

School District of Onalaska
237 2nd Avenue S
Onalaska, WI 54650

Employee Handbook



2018-2019

Approved by the Board of Education
April 9, 2018

SCHOOL DISTRICT OF ONALASKA

MISSION:

To work together to ensure
high levels of learning for all.

Handbook Preamble

This handbook is for regular District employees. It is not for part-time coaches, advisors or seasonal workers.

The contents of this handbook in conjunction with Board Policies are the rules, guidelines and procedures by which the School District of Onalaska employees function. The employee handbook is not a contract.

If any provision of this Handbook is held to be invalid by operation of law or by any court of law, or if compliance with or enforcement of any sections, or addendum thereto, should be restrained by such court, the remainder of this Handbook shall not be affected.

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I. EMPLOYER/EMPLOYEE RELATIONS

A. Employee Group Activities and Room Usage

Employee group meetings shall not be conducted during the school day nor in a place, nor at a time, which might interfere with school activities, including co-curricular activities conducted after regular school hours. Prior approval from the building administrator to hold a meeting is required and the building principal and/or superintendent will designate the room in which the meeting is to be held.

B. Employee Use of Material and Equipment

Employees will be able to use school materials and equipment, such as computers, copiers and audio-visual equipment. Use of the equipment shall be at such times and places as determined by the building principal so as not to interfere with normal school District purposes. Employees who need to use equipment off school grounds must receive approval from the building principal or designee and must fill out an equipment use form. Costs of supplies, copies, or fax shall be the responsibility of the employee. A list of costs will be found under District Business Procedures/Fees in the Employee Handbook.

II. EMPLOYMENT OF FAMILY MEMBERS

A. Explanation of Policy: The School District of Onalaska recognizes that in order to fulfill its mission of serving the public interest, the District's employees must be free from both perceived and actual conflicts of interest. Certain personal and professional relationships between District employees or employees and job applicants may jeopardize public trust in the District and negatively impact the District's operations. This policy is intended to prevent instances of favoritism (perceived or actual), workplace morale problems, personal issues and conflicts from spilling into the workplace. Compliance with this policy is intended to promote integrity in District decision-making and a harassment-free working environment.

B. Definitions: A "family member" or "family relationship" for purposes of this policy includes, but is not limited to, an employee's spouse, sibling, sibling-in-law, child, or stepchild

C. Prohibited and Required Conduct: The District will not consider family relationships between employees and/or applicants for employment purposes, including but not limited to hiring, retention, promotion, evaluation, discipline, assignment, determination of salary or benefits, or

any other term or condition of employment. However, no District employee shall be permitted to act in a supervisory capacity or as a decision maker with respect to the wages, benefits, or conditions of employment of a family member, including with respect to those employment decisions identified in this paragraph.

Any employee who would normally make or participate in a decision that concerns a particular position in the District, or supervise that position, but is precluded from doing so by this policy must confer with his or her direct supervisor and/or the Superintendent to determine the designee for such decision-making purposes and/or to determine whether one or more work assignments or job placements are prohibited by this policy. Any employee whose evaluation or supervisory function(s) with respect to a family member have been delegated to other personnel is also prohibited from inquiring as to the status of any such evaluation or decision-making process.

- D. Interpretation and Application: The Superintendent shall interpret and apply this policy in his/her discretion, including determining whether conflicts based on nepotism have or would arise with sufficient frequency to decline an application or reassign personnel, whether designating another employee for a particular decision or function is sufficient, and/or whether another disposition is required to accomplish the purposes of this policy. The Superintendent's decisions under this policy shall be final.

III. DISCIPLINE, TERMINATION AND NONRENEWAL

A. Teachers

This policy covers regular full time and regular part time teachers that have an individual teacher contract under Section 118.19-118.22, Wis. Stats. It does not apply to temporary, casual, limited term employee, substitute, or other personnel providing services as a teacher, and does not include executive, managerial, supervisory, or confidential personnel.

1. Standard for Nonrenewal of Teachers

- a. Probationary Employee: A probationary teacher may be non-renewed during their probationary period for any reason, and such nonrenewal will be subject to the grievance provisions of this Handbook. Such nonrenewal shall be exclusively subject to the provisions of section 118.22, Wis. Stats.
- b. Non-Probationary Employee: After completing the probationary period, the following procedures and standards shall be used for nonrenewal:

- i. A non-probationary teacher who has not been placed on an improvement plan under the District's evaluation procedures for two (2) consecutive semesters may only be non-renewed for cause (see definition in Section III Discipline, Termination, Non-Renewal).
- ii. A non-probationary teacher who has been placed on an improvement plan under the District's evaluation procedures for two (2) or more consecutive semesters may be non-renewed for reasons that are not arbitrary or capricious.[1]

A non-renewal shall not be deemed a "termination" under the grievance procedure in this District Policy (see Section V. Grievance Procedure). Such nonrenewal shall be exclusively subject to the provisions of section 118.22, Wis. Stats.

