for the appropriate amount must accompany the resignation.

RETIREMENT OF TEACHERS

Teachers under individual contracts are encouraged to notify the school district of their intent to retire on or before February 15th to allow for the district to find high quality teacher replacements when needed.

GRIEVANCE PROCEDURE (Board Policy 3340)

It is the policy of the District to treat all employees equitably and fairly in matters affecting their employment. Each employee of the District shall be provided an opportunity to understand and resolve matters affecting employment that the employee believes to be unjust. This section shall apply to all regular full-time, part-time, limited, temporary, and seasonal employees.

This procedure is available in the case of any employee's disagreement with discipline or termination of employment, as well as any matter relating to workplace safety.

A grievance shall mean a dispute concerning an employee's discipline or termination of employment, or a dispute concerning workplace conditions that affect workplace safety. Only one subject matter shall be covered in any one grievance. A written grievance shall contain:

- A. the name and position of the grievant;
- B. a clear and concise statement of the grievant;
- C. the issue involved;
- D. the relief sought;
- E. the date the incident or violation took place;
- F. the specific section of the Policy Manual alleged to have been violated;
- G. the signature of the grievant and the date.

All employee grievances must be filed by the aggrieved employee(s). The grievance must be filed within ten (10) working days after the employee knew or should have known of the cause of such grievance. The following procedures shall be followed:

A. District Administrator

This grievance shall fully state the details of the problem and suggest a remedy. The District Administrator shall, within ten (10) working days of receipt of the grievance, meet and discuss the grievance with the employee and then reply in writing within ten (10) working days. This step does not apply to any grievance related to action by the Board of Education that directly affects the grievant.

B. Hearing Before an Impartial Hearing Officer

In the event the matter is not resolved to the employee's satisfaction by the District Administrator, the employee may, within ten (10) working days of the date of the written decision of the District Administrator, request in writing that the matter be referred for a hearing before an impartial mutually agreed upon hearing officer. The Board of Education shall appoint a hearing officer for the purpose of conducting the hearing. The Board may appoint a hearing officer or panel of potential hearing officers from which to select an officer for this purpose either on an ad hoc basis or by resolution adopted for a school year and delegate to the District Administrator the responsibility to arrange for such hearing with one of the selected officers. Each grievance shall be heard by a single hearing officer and such hearings shall be private. The employee and the District may present witnesses, and each side may select one individual to attend the hearing as a representative.

Any employee representative selected shall be at no expense to the District.

The Hearing Officer may only consider the matter presented to him/her in the initial grievance filed by the employee. The decision will apply exclusively to the employee presenting the grievance.

C. Board of Education

In the event that either party is dissatisfied with the hearing officer's decision, that party may within ten (10) working days, present the grievance in writing to the Board, who shall consider the matter within thirty (30) working days after its receipt, unless postponed by mutual agreement. The Board shall, after discussion with appropriate personnel and after hearing the grievance, make a decision by majority vote, which shall be final.

This procedure constitutes the exclusive process for the redress of employee grievances for the subject matter referred to herein. However, nothing in this grievance procedure shall prevent any employee from addressing concerns regarding matters not subject to the grievance procedure with administration, and employees are encouraged to do so. Matters not subject to the grievance procedure that are raised by employees shall be considered by administration which has final authority, subject to any applicable Board policy or directive, to resolve the matter.

Time limits contained in this grievance procedure outlined above may be extended by mutual consent of the parties. If any applicable time limit for advancing the grievance to the next step in the process is not met, the grievance shall be deemed resolved. Each employee shall be afforded any opportunity to be represented at each step of the grievance procedure by a representative of the employee's choice and at no expense to the District.

For purposes of this grievance procedure, the following definitions shall apply:

- A. "Workplace safety" means those conditions related to physical health and safety of employees enforceable under Federal or State law, or District rules related to: safety of the physical work environment, the safe operation of workplace equipment and tools, provision of protective equipment, training and warning requirements, workplace violence, and accident risks.
- B. "Termination" does not include voluntary resignation or retirement, or the nonrenewal of an employment contract pursuant to 118.22 and 118.24 Wis. Stats., nor does it include termination of an employment contract due to reduction in force under Policy 3131 and Policy 4131.
- C. "Employee discipline" refers to unpaid suspensions, written reprimands, or demotion, but excludes performance conferences/evaluations, staff assignments, improvement plans, or oral counseling or reprimand unless a written record of the reprimand is placed in the employee's file.

Adopted 8/15/11, Revised 9/19/11

NONDISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY (Board Policy 3122)

The District does not discriminate on the basis of any characteristic protected under State or Federal law including, but not limited to, race, color, age, gender, creed or religion, genetic information, handicap or disability, marital status, citizenship status, veteran status, military service, sexual orientation, national origin, ancestry, arrest record, conviction record, use or non-use of lawful products off the District's premises during non-working hours, or any other characteristic protected by law in its employment practices.

COMPLAINT PROCEDURES FOR NONDISCRIMINATION AND EQUAL OPPORTUNITY/ACCESS

Any person that believes that he/she has been discriminated against or denied equal opportunity in employment or access to programs or services may file a complaint, with one of the District's Civil Rights Coordinators, or the District Administrator.

Complaint Coordinators: Jon Hess, High School Principal
Angie Houston, Middle School Principal
School District of Howards Grove
401 Audubon Road, Howards Grove, WI 53083
Phone: (920) 565-4450
Fax: (920) 565-4451
E-mail: jhess@hgsd.k12.wi.us, ahouston@hgsd.k12.wi.us

The individual may also, at any time, contact the U.S. Department of Education, Office for Civil Rights (OCR), John C Kluczynski Federal Building, 230 S Dearborn St, 37th Floor, Chicago, IL 60604, Telephone number: 312-730-1560 Fax: 312-730-1576; TDD: 800-877-8339, E-mail: OCR.Chicago@ed.gov.

