



EMPLOYMENT HANDBOOK FOR PROFESSIONAL STAFF

2013-2014



SCHOOL DISTRICT OF SHEBOYGAN FALLS

“Unlocking Potential for Lifelong Learning and Service”

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Welcome

Dear Professional Staff Members:

Welcome to the School District of Sheboygan Falls and thank you for choosing to be a part of our success.

Teaching is a noble profession. Life affords no greater responsibility or greater privilege than the preparation 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 professionals like you. We seek out only the best professional staff members and strive to provide a professional environment characterized by collaboration, respect and growth.

You will find Sheboygan Falls to be a high-performing school District that sets high expectations for students and employees alike. The District places the highest priority on maximizing achievement for each child, and our culture of fostering relationships and engaging students, employees and community will guide our progress going forward.

We are glad you chose Sheboygan Falls. We hope you will find your employment here to be productive, rewarding and professionally fulfilling.

Sincerely,

John Mauer
School Board President

Jean Born
District Administrator

Steve Aykens
School Board Vice President

Victoria Bramstedt
School Board Clerk

Peter Geise
School Board Treasurer

Linda Adams
School Board Clerk Pro-Tem

John Johnson
School Board Member

Mark Debbink
School Board Member

“Unlocking Potential for Lifelong Learning and Service”

Purpose of the Employee Handbook

This Handbook has been prepared to acquaint professional staff members with the School District of Sheboygan Falls' policies, procedures, rules and regulations; however it should not be considered all-inclusive. Please read and become familiar with this information. If you have any questions regarding this Handbook or matters which are not covered, please direct them to the District Office. For any questions regarding benefits, please contact our Benefits Specialist. Other policies that apply to professional staff and students are available on our District website, www.sheboyganfalls.k12.wi.us.

This Handbook has been prepared for information 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 District with or without notice. This Handbook supersedes any and all previous Handbooks, statements, contracts, policies, procedures, rules or regulations given to employees, whether verbal or written.

Professional staff includes teacher, school counselor, speech therapist, occupational and physical therapists, library media specialist, and school psychologist.

BOARD OF EDUCATION AUTHORITY

The Board of Education of the School District, under authority specifically conferred by the Wisconsin Statutes, exercises all rights of possession, care, control and management of the property, affairs, and operations of the School District, and may do all things reasonable to promote the cause of education in the District.

NONDISCRIMINATION: The Board of Education does not discriminate in the employment of administrative staff on the basis of the Protected Classes of race, color, national origin, age, sex, creed or religion, genetic information, handicap or disability, marital status, 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 declining to attend an employer-sponsored meeting or to participate in any communication with the employer about religious matters or political matters, or any other characteristic protected by law in its employment practices.

The District Administrator shall appoint and publicize the name of the compliance officer who is responsible for coordinating the District's efforts to comply with the applicable Federal and State laws and regulations, including the District's duty to address in a prompt and equitable manner any inquiries or complaints regarding discrimination or denial or equal access. The Compliance Officer(s) shall also verify that proper notice of nondiscrimination for Title II of the Americans with Disabilities Act (as amended), Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, Section 504 of the Rehabilitation Act of 1973 (as amended), Genetic Information Nondiscrimination Act (GINA), and the Age Act (ADEA) to students, their parents, staff members, and the general public.

PROFESSIONAL RESPONSIBILITIES AND EXPECTATIONS**LICENSE**

Maintaining a valid license from the Wisconsin Department of Public Instruction is a personal responsibility of licensed staff members. Each professional staff member or administrator who is required to hold a license by the Department of Public Instruction is required to file a copy of his/her license with the District Office within ten (10) days of signing their initial contract and must file a copy of the updated license each time that it is renewed. Failure to maintain a valid DPI license will void any employment contract and may result in suspension without pay or termination of employment.

To check the status of your license or find information regarding maintaining your license, please visit the Department of Public Instruction website, <http://dpi.wi.gov/tepd/licensing.html>.

PROFESSIONAL WORK DAY

Education and teaching is a professional occupation. The professional staff is required to be with students for their supervision and instruction and to be present at those times needed to carry out their professional responsibilities. Educational and other professional requirements may make it necessary for occasional changes in normal starting and ending times. Alternate work schedules to better serve the needs of students may be developed between the District and individual staff members.

Part-time professional staff members will be required to be in attendance for all pre-service, in-service, and parent/professional staff members' conference sessions.

Generally, professional staff must be present during the student school day and whenever they have assigned duties. Professional staff members shall be expected to assume responsibility for work on curriculum projects, attendance and participation in faculty and departmental meetings, supervision of students, parent/teacher conferences, open house and other similar duties. From time to time, meetings may occur outside of a professional staff member's normal work hours. Professional staff members should generally be available either before or after school to meet with parents or students. While a professional workday is presumed to be an eight-hour work day, the building schedules are a generally accepted guideline for a professional staff members' workday, recognizing that teaching often requires work beyond the regularly scheduled hours. Per the Fair Labor Standards Act (See Appendix A), comp time will not be reimbursed.

All professional staff members may be assigned by their respective principal additional duties, including chaperoning, playground duty, lunch room duty, bus duty, parking lot duty, study halls, detention duty, etc., on an evenly divided rotating basis. If a professional staff member is unable to be present during the assigned duty, he/she is responsible to provide a replacement for the assignment. In the event that a substitute is provided for an activity occurring outside of normal school hours, the professional staff member originally assigned to that duty shall inform his/her respective principal of said substitution in advance of the scheduled activity.

PREPARATION AND COLLABORATION TIME

The District understands that preparation time for professional staff is integral for successful instruction. Time throughout the work day, when staff do not have assigned teaching or other responsibilities, should be used by professional staff members to prepare for classes. Such preparation time may be used to assist students individually or in small groups, meet with colleagues or administrators, prepare lessons, grade papers or meet with parents or other professionally appropriate tasks.

In addition, the District specifically reserves time on Wednesday afternoons to allow for professional collaboration. It may not include: normal faculty meetings, individual prep time, I.E.P. meetings, athletic and extra-curricular activities and preparation/practice for events.

LUNCH PERIOD

All full-time professional staff members shall have a minimum half hour duty-free, unpaid lunch period.

Professional staff members who travel between buildings will not be assigned playground or other supervisory duties that prevent them from scheduling preparation time or duty-free lunch.

PROFESSIONAL EXPECTATIONS & CODE OF CONDUCT

The District is committed to the highest professional standards and fosters a culture of integrity and accountability. A physically and emotionally safe environment is essential for learning to occur. Respect and understanding of one another are foundations of an effective learning and working environment. Collaboration and cooperation enhance student achievement and job performance. High expectations combined with a positive, caring environment motivate people to strive for excellence.

To promote the best possible learning organization and ensure orderly operations, the School Board expects employees to conduct themselves in keeping with the following Board of Education Policies: #1130, #3112, #3210, #3213, #3242, and #3243.

STUDENT SUPERVISION AND WELFARE

Professional staff members because of their proximity to students are frequently confronted with situations which, if handled incorrectly, could result in liability for the District and the professional staff member.

On this basis, any professional staff member, or a person who works or volunteers with children, who is found to have had sexual contact with a student, including a student age sixteen (16) or older, shall be referred to the proper authorities and be subject to discharge.

This section should not be construed as affecting any obligations on the part of staff to report suspected child abuse under Wis. Stats. 48.981 and Board of Education Policy

#8462.

It is the responsibility of the District Administrator to prepare administrative rules to assure maintenance of the following standards:

- Each professional staff member shall exercise ordinary care for supervision, control, and protection of students commensurate with assigned duties and responsibilities.
- A professional staff member should not volunteer to assume responsibility for duties he/she cannot reasonably perform. Such assumption carries the same responsibility for proper performance as assigned duties.
- Through assigned course guides, each professional staff member shall provide proper instruction to permit students to protect themselves from all dangers, risks and hazards presented during course work and classes of all types.
- Each professional staff member shall immediately report to the principal all accidents or incidents involving any personal injury or damage to property.
- Each professional staff member shall immediately report to the principal any and all safety hazards s/he detects.
- Each professional staff member shall immediately report to the principal all acts or threats of violence by students or adults.
- A professional staff member shall not send students on any personal errands for the benefit of the staff member.
- A professional staff member shall not associate with students, particularly those of the opposite gender, at any time in a manner which gives the appearance of impropriety, including, but not limited to, social engagements, through social media, or participation in any situation or activity which could be considered abusive or sexually suggestive or involve illegal substances such as tobacco, alcohol, or drugs. This provision should not be construed as precluding a professional staff member from conferring with students in private for legitimate academic reasons or other reasons related to the school program.
- If a student comes to a professional staff member to seek advice or to ask questions regarding a personal problem related to sexual behavior, substance abuse, mental or physical health, and/or family relationships, the staff member may help the student make contact with certified or licensed individuals in the District or community who specialize in the assessment, diagnosis, and treatment of the student's problem. Under no circumstances should a staff member attempt, unless properly licensed and authorized to do so, to counsel, assess, diagnose, or treat the student's problem or behavior.
- A professional staff member shall not transport students in a privately owned vehicle without the approval of the principal.

- A student shall not be required to perform work or services that may be detrimental to his/her safety or health.

Most information concerning students is contained in highly confidential pupil records which are protected from public disclosure under Federal and State laws. Any staff member who discloses confidential student record information to another person, not authorized to receive the information, is subject to discipline, up to and including discharge, and civil liability. This includes, but is not limited to, information concerning assessments, grades, behavior, family background, physical or mental health, and alleged child abuse (see Board Policy #8330). Reference: Board of Education Policy #4213. Pursuant to the laws of the State and Board of Education Policy #8462, each staff member shall immediately report to the proper legal authorities and building principal, any sign of suspected child abuse or neglect.