Preliminary notice of consideration of non-renewal shall be given as provided by Section 118.22, Wis. Stats. The District will endeavor to give such notice by March 15.[2][3]

2. Significant Dates Per Section 118.22, Wis. Stats.

- a. Preliminary notice of non-renewal be given no less than 15 days prior to the written notice of non-renewal.
- b. If a teacher files a request with the board within five (5) days after receiving the preliminary notice, the teacher has the right to a private conference with the board prior to being given written notice of refusal to renew the teacher's contract.
- c. Contract renewal notices to regular full-time and regular part-time teachers shall be given to them on or before May 15, or as otherwise required by Section 118.22, Wis. Stats.
- d. Teachers choosing to remain as teachers in the School District of Onalaska shall return their signed contracts to the Superintendent of Schools or designee by June 15.

3. Length of Probationary Period for Teachers

- a. All teachers shall serve a two (2) year probationary period from the employee's initial start date. Probation may be extended for an additional year at the discretion of the

administration. The “initial start date” is defined as the employee’s first paid day of the regular contract year.

- b. Teachers beginning their employment at mid school year will be on probation for five (5) semesters (unless extended for an additional year due to an improvement plan in 3.a.). When probationary teachers take an approved leave, the time expended on approved leave will not be counted to satisfy the requirement, such that all semesters counted toward satisfaction of the probationary period are uninterrupted by leave, unless otherwise agreed. Thus, employees will be on probation for five (5) or six (6) semesters depending on the length of their leave.

4. Standard for Discipline and Termination

A non-probationary teacher may be disciplined or terminated for “cause”. Such discipline or termination shall be subject to the grievance procedure provisions of this Handbook. “Cause” shall be determined under the Grievance Procedure, if necessary, and shall generally be defined as:

- a. There is a factual basis for the discipline or termination: There must be a factual basis to support a finding that employee conduct requires discipline or termination; and
- b. Reasonableness of the penalty: The particular discipline or termination imposed by the District should not be unreasonable.

The Board of Education or, if a grievance is filed, the final decision maker under the District’s grievance procedure shall be authorized to determine whether “cause” exists within the meaning of this policy/handbook. The Board of Education’s or final decision maker’s non-arbitrary determination of whether cause exists shall be final and binding.

5. Benefits for Probationary and Non-Probationary Employees

All provisions of this Handbook shall apply to an employee as of the first day of employment. If an employee quits or is terminated during the probationary period, however, leave days, personal days or other benefits, even if accrued and owing to non-probationary employees, shall not be due to him or her. Any leave taken but not earned shall be deducted from remaining pay per Section VI - Leave Days.

6. Representation

In the event any employee is called to a meeting with representatives of the District for the purpose of issuing discipline or discharge, or for the purpose of investigating circumstances which may lead to discipline or discharge, the District shall advise the employee of his or her right to representation prior to the meeting. In the event the employee chooses to have representation, the meeting may be delayed at the discretion of the District, until appropriate representation may be obtained. Nothing in this provision shall prevent the District from removing an employee from the workplace if immediate action is required.

7. Disciplinary Materials

Disciplinary actions will be documented in the employee's personnel file. A copy of any written disciplinary action shall be provided to the employee before it is placed in an employee's personnel file. The employee shall have the opportunity to reply to such material and affix his/her reply to said material.

8. Termination of Employment

The employment relationship between the District and any employee is terminated:

- a. if the employee is discharged pursuant to Section III – Discipline, Termination, Non-renewal, whichever is applicable.
- b. if the employee quits his/her employment.
- c. if the employee fails to return to work on the work day following the expiration of an authorized leave of absence, unless the employee is unable to notify because of illness or other reasonable basis.
- d. if the employee retires. Employees planning to retire following the completion of any work year shall inform the Board, in writing, regarding the specific date of retirement as early as possible during the year.

B. Hourly Employees

This policy covers regular full time and regular part time employees employed on an hourly basis. It does not apply to temporary, casual, seasonal, LTE, substitute, or contracted employees, and does not include

executive, managerial, supervisory, or confidential personnel.

1. Length of Probationary Period

All newly hired employees shall be on probation for one calendar year beginning with the employee's start date.

2. Standard for Discipline and Termination^[4]

- a. Probationary Employee: Probationary employees may be disciplined or terminated from employment by the Superintendent and/or designee in its sole discretion. Such discipline or termination shall be subject to the grievance procedure provisions of this Handbook.
- b. Non-Probationary Employee: A non-probationary employee may be disciplined or terminated for "cause." Such discipline or termination shall be subject to the grievance procedure provisions of this Handbook. "Cause" shall be determined under the Grievance Procedure, if necessary, and shall be defined as the following:
 - i. There is a factual basis for the discipline or termination: There must be a factual basis to support a finding that employee conduct requires discipline or termination; and
 - ii. Reasonableness of the penalty: The particular discipline or termination imposed by the District should not be unreasonable.