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

Informal Procedures

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

Formal Procedure

Step 1

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

Step 2

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

Step 3

If the complainant remains unsatisfied, he/she may file a written appeal with the Board of Education within five (5) business days of his/her receipt of the District Administrator's response in Step 2. In an attempt to resolve the complaint, the Board of Education shall meet with the parties and their

representative within twenty (20) business days of the receipt of the appeal. A copy of the Board's disposition of the appeal shall be sent to each party within ten (10) business days of this meeting.

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

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

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

A copy of each of the Acts and the regulations on which this notice is based may be found in the office of the District's Civil Rights Coordinator.

The complaint must generally be filed within 180 days of the date the discrimination occurred. You do not have to file a complaint with the District before filing a complaint with the Office for Civil Rights, and you may file complaints with both the District and the Office for Civil Rights if you wish to do so.

Negotiated Agreements

Language that has been negotiated, and is in part or in whole contradictory to the above grievance procedure, will prevail. Any individuals who are a part of a bargaining unit should review both documents yearly to determine the appropriate grievance procedure.

Prohibition against Retaliation

The District will not discriminate against, coerce, intimidate, threaten, or interfere with any individual because the person opposed any act or practice made unlawful by any Federal civil rights law, or because that individual made a change, testified, assisted, or participated in any manner in an investigation, proceeding, or hearing under those laws or because that individual exercised, enjoyed, aided, or encouraged any other person in the exercise or enjoyment of any right granted or protected by those laws.

False Information

Any individual who knowingly files a false complaint or knowingly provides false information concerning a complaint shall be subject to disciplinary action.

111.31 et seq., 118.195, 118.20, Wis. Stats.

20 U.S.C. 1681 et seq., Title IX

29 U.S.C. 701 et seq., Rehabilitation Act of 1973

42 U.S.C. 12112, Americans with Disabilities Act of 1990

42 U.S.C. 2000e et seq., Civil Rights Act of 1964

42 U.S.C. 2000ff et seq., The Genetic Information Nondiscrimination Act

EMPLOYEE ANTI-HARASSMENT (Board Policy 3362)

The District 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.

Harassment consists of unwelcome conduct, whether verbal, physical, or visual, that is based on a person's protected status, such as sex, color, race, ancestry, creed, religion, national origin, age, handicap, disability, marital status, veteran status, citizenship status, sexual orientation, arrest record, conviction record, or other protected group status, which affects tangible job benefits, interferes unreasonably with an individual's work performance, or creates an intimidating, hostile, or offensive working environment. Harassment may occur between employee-to-employee, student-to-employee, male-to-female, female-to-male, male-to-male, or female-to-female.

Any employee who believes he/she has been the victim of harassment is encouraged to immediately report the alleged harassment to the Complaint Coordinator, the building principal, or the District Administrator.

DRUG-FREE WORKPLACE (Board Policy 3122.01)

The District prohibits the manufacture, possession, use, distribution, or dispensing of any controlled substance, including alcohol, by any member of the District's professional staff at any time while on District property or while involved in any District-related activity or event.

The term "District-related activity or event" includes, but is not limited to, all District sponsored curricular, extra-curricular, co-curricular and student or staff training events whether on or off school property, and any field trip or other District sponsored trip including national and international trips.

Employees are to report to work free of the effects of all mood-altering drugs, including alcohol. The use, possession, sale or intent to sell, transfer of drugs, drug paraphernalia, or having illegal drugs or chemicals in a person's system in or on District property, or in any District owned or contracted vehicle is prohibited.

The use of or sale of alcohol on District property, at any District sponsored event or trip, or in any District-owned or contracted vehicle is prohibited.

Staff members who agree to or are assigned to supervise student activities or trips shall not violate this guideline during the entire duration of the activity or trip whether students are or are not immediately present.

The District wishes to maintain a work environment that is free of illegal drugs, alcohol, firearms, explosives, or other improper materials. To this end, the District prohibits the possession, transfer, sale, or use of such materials on its premises. The District requires the cooperation of all employees in administering this policy.

Desks, file cabinets and other storage devices may be provided for the convenience of employees but remain the sole property of the District. Accordingly, they, as well as any articles found within them, can be inspected by any agent or representative of the District at any time, either with or without prior notice.

Any staff member who violates the District policy shall be subject to disciplinary action in accordance with District guidelines.

When the discipline of a staff member becomes necessary, such action shall be consistent with the requirements of any applicable Board policy and State and Federal law.

Employees that feel they may be experiencing or developing dependence on alcohol or other drugs are encouraged to take advantage of the District's Employee Assistance Program (EAP) Policy 3170.01 before a violation of this policy occurs. Alcohol or drug dependency does not excuse any employee from the requirements of this policy.

STAFF REQUIREMENT TO REPORT SUSPECTED CHILD ABUSE AND NEGLECT (Board Policy 8462)

The District shall require every employee to receive training provided by the Department of Public Instruction (DPI) in identifying children who have been abused or neglected and in the laws and procedures detailed in School Board Policy governing the reporting of suspected or threatened child abuse and neglect. Such training shall be completed within the first six (6) months of employment in the District and thereafter at least once every five (5) years after the initial training.

REPORTING WORK-RELATED INJURIES OR ILLNESSES

Any employee of the District who suffers a job-related injury or illness must report the injury/illness and its circumstances to the immediate supervisor, as appropriate, as soon as possible following the occurrence of the injury/illness.

The Supervisor will initiate a call to Acuity Nurse Helpline, the District's Workmen's Compensation Nurse Triage Company, at 800-200-6375 to report the incident and receive medical recommendations from a Registered Nurse. If the Supervisor is unavailable, the Employee should make the call to Acuity Nurse Helpline him/herself. The employee will speak with the Acuity Nurse Helpline in private and the Nurse will inform the Supervisor of any medical recommendations/restrictions if the Supervisor is available. The employee has access to the work-related injury/illness Acuity Nurse Helpline anytime 24/7 and may call 800-200-6375 if symptoms change or complications arise for follow-up care or questions.

To ensure a safe working environment, the District and all employees are expected to follow and comply with any and all medical recommendations including, but not limited to, treatment by self, at a clinic or emergency room; post injury/illness required actions; and restriction of activities both at work and outside the work environment.