ATTENDANCE

Regular attendance is required of every District employee. It is the employee's responsibility to be present and ready to begin his or her professional duties on time each day and to return on time from scheduled breaks and lunch breaks. Although there are justifiable reasons to be absent from work, employment by the School District assumes an availability for work. Excessive absenteeism or tardiness will lead to discipline, up to and including termination. Employees are required to comply with the reporting procedures for absences and tardiness as outlined in this Handbook and communicated to them by their supervisor.

Tardiness: Tardiness is not permitted, unless due to emergency conditions communicated to and excused by the immediate supervisor or another appropriate administrator. Excessive tardiness will result in disciplinary action, up to and including termination.

Substitute Folder: Teachers are required to have a substitute folder for use when they are absent from school. The folder must include information on student seating and other helpful hints to assure safe and productive instruction occurs while the teacher is out. If possible for unplanned absences, but required for preplanned absences, the teacher must provide a detailed lesson plan that aligns to the topic being studied and excludes busywork unrelated to course objectives. It is important to view teacher days of absence as continuous instruction days and not as "free days" for the students. Teachers are responsible to follow up on substitute recommendations and referrals for student misconduct.

AESOP –AUTOMATED SUBSTITUTE PLACEMENT AND ABSENCE MANAGEMENT

The School District of Sheboygan Falls has implemented an automated service, AESOP, which greatly simplifies and streamlines the process of recording absences and finding substitutes.

ALL TIME OFF REQUESTS MUST BE MADE USING AESOP.

The service is available to employees 24 hours a day, seven days a week. Employees may interact with the system either on the Internet at <http://www.aesopeducation.com>, or by way of a Toll Free automated Phone line.

To Register on AESOP:

1. Simply dial 1-800-942-3767 (1-800-94-AESOP).
2. Enter Identification (ID) and Pin number. This information will be provided by the District Office at the time of hiring.
3. Once logged into the system, prompts will be given for the various menu choices.

When an employee accesses the system over the phone for the first time, it is very important to record the name and assignment of the employee for substitutes to hear. Only name and assignment should be recorded, (e.g. John Doe, 3rd Grade) as the system will play this recording to potential substitutes for all future absences.

When entering an absence, please wait until a confirmation number is received before terminating the phone call. The transaction is not complete until a confirmation number is received.

Employees may also access the system on the Internet at <http://www.aesopeducation.com>. Here employees will be able to enter absences, check absence schedule, update personal information, and exercise other features. Questions, concerns, and comments should be directed to the District Office at (920) 467-7893.

POSITION DESCRIPTIONS

Position descriptions for each District position are available for inspection on the District website (staff resources). At a minimum, the descriptions will include the job title, summary, minimum qualifications and essential functions of the position. Employees must be able to perform the essential functions of the job as set forth in the description. Reference: Board of Education Policy #3120, #3120.01, and #3120.04-3120.10.

PROFESSIONAL APPEARANCE AND ATTIRE

All employees represent the District and are required to set an example in their dress and grooming. Therefore, the professional staff is expected at all times during scheduled working hours to wear attire that communicates an educational atmosphere to students, parents and the public. By setting this example, the District communicates high standards for the educational environment and promotes respect from students, parents and community members. Dress or attire that adversely affects the educational atmosphere as unsafe, disruptive or inappropriate is not allowed. Clothing worn to school must be neat, clean and in good repair. Employees who appear for work inappropriately dressed will be

required to participate in a private conference with their supervisor, building principal, District Administrator or designee. Reference: Board of Education Policy #3216.

IDENTIFICATION BADGES

The District will provide employees with an employee identification badge. Employee identification badges are an important part of employee work attire. Badges allow students, parents, coworkers, vendors and the public to know who employees are. Badges are an important part of providing a secure environment for students. Employees are required to wear their employee identification badges in a visible spot during their contracted work time and when representing the District at any school events.

GENERAL EMPLOYMENT LAWS**EQUAL EMPLOYMENT OPPORTUNITY**

The District is an equal opportunity employer. Personnel administration in the District shall be conducted so as not to discriminate on the basis of age, race, creed, color, sex, pregnancy, sexual orientation, national origin, disability, political affiliation, handicap, marital status, ancestry, citizenship, arrest or conviction record, membership in the national guard, state defense force or any other reserve component of the military forces of the United States or Wisconsin, use or non-use of lawful products off school premises during non-working hours or any other reason prohibited by state or federal law.

This policy shall apply to hiring, placement, assignment, transfer, promotion, lay-off, recall or termination. Similarly, all salaries, wages, benefit programs and personnel policies shall be administered in conformity with this policy.

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

Any employee who believes he or she has been discriminated against in violation of this policy 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 District Administrator. Reference: Board of Education Policy #3122.

COPYRIGHT

The Board of Education directs its staff and students to use copyrighted works only to the extent that the law permits. The Board recognizes that Federal law applies to public school Districts, staff, and students, and that the District must, therefore, avoid acts of copyright infringement under penalty of law. Reference: Board of Education Policy #2531.

EMPLOYEE ANTI-HARASSMENT**Prohibited Harassment**

The District is committed to a work environment that is free of harassment in any form. 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 or appointment, as well as expulsion. Additionally, appropriate action will be taken to prevent and otherwise stop harassing behavior toward employees or students, by any third party.

For purposes of this policy, "School District community" means individuals subject to the

control and supervision of the Board including, but not limited to, student, teachers, staff, volunteers, administrators and Board members. "Third party" means individuals outside the School District community who have contact with the School District on operational matters or who participate in school activities and events authorized by the Board including, but not limited to, visiting speakers, participants on opposing athletic teams, and vendors doing business with, or seeking to do business with, the District.

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, genetic information, 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 employee-to-employee, employee-to-student, student-to-employee, volunteer to student, third party to employee, third party to student, male-to-female, female-to-male, male-to-male, or female-to-female.

Sexual Harassment Defined

- A. Conduct of a sexual character by supervisory employee toward a subordinate employee, regardless of whether such conduct creates a hostile work environment when:
 1. acquiescence in or submission to such conduct is an explicit or implicit term or condition of employment; and/or,
 2. an individual's acquiescence in, submission to, or rejection of such conduct becomes the basis for employment decisions affecting that individual; and/or,
 3. such conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile or offensive work environment.
- B. Conduct of a sexual character by an employee toward another employee when:
 1. acquiescence in or submission to such conduct is an explicit or implicit term or condition of employment; and/or,
 2. an individual's acquiescence in, submission to, or rejection of such conduct becomes the basis for employment decisions affecting that individual; and/or,
 3. such conduct has the purpose or effect of unreasonably interfering with an individual's work or creating an intimidating, hostile or offensive work environment.
- C. Consensual sexual relationships where such relationship leads to favoritism of a subordinate employee with whom the superior is sexually involved and where such favoritism results in an adverse employment action for another

- employee or otherwise creates a hostile work environment.
- D. Failure of a District employee or other adult associated with the District to maintain appropriate boundaries with respect to students, to include intruding upon a student's personal physical space or personal life or inviting or acquiescing in students entering the personal life, conduct or affairs of the adult.
 - E. Sexual harassment toward students is defined in the same manner as in A and B above, substituting “academic participation” for condition of employment, “academic decisions” for employment decisions and “learning environment” for work environment.

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

Harassment

Prohibited harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's protected status and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's protected status, such as negative comments about age, race, physical impairments or defects/appearances, or the like.

Reporting Procedures

COMPLAINT COORDINATOR/INVESTIGATOR – Director of Instruction

The District Administrator shall prepare written administrative guidelines for employees to report alleged harassment prohibited under this policy to appropriate school administrators. The reporting procedures shall, at a minimum, provide as follows:

- A. Any employee who believes s/he has been the victim of harassment prohibited under this policy will be encouraged to report the alleged harassment to the building principal.
- B. Teachers, administrators, and other school officials who have or receive notice that an employee or student has or may have been the victim of harassment, or has engaged in harassment prohibited under this policy shall immediately report the alleged harassment to the building principal.

- C. Any other person with knowledge or belief that an employee has or may have been the victim of harassment or has engaged in harassment prohibited by this policy is encouraged to immediately report the alleged acts to the building principal.
- D. Complaints with regard to a building principal will be reported to the District Administrator.
- E. The reporting party or complainant shall be encouraged to use a report form available from the principal of each building or available from the District Office, but oral reports shall be considered complaints as well. Use of formal reporting forms shall not be mandated. However, all oral complaints shall be reduced to writing. Further, nothing in the administrative guidelines shall prevent any person from reporting harassment directly to the District Administrator.
- F. If the individual reporting the harassment is uncomfortable with the gender of the complaint coordinator, the reporting individual may request someone of the opposite gender. The complaint coordinator, or their designee, shall be available outside regular school hours to address complaints of harassment that may require immediate attention.

Student Harassment

The District Administrator shall prepare written administrative guidelines for reporting, investigating, and acting upon complaints of harassment toward, or by students.