The Board of Education or, if a grievance is filed, the final decision maker under the District's grievance procedure shall be authorized to determine whether "cause" exists within the meaning of this policy/handbook. The Board of Education's or final decision maker's non-arbitrary determination of whether cause exists shall be final and binding.

3. Benefits during Probation

All provisions of this Agreement shall apply to an employee as of the first day of employment. If an employee quits or is terminated during the probationary period, however, no accrued leave, vacation, or other benefits, even if accrued and owing to non-probationary employees, shall be due him or her. Any leave taken but not earned shall be deducted from remaining pay per Section VI Leave Days or

Applicable Vacation Policy.

4. Representation

In the event any employee is called to a meeting with representatives of the Employer for the purpose of issuing discipline or discharge, or for the purpose of investigating circumstances that may lead to discipline or discharge, the Employer shall advise the employee of his or her right to representation prior to the meeting. In the event the employee chooses to have representation, the meeting shall be delayed, at the discretion of the District, until appropriate representation may be obtained. Nothing in this provision shall prevent an Employer from removing an employee from the workplace if immediate action is required.

5. Disciplinary Materials

Disciplinary actions will be documented in the employee's personnel file. A copy of any written disciplinary action shall be provided to the employee before it is placed in an employee's personnel file. The employee shall have the opportunity to reply to such material and affix his/her reply to said material.

6. Termination of Employment

The employment relationship between the District and any employee is terminated:

- a. If the employee is discharged pursuant to Section III – Discipline, Termination, Non-renewal, whichever is applicable.
- b. If the employee quits his/her employment.
- c. If the employee fails to return to work on the work day following the expiration of an authorized leave of absence, unless the employee is unable to notify because of illness or other reasonable basis.
- d. If the employee retires. Employees planning to retire following the completion of any work year shall inform the Board, in writing, regarding the specific date of retirement as early as possible during the year.

C. Mid-Level Managers/Data Services

This policy covers regular full time employees.

1. Length of Probationary Period

All newly hired employees shall be on probation for one calendar year beginning with the employee's start date.

2. Standard for Discipline and Termination

a. Probationary Employee: Probationary employees may be disciplined or terminated from employment by the Superintendent and/or designee in its sole discretion. Such discipline or termination shall be subject to the grievance procedure provisions of this Handbook.

b. Non-Probationary Employee: A non-probationary employee may be disciplined or terminated for "cause." Such discipline or termination shall be subject to the grievance procedure provisions of this Handbook. "Cause" shall be determined under the Grievance Procedure, if necessary, and shall be defined as the following:

i. There is a factual basis for the discipline or termination: There must be a factual basis to support a finding that employee conduct requires discipline or termination; and

ii. Reasonableness of the penalty: The particular discipline or termination imposed by the District should not be unreasonable.

The Board of Education or, if a grievance is filed, the final decision maker under the District's grievance procedure shall be authorized to determine whether "cause" exists within the meaning of this policy/handbook. The Board of Education's or final decision maker's non-arbitrary determination of whether cause exists shall be final and binding.

3. Benefits during Probation

All provisions of this Agreement shall apply to an employee as of the first day of employment. If an employee quits or is terminated during the probationary period, however, no accrued leave, vacation, or other benefits, even if accrued and owing to non-probationary employees, shall be due him or her. Any leave taken but not earned shall be deducted from remaining pay per (leave section number).

4. Disciplinary Materials

Disciplinary actions will be documented in the employee's personnel file. A copy of any written disciplinary action shall be provided to the employee before it is placed in an employee's personnel file. The employee shall have the opportunity to reply to such material and affix his/her reply to said material.

5. Termination of Employment

The employment relationship between the District and any employee is terminated:

- a. If the employee is discharged pursuant to Section III – Discipline, Termination, Non-renewal, whichever is applicable.
- b. If the employee quits his/her employment.
- c. If the employee fails to return to work on the work day following the expiration of an authorized leave of absence, unless the employee is unable to notify because of illness or other reasonable basis.
- d. If the employee retires. Employees planning to retire following the completion of any work year shall inform the Board, in writing, regarding the specific date of retirement as early as possible during the year.

D. Administrators

1. Standard for Nonrenewal for Administrators

Administrators employed in the District are subject to nonrenewal on a statutory basis, as prescribed in Sec. 118.24, Wis. Stats. No administrator shall be non-renewed for arbitrary or capricious reasons. Such nonrenewal shall be exclusively subject to the provisions of section 118.24, Wis. Stats. and is not covered by the grievance procedure under this Handbook. The nonrenewal of an administrator is not a "termination" under section 2 below.