In the event an employee has suffered an injury or illness in the course and scope of employment that limits him/her from returning to work at full-duty status, the District may offer temporary light duty assignments during the healing period, consistent with the restrictions prescribed by the employee's medical provider.

In such circumstances, it is the employee's responsibility to keep the District informed as to the status of the restrictions and any changes to them. The District will assign employee tasks consistent with medical provider restrictions, but it is the employee's responsibility to notify his/her supervisor if the tasks assigned cause him/her further pain, discomfort, or injury. Moreover, the restrictions prescribed by the medical provider are not limited to the workplace. The District expects employees to follow all such restrictions during the period of convalescence and healing, whether at work or away from work. If the District learns that the employee has engaged in conduct at or away from the workplace that conflicts with the prescribed restrictions, such information will be reported to the District's Workers' Compensation carrier, if appropriate.

See Board Policy 8442 Reporting Accidents for additional information.

RECORDKEEPING REQUIREMENTS

It is the responsibility of professional staff employees to record their personal time out of work as required by the District. An employee's misrepresentation or failure to submit an accurate account of his/her personal time out of work may subject the employee to discipline up to and including termination.

Please read the complete set of professional staff instructions for employee time off for additional information and examples. In general, the following is expected:

When foreseeable, it is expected that Time Off information will be entered *prior* to the date and time of occurrence. This will assist with planning, obtaining subs, etc. *When unforeseeable*, it is expected that the information will be entered as soon after as possible, such as the first day back at work from an illness. Time Off information may be entered from any computer with an Internet connection (like home) if you wish.

*In general, as a quick reference, you should make an entry in Time Off for **ANY** of the following reasons:*

1. Using a paid time off day. All **contracted** days and times need to be accounted for appropriately. **OR**
2. Anytime that a sub is required for you (in or out of district) **OR**
3. Anytime you are out of the district (staff development, meeting, fieldtrip) **or** participating on a district-wide committee (curriculum, etc.) *whether a sub is needed or not.*

When you want to check the status of your time off balance and uses, please view the information in the Employee Access Time Off area under "My Status". This area will include the corrections/revisions made in the District Office if necessary. For example, only the District Office can code time off for FMLA, work comp, etc. due to the documentation requirements.

You still need to follow the same procedures for using paid time off (PTO) to your supervisor/principal.

PART II: BENEFITS

DEFINITIONS OF FULL YEAR AND SCHOOL YEAR PROFESSIONAL STAFF FOR ADMINISTERING BENEFITS

1. **Full-time contract:** Employed with a full-time, 100% (1.0 FTE) contract for the department to which assigned on a full year, 12-month basis. Full-time contract employees are eligible for all employee fringe benefits.
2. **Part-time contract:** Employed with a part-time, less than 100% (<1.0 FTE) contract for the department to which assigned on a full year, 12-month basis.

Part-time contract employees with a minimum 50% contract (0.5 FTE) are eligible for all employee fringe benefits on a prorated basis.

Part-time contract employees with less than a 50% contract (0.1-49.9 FTE) are **NOT** eligible for participation in District group insurance plans and *may* be eligible for other non-insurance plan benefits on a limited, prorated basis given their specific assignments.
3. **Limited-term contract, substitute or temporary:** Employed with a limited-term contract, in a substitute capacity, or for a temporary limited period of time. Under no circumstances are limited-term contract, substitute or temporary professional staff employees eligible for participation in District group insurance plans.

Professional staff employees not classified as full-time contract or part-time contract employees are considered to be limited-term contract, substitute or temporary employees.

Benefits are administered upon an employee's primary position only. If an individual is employed in two or more positions independent of each other, benefits will be based upon the primary position only.

For example, if an individual's primary position (such as part-time contract teacher) is eligible for benefits, and the individual works an additional separate position (such as coach, substitute, lunch supervision, etc.), the additional position is NOT counted for benefits administration as part of the primary position. If an individual's primary position includes assigned duties that cannot be separated from the primary position, the assigned duties are counted for benefits administration as part of the primary position.

DEFINITIONS OF FULL YEAR AND SCHOOL YEAR SUPPORT STAFF FOR ADMINISTERING BENEFITS

An employee is eligible for coverage the beginning of the following month from the date of hire

Support staff personnel are employees including, but not necessarily limited to, office staff, library aides, teacher aides, food service, custodial staff, and playground/noon supervisors.

For the purposes of benefits administration, the following are the categories of support staff employees.

1. **Full-time regular:** Employed for a 40 hour work week in the department to which assigned on a full year, 12-month basis. Full-time regular employees are eligible for all employee fringe benefits.
2. **Part-time regular:** Employed at a minimum of 30 hours or more per week, but less than 40 hours per week in the department to which assigned on a full year, 12-month basis. Part-time regular employees are eligible for all employee fringe benefits on a prorated basis.
3. **School year regular:** Employed for the regular school year working the normal work week of the department to which assigned on a less than full year, 12 month basis. School year regular employees may be eligible for prorated fringe benefits dependent upon the total number of hours worked in their given assignment during the given school year.
4. **Part-time or temporary:** Employed less than 30 hours per week or for a limited period of time. Part-time or temporary employees may be eligible for limited fringe benefits dependent upon individual benefit rules. Under no circumstances are part-time or temporary support staff employees eligible for participation in District group insurance plans.

Support staff employees not classified as full-time regular, part-time regular, or school year regular employees are considered to be part-time or temporary employees.

Affordable Care Act/HealthCare Reform: Employees who become eligible for health insurance under the federal Affordable Care Act (ACA) rules will be offered access to the District's health insurance plan only. These individuals will not be eligible for other employee benefits.

INSURANCE BENEFITS:

Insurance rates will change when plans renew on July 1 each year. For current insurance rates please contact the District Office.

HEALTH INSURANCE

District and employee health insurance premiums will be shared as follows.