Investigation Procedures

The District Administrator shall prepare written administrative guidelines for investigating complaints of harassment. These procedures will, at a minimum, provide as follows:

- A. The Complaint Coordinator or another individual designated by the District Administrator (the "Investigator") shall conduct an investigation immediately upon receiving a complaint or report of harassment prohibited under this policy. The District Administrator, or his/her designee, shall oversee the investigation. The District Administrator will also take immediate action, as may be appropriate, to prevent further violations of this policy while the investigation is being conducted.
- B. The investigation shall consider all relevant facts, documents, witness accounts, and other relevant information.
- C. The investigation shall be completed as quickly as possible, but no later than thirty (30) calendar days from receipt of the complaint, unless additional time is needed to conduct a thorough and objective investigation and the complainant is informed of the need for additional time. The Investigator shall make a written report to the District Administrator upon completion of the investigation. If the complaint involves the District Administrator, the report

shall be filed directly with the Board of Education. The report shall include a determination as to whether the allegations have been substantiated as factual and whether the allegations, if true, represent violations of this policy. The Investigator may conduct the investigation regardless of the fact that a criminal investigation involving the same or similar allegations is also pending or has been concluded.

School District Action

Upon receipt of a report that a violation has occurred, the School District will take prompt, appropriate formal or informal action to address, and remediate the violation. Appropriate actions may include, but are not limited to, counseling, awareness training, warning, suspension, expulsion, transfer, remediation, termination, or discharge. Any action taken will be directed toward assuring that harassing behavior stops. School District action taken for violation of this policy shall be consistent with the requirements of State and Federal law, and School District policies for violations of a similar nature or similar degree of severity.

If the evidence suggests that the harassment at issue is also a crime, the District Administrator will report the initial complaint and results of the investigation to the appropriate law enforcement or social service agency charged with responsibility for handling such crimes.

Subject to State and Federal laws regarding privacy, confidentiality, employment records, pupil records, and other rights, the District Administrator shall provide the complainant and other parties with a written answer to the complaint within fourteen (14) calendar days of receiving the Investigator's report.

Reprisal

Submission of a good faith complaint or report of harassment, and participating truthfully in an investigation will not affect the work status or work environment of the complainant, reporter or witness. However, the Board also recognizes that false or fraudulent claims of harassment or false or fraudulent information about such claims may be filed. The Board reserves the right to discipline any person filing a false or fraudulent claim of harassment or false or fraudulent information about such a claim.

The District will discipline or take appropriate action against any member of the School District community who retaliates against any person who reports an incident of harassment prohibited by this policy, or who participates in a proceeding, investigation, or hearing relating to such harassment. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment.

Miscellaneous

The District shall conspicuously post a notice including this policy against harassment in each school in a place accessible to the School District community and members of the public. This notice shall also include the name, mailing address, and telephone number of the Complaint Coordinators, the name, mailing address, and telephone number of the

State agency responsible for investigating allegations of discrimination in educational opportunities, and the mailing address and telephone number of the United States Equal Opportunity Employment Commission and State of Wisconsin Equal Rights Division.

Communication

A copy of this policy shall be made available upon request of employees and other interested parties.

The Board will assure that methods are developed for communicating this policy to the School District community. Training on the requirements of non-discrimination and the appropriate responses to issues of harassment will be provided to the School District community on an annual basis, and at such other times as the Board in consultation with the District Administrator determines is necessary or appropriate.

This policy shall be reviewed at least annually for compliance with local, State, and Federal law.

The Board will preserve the confidence of the complainant, the individuals against whom the complaint is filed, and the witnesses to the extent practicable, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery, disclosure, or other legal obligations. Reference: Board of Education Policy #3362.

THREATENING BEHAVIOR TOWARD STAFF MEMBERS

The Board of Education affirms that staff members must be able to work in an environment free of threatening speech, actions, or other behaviors.

Threatening behavior consisting of any words or deeds that intimidate a staff member or cause anxiety concerning his/her physical and/or psychological well-being, or property interests is strictly forbidden. Any student, parent, visitor, staff member, or agent of the Board who is found to have threatened, or acted upon a threat toward a member of the staff will be subject to discipline and reported to the appropriate law enforcement authorities.

The District Administrator shall implement guidelines whereby this policy is communicated to students and employees and will establish appropriate procedures for reporting and promptly and effectively acting upon reported incidents. Reference: Board of Education Policy #3362.01.

USE OF TOBACCO BY PROFESSIONAL STAFF

The Board of Education is committed to providing students, staff, and visitors with a tobacco-free environment. The negative health effects of tobacco use for both users and non-users, particularly in connection with second hand smoke, are well-established. Further, providing a tobacco-free environment is consistent with the role-modeling responsibilities of teachers and staff to our students. The Board also recognizes, however,

the right of individuals under State law to use lawful products, including tobacco, during non-working hours off District premises.

Accordingly, the Board prohibits the use of tobacco in any form including, but not limited to, cigarettes, cigars, snuff, and chewing tobacco at all District-sponsored events and on District premises, in District vehicles, and within any indoor facility owned or leased or contracted for by the District and used to provide education or library services to children. Violation of this provision shall result in discipline, up to and including discharge. Reference: Board of Education Policy #3215.

ALCOHOL AND OTHER DRUGS

The Board of Education recognizes that the misuse of drugs is a serious problem with legal, physical, and social implications for the entire school community.

As the educational institution of this community, the schools should strive to prevent drug abuse and help drug abusers by educational, rather than punitive, means.

For purposes of this policy, "drugs" shall mean:

- A. all controlled substances as so designated and prohibited by Federal and Wisconsin law;
- B. all chemicals which release toxic vapors;
- C. all alcoholic beverages;
- D. any prescription or patent drug, except those for which permission to use in school has been granted pursuant to Board policy;
- E. "look-alikes";
- F. anabolic steroids;
- G. any other illegal substance so designated and prohibited by law.

The Board prohibits the use, possession, concealment, sale and distribution of any drug and any drug-paraphernalia at any time on District property or at any District-related event. Violation of this provision shall result in discipline, up to and including discharge. Reference: Board of Education Policy #3170, #3170.01.

All employees shall remain free of alcohol or non-prescribed, controlled substances in the workplace throughout his/her employment. Violation of this provision shall result in discipline, up to and including discharge.

The District encourages employees who are experiencing issues with drugs or alcohol to utilize the District's Employee Assistance Program (EAP) to receive free, confidential support. The EAP can be accessed by calling 1-800-236-3231 or through the EAP website at www.Aurora.org/EAP. No staff member will have his/her job security or promotion opportunities jeopardized by his/her request for counseling or referral assistance.

CARRYING A CONCEALED WEAPON IN SCHOOL

The District understands that the safety of students, staff and visitors is of the highest priority. Wisconsin has adopted a law which affects the manner in which persons may carry concealed weapons. This law, however, applies much differently on school grounds. It is a Class I felony to knowingly possess a firearm at a place that the individual knows, or has reasonable cause to believe, is in or on the grounds of a school. It is a Class B forfeiture to possess a firearm at a place the individual knows, or has reasonable cause to believe, is within 1,000 feet of the grounds of a school (school zone). Accordingly, possession of a firearm in a school zone is permitted only under the following circumstances:

- The firearm is not loaded and is encased or in a locked firearms rack that is in a motor vehicle;
- The firearm is possessed by a state-certified commission warden acting in his or her official capacity.
- The firearm is on private property that is not part of school grounds.
- The firearm is for use in a program approved by the District in the school zone.
- The presence of the firearm in the school zone is in accordance with a contract entered into between the District and the individual or an employer of the individual.
- The firearm is possessed by a law enforcement officer acting in his or her official capacity.
- The firearm is unloaded and is possessed by an individual while traversing school premises for the purpose of gaining access to public or private lands open to hunting, if the entry on the school premises is authorized by District authorities.

Professional staff members should immediately contact an administrator with questions or with knowledge or a belief that an individual is in violation of this policy.

Reference: Board of Education Policy #3217.

EMPLOYMENT STATUS PROVISIONS

The District adheres to all Federal and state guidelines regarding Fair Employment Law and Employee Rights.

LITIGATION INVOLVING EMPLOYEES

The District provides insurance to cover employees against any potential liability arising out of conduct on the part of an employee when fulfilling his or her employment responsibilities and acting in the course and scope of employment. Liability insurance coverage requires employees to follow School Board policies. Under Wisconsin statutes, public employees who are carrying out their regular duties and acting within the course and scope of their employment are protected from judgments resulting from lawsuits against them. The School District is also responsible for paying the costs of defending the suit. Employees must cooperate in defense of any suit against them. If served upon them, employees must provide the District Office with a copy of any summons, complaint, subpoena or other legal document related to employment, as soon as possible after being served. Reference: Board of Education Policy #3124.

BREACH OF CONTRACT

The School Board will consider on a case-by-case basis all requests for early release from a teaching contract. If the best interests of the School District and its students will not be adversely affected, the Board may agree to early release from a contract upon payment of liquidated damages by the professional staff member in accordance with the following schedule:

June 15 – June 30	\$270
July 1 – July 31	\$670
August 1 and after	\$805

Any release shall be contingent upon District receipt of the amounts specified above; however, the Board may, in its discretion, waive the fee or reduce it. The Board reserves the right to seek additional redress through civil proceedings when, in its judgment, a breach of contract occurs, not involving early release from a contract.

PERFORMANCE STANDARDS/SUPERVISION/EVALUATION

The District seeks to employ, retain and promote highly competent and productive personnel. The District defines standards for performance which promote student achievement and contribute to the District goals including instructional, classroom management and professional responsibilities. Feedback regarding performance promotes continuous improvement. The District will implement a performance evaluation system aligned to the standards. Evaluations will be conducted utilizing processes and instruments adopted by the District.

Newly employed teachers and other professional or certified staff will be evaluated and assessed annually to determine if the individual has the skills, abilities and talents to successfully work in the School District of Sheboygan Falls. All formal evaluations will include direct observation of performance. All teachers and other professional or certified staff who are not new to the School District, are expected to continue to demonstrate the necessary skills, abilities and talents required by the District throughout their employment, and will be evaluated on an ongoing basis.