2. Standard for Discipline and Termination

An administrator may be disciplined or terminated for "cause." Such discipline or termination shall be subject to the grievance procedure provisions of this Handbook. "Cause" is defined as the following:

- a. There is a factual basis for the discipline or termination: There must be a factual basis to support a finding that administrator conduct requires discipline or termination; and
- b. Reasonableness of the penalty: The particular discipline or termination imposed by the District should not be unreasonable.

The Board of Education or, if a grievance is filed, the final decision maker under the District's grievance procedure shall be authorized to determine whether "cause" exists within the meaning of this policy/handbook. The Board of Education's or final decision maker's non-arbitrary determination of whether cause exists shall be final and binding.

3. Disciplinary Materials

Disciplinary actions will be documented in the employee's personnel file. A copy of any written disciplinary action shall be provided to the employee before it is placed in an employee's personnel file. The employee shall have the opportunity to reply to such material and affix his/her reply to said material.

4. Termination of Employment

The employment relationship between the District and any employee is terminated:

- a. If the employee is discharged pursuant to Section III, Discipline, Termination, Non-renewal whichever is applicable.
- b. If the employee quits his/her employment.
- c. If the employee fails to return to work on the work day following the expiration of an authorized leave of absence, unless the employee is unable to notify because of illness or other reasonable basis.
- d. If the employee retires. Employees planning to retire following the completion of any work year shall inform the Board, in writing, regarding the specific date of retirement as early as possible during the year.

IV. LEGAL UPDATE TO EMPLOYER –

Any employee whose job duties include driving a school vehicle or transporting students in any vehicle must report to the school administration as soon as

possible if their driver's license is suspended or revoked or if they are involved in any proceeding that may result in the suspension or revocation of their driver's license.

Any employee who is charged with a criminal offense must report that information to school administration as soon as possible so that, to the extent necessary and appropriate under law, the administration can evaluate the situation's impact on the District (if any), including student welfare, public communications, and employment issues.

V. GRIEVANCE PROCEDURE - ABILITY TO GRIEVE DISCIPLINE, TERMINATION AND WORKPLACE SAFETY

A. Purpose

The purpose of this Section is to provide for the exclusive internal method for resolving grievances concerning discipline, termination and workplace safety. A determined effort shall be made to settle any grievance at the lowest possible level in the grievance procedure.

B. Definitions

1. A "grievance" is defined as any complaint that arises concerning discipline, termination or workplace safety.
2. The term "days" means regular business days, Monday through Friday, other than weekends and holidays regardless of whether the employee or his or her classification is scheduled to work. The timeline begins the day after the alleged grievance occurred.
3. A "grievant" is an employee as defined by state statutes governing this grievance procedure.
4. "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 risk.
5. "Discipline" means reprimands (where there is documentation in the employee's personnel file), suspension and demotion. Discipline does not include performance reviews, work plans or corrective actions that do not include a reprimand or other adverse employment action.

6. "Termination" means discharge from employment. Voluntary retirement, voluntary resignation, non-renewals, layoffs (reduction in force) or a non-reappointment of an extracurricular assignment are not considered terminations and are not subject to this procedure.

C. Basic Considerations

Failure to submit and/or process a grievance by the grievant within the time limit, or agreed upon extensions, shall constitute waiver of the grievance and will be considered resolved on the basis of the District's last answer. Failure of a management representative to meet the time limits shall cause the grievance to move automatically to the next step in the procedure. To ensure that grievances are addressed in a prompt manner the time limits set by this policy are intended to be strictly observed and may not be extended except in extreme circumstances and then only upon the express written consent of the parties. The number of days indicated at each level should be considered a maximum.

An employee who has been notified of termination may process the grievance commencing at Step Four.

D. Grievance Processing Procedure

Grievances shall be processed in accordance with the following procedure:

1. Step One - Informal Resolution: An earnest effort shall first be made to settle the matter informally between the employee and the immediate supervisor. A grievance may be initiated through an informal meeting and discussion with the immediate supervisor, the employee and the employee's designated representative (if any) and the employee or his/her representative shall state if the purpose of the meeting is to present a grievance. The informal meeting and discussion shall occur within thirty (30) days after the facts upon which the grievance is based first occurred. The grievant(s) shall be required to state the purpose of the discussions and event(s) upon which the discussions are based. The immediate supervisor shall notify the grievant and (if applicable and appropriate) the representative of his/her answer within ten (10) days. If the matter cannot be resolved, or if no answer is provided in the above timeframe, the grievant(s) may file a written grievance.
2. Step Two - Written Grievance: If the grievance is not resolved at Step One, the grievant shall file a written grievance with the immediate supervisor within ten (10) days after the response at Step One or if no response is provided within ten (10) days of the deadline

for the response. The written grievance shall include:

- a. the name and position of the grievant;
- b. a clear and concise statement of the grievance;
- c. the relief sought;
- d. the date the incident or alleged violation took place;
- e. the specific discipline, termination or workplace safety issue;
- f. the signature of the grievant and the date.