FULL-TIME EQUIVALENCY**	SINGLE PLAN	FAMILY PLAN
95.0% - 100%	13% <i>87% District Paid</i>	18% <i>82% District Paid</i>
70.0% - 94.9%	18% <i>82% District Paid</i>	28% <i>72% District Paid</i>
50.0% - 69.9%	23% <i>78% District Paid</i>	38% <i>62% District Paid</i>

Employees can receive a 3% discount to these percentages by completing health assessment

****AS DEFINED BY DISTRICT CALCULATION: 1520 HR FOR TEACHER/CONTRACTED STAFF OR 2080 HR FOR SUPPORT STAFF EMPLOYEES (GENERALLY HOURLY PAID)**

Part-time employees with a minimum 50% contract (0.5-0.99 FTE) or minimum of 30 hours or more per week for support staff are eligible for health insurance benefits. The District will pay prorated premiums for part-time employees who are enrolled in the District's health insurance. Employees with less than a 50% contract (0.1-49.9 FTE), less than 30 hours per week support staff, or a limited-term contract of any percentage or employed under a substitute or temporary basis are not eligible for the plan.

Individuals enrolled in the District's health insurance plan under the Affordable Care Act provision will pay premiums as determined. Employee premiums will be paid through payroll deduction whenever possible. If an individual's payroll is insufficient to cover his/her share of premiums, he/she must make payment to the District as directed.

Employees in primary teaching positions with school year contracts who resign or retire from employment effective at the end of the school year will continue coverage under the health insurance plan through August 31. Premiums through August 31 will continue to be shared at the same percentage as of the last day of the school year.

Employees in primary positions with 12-month assignments who resign or retire from employment will continue coverage under the health insurance plan through the last day of the month in which the last day of employment is deemed to have taken place. Premiums will continue to be shared at the same percentage as of the last day worked.

Employees who lose eligibility to participate in the health insurance program may be able to continue in the group plan as applicable under the COBRA insurance continuation law.

DENTAL INSURANCE

District and employee dental insurance premiums will be shared on the same basis as health insurance premiums.

FULL-TIME EQUIVALENCY**	SINGLE PLAN	FAMILY PLAN
95.0% - 100%	10% <i>90% District Paid</i>	15% <i>85% District Paid</i>
70.0% - 94.9%	15% <i>85% District Paid</i>	25% <i>75% District Paid</i>
50.0% - 69.9%	20% <i>80% District Paid</i>	35% <i>65% District Paid</i>

****AS DEFINED BY DISTRICT CALCULATION: 1520 HR FOR TEACHER/CONTRACTED STAFF OR 2080 HR FOR SUPPORT STAFF EMPLOYEES (GENERALLY HOURLY PAID)**

Part-time employees with a minimum 50% contract (0.5-0.99 FTE) or minimum of 30 hours per week support staff are eligible for dental insurance benefits. The District will pay prorated premiums for part-time employees who are enrolled in the District's dental insurance. Employees with less than a 50% contract (0.1-.499 FTE), less than 30 hours per week support staff, or a limited-term contract of any percentage or employed under a substitute or temporary basis are not eligible for the plan.

Employees in primary teaching positions with school year contracts who resign or retire from employment effective at the end of the school year will continue coverage under the health insurance plan through August 31. Premiums through August 31 will continue to be shared at the same percentage as of the last day of the school year.

Employees in primary positions with 12-month assignments who resign or retire from employment will continue coverage under the health insurance plan through the last day of the month in which the last day of employment is deemed to have taken place. Premiums will continue to be shared at the same percentage as of the last day worked.

Employees who lose eligibility to participate in the dental insurance program may be able to continue in the group plan as applicable under the COBRA insurance continuation law.

SECTION 125 PLAN / FLEXIBLE SPENDING ACCOUNTS

Employees may contribute pretax dollars to an individualized flexible spending account (FSA) to pay insurance plan premiums, deductibles, co-insurance payments, vision expenses, child-care expenses, elder-care expenses, and other expenses authorized under the Internal Revenue Code. Eligible employees are determined on the same basis as health and dental insurance.

Enrollment information will be available during the open enrollment period for the following calendar plan year.

Individuals enrolled in the District's high deductible health plan (HDHP) health insurance plan under the Affordable Care Act provision may contribute pretax dollars to pay dental, vision, and child-care expenses only. These individuals are not eligible to participate in the flexible spending accounts for health care expenses.

GROUP LIFE INSURANCE

The District will provide a plan of group life insurance in the amount of \$25,000 and will pay the full premium for eligible employees. Eligible employees are determined on the same basis as health and dental insurance.

LONG TERM DISABILITY INSURANCE (LTD)

The District will provide a plan of long term disability insurance and will pay the full premium for eligible employees. Eligible employees are determined on the same basis as health and dental insurance.

Employees who are eligible for long term disability benefits shall not receive salary payments from the School District. Unused PTO (paid time off) will remain for use by the employee upon return to work.

SHORT TERM DISABILITY INSURANCE (STD)

The District does not provide a short term disability plan to all employees. Short term disability plan options may be available to eligible employees and are optional. Eligible employees are determined on the same basis as health and dental insurance. Employees enrolling in a short term disability plan will pay the full premium.

VOLUNTARY SUPPLEMENTAL INSURANCE

Voluntary supplemental insurance plan options may be available to eligible employees and are optional. Eligible employees are determined on the same basis as health and dental insurance. Employees enrolling in a voluntary supplemental insurance plan will pay the full premium.

VOLUNTARY VISION INSURANCE

Voluntary vision insurance plan options may be available to eligible employees and are optional. Eligible employees are determined on the same basis as health and dental insurance. Employees enrolling in a voluntary supplemental insurance plan will pay the full premium.

DETERMINATION OF INSURANCE CARRIERS

The final selection of insurance carrier(s), program(s) and coverage will be determined by the Board of Education with input from district administrative staff and insurance committee members including staff members and the HGEA.