In the event that a professional or certified staff member is recommended for termination or non-renewed based on teaching performance, such action shall be taken only after direct observation and evaluation. Reference: Board of Education Policy #3220, SDSF Supv/Eval Model.

ASSIGNMENT

Principals have the responsibility to assign professional staff members within his/her respective building. For those professional staff members' positions that have District-wide responsibility, the appropriate supervisor has the responsibility to assign and re-assign staff. When making assignment decisions, the assigning administrator shall take into account:

- The needs of the students impacted by the staffing assignments;
- The professional staff member's performance evaluations;
- The need to create effective teams of professional staff members;
- Certification, in the case of positions that require certification; and
- Other reasonable considerations impacting the re-assignment decision.

Any professional staff member who is dissatisfied with an administrator's re-assignment decision may request that the decision be reviewed by the District Administrator. To request a review of the decision, the affected professional staff member must contact the District Administrator or designee within ten (10) calendar days of receiving written notice of reassignment. The District Administrator or designee shall be responsible for meeting with the professional staff member, reviewing all pertinent information and rendering a decision on the request for review.

TRANSFERS

Transfers between schools or departments may be directed by the District Administrator when the needs of the students, the school or the District so require. When making a transfer decision, the District Administrator shall take into account:

- The needs of the students impacted by the staffing assignments;
- The professional staff member's performance evaluations;
- The need to create effective teams of professional staff members;
- Certification, in the case of positions that require certification; and

- Other reasonable considerations impacting the re-assignment decision.

Any professional staff member who is dissatisfied with a transfer decision may request that the District Administrator reconsider the decision. To request reconsideration, the affected professional staff member must contact the District Administrator or designee within ten (10) calendar days of receiving written notice of the transfer. The District Administrator or designee shall be responsible for meeting with the professional staff member, reviewing all pertinent information and making a decision on the request for reconsideration.

VOLUNTARY REQUEST FOR TRANSFER OR REASSIGNMENT

Any professional staff member who desires a transfer to another school for the following school year may discuss the matter with his/her supervisor and thereafter file a written statement of such desire with the District Administrator prior to January 2 for the coming school year.

The written statement shall indicate the assignment desired. The transfer request shall be considered as part of the staffing process, prior to determining whether any vacancy shall be posted. The transfer procedure shall not be used to promote a professional staff member. The District Administrator shall notify the professional staff member or other appropriate parties of his/her decision as soon as possible. Request for a change of assignment within a building shall follow the same process and shall be acted upon by the principal, subject to review by the District Administrator.

REDUCTION IN STAFF

At times it may be necessary to reduce the number of professional staff employed by the District. In the event that the District, in its sole discretion, determines that it is necessary to reduce the number of professional staff, the following procedure will be utilized and such reductions will be made in compliance with Board Policy #3131.

Consideration will be provided for the exceptional professional staff member without exclusive emphasis on seniority. The elimination of a position does not necessarily mean the professional staff member occupying the position will be placed on layoff. When a professional staff member is placed on layoff, the decision will be based on a composite of the following criteria.

- Effectiveness in teaching and in related professional responsibilities evidenced by evaluation.
- Type and quality of service to the School District, and contribution to the school community beyond the classroom;
- Adaptability to other assignments (academic and extracurricular) and multiple licenses;
- Evidence of professional growth as well as specialized or advanced training;
- Previous history of grade levels and subject areas taught.

Although length of service in the District will be considered when laying off professional staff members, it will not be the sole deciding factor in any decision regarding who will be laid off.

Professional staff members who are laid off do not have any right to displace or "bump" another professional staff member.

The Board of Education has the sole right to determine the number of teaching positions which will be filled during each school year and these needs change each year based on a variety of factors, to include enrollment decline and reduction in state aid. The Board of Education reserves the right to place the teacher on layoff based upon the requirements of the School District, applying the criteria set forth in the faculty Handbook. If the Board of Education determines that it is necessary to place the teacher on layoff, the teacher shall be given notice of layoff not later than June 1st to be effective July 1st. The percentage of full-time equivalency (FTE) in any position and corresponding salary may be reduced at any time upon 30 days' notice. It is understood and specifically agreed that the employment contract nonrenewal process under Section 118.22 of the Wisconsin Statutes will not be applied to a layoff.

A professional staff member who has been placed on layoff by the District may apply for any open position for which he/she is qualified, but he/she does not have any right to be recalled to a position.

DISCIPLINE AND TERMINATION

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

In the event that a teacher breaches his or her employment contract through work related conduct or unacceptable work performance, providing a basis for termination of a teacher's employment, the teacher shall be notified in writing of the basis for the alleged breach of contract and of referral to the Board of education for a per-termination hearing. A teacher will be referred to the Board of Education in response to an administration recommendation for termination.

The District Administrator may suspend any employee, with or without compensation, as a disciplinary measure, pending an investigation, or for any other appropriate reason. Disciplinary action will normally follow a progressive discipline model that is designed to correct inappropriate conduct or unacceptable work performance on the part of employees. Progressive discipline will generally be applied as follows:

- A. Oral reprimand
- B. Written warning

- C. Suspension without compensation.
- D. Discharge

The District Administrator or designee may skip one or all steps in the progressive discipline model when she/he determines that the severity of the offense requires more substantial discipline.

The following is a non-exhaustive list of reasons for disciplinary action:

1. Inability to interact professionally with colleagues;
2. Ineffective teaching;
3. Failure or inability to master required academic subject matter as assigned;
4. Use of unauthorized physical force with students;
5. Conviction of a crime, the circumstances of which substantially relate to the employee's position of employment with the School District;
6. Sexual contact of any character with a student, irrespective of age.
7. Dishonesty or falsification of records;
8. Insubordination;
9. Theft;
10. Causing intentional or negligent damage to of District equipment or property. Unauthorized use or abuse of District equipment or property.
11. Unauthorized personal use of School District equipment;
12. Use of intoxicants, illegal drugs or controlled substances while on duty or closely preceding duty to the extent that the effects on the user are apparent at work;
13. Fighting or creating a disturbance among co-workers;
14. Off-duty conduct which is contrary to commonly accepted moral or ethical standards which adversely affect the interests or operations of the School District, including conduct which subjects the School District to public ridicule or harms the reputation of the School District.
15. Absence without authorized leave unless unable to request leave for medical or other reasons beyond the employee's control;
16. Making a false claim for authorized leave;
17. Excessive tardiness or absences;
18. Use of official position or authority for personal profit, sexual exploitation of another or political advantage;
19. Sexual, racial or any other prohibited harassment of employees or students;
20. Engaging in discriminatory or abusive conduct;
21. Disregard for or repeated violations of safety rules and regulations;

22. Knowingly make false or malicious statements with the intent to harm or destroy the reputation, authority or official standing of individuals or organizations;
23. Acceptance of any gift, favor, or service that might reasonably be viewed as tending to improperly influence an employee in the discharge of official duties;
24. Violation of work rules or Board policies;
25. Failure to perform duties, including administrative duties, in accordance with school District standards, or as directed;
26. Negligent or reckless performance of work.
27. Unauthorized disclosure of student records or record information, as well as unauthorized disclosure of information acquired in the course of employment which the employee knows or reasonably should know is intended to be preserved as confidential.
28. Unauthorized and prohibited use of School District electronic communication and information systems, including the electronic mail and Internet systems.

Discipline of employees is subject to review through the grievance procedure set forth in this Handbook. Reference: Board of Education Policy #3139.

NONRENEWAL OF EMPLOYMENT

The District may elect not to renew an individual's contract as provided under Sec. 118.22, Wis. Stats. Reference: Board of Education Policy #3140.

BENEFITS

The Board of Education provides a competitive and comprehensive package of employment benefits. The Board of Education retains the final authority to establish, modify, rescind, add to or in any way alter employee benefits. Annually, in conjunction with the budget process, the anticipated employee share of the cost of employee benefits, specifying both the employee and the employer share shall be approved through Board action. The actual employee contributions toward the cost of employment benefits will be communicated to employees in writing, when known.

PAY PERIODS

All professional staff members shall be paid in accordance with the provisions established in Payroll Authorization Form.

SICK LEAVE

Contracted professional staff members shall be granted ten (10) sick leave days per year, cumulative to ninety (90) days. A maximum of five (5) sick days in any one year may be used for an absence in response to illness of a dependent child, spouse or parent that is not authorized under the terms of the Family Medical Leave Acts. An employee who is

absent for three (3) or more consecutive days must provide certification from a treating health care provider stating that the employee is cleared to return to work. Medical certification can be faxed to the District Office at 920-467-7899.

Sick leave may not be used when employees are sick or injured during paid and unpaid personal leave days or leaves of absence.

EMERGENCY DAYS

Emergency Days shall be granted by the District Administrator/designee under the following conditions:

One day for the marriage of the employee or the employee's child.

One day for a required appearance in court.

Three days for the funeral of the employee's spouse, child, parent, parent-in-law, or sibling.

Additional emergency days may be granted by the District Administrator. The total number of emergency days may not exceed six (6) in any given year. Emergency days are non-cumulative. No sick leave will be charged for the first three (3) emergency days. The remaining three (3) emergency days will be charged against sick leave.