The immediate supervisor shall respond to the grievance in writing within ten (10) days. However, if there is an ongoing investigation related to the subject matter of the grievance, the immediate supervisor shall have until ten (10) days after completion of the investigation to respond to the grievance. If the matter cannot be resolved, or if no answer is provided in the above timeframe, the grievant(s) may file an appeal to the Superintendent.

If the grievant's immediate supervisor is the Superintendent, the grievant shall skip Step Three and proceed directly to Step Four if he/she is not satisfied with response of his/her immediate supervisor at Step Two (or if no answer is provided in the above timeframe).

3. Step Three - Appeal to Superintendent: If the grievance is not resolved at Step Two, the grievant may appeal the written grievance to the Superintendent within ten (10) days after the response at Step Two or if no response is provided within ten (10) days of the deadline for the response. The Superintendent shall meet with the grievant(s) and/or the representative designated by the employee and the principal or immediate supervisor within ten (10) days after receiving the written grievance. The Superintendent shall respond to the written grievance within ten (10) days of the meeting or at a later date as determined by the Superintendent if further investigation is warranted. The Superintendent shall indicate in writing the disposition of the grievance and forward it to the grievant and (if applicable and appropriate) the grievant's representative. If the matter cannot be resolved, or if no answer is provided in the above timeframe, the grievant(s) may file an appeal to the impartial hearing officer.
4. Step Four - Appeal to Impartial Hearing Officer: If the grievance is not resolved in Step Three, the employee must notify the

Superintendent, within ten (10) days after receipt of the Superintendent's answer or if no response is provided within ten (10) days of the deadline for the response, if he or she intends to process the grievance to an impartial hearing officer. If there is a dispute over the timeliness or the ability to use the grievance procedure on the issue, the Administration shall have the discretion to split the hearing for the purpose of deciding those issues (i.e. address whether the grievance was filed in a timely manner before hearing the merits of the grievance or address whether the content of the grievance warrants a hearing in front of an impartial hearing officer).

If the Step Three decision is on the merits of the grievance only, the grievance will be referred to an Impartial Hearing Officer (IHO). The IHO will be designated by the Superintendent. He/she will make an effort to work with the grievant to find a suitable IHO. If an IHO cannot be mutually agreed upon in a timely manner, the Superintendent will make the decision alone. Any costs incurred by the (IHO) will be paid by the School District. The IHO will convene a hearing. The IHO will be able to administer oaths, issue subpoenas at the request of the parties, and decide if a recording and/or transcript of the hearing is necessary. To expedite the hearing, the IHO may require the parties to submit grievance documents and witness lists in advance of the hearing. The burden of proof shall be "a preponderance of the evidence." In termination and discipline cases, the District shall have the burden. In workplace safety cases, the employee shall have the burden. The IHO may request oral or written arguments and replies. The IHO shall provide a written decision to both parties. The IHO may only consider the matter presented in the initial grievance filed by the employee. The IHO shall have no power to add to subtract from or modify the terms of the Board policy or rule that forms the basis for the grievance.

5. Step Five – Appeal to Board of Education: Either party may appeal an adverse determination at Step Four to the Board of Education, by filing written notice appealing the decision of the IHO in the District Office within ten (10) days of the decision of the IHO. Within thirty (30) days after submission of the appeal, the Board of Education will schedule the review of the IHO's decision. The review will be conducted by the Board during a closed session meeting unless an open session is requested by the employee. Records, evidence, and testimony produced at the hearing with the IHO and the IHO's written decision will be given to the Board of Education. The Board may use any and all of that material when making its decision. A simple

majority vote of the Board membership shall decide the appeal within twenty (20) days following the last session scheduled for review. The Board will issue a final written decision which shall be binding on all parties.

E. Grievant's Right to Representation

Any grievant may be represented at all stages of the grievance procedure by a representative(s) of his/her own choosing at his/her own cost.

1. Consolidation of Grievances - Grievances of the same type, and with materially similar fact situations, may be consolidated at the discretion of the Administration.
2. Group Grievances - Group grievances involve more than one employee and any of the following:
 - a. More than one work site;
 - b. More than one supervisor; or
 - i. An administrator other than the immediate supervisor
 - ii. Such grievances may be initially filed at Step Three; however, they shall follow the initial timelines for filing the grievance at steps One and Two above.

F. Exclusive Remedy

The process outlined above is the only way in which an employee may address a grievance pertaining to discipline, termination, or workplace safety. However, nothing in this grievance procedure shall prevent any employee from addressing concerns regarding matters that are not subject to the grievance procedure with administration. In fact, employees are encouraged to do so. Matters not subject to the grievance procedure that are raised by employees shall be presented to the appropriate level of administration. Administration will make decisions regarding these concerns after considering Board policy and any board directive.