RETIREMENT BENEFITS:

WRS CONTRIBUTION

The District will contribute the employer's share to the Wisconsin Retirement System (WRS). Employees will pay one-half of the total required contribution to the Wisconsin Retirement System, as required by state law. Under no circumstance shall the District pay the employee's required WRS contribution. The payment of WRS contributions will be made pre-tax and thus exempt from state and federal taxes, but subject to FICA taxes.

All eligible employees must participate by law with the actual percentage of district contribution set by the Wisconsin Retirement System.

The amount of income you receive upon retirement will depend upon State law but may include the salary earned while enrolled under the fund, the number of years of service, etc. Annual statements are sent to the participants in the school retirement plan by the Wisconsin Retirement System indicating balances in the employee's plan.

DISTRICT RETIREMENT SAVINGS PLAN / 403(B) PLAN

The District will maintain a district employee 403(b) plan as a type of tax-deferred retirement savings program. Employees may participate by making pre-tax contributions and/or Roth 403(b) after-tax contributions. Participation in the program is optional. Additional information is available from the District Office or from the Employee Navigator program.

RETIRED TEACHERS AND SUBSTITUTE TEACHING

The District values the experience and knowledge of its retired teachers. They bring many desirable qualities with them when they return to substitute teach in the District. For that reason, the District will pay \$25 more than the standard rate, per full day, to a teacher retired from the School District of Howards Grove to substitute teach.

LEAVE BENEFITS:

PAID TIME OFF (PTO)

Planned and/or unplanned time off consists of absences due to an employee's personal illness, personal situation, emergency or personal business, which cannot be conducted outside of normal working hours. It is the responsibility of the employee to follow all guidelines and procedures for reporting absences. All paid time off is calculated as hours and based on full-time equivalency.

All full-time teachers, support staff, and food service personnel shall be allowed a total of twelve (12) days annually with pay for planned and/or unplanned time off. Paid Time Off Of Work for part-time teachers and paraprofessionals will be prorated based in direct relation to the full-time equivalency (FTE) percent for which they are employed. Paid Time Off Of Work which is unused may be accumulated to ninety (90) days and canceled upon severance of employment from the District.

All full-time custodians and administrative assistants shall be allowed a total of thirteen (13) days annually with pay for planned and/or unplanned time off. Paid Time Off Of Work for part-time custodians and support staff will be prorated based in direct relation to the full time equivalency (FTE) percent for which they are employed. Paid Time Off Of Work which is unused may be accumulated to ninety (90) days and canceled upon severance of employment from the District.

School year employees who need or choose to use paid time off of work the day before or after a calendar break will be charged the equivalent of three (3) days (prorated for part-time staff). These calendar breaks will be shared by the district office at the beginning of the year on an annual basis.

A situation causing absence from work in excess of three (3) consecutive working days will require the employee to provide certification from a health care provider of the illness. Absences of more than three (3) consecutive work days may be counted as leave under the FMLA (See Policy 3430.01) if applicable and documented. In addition, absences from work for any amount of time due to surgery, serious illness or injury, or in excess of five (5) consecutive working days will require a health care provider's note verifying the employee's ability to return to work and listing any restrictions if applicable.

Any scheduled unpaid and/or paid time off in excess of 3 consecutive days will require prior approval by the district administrator.

BEREAVEMENT LEAVE

In the event of a death in an employee's immediate family the employee will be granted up to three (3) days bereavement leave. Immediate family is defined as the employee's spouse, domestic partner, children, parents, siblings, grandchildren, grandparents, through birth, marriage or adoption, or other significant person related to the individual. All other bereavement leave will be taken out of paid time off of work. Any bereavement leave in excess of 3 days in one school year will require prior approval by the district administrator.

FAMILY MEDICAL LEAVE (Board Policy 3430.01)

In accordance with Federal and State law, the District will provide family and medical leave to staff. The District's Family and Medical Leave Act policy is intended to conform to and comply with, but not exceed, the requirements of the Federal Family and Medical Leave Act of 1993 ("FMLA") and the Wisconsin Family and Medical Leave Act ("WFMLA"). To the extent that this policy is ambiguous or conflicts with the FMLA or WFMLA, the FMLA and the WFMLA will govern.

Family and medical leave taken under this policy may be covered by Federal law, State law, or both. When leave taken by a staff member under this policy is governed by both Federal and State law, the more generous provision will control in the event of a conflict. However, when leaves are governed by State or Federal law, but not both, the applicable law will control under this policy. In this regard, you should note that certain leaves may be covered by both State and Federal law for only a portion of the leave. To the extent permitted by law, leave under the FMLA, leave under the WFMLA, and leave granted under the District's other policies will run concurrently (at the same time).

Please refer to School Board Policy 3430.01/4430.01 for full details. Paid time off may only be used in conjunction with FMLA when the leave is deemed medically necessary by a doctor. All other leaves under FMLA will be unpaid.

MILITARY LEAVE (Board Policy 3431)

Professional Staff members will be afforded protected leave from employment to perform their obligations to the United States Armed Forces, whether for reserve duty or a call to active duty, and potential deployment. Leave shall be provided in accordance with the law.

The employee is entitled to all Uniformed Services Employment and Reemployment Rights Act (USERRA) benefits and reinstatement to the same or similar position upon return from leave in accordance with USERRA.

UNPAID LEAVE REQUESTS

The District Administrator may approve unpaid, "Pay Deduct" Leave Requests. These requests will only be granted in unique, non-recurring, instances. The following criteria may be considered:

1. Immediate supervisors will assure that adequate coverage is available for the person requesting leave;
2. Leave shall not be taken on teacher workdays, inservices, parent/teacher conferences, final exams, or other days deemed unsuitable by administration to be covered by a substitute;

The District prefers for the sake of our students' learning that employees be in their classrooms or job location as much as possible during the course of the year.

LEAVE FOR EXTENDED PERIOD OF TIME

Any staff member may request and be considered for up to a one-year leave of absence without pay, subject to the approval of the Board.

All benefits at the time leave commenced shall be restored to the staff member upon resumption of duties. With approval of the District and the District's insurance carrier, persons on leave may continue insurance coverage under the COBRA insurance continuation law at their own expense.