PERSONAL LEAVES WITHOUT COMPENSATION

Personal leaves of absence without compensation may be granted for up to two (2) days during a school year at the discretion of the District Administrator/designee. These two days of personal leave without compensation will result in deduction of an employee's daily rate of pay. Any additional days approved during a school year for personal leaves without compensation will result in a deduction of an employee's daily rate of pay and the daily rate of benefits. These deductions will occur over one or two pay periods as determined by the business office.

Childbearing leave will be granted as authorized under the FMLA statutes.

Employees who request time off for a period greater than two (2) days, must submit a request to the District Administrator at least thirty (30) days prior to the requested leave. Unpaid leaves of absence may be granted if in the sole discretion of the District Administrator, the leave is in the best interest of the District, does not disrupt normal school operations and does not extend beyond the end of the present teaching contract.

Because each leave is considered on its own merits and is dependent on operations of the District, granting one leave does not establish a precedent for another.

If permitted by the insurance carrier, the individual on an extended leave may continue insurance coverage at his or her complete expense at the group rates. If an applicable premium is not received by the first of the month, the employee's insurance coverage may be terminated. During the unpaid leave of absence, the employee will retain accumulated

paid leave, but will not accrue any additional paid leave.

The employee on extended leave will be required to confirm for the Director of Business Services, the employee's intent to return to work by the date specified in the leave approval. If the employee does not provide such notice, he/she will be deemed to have voluntarily resigned from his or her position with the District as of the expiration date of the leave. Upon return from any leave of absence, the employee may be returned to his or her former position, if available. Any professional staff member failing to return from a leave of absence, shall be considered to have terminated all employment with the District upon completion of the leave. Exceptions may be made by the District Administrator in cases where the best interest of the District is served.

PERSONAL LEAVES WITH COMPENSATION

One personal leave day per year shall be granted upon written request. Personal leave days may accumulate to a maximum of two (2) and shall be at full pay.

Five school days' notice shall be required prior to the use of a personal day.

The personal day may not be used during the first five (5) student contact days or during the last five (5) student contact days of each school year without prior approval of the District Administrator.

The District reserves the right to limit the number of personal days granted for unspecified reasons to four (4) per day, District-wide.

The personal day may not be used on the school day immediately before or after winter break, or holidays listed in the school District calendar nor shall it be used on the following: 1) the day of parent-teacher conferences, 2) District professional development days, or 3) to extend an extended weekend.

LEAVE WITH COMPENSATION FOR JURY DUTY

Notification of jury duty must be given to the employee's immediate supervisor and to the Business Office, with a copy of the summons, prior to jury duty. A copy of the written statement of reimbursement received at the completion of the duty, must also be provided to the Business Office.

Employees called for jury duty or required to serve on a jury panel shall be granted leave with compensation for the duration of the required duty.

The District Administrator may, at his/her option, file a letter with the appropriate court official requesting exemption from jury duty in the event such jury duty service shall be deemed to be a hardship to the professional staff member and/or the school District.

Employees who miss work because of required jury duty shall receive their normal salary once they have done the following: pay to the School District the amount of the jury duty pay received, less mileage and meal allowance payments. In no case, may an employee receive more than their contracted salary for the period of service.

MILITARY LEAVE

An employee who is a member of a United States Military Reserve or National Guard and who may be called upon for reserve training shall be paid the difference between his or her regular weekly (40 hours) earnings and amount of any military pay received for up to three weeks each year. Upon completion of military duty, concerned employees will present to the Business Office a copy of the leave and earnings statement or equivalent document, confirming the amount of military pay received during the period of duty.

Employment benefits for employees performing military duty exceeding three weeks, will be determined by applicable state and federal laws and only those benefits as required by such laws will be provided. If state and federal laws are not applicable to a specific benefit, no benefit will be provided.

FAMILY AND MEDICAL LEAVE (FMLA)

The federal Family and Medical Leave Act (FMLA) and the Wisconsin Family and Medical Leave Act (WFMLA) provide employees with the right to take unpaid leave when employees need time off from work to care for themselves or a family member who is seriously ill, to care for a newborn or newly adopted child, or to care for or attend to the affairs of a family member who is called to active duty in the military. Questions regarding these laws and the District's FMLA and WFMLA policy should be directed to the Director of Business Services.

ELIGIBILITY

WFMLA

- Employee must have been employed by the District for more than 52 consecutive weeks; and
- Employee must have been paid by the District for at least 1,000 hours during the 52-week period preceding beginning of the leave.

FMLA

- Employee must have been employed by the District for at least 12 months; and
- Employee must have worked for the District for at least 1,250 hours during the 12-month period preceding the beginning of the leave.

LEAVE ENTITLEMENT

Leave under the WFMLA and FMLA will run concurrently under circumstances wherein employee's use of leave qualifies under both laws. Leave under the FMLA/WFMLA may be taken intermittently or on a reduced leave schedule under some circumstances.

WFMLA:

Employees are allowed unpaid leave in a calendar year as follows:

- Up to six (6) weeks of unpaid leave for the birth or adoption of a child;
- Up to two (2) weeks of unpaid leave for the care of a child, spouse, domestic partner or parent with a serious health condition;
- Up to two (2) weeks of unpaid leave for the employee's own serious health condition that makes the employee unable to perform his or her duties.

FMLA:

Employees are allowed up to twelve (12) workweeks of unpaid leave in a calendar year for any combination of the following:

- Birth, adoption or foster care placement of the employee's child;
- To care for the employee's spouse, child or parent who has a serious health condition;
- For the employee's own serious health condition;

Spouses who are both employed by the District are limited to a combined total of 12 weeks of FMLA leave during any 12-month period if the leave is taken for birth or placement of a child for adoption or foster care, or to care for a parent with a serious health condition.

- Due to any qualifying exigency arising as a result of the employee's spouse, son, daughter or parent serving on active military duty in a foreign country. The following circumstances constitute a "qualifying exigency":
 - Short-notice deployment (7 days' notice or less);
 - Attending military events or ceremonies and related activities related to active duty or call to active duty;
 - Childcare and school activities;
 - Financial and legal arrangements;
 - Counseling;
 - Spending time with a military member who is on temporary rest and recuperation leave;
 - Post-development activities;
 - Additional activities not encompassed in the other categories, but agreed to by the employer and employee.

Under the FMLA, employees are allowed up to twenty-six (26) work weeks of unpaid leave in a single 12-month period to care for their parent, spouse, child or next of kin who is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred or aggravated in the line of duty (or a veteran who has a serious injury or illness incurred or aggravated in the line of duty within the last five years) that may render the service member medically unfit to perform his or her duties and for which the service member is undergoing medical treatment, recuperation or therapy, is in outpatient status or is on the temporary disability retired list.

Spouses who are both employed by the District are limited to a combined total 26 weeks of FMLA leave during any single 12-month period if the leave is taken for birth or placement of a child for adoption or foster care, to care for a parent with a serious health condition, or to care for a covered service member with a serious injury or illness.

SERIOUS HEALTH CONDITION

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

NOTIFICATION OF LEAVE

Employees requesting FMLA/WFMLA leave should notify the Director of Business Services by submitting a leave request form. In the event of foreseeable FMLA/WFMLA leave, the employee must notify the District Office via AESOP, at least 30 calendar days before the date on which leave is to begin or as soon as practicable. In the event of unforeseeable leave, notice must be provided to the District Office as soon as practicable after the commencement of leave.

Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the District's operations.

Failure to comply with the *notification* requirements under this policy may result in the delay or denial of FMLA/WFMLA leave, in which case an employee's absences may be subject to the District's regular attendance policy.

SUBSTITUTION OF PAID LEAVE DURING FMLA OR WFMLA LEAVE

The District requires employees to substitute accrued paid leave for unpaid FMLA leave. Employees may elect to substitute accrued paid leave for unpaid WFMLA leave.

CERTIFICATION

An employee taking leave involving the serious health condition of the employee or the employee's family member, or the serious injury or illness of a covered service member will be required to provide medical certification completed by a health care provider within 15 calendar days of the District's request for certification. The District may require second or third medical opinions, or recertification from employees taking FMLA/WFMLA leave as it deems necessary and as permitted by law.

An employee taking leave due to a qualifying exigency arising as a result of the

employee's spouse, son, daughter or parent serving on active military duty in a foreign country may be required to provide documentation verifying the need for such leave. In such instances, the employee is required to provide the requested documentation within 15 calendar days of the District's request for the documentation.

Employees returning to work after the completion of FMLA/WFMLA leave for their own serious health condition may be required to submit a fitness-for-duty certification verifying their ability to perform the essential functions of their position.

The Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits employers and other entities covered by GINA Title II from requesting or requiring genetic information of an individual or family member of the individual, except as specifically allowed by law. To comply with this law, the District requires that employees not provide any genetic information when responding to requests for medical information associated with FMLA leave. "Genetic information," as defined by GINA, includes an individual's family medical history, the results of an individual's or family member's genetic tests, the fact that an individual or an individual's family member sought or received genetic services and genetic information of a fetus carried by an individual or an individual's family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services.

Failure to comply with the *certification* requirements under this policy may result in the delay or denial of FMLA/WFMLA leave, in which case an employee's absences may be subject to the District's regular attendance policy.

CONTINUATION OF BENEFITS

During any period of FMLA/WFMLA leave, an employee will be retained in the employee's elected group benefit plans on the same basis as if the employee had been continuously employed during the employee's leave period. To continue group coverage, the employee must continue to make any contributions that the employee made to the plan before taking leave. In some instances, the District may recover the cost of the employer's contributions towards the employee's group coverage made during the FMLA/WFMLA leave period, if the employee fails to return to work upon the conclusion of the employee's leave.

Benefits that accrue based upon hours worked shall not accrue during an employee's FMLA/ WFMLA leave.