VI. LEAVE DAYS

Each employee will be annually allocated a number of leave days based on his/her job category. Leave day allotments will be prorated for less than full time and partial year employees. Leave days may be used for personal illness, family illness, bereavement, emergency, or personal business. The use of personal business days requires pre-approval by Human Resources Director. Leave day use is limited to the number of days the employee has available in the leave balance. The

maximum accumulated leave balance on June 30 of any year will not exceed 110.

A. Leave Use for Personal or Family Illness

1. Definitions: the following definitions apply under this section:
 - a. Spouse: means the employee's legal husband or wife.
 - b. Child: means a natural or adopted, foster, stepchild, grandchild, legal ward, or other family member residing in the household for whom the employee has responsibility, who is less than eighteen (18) years of age, or individual is 18 years of age or older and cannot care for him/herself because of a serious health condition.
 - c. Parent: means a natural parent, foster parent, adoptive parent, stepparent, or legal guardian of an employee or an employee's spouse.
 - d. Serious Health Condition: means a disabling physical or mental illness, injury, impairment or condition involving any of the following:
 - i. Inpatient care in a hospital, nursing home, or hospice.
 - ii. Outpatient care that requires continuing treatment or supervision by a health care provider.
2. Leave for personal or family illness shall be paid for any absence from work due to:
 - a. Personal illness, injury or serious health condition of the employee.
 - b. Illness or injury of an employee's child or grandchild under the age of 18, or 18 years or older if the child has a disability as set forth in Wisconsin Administrative Code section PI 11.02(23). (Examples of a disability are: cognitive disability, learning disability, autism, etc.)
 - c. Serious health conditions of spouse, child, grandchild, or parent.
 - d. Medical or dental appointments for the employee, spouse, and/or child or grandchild that cannot be scheduled outside of the employee's regularly scheduled work hours.
3. Leave Increments: Leave may be allowed in increments of half days

(4 hours) for teachers. When internal coverage can be secured for teachers, leave time can be taken in one hour increments. All other employees can take leave in fifteen minute increments.

4. Holidays during Leave for Personal or Family Illness: In the event that a paid holiday falls within a period when an employee is on paid leave, employee shall receive holiday pay which is not deducted from the employee's earned leave.
5. Leave for Personal Illness and Long-term Disability: In the event an employee becomes eligible and has met the applicable waiting period for benefits under the District's long term disability insurance program, the employee will no longer receive paid leave.
6. Overused Leave: If an employee were to leave the District and used leave prior to earning it, a sum equal to the leave days not earned would be deducted from any remaining pay. Deductions will be based on one (1) day of paid leave earned per month of employment to a maximum of twelve (12) days per contract year.
7. Medical Certificate: Whenever the supervisor deems such verification appropriate, the employee may be required to furnish the District with a certificate of illness signed by a healthcare provider. Such certificate should include a statement releasing the employee to return to work and a statement as to whether any limitations or restrictions are placed upon the work which may be performed.
8. Absenteeism in excess of earned leave time is subject to discipline.

B. Leave Use for Bereavement

1. Leave for Bereavement/Funeral/Interment for a Death in the Immediate or Extended Family: In the event of death in an employee's immediate or extended family, the day(s) off work with pay shall be deducted from the employee's accumulated leave. Immediate family includes the spouse, parents, children, brother, sister, grandchildren, grandparent, step-relatives of the same relationship as provided herein of the employee and his or her spouse. Extended family includes: aunts, uncles, nieces, nephews, first cousins and other individuals residing in the employee's household. Such days shall be deducted from the employee's accumulated leave.
2. Leave for Other Bereavement: In extenuating circumstances, days may be granted by the employee's supervisor. Such days shall be

deducted from the employee's leave days.

3. Leave Increments for Bereavement: Leave for bereavement may be allowed in increments of half days for teachers and thirty minute increments for all other employees.

C. Leave Use for Emergencies

Emergency days shall be defined as rare unforeseen situations which require immediate attention within the work day as it relates to the employee's family, home, transportation, or extreme weather conditions. Teachers, paraprofessionals, interpreter specialists, and school nutrition cannot take emergency leave for days in which the school is closed.

D. Personal Days

1. Allotment: Annually on July 1, employees will receive one personal day per year during his/her first five years of employment. Personal day allotments will be prorated for partial year employment. On each July 1, after the employee has reached five full years of service, he/she will receive two personal days, except for administrators, who receive one day. On June 30 of each year, unused personal days will be converted into leave days and added to the accumulated leave balance.
2. Requests: Requests for personal days must be made one full contract day prior to the commencement of the leave. Unless the building administrator or supervisor consents, personal days shall not be used to extend a scheduled calendar break period, within the first two weeks of the school year, within the last two weeks of the school year, on parent teacher conference days, or on staff/professional development days.
3. Total Number of Employees on Personal Leave: No more than three (3) employees per building may take personal leave on any given day when school is in session, unless the building administrator or employee's supervisor (for teachers, secretaries, and paraprofessionals) grants approval to exceed the three (3) employee limit. School Nutrition and custodian personal leave will be approved by their respective directors, and will not be computed into the building limit above.
4. Increments for Personal Day Leave: Personal day leave may be allowed in increments of half days.