The conditions under which a staff member may return from a leave of absence shall be determined by the Board of Education, upon recommendation of the District Administrator, prior to granting the leave.

OTHER BENEFITS:

HOLIDAY PAY

Full-time contract teachers will receive the following paid holidays as part of their contract days: Labor Day, Thanksgiving Day, and Memorial Day.

Part-time contract teachers with a minimum 30% contract (0.3 FTE) will receive prorated holiday pay. Modified work schedules of less than 5 days per week or less than 4 terms/quarters per school year will be a factor in prorating holiday pay granted to any employee.

Part-time contract teachers with less than a 30% contract (0.1-29.9 FTE), limited-term contract employees, substitute or temporary employees are not eligible for holiday pay benefits.

Employees in 12 month positions (260 contract days) will receive the following paid holidays: New Year's Day, Good Friday, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, the day after Thanksgiving, Christmas Eve day, Christmas Day, and the day after Christmas. When the paid holiday falls on a weekend, the school calendar will be considered first.

Part-time employees in 12 month positions will receive prorated holiday pay.

School year employees absent from work, either unpaid or paid leave, immediately preceding AND succeeding a holiday will not be eligible for holiday pay.

SUPPORT STAFF HOLIDAY PAY

Full-time regular and part-time regular support staff employees will receive the following paid holidays as long as they were scheduled to work on the day that the holiday falls on: New Year's Day, Good Friday, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, the day after Thanksgiving, Christmas Eve day, Christmas Day, and the day after Christmas. When the paid holiday falls on a weekend, the school calendar will be considered first and the following shall then apply:

- a. New Year's Day - The preceding Friday shall be the paid holiday.
- b. Fourth of July - The preceding Friday or the following Monday shall be the paid holiday dependent upon summer school being in session.
- c. Christmas Day - The following Monday shall be the paid holiday.
- d. School year employees shall not receive the Fourth of July as a paid holiday.

Part-time employees will receive prorated holiday pay (based upon the same basis as sick leave). School year regular support staff employees working at least 4 hours per day will receive prorated holiday pay. Modified work schedules of less than 5 days per work week will be a factor in prorating holiday pay. Employees who job share do not qualify for holiday pay.

School year employees absent from work, either unpaid or paid leave, immediately preceding AND succeeding a holiday will not be eligible for holiday pay.

If the needs of the District require an employee to work on the holiday, then such employee shall receive the holiday pay in addition to his/her regular pay for the time worked if the employee qualifies for holiday pay.

VACATION PAY

Vacation pay benefits are granted to employees in 12 month positions (260 contract days) as outlined in individual contracts.

SUPPORT STAFF VACATION PAY

Vacation pay is granted to full year, 12 month support staff employees on July 1 each year.

Paid vacation hours are determined by a combination of the position hours worked along with the length of eligible service with the School District of Howards Grove. The following support staff employee groups are not eligible for vacation benefits: part-time employees who work less than 30 hours per week or less than 1,560 hours per year, food service employees, and school year regular employees hired on or after July 1, 2008.

VACATION HOURS EARNED				
<i>CATEGORY BY</i>				
<i>HOURS WORKED</i>	<i>1 YEAR</i>	<i>2 YRS</i>	<i>5 YRS</i>	<i>10 YRS</i>
<i>1976 to 2080 hours</i>	<i>40</i>	<i>80</i>	<i>120</i>	<i>160</i>
<i>1664 to 1975 hours</i>	<i>32</i>	<i>64</i>	<i>96</i>	<i>128</i>

After school is out in June, an employee may with administrative permission and discretion have an early vacation. Whenever possible, you will be given your choice of time to take your vacation, but the work of your department must be considered in planning vacation schedules. Vacation will be granted on a first come basis. Vacation time cannot be carried over from one year to the next and unused vacation will not be paid.

JURY DUTY (Board Policy 3431)

Staff members shall report to the District Administrator when they are called for jury duty or a court appearance.

Staff members who are required to serve on a jury will not be penalized for doing so. They will receive full pay, if they endorse the check received from the court or pay the amount shown on their record slip less travel allowance within fifteen (15) days of return from jury duty.

While on jury duty, staff members are required to report daily their schedule for the following day, and must report to work when excused for a day or more or suffer loss of pay.

The time spent on jury duty will not be charged against personal leave and will count as time on-the-job.

Staff members must submit to the Business Manager a record from the courts of the number of days served.

MILEAGE REIMBURSEMENT (See Board Policy 3440 and related guidelines.)

Employees who are required to provide their own transportation in the conduct of school business shall be compensated at the current rate set by the Internal Revenue Service. This rate will be adjusted periodically. Examples include transferring between buildings mid-shift and conference attendance.

All employees operating a motor vehicle on school business or transporting students must possess a valid State of Wisconsin driver's license and give consent to the District to check the employee's driving record.

Employees under the age of 18 may not operate a District vehicle or another vehicle for school business.

PART III: COMPENSATION

SALARY & CREDIT REIMBURSEMENT

Your beginning salary or hourly wage will be discussed with you at the time you begin employment with the School District of Howards Grove. Pay will be based upon responsibilities associated with the job position, your experience, and your qualifications to meet these responsibilities.

Salaries paid to teachers may increase based on base wage negotiation between the HGEA and the Board of Education. Additional compensation will be determined by the Board.

All teachers are required to maintain their individual teaching license.

An employee's rate of pay may be frozen if there is a perceived deficiency by the supervisor or by administration. If this is done, a review shall be conducted after 3 months and after 6 months, at which time the employee may again become eligible for salary adjustments.

\$90.00 toward the cost of each semester hour graduate credit earned during the school year shall be paid to the teacher within four weeks after written evidence from the college or university indicates that the course has been successfully completed.

\$90.00 toward the cost of each semester hour graduate credit earned during a summer session will be paid to the teacher within four weeks after written evidence from the college or university indicates that the course has been successfully completed and said teacher returns to work in the District for the term following the summer session.