RETURN TO WORK

Generally, an employee taking leave under the FMLA/WFMLA will be restored to the job position the employee held prior to taking leave, or, if the position is no longer vacant, to a position with equivalent pay, benefits and other terms of employment.

An employee who desires to return to work before the scheduled expiration of the employee's FMLA/WFMLA leave must notify the District of such desire as soon as

possible, but no later than two (2) working days prior to the employee's requested return date.

Generally, an employee who fails to return to work after the expiration of the employee's FMLA/WFMLA leave will be subject to the District's regular attendance policy, which may lead to discipline, up to and including termination.

As with all leaves of absence, other than military leave, no employee may pursue or engage in outside or supplemental employment (i.e., moonlighting) while on FMLA/WFMLA leave.

EMPLOYER RESPONSIBILITIES

The law requires that employers covered under the FMLA inform employees requesting leave whether they are eligible under FMLA. If they are, the notice must specify any additional information required as well as the employees' rights and responsibilities. If an employee is not eligible, the employer must provide a reason for the ineligibility. Covered employers must inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If the employer determines that the leave is not FMLA-protected, the employer must notify the employee.

It is unlawful for any employer to (1) interfere with, restrain or deny the exercise of any right provided under FMLA; or (2) discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer for violation of the FMLA. FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement which provides greater family or medical leave rights.

GRIEVANCE PROCEDURE

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 not covered by a collective bargaining agreement that contains a grievance procedure.

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 five (5) working days after the employee knew or should have known of the cause of such grievance. The following procedures shall be followed:

A. Principal:

Any employee that believes s/he has a matter subject to the grievance procedure shall present the grievance to his/her immediate supervisor. If applicable, the employee shall perform the assigned task and grieve later. The Principal shall, within five (5) working days, inform the employee in writing of his/her decision.

B. District Administrator:

In the event the Principal's decision does not resolve the problem, the employee may, within five (5) working days of the date the Principal's written decision is issued, present his/her grievance in writing to the District Administrator. This grievance shall fully state the details of the problem and suggest a remedy. The District Administrator shall, within five (5) 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.

C. 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 five (5) 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 hearing officer. The Board of Education shall appoint a hearing officer for the purpose of conducting the hearing. If the District Administrator denies the grievance based on whether the grievance is timely or relates to a covered matter (i.e. workplace safety, discipline

or termination), the matter shall be referred to the Board for determination of whether the grievance may proceed. If the Board determined that the grievance may proceed, it will then be referred to the Impartial Hearing Officer. 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. The Impartial Hearing Officer shall have authority to run the hearing, including administering oaths, admitting evidence into the record, providing for transcription, etc. The Officer may not modify any board policy and may not issue decisions on matters not presented to the Administrator in the initial grievance. Any costs incurred by the impartial hearing officer shall be paid by the District.

D. Board of Education:

In the event that either party (grievant or administration) 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 revise the decision of the impartial hearing officer and may either issue a decision or determine that additional evidence or testimony is necessary and provide for a hearing for that purpose. The Board's decision shall be 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 rule 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.
- C. "Employee discipline" refers to unpaid suspensions written reprimands, or demotion, but excludes performance conferences/evaluations, staff assignments, improvements plans, or oral counseling or reprimand unless a written record of the reprimand is placed in the employee's file.

Reference: Board of Education Policy #3340.

ACCEPTABLE USE POLICY - EMPLOYEES

The School District of Sheboygan Falls believes that educational technology provides our users the opportunity to become a community of learners who live and work productively in the changing digital age. It is our District goal to provide technology resources to promote dynamic learning. The District believes there is value in learning experiences that exist beyond the limits of a school's walls. Technology engages learners in effective collaboration, global communication, and creative and critical thinking.

All communication and devices that employs the District electronic resources, whether educational or personal in nature, will be appropriate to a school setting. These communications include, but are not limited to: email, newsgroups, listserv, social media, chat, wikis and blogs. Devices include, but are not limited to cell phones, iPods, iPads, laptops, eReaders, and cameras. Web spaces and digital content created and used are to be considered as an extension of the classroom and are subject to the same expectations for conduct.

The District shall not be liable for the users' inappropriate use of the District's electronic communication resources or violations of copyright restrictions, users' mistakes or negligence, or costs incurred by users. The District shall not be responsible for ensuring the accuracy or usability of any information found on the Internet.

Examples of conduct or actions not permitted include, but are not limited to:

- Sending or displaying offensive messages or pictures
- Using obscene language
- Harassing, insulting or attacking others
- Damaging computers, computer systems or computer networks
- Violating copyright laws
- Using others' passwords
- Trespassing in others' folders, work or files
- Intentionally wasting limited resources
- Employing the network for commercial purposes
- Using District email to advertise non-school related activities
- Installing unauthorized software
- Any other actions not consistent with District policy and regulations.

Electronic services, including but not limited to: E-mail, Internet, Telephone, Library or Network access, are owned by The School District of Sheboygan Falls. All data, applications and communications are the property of The School District of Sheboygan Falls, not the property of the individual.

Network and Internet access is provided as a tool for your education. The Sheboygan Falls School District reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet

access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the School District and no user shall have any expectation of privacy regarding such materials. Pursuant to Federal law, students shall receive education about the following:

safety and security while using e-mail, chat rooms, social media, and other forms of direct electronic communications;
the dangers inherent with the online disclosure personally identifiable information;
the consequences of unauthorized access (e.g. “hacking”) cyberbullying, and other unlawful or inappropriate activities by students online; and
unauthorized disclosure, use, and dissemination of personal information regarding minors.

Staff members shall provide instruction for their students regarding the appropriate use of technology and online safety and security as specified above.

Furthermore, staff members will monitor the online activities of students while at school. Monitoring may include, but is not necessarily limited to, visual observations of online activities during class sessions; or use of specific monitoring tools to review browser history and network, server, and computer logs.

In accordance with requirements of the Children’s Internet Protection Act (CIPA), the District uses independently-supplied facilities to identify and block internet content that is inconsistent with the educational, administrative and professional development goals of the District. The District will make best efforts to prevent users from accessing or transmitting visual depictions of material deemed inappropriate and any material deemed harmful to minors as those terms are defined in CIPA. In addition, internet safety curriculum including but not limited to cyberbullying, netiquette, who to trust online, social media, use of wiki's and blogs, and appropriate online behavior will be taught at each grade level starting with 4K.

Federal and State confidentiality laws forbid schools and their employees from using or disclosing student education records without parental consent. See Policy 8330. Education records include a wide variety of information; posting personally identifiable information about students is not permitted. Staff members who violate State or Federal confidentiality laws or privacy laws related to the disclosure of confidential employee information may be disciplined, up to and including discharge.

The most current version of this Policy is posted on the School District of Sheboygan Falls website and available upon request from each building’s main office. Failure to comply with this policy may result in the temporary or permanent revocation of access to electronic services. Additional disciplinary action appropriate to the violation may be taken. The AUP will be revisited, at a minimum, on a yearly basis, but may be modified more frequently based on the needs of students and staff. Reference: Board of Education Policy #7540, #7540.04 and #8310.

PERSONAL COMMUNICATIONS

During work hours, personal communication made or received, regardless of whether on a Wireless Communication Device (WCD), regular telephone, or network computer, can interfere with employee productivity, distract others, and/or set a bad example for students. Employees are required to appropriately use WCD's while at work. Employees are expected to limit personal communication to breaks and lunch periods and to inform friends and family members of the Board's policy in this regard. Reference: Board of Education Policy #7530.01.

USE OF EMPLOYER PROPERTY/EQUIPMENT

Personal use of District equipment or facilities by employees must be done in conformance with the District Administrator's guidelines. Reference: Board of Education Policy #7530.

PERSONAL USE OF SOCIAL NETWORKING SITES – GUIDELINES

In general, what an employee does using social media outside of working hours and work responsibilities will not be regulated by the District. However, the District may monitor and regulate employee postings or activities on social media 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; or
- 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 using their own technology or commercial site, if purporting to represent the School District of Sheboygan Falls. Also, no staff member may communicate with students via non-District sponsored applications or devices including, but not limited to, use of social network sites and instant messaging. All communications through the District network or telephone system are governed by the District's policies including harassment and nondiscrimination.

No staff member may use the District's information technology, including the internet, to transmit, access, download, maintain, display and distribute images, sites or materials that are or could be obscene, sexually explicit, pornographic or harmful to minors.

Reference: Board of Education Policy #3213.

EMERGENCY SCHOOL CLOSINGS

The District Administrator will make decisions regarding emergency school closings in accordance with the Plan for Emergency Preparedness, including closings in response to inclement weather. Reference: Board of Education Policy #8420.

SCHOOL MESSENGER

The District uses SchoolMessenger, a company that provides notification services for family/employee outreach and other communications for education.

This system is able to automatically notify families and employees for various reasons. One of the options currently in use is to permit employees to receive notification on school or snow closings through SchoolMessenger. Employee contact information will be secured by the District at the time of hiring.

MILEAGE REIMBURSEMENT

The District will reimburse employees for use of privately owned vehicles for school business at the established IRS rate per mile. All mileage will be calculated as starting from the school of primary employment and ending at the school. Employees requesting reimbursement, when a District vehicle is unavailable, as part of a professional development conference or in-service program, must request and receive pre-approval from their immediate supervisor.

Employees who travel off site to a work related function, and leave from home, shall submit a request and receive reimbursement for the lesser mileage distance, originating either from work or home. Reference: Board of Education Policy #3440.