E. Incentive Days

Upon the accumulation of a total of 60 unused leave days as of June 30, the employee shall be granted one (1) incentive day on July 1. Similarly, an additional incentive day shall be granted upon the accumulation of 110 unused leave days as of June 30. Incentive days may be taken any day of the school year at the discretion of the employee with the exception of parent-teacher conference days, the first day of the established school calendar, and the spring in-service day. (The first day of the established school calendar and the spring in-service day may be used for incentive leave with approval from the employee's supervisor.) These incentive days shall not be deducted from the total accumulated leave days and shall be non-accumulative.

F. Jury Duty

1. Leave for Jury Duty

Subject to the provision on "Payment for Time Out on Jury Duty" (see F, 3), a non-accumulative paid leave for as much time as is required will be provided to an employee to serve on a jury for which he or she is summoned by the court when such duty occurs during the employee's work hours. No paid leave will be provided for jury duty that occurs outside of the employee's regular work hours or work days. When the Jury Duty would be for fewer hours than the employee's normal shift, the employee should report to work, even if a sub was hired to replace the employee.

2. Employee Notice

An employee must notify his or her immediate supervisor as soon as notice of jury duty is received. Also, the employee is expected to contact his or her immediate supervisor immediately upon termination of jury duty or when temporarily relieved of jury duty.

3. Payment for Time Out on Jury Duty

An employee who is unable to work because of jury duty will be paid the regular hours he or she is scheduled to work. The employee will send a copy of the check received from serving on the jury to the payroll department and that amount (less any travel expenses received) will be deducted on the next payroll. The employee will not suffer any loss of benefits that would be accrued during this time (i.e. leave, health insurance, vacation, etc.). The time required for any employee to serve on jury duty will not be deducted from leave or

vacation time the employee has earned or will earn in the future.

G. Study Leaves

1. Leaves of absence shall be considered for employees who have completed three (3) years of satisfactory service in the School District of Onalaska at the time of application. The Requests, in writing, should be made to the Superintendent. The following guidelines will be used:
 - a. Length of Leave – Leave shall not exceed one year.
 - b. Enrollment Requirement – The employee must be enrolled in a four-year degree granting institution or employed in an industry in which work experience leads to the requirements for vocational certification.
 - c. Course Work – The employees must be enrolled in coursework in major academic field or a related educational field for which there is a certified position in the District.
 - d. Timetable for Application – April 15 – June 15.
 - e. Limit on Number of Requests Per Year – No more than three (3) leaves shall be granted District-wide in any fiscal year.
 - f. Returning to Work – Upon returning to work in the District, a reasonable effort will be made to return personnel to the same position they assumed when they left on leave; however, the Board has the right to assign employees to new positions

H. Teaching outside the United States, And Other Related Leaves

Extended leaves of absence may be granted for the purpose of teaching out of the country, accompanying spouse in military duty, and/or other extenuating circumstances approved by the Board. In the event that any employee fails to return to work following a leave of absence, the employee shall be decreed, after notice, to have resigned the position with the District and has thereby, waived any and all rights to compensation and accrued fringe benefits.

I. Non-FMLA Illness or Disability Leaves – Unpaid Sick Leave

Employees may be granted leaves of absence if they are ill or disabled for personal/family illness or disability for a period of time during which the employee is unable to perform the duties of the assigned position. The

employee must make written request to the Board for such leave. When possible, this request must be in advance. The form is available on the intranet.

The District reserves the right to secure sufficient medical information to verify the need for the leave requested as a condition of granting such leave. As a general matter, such leave will be granted only after FMLA leave and leave provided by District contract, policy, or handbook has been exhausted and shall not exceed a period of one year. The District reserves the right to grant or deny such requests in its discretion.

An employee on a Board approved unpaid leave of absence does not receive District paid benefits and will not receive, earn, or accrue benefits, vacation, holiday, or other forms of compensation during a period of such leave. Insurance benefits continuation rights and corresponding notifications established by COBRA, insurance policies, and/or applicable state law will be issued to the employee if appropriate.

The District reserves the right to make exceptions or modifications to this policy to address particular cases as it deems fit, in its discretion.

J. Public Official's Leaves

Members of the staff shall have the right afforded all citizens with respect to holding public office as an elected or appointed public official. Public office is defined as a position that involves the exercising of independent decision-making power on behalf of the state or a duly constituted state subdivision such as a city or county, rather than being merely advisory; the power of the position is given by constitution or statute and is involved in the carrying out of an important part of the executive, legislative, or judicial functions of government, or when the occupier of the position has significant legal power to make enforceable decisions concerning people's life, liberty, or property.