Maximum remuneration for cost of credits shall not exceed \$810.00 per year.

Course Approval

1. Courses for which remuneration is to be made shall be approved by the District Administrator before they are started. The appropriate forms shall be on file in the District Office.
2. Approved courses shall be those deemed beneficial to the individual teaching situation.
3. A written explanation giving the reason for course denial will be provided to the teacher by the District Administrator.
4. The individual teacher will be responsible for furnishing a valid transcript of credits earned.
5. The individual teacher who participates in courses and who receives remuneration may be asked to present, instruct, or share the information learned in the course with their colleagues and the District.

PAYMENT

Regular District payroll dates are the 15th and the last day of the month. If a payroll date falls on a Saturday, Sunday, or holiday, payment will be made on the previous business day.

All full-time employees will be paid in 24 equal installments. Given the nature of public school business, teachers may receive their July and August payments with the last payment in June to facilitate District requirements and efficiencies. If necessary and cash flow needs dictate, the District reserves the right to pay teachers their July and August payments on the regularly scheduled July and August payroll dates. Payments will not be made later than the regularly scheduled payroll date.

Employees on a limited-term contract or long-term substitute assignment will be paid all pay as earned on each payroll date.

Payments will be deposited in any financial institution which allows direct deposit.

Additional compensation for extra-duty assignments will be made after supervisor/principal approval and according to the extracurricular schedule.

For work performed beyond an employee's base contract to be compensated by the District, timesheets must be completed by the employee within 30 days of the work performed. Timesheets received after 30 days will not be paid. Such examples may include, but are not limited to, approved curriculum writing, special events work, staff training activities, extended or summer contracts.

A schedule of payroll dates may be found in your Employee Access account on the District website. If you have any questions related to your payroll, please contact Human Resources in the District Office.

SUMMER SCHOOL, CURRICULUM WORK, EXTENDED CONTRACT

Certified staff members who are involved in teaching summer school classes shall be compensated at the rate of \$30.00 per hour.

Professional staff members who perform curriculum work outside of the regular school year with prior approval shall be compensated at the rate of \$25.00 per hour.

SUPPORT STAFF OVERTIME PAY

Covered, non-exempt employees who work more than forty (40) hours in a given work week will receive overtime compensation at the rate of one and one-half (1-1/2) times the employee's regular hourly rate of pay for all hours worked in excess of forty (40) in the work week. The seven-day work week begins on Sunday at 12:00 a.m. and continues through the following Saturday at 11:59 p.m. Fair Labor Standards do NOT allow the averaging of hours over two (2) or more weeks.

Time worked beyond a forty-hour week must have prior approval from an employee's supervisor. Overtime may be authorized only by a supervisor and will be used primarily to address circumstances of an emergency or temporary nature. Overtime is NOT authorized for regular, routine duties or for convenience.

Employees who work overtime without prior approval from the supervisor or District Administrator will be subject to disciplinary action, up to and including termination.

If an employee is required to work for the District beyond a forty-hour week, he/she may have the option of being paid out at the rate of one and one-half times or accumulate compensatory time (plus time hours)

at the same rate. An employee may take a regular work day off with pay using accumulated “plus time” with prior approval from the supervisor. The maximum plus time balance allowed to be accrued is one week of the employee’s regularly scheduled work week. For a full-time employee, this would be a 40-hour maximum. Plus time or comp time will not be carried over and will be paid out at the end of the school year. Comp time should be used within your normal work week schedule and within 60 days of accruing it.

SUPPORT STAFF BREAKS AND MEAL PERIODS

Support staff employees working shifts longer than six (6) hours will be required to take an unpaid break/meal period of 30 minutes or more on a regular basis. Due to the nature of school business, adult employees may forgo an unpaid break period, and be paid for his/her time worked, on an *infrequent* basis if the operations of the District would be interrupted. A bona fide meal period completely relieves the employee from duty.

Employees under the age of 18 must take a 30 minute unpaid break/meal period when working shifts longer than six (6) hours.

Occasional paid breaks may be granted under special circumstances with supervisor approval. Employees working in physically demanding conditions (such as high heat, heavy lifting, etc.) will be provided a paid break period for safety reasons. Employees needing a break due to feeling ill should tell a co-worker or supervisor in case of emergency or unexpected health reasons.

SECURING BUILDINGS & SETTING ALARMS – WEEKENDS

One hour of time will be granted for setting the alarm and securing the building on weekends for each building. Weekends are defined as Saturday and Sunday. Employees securing a building will walk through the entire building checking that doors are closed and locked, lights turned off, windows closed, etc. The regularly scheduled custodial staff is responsible for securing each building and setting alarms on school nights and during the summer weekdays during the regular work shift. Questions may be directed to the Director of Buildings & Grounds.

AFTER-HOUR EMERGENCIES

A minimum of two hours will be paid to support staff employees called to assist with after-hour emergencies. After-hour emergencies could include catastrophic events such as flood clean-up or preparing for school the next day following a bomb threat, etc.

Support staff employees receiving alarm company calls after 11:00 p.m. that require them to come in to the building(s) will be granted two hours of time.

SUBSTITUTE POSITIONS

If a certified employee is asked to substitute or take on additional duties due to a substitute shortage, the employee will be compensated at \$24.25 per hour. If certified teachers are asked to split a classroom amongst a team, the certified staff members will be compensated at an additional \$24.25 per hour in addition to their regular salary.

If a regularly employed support staff employee substitutes for another employee in a different job classification, part-time or full-time, for ten consecutive days or more, the supervisor and the District Administrator will review the pay rate and determine if a pay rate adjustment is appropriate.