PERSONNEL RECORDS

A personnel file shall be maintained for each employee and may contain such documents as application, credentials, transcripts, references and other work-related information concerning the employee. Individual personnel records shall be maintained in accordance with state and federal laws and regulations, including Wisconsin Statute 103.13.

An employee shall have the right upon request, by appointment, to review the contents of his or her personnel file added subsequent to employment by the District. Certain material gathered prior to employment by the District may be exempt from disclosure. The District reserves the right to withhold exempt documents, prior to providing employee access to the file.

If an employee desires to review his or her personnel records, he or she shall contact the District Administrator. Consistent with Section 103.13, Wis. Stats, the District will allow employees to inspect their personnel records twice a year and within seven (7) working days after the employee makes the request for inspection.

Only administrative, management and supervisory personnel with a need to know may

review another employee's personnel records. Reference: Board of Education Policy #8320.

SAFETY AND HEALTH

WORK-RELATED TRAINING

Professional staff members for whom training in the following areas is deemed necessary and appropriate, shall be trained in:

- A. the use of automated external defibrillators – Reference: Board of Education Policy #8452.
- B. the control of blood borne pathogens – Reference: Board of Education Policy #8453.01.
- C. the control of casual-contact communicable diseases – Reference: Board of Education Policy #8450.
- D. understanding the method of transmission and prevention of diseases that are direct contact communicable diseases – Reference: Board of Education Policy #8453.
- E. the administration of medication/emergency care - Reference: Board of Education Policy #5330.

WORK-RELATED INJURY

All employees are covered by Worker's Compensation Insurance, which provides certain benefits when an employee is injured while working for the District.

Jobs or duties have been established to meet most of all of the medical restrictions injured employees may face. Modified duty jobs are temporary in nature, no job is intended to exceed 90 days in duration without management evaluation of the case. In the event, the medical restriction is for a limited number of work hours per day, the employee's sick leave account will be reduced by the number of hours that equal the differential amount between worker's compensation benefit and the usual daily wage for up to 10 work days. No deduction of sick leave will be allowed for employees choosing to not participate in the modified duty program. Reference: Board of Education Policy #8442.

OTHER BOARD POLICIES

The Board of Education defines policies and regulations that govern School District operations. Copies of the policies are available on the District website, www.sheboyganfalls.k12.wi.us, and in each school office. Employees are responsible for adhering to and implementing District policies.

COBRA (Consolidated Omnibus Budget Reconciliation Act)

The District offers employees the opportunity to remain on the District's health, drug and dental insurance plan at the group rate in certain instances where coverage under the plan would otherwise end. For a listing of qualifying events and benefit details employees are encouraged to contact the Business Office.

College Credits

All certified professional staff members above the Bachelor's Degree level shall be reimbursed for the full cost per graduate credit or \$110 per graduate credit, whichever is less, upon receiving a grade of "B" or above. When a course is offered simultaneously for either graduate or undergraduate credit, the professional staff member may, at his/her option, elect to take the course for undergraduate credit. The training is to be in the professional staff member's major field or shall be of such a nature as to reasonably provide additional skills or knowledge that may be applied to the improvement of instruction. Payments will be made for courses offered by a college or university accredited by an agency recognized by The Council for Higher Education Accreditation. Online course work may be approved at the discretion of the District Administrator. To receive reimbursement, all courses must be approved by the District Administrator/designee, prior to the start of the course.

For professional staff members accepted in graduate degree programs, payment will be made for a maximum of six (6) credits per school year for credits earned, which are applicable to the degree being sought. For professional staff members not accepted in a graduate degree program or for credits not directly applicable to a specific graduate

degree, payment will be made for a maximum of three (3) credits per school year.

Dental Insurance

The District will provide a comprehensive dental insurance plan to eligible employees. Eligible employees are employees who work 20 or more hours per week.

The District shall pay 100% of either the family or single monthly premium, as appropriate. An employee who has not chosen to participate in the District dental insurance plan because of alternative coverage may enter the plan, single or family as appropriate, on thirty (30) days' notice if any one or more of the following occur to his or her alternative dental insurance coverage:

- Loss of coverage because of divorce or death, retirement, resignation or other similar termination of the insured's employment relationship;
- A significant reduction in the scope of benefits; or
- A significant increase in the amount of the insured's required contribution to the cost of the alternative insurance.

The District contribution to the applicable premium is prorated based on the FTE regularly worked.

District Retirement

Professional staff members who have served a total of ten years in the Sheboygan Falls School District, and have attained age 55 on or before September 1 immediately following the last year taught shall be eligible for an early retirement payment. "Ten years" is defined as ten consecutive years of full time equivalency employment

as a licensed professional staff member in the District.

Eligible professional staff members who retire early, will receive a District contribution to the WEA tax sheltered annuity in the amount of \$5,000. The contribution shall be made on or about August 1st of the final year of employment.

Eligible professional staff members who desire to retire early must notify the District in writing of their decision not later than January 2nd of their designated retirement year (e.g. final year they intend to teach). The board, in its discretion and without precedent, may waive the January 2nd notification deadline for an employee finding it necessary to retire after the stated deadline.

Employee Assistance Program

The District recognizes that employees may experience a personal problem that has an impact on their individual well-being or job performance. The purpose of contracting with an outside agency to provide confidential professional assistance is to offer support to employees when it is needed. The Employee Assistance Program (EAP) is a free benefit to employees and all services provided are kept strictly confidential. The EAP can be accessed by calling 1-800-236-3231 or through the EAP website at www.Aurora.org/EAP.
Reference: Board of Education Policy #3170.01

Fair Labor Standards Act

Certain types of workers are exempt from the minimum wage and overtime pay provisions, including executive, administrative and professional employees who meet regulatory requirements under the Fair Labor Standards Act (FLSA). Professional staff members are considered

to have professional status and are included in this exemption.

Flexible Reimbursement Plan

The District will provide eligible employees the opportunity to participate in a Flexible Benefits Plan. Employees can automatically set aside part of their salary (before taxes) to pay for qualified medical expenses or child or dependent care. For further details employees are encouraged to contact the Business Office.

Health Insurance

The District will provide a comprehensive health (medical and drug) insurance plan to eligible employees. The District will pay a portion of either the family or single monthly premium, as appropriate. A professional staff member who has chosen to not participate in the District medical and prescription drug insurance plans because of alternative coverage may enter the plan, single or family as appropriate, upon thirty (30) days' notice if any one or more of the following occur with regard to his or her alternative health insurance coverage:

- Loss of coverage because of divorce or death, retirement, resignation or other similar termination of the insured's employment relationship.
- A significant reduction in the scope of benefits.
- A significant increase in the amount of the insured's required contribution to the cost of the alternative insurance.

Employees who work 20 or more hours per week are entitled to participate in this benefit as permitted by the carrier. The District contribution to the applicable premium is prorated based on the FTE regularly worked.

Privacy Protections of Fully Insured Group Health Plans

Eligible Professional Staff members who are provided coverage under fully insured group health plans are protected under the privacy provisions of Federal and State law. Reference: Board of Education Policy #3419.02

Holidays

Professional staff members receive regular salary for Labor Day, Thanksgiving Day and Memorial Day.

Liability Insurance

The District covers employees for liability arising in the course and scope of employment in accordance with the terms of the District liability insurance policies. Under State law, employees are further indemnified for the cost of defending any suit brought or payment of any judgment entered for acts occurring in the course and scope of employment. Employees named in a suit must cooperate in the defense of the suit. Any employee who is served with a summons, complaint, subpoena, or other legal document, related to their work, must immediately provide a copy to the District Office. Reference: Board of Education Policy #8710

Life Insurance

The District will carry group life insurance with the State of Wisconsin Group Life Insurance Fund, or its equivalent, for all professional staff members electing the plan, in accordance with applicable provisions of Wisconsin Statutes. No benefit will apply to nonparticipating professional staff members. The insurance for each employee under age 70 will equal the gross amount of his or her total salary for the previous calendar year paid by the District, including any amount paid into a

tax sheltered annuity. The amount of coverage is rounded to the next higher thousand dollar increment. The coverage includes Accidental Death and Dismemberment Benefits which will be paid in addition to the amount of Group Life Insurance in effect as of the date of an injury.

Employees who are enrolled in the Wisconsin Retirement System are eligible to enroll in the Life Insurance.

Long-Term Disability

The District will provide a long-term disability insurance plan to eligible employees for the purpose of providing partial salary should an employee suffer an illness or injury that prevents their return to work. The District will pay the full premium for a 90 calendar day waiting period, 90% benefit, long-term disability insurance policy, or its equivalent.

Part-time employees, who are employed 440 hours per year or more, are entitled to participate in this benefit.

Mentorship Compensation

Professional staff members who serve as mentors will be compensated \$400.

Mentors will also be compensated at the Curriculum and Instruction rate for workshops or training scheduled outside of normal work hours or the normal work year.

Professional staff members being mentored (mentees) will receive \$100 upon successful completion of the mentor program. The salary for mentors and mentees will be paid in one installment on May 30th.

Short-Term Disability

The District will provide the opportunity for

professional staff members to be covered by a short-term disability insurance plan. Those electing to participate will pay the full cost of the premium through payroll deduction. This benefit will be available only if a sufficient number of employees opt to take the insurance in order to meet the carrier's minimum participation rules.

Substitute Teachers

In the event of the absence of a contracted teacher, reasonable efforts will be made to secure a qualified, certified substitute teacher to replace the regular teacher during the period of absence. In the event that a suitable substitute teacher cannot be hired, or it is deemed that the best interests of students will not be served through use of a substitute, the respective building principal shall assign a regular, contracted teacher to act during his/her available scheduled time in lieu of a substitute. Teachers so assigned shall be paid at a rate of \$0.35 per minute in addition to regular compensation.