The holding of public office shall not interfere with the specific job requirements of the employee's position within the District. The employee shall refrain from exploiting the institutional privileges of his/her position within the District. Specifically, employees shall refrain from using students for campaigning purposes, nor shall they use school facilities, premises and/or supplies/equipment in seeking or holding public office. Employees granted leaves under this policy may not use any other established leave or vacation days to supplant said leave except incentive days when applicable.

1. Campaigning

The Board may grant an unpaid leave of absence to an employee for the purpose of campaigning for said public office. The leave shall not exceed fifteen (15) school work days. Partial days will not be considered.

2. Full Time Leaves

The Board may grant an unpaid leave of absence to an employee elected or appointed to public office, which requires the employee to be absent from the regular District assignment. The Board shall investigate and determine whether full time is warranted. The leave shall extend through one term of office. The leave shall be without pay and all other benefits as determined by the Board.

Full time Public Office leaves will not be extended beyond one term of office. The employees will need to return to the District or resign from the elected or appointed position.

3. Part-Time Leaves

The superintendent may grant any employee, elected or appointed to public office, an unpaid leave for required periodic absences from the District position. Leaves will be granted for full days only through the one term of public office. Total days during one term shall not exceed the equivalency of two school days per employment month.

K. Highly Unusual Unpaid Leaves District Policy 2770

It is the policy of the Board of Education that employees have a primary commitment to the agreed upon workdays. Therefore, requests for unpaid leave time during the school calendar year should only be based on highly unusual or a unique major life event. Requests for unpaid leave for vacation purposes will not be granted.

1. Whenever possible, personal, vacation or incentive days will be used rather than requesting unpaid leave.
2. Requests for unpaid leave are to be made on the Unpaid Leave Form and submitted to the immediate supervisor.
3. Up to 3 days of unpaid leave may be granted to an employee by the immediate supervisor for the purpose of attending family

functions, when such attendance would be ordinarily anticipated by his/her immediate family. An example of this would be a son or daughter's wedding or a graduation.

4. Requests for leave beyond three (3) days in any fiscal year must be submitted to the Board of Education. Unpaid leave beyond three (3) days in a fiscal year will be without District-paid benefits unless the District is reimbursed for the missed days.
5. A longer unpaid leave may be granted by the Board of Education for an exceptional or unusual situation where the employee may have what some employers call a "chance of a lifetime opportunity."
6. Requests for unpaid leave to chaperone or accompany one's child(ren) on a school or other activity related trip may be granted but should not be an annual occurrence.
7. For procedures obtain a Request for Unpaid Leave Day(s) form.

L. Child Rearing Leave

The child-rearing leave is a district policy, which permits an extended leave beyond the federal/state mandate. Leave benefits are considered and approved by the Board of Education.

1. Upon request, for the purpose of rearing a natural newborn or a newly adopted child, an unpaid child-rearing leave shall be granted in combination with the Family and Medical Leave Act not to exceed 365 days.
2. Employees granted an unpaid child-rearing leave shall be responsible for paying the entire cost of their insurance coverage while on leave.
3. In the event that an employee fails to return to work at the end of the child-rearing leave, he or she upon notice shall be declared to have resigned and all employment rights and benefits shall cease.

M. Military Leave

A full-time employee returning from active service in the United States Armed Forces will be reemployed in accordance with whatever laws that apply in each case. A full-time employee who is a member of the U.S. Military Reserves and who attends the regular military training camp will be given time off without pay.

N. Other Leaves

All other leaves shall be at the discretion of the Board.

VII. BENEFITS

A. Insurance Benefits – The Board and District reserve the right to self-insure, change insurance providers, or change the insurance benefits that are provided.

1. Health Insurance –

a. The Board agrees to pay the dollar amount equal to 80% per month of the premium of the health insurance selected by the employee for single or family plan for eligible employees and 87.4% for administrators.

b. All regular employees with a .75 FTE or greater except paraprofessionals .80 FTE or greater are eligible for health insurance.

c. Other employees as defined by the Affordable Care Act.

2. Dental, Long Term Disability, and Life Insurance benefits are available to regular employees and limited term teachers and limited term paraprofessionals who are contracted to work in a regular position for 90 or more contract days in a fiscal year who are scheduled to work a minimum of 20 hours per week unless expressly prohibited by the insurance carrier.

3. Dental Insurance

a. The Board agrees to pay the dollar amount equal to 80% per month of the established premium for the District group dental insurance for single or family coverage for regular full time employees and 100% of the established premium for administrators.

b. Board contributions for regular part-time (greater than or equal to .5 FTE and less than 1.0 FTE) employees eligible for dental insurance benefits shall be prorated. There are no dental insurance benefits for employees scheduled to work less than 20 hours per week.

4. Long Term Disability (LTD)