EXTRA-DUTY CATEGORIES & PAY SCHEDULES

SPORTING EVENTS

BUS CHAPERONE _____	\$20.00 per date
FOOTBALL CHAIN GANG (Per Person) _____	\$15.00 per game
FOOTBALL STATISTICIAN _____	\$15.00 per game
SCOREMARKER & TIMER - J.V. (Per Person) _____	\$20.00 per game
SCOREMARKER & TIMER - VARSITY (Per Person) _____	\$20.00 per game
ANNOUNCER _____	\$20.00 per date
TICKET SELLERS & TAKERS (Per Person) _____	\$15.00 per game
GAME MANAGER - J.V. & VARSITY _____	\$35.00 per date
GAME MANAGER - GRADES 7-9 _____	\$25.00 per date
CONCESSION SUPERVISOR _____	\$15.00 per date

EXTRA DUTIES

APPROVED CURRICULUM WORK _____	\$25.00 per hour
APPROVED SUPERVISION WORK _____	\$20.00 per hour
MENTOR _____	\$550.00 per Initial Educator
EDUCLIMBER COACH _____	\$1000 per Educator
ACADEMIC COACH _____	\$1000 per Educator
SOCIAL MEDIA CONTACT _____	\$1000 per Educator

AUDITORIUM ISSUED CONTRACTS

High School Musical- FALL

Director_____	\$3000
Vocal and Pit Conductor_____	\$3000
Choreographer_____	\$600-\$750 range
Set Builder_____	\$1000-\$1500 range
Sound Designer_____	\$350
Lighting Designer_____	\$350

High School Play- WINTER

Co-Director_____	\$2000
Co-Director_____	\$2000
Set Builder_____	\$500
Sound & Lighting Designer_____	\$350

Middle School Musical- SPRING

Director_____	\$2500
Assistant Director_____	\$2000
Music Director_____	\$2000
Choreographer_____	\$600
Set Builder_____	\$750
Sound & Lighting Designer_____	\$350

Senior Play- SPRING

Director_____	\$2000
Sound & Lighting Designer_____	\$350

CO-CURRICULAR / EXTRA-CURRICULAR ACTIVITIES PAY SCHEDULE

	<u>YEAR 1-5</u>	<u>YEAR 6+</u>
FOOTBALL COACH	2,788	3,137
VOLLEYBALL COACH	2,788	3,137
BASKETBALL COACH B/G	2,788	3,137
SOCCER COACH B/G	2,788	3,137
TRACK COACH	2,788	3,137
BASEBALL COACH	2,440	2,788
FASTPITCH SOFTBALL COACH	2,440	2,788
TENNIS COACH B/G	2,440	2,788
CROSS COUNTRY COACH	2,440	2,788
WEIGHTLIFTING COACH	1,773	2,003
GOLF COACH	1,394	1,569
MS ATHLETIC DIRECTOR	1,394	1,569
PEP BAND DIRECTOR	958	1,046
SCHOOL PUBLICATIONS-DISTRICT NEWSLETTER	958	1,046
SCHOOL PUBLICATIONS-HS YEARBOOK ADVISOR	958	1,046
HEAD FORENSICS COACH	958	1,046
FFA ADVISOR	958	1,046
HOSA ADVISOR	958	1,046
PROJECT GRILL	958	1,046
HS STUDENT COUNCIL ADVISOR	871	958
MS STUDENT COUNCIL ADVISOR	871	958
DANCE (Fall & Winter) COACH	2050	2275
FBLA ADVISOR	871	958
SWING CHOIR DIRECTOR	871	958
ASST FORENSICS COACH	697	784
JAZZ ENSEMBLE DIRECTOR	697	784
LETTER CLUB ADVISOR	697	784
HS SKILLSUSA ADVISOR	697	784
MS SKILLSUSA ADVISOR	697	784
INTERNATIONAL CLUB ADVISOR	697	784
MS/ELEM YEARBOOK ADVISOR	697	784
DISTRICT HEALTH COORDINATOR	523	610
DISTRICT SAFETY & EMERG CARE COORDINATOR	523	610
GRADE 11 ADVISOR (Each)	523	610
CONCESSIONS MANAGER	349	395
GRADE 12 ADVISOR (Each)	349	395
MATHCOUNTS ADVISOR	349	395
MUSICAL (JOINT WITH KOHLER SD) ADVISOR	349	395
GRADE 7 ADVISOR	349	395
NATIONAL HONOR SOCIETY ADVISOR	349	395
GRADE 8,9,10 ADVISORS	210	246
VARSITY ASSTS./HEAD JV COACH	1,953	2,194
ASST. JV/FRESHMAN COACH	1,676	1,881
GRADE 7/8 COACH	1,117	1,256
MS CROSS COUNTRY COACH	979	1,117
JV B/G SOCCER, SB, BB TENNIS	500	500

APPENDIX

SCHOOL DISTRICT OF HOWARDS GROVE Professional & Support Staff Salary Schedule Manual

FUTURE RELEASE....

ACKNOWLEDGEMENT OF RECEIPT OF EMPLOYEE HANDBOOK

The Employee Handbook which I have been provided contains important information about the School District of Howards Grove, and I understand that I should consult with my building principal or the District Office staff regarding any questions not answered in the handbook. I have entered into my employment relationship with the School District of Howards Grove voluntarily, and understand that my individual employment contract governs the length of my employment.

I understand that the information, policies, and benefits described herein are subject to change at any time. I acknowledge that revisions to the handbook may occur. I am informed that changes will generally be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies. I acknowledge that only the Board of Education has the authority to adopt revisions to the policies of this handbook.

Furthermore, I understand that this handbook is not a contract of employment or a legally-binding agreement. I have had an opportunity to read the handbook, and I understand that I may ask my building principal or the District Office staff any questions I might have concerning the handbook. I agree to conform with the terms and provisions contained in this handbook, as well as all other District policies, State and Federal laws, and any revisions made to them. I further agree that if I remain in employment with the School District of Howards Grove following any modifications to the handbook, Board policies or State or Federal law, I thereby accept and agree to the changes.

I have received a copy of the Employee Handbook of the School District of Howards Grove on the date listed below. I understand that I am expected to read the entire handbook. Additionally, I will sign two copies of this Acknowledgment of Receipt, retain one copy for myself, and return one copy to the District Office. I understand that this form will be retained with District personnel files.

Signature of Employee

Date

Employee's Name – Printed

School District Representative

Date

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