Tax Sheltered Annuity

The District will provide the opportunity for eligible employees to participate in a tax shelter annuity program. The amount to be contributed and the plan selected are exclusive decisions of the person electing to participate in the plan, subject to applicable limitations imposed by law and the plan. Employees may choose to defer either a percent of salary or a specific dollar amount, up to the limit permitted by law. For further details employees are encouraged to contact the Business Office.

Wages/Salary

The Pay and Compensation plan for professional staff members is established by the School Board, subject to an increase in "total base wages" which may be

collectively bargained as required by state statute. All increases in salary are subject to satisfactory performance (as defined by the performance evaluation system) in the year preceding any allowable CPI or professional development increase. Salary for part-time professional staff members will be prorated based in direct relation to the full-time equivalency (FTE) percentage for which they are employed. A wage/salary schedule for additional responsibilities, such as summer school, curriculum work, IEP attendance, extra-curricular supervision and extra-curricular activities is published and provided to professional staff members on an annual basis.

Wisconsin Retirement System

For all eligible employees, the District will contribute the employer's share. The employee must pay the employee's contribution as required by state statutes.

Acknowledgement of Receipt of Professional Staff Handbook

The Professional Employee Handbook which I have been provided contains important information about the School District of Sheboygan Falls, and I understand that I should consult with my building principal or the School District Business Manager in the District Office regarding any questions not answered in this Handbook. I have entered into my employment relationship with the School District of Sheboygan Falls voluntarily, and understand that my Individual Teacher 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 this 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 in 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 this Handbook, and I understand that I may ask my building principal or the School District Business Manager any questions I might have concerning this Handbook. I agree to conform with the terms and provisions contained in this Handbook, as well as all other Board of Education 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 Sheboygan Falls following any modifications to this Handbook, Board policies or State or Federal law, I thereby accept and agree to the changes.

I have received a copy of the Professional Staff Employee Handbook of the School District of Sheboygan Falls on the date listed below. I understand that I am expected to read this 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 prior to the first student contact day.** I understand that this form will be retained in my personnel file.

_____/_____/_____
Employee Signature Please Print Name Date

Blood Borne Pathogen Training Verification

The School District of Sheboygan Falls requires that all staff receive Blood Borne Pathogen training annually. This training is provided online.

The Blood Borne Pathogen video can be viewed at the following website:

- www.sheboyganfalls.k12.wi.us
- Click on “Staff Resources” on the left-hand side
- Click on the “Blood Borne Pathogen Training Video” link

My signature is to verify that I have watched the video on Blood Borne Pathogens required by the School District of Sheboygan Falls.

_____/_____/_____
Employee Signature Please Print Name Date Viewed

Mandatory Reporting of Child Maltreatment

The School District of Sheboygan Falls requires that all staff receive Mandatory Reporting training annually. This training is provided online.

The Mandatory Reporting video can be viewed at the following website:

- www.sheboyganfalls.k12.wi.us
- Click on “Staff Resources” on the left-hand side
- Click on the “Mandatory Reporting of Child Abuse and Neglect Training Video” link

My signature is to verify that I have completed the training on Mandatory Reporting required by the School District of Sheboygan Falls.

_____/_____/_____
Employee Signature Please Print Name Date Viewed

Please return to the District Office prior to the first student contact day.

High School Extra-Curricular Payment Schedule 2013-2014

Position Title	Salary
Audio Visual Director	1,450
Band, Marching, Pep, etc.	2,200
Baseball, Head	2,950
Baseball, JV	2,050
Basketball, Boys, Head	4,400
Basketball, Boys, J.V.	3,150
Basketball, Boys, Freshman	1,900
Basketball, Girls, Head	4,400
Basketball, Girls, Assistant	3,150
Basketball, Girls, Freshman	1,900
Cheerleading	1,100
Class Advisor, 9th Grade	400
Class Advisor, 10th Grade	400
Class Advisor, 11th Grade	1,100
Class Advisor, 11th Grade	1,100
Class Advisor, 12th Grade	1,100
Class Advisor, 12th Grade	1,100
Cross Country, Head	2,100
Dance Team	1,100
Drama, Head	1,600
Drama, Assistant	1,100
Drama, Assistant (Band)	850
Drama, Assistant	600
FBLA	600
Football, Head	4,550
Football, Assistant Varsity	3,600
Football, Assistant Varsity	3,600
Football, Assistant Varsity	2,300
Football, Head JV	2,300
Football, Assistant JV	2,300
Football, Head Freshman	1,900
Football, Assistant Freshman	850
Forensics, Head	1,000
Golf, Head	1,800
Newspaper, Head	1,300
Robotics	1,050

APPENDIX B

Soccer, Boys, Head	3,150
Soccer, Boys, Assistant	2,200
Soccer, Girls, Head	3,150
Soccer, Girls, Assistant	2,200
Softball, Girls, Head	2,950
Softball, Girls, Assistant	2,050
Sound & Lighting Coordinator	1,300
Student Council	900
Tennis, Boys, Head	2,800
Tennis, Boys, Assistant	1,900
Tennis, Girls, Head	2,800
Tennis, Girls, Assistant	1,900
Track, Boys, Head	3,500
Track, Girls, Head	3,500
Track, Assistant	2,650
Track, Assistant	2,650
Track, Assistant	2,650
Vocal Music	2,450
Volleyball, Head	3,200
Volleyball, Assistant	2,400
Volleyball, Freshman	1,900
Weightroom Coordinator	800
Weightroom Supervision	12.11/hr.
Workbound Coordinator	5,309
Wrestling, Head	4,000
Wrestling, Assistant	2,000
Wrestling, Assistant	2,000
Yearbook, Head	2,650
Yearbook, Assistant	1,050

**Middle School Extra-Curricular Payment Schedule
2013-2014**

Position Title	Salary
Basketball, 8th Grade Boys A Team	1,900
Basketball, 8th Grade Boys B Team	1,900
Basketball, 8th Grade Girls A Team	1,900
Basketball, 8th Grade Girls B Team	1,900
Basketball, 7th Grade Boys A Team	1,900
Basketball, 7th Grade Boys B Team	1,900
Basketball, 7th Grade Girls A Team	1,900
Basketball, 7th Grade Girls B Team	1,900
Dance Team, 8th Grade	800
Dance Team, 7th Grade	800
Drama, Head	1,500
Drama, Assistant	1,000
FBLA	800
Forensics	1,000
Music, Instrumental	1,000
Robotics/Lego League	800
Student Council	1,500
Track, Boys, Head	1,900
Track, Girls, Head	1,900
Track, Assistant	1,300
Track, Assistant	1,300
Track, Assistant	1,300
Track, Assistant	1,300
Vocal Music	800
Volleyball, 8th Grade	1,900
Volleyball, 7th Grade	1,900
Wrestling	2,000
Yearbook	1,000

Special Compensation Schedule 2013-2014

	Hourly Rate
Athletic Events	15.59
Curriculum Work	20.88
IEP Meeting Attendance	18.24
Summer School	23.28

August							September							October							November						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3	1	2	3	4	5	6	7			1	2	3	4	5						1	2
4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12	3	4	5	6	7	8	9
11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19	10	11	12	13	14	15	16
18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26	17	18	19	20	21	22	23
25	26	27	28	29	30	31	29	30						27	28	29	30	31			24	25	26	27	28	29	30
0	Student Contact						20	Student Contact						21	Student Contact						19	Student Contact					
3	Staff Contact						21	Staff Contact						22	Staff Contact						21	Staff Contact					
December							January							February							March						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7				1	2	3	4							1							1
8	9	10	11	12	13	14	5	6	7	8	9	10	11	2	3	4	5	6	7	8	2	3	4	5	6	7	8
15	16	17	18	19	20	21	12	13	14	15	16	17	18	9	10	11	12	13	14	15	9	10	11	12	13	14	15
22	23	24	25	26	27	28	19	20	21	22	23	24	25	16	17	18	19	20	21	22	16	17	18	19	20	21	22
29	30	31					26	27	28	29	30	31	23	24	25	26	27	28	23	24	25	26	27	28	29		
15	Student Contact						21	Student Contact						19	Student Contact						20	Student Contact					
15	Staff Contact						22	Staff Contact						20	Staff Contact						20	Staff Contact					
April							May							June							Student Early Release Days						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S							
		1	2	3	4	5					1	2	3	1	2	3	4	5	6	7							
6	7	8	9	10	11	12	4	5	6	7	8	9	10	8	9	10	11	12	13	14							
13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	16	17	18	19	20	21							
20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28							
27	28	29	30				25	26	27	28	29	30	31	29	30												
20	Student Contact						20	Student Contact						5	Student Contact												
20	Staff Contact						21	Staff Contact						5	Staff Contact												
180	Total Student Days																										
190	Total Staff Days																										

- Holidays
- First/Last Day of School
- NO STUDENTS OR STAFF**-Break
- NO STUDENTS** -
- Staff Development Day
- New Teacher Work Day
- Built In Snow Day

Student Early Release Days

- Oct. 23 ES 1:55pm, MS/HS 2:10pm
- Nov. 27 ES 1:55pm, MS/HS 2:10pm
- Dec. 20 ES 1:55pm, MS/HS 2:10pm
- Apr. 17 ES 1:55pm, MS/HS 2:10pm
- June 6 ES 11:00 am/MS 11:10 am/HS 11:15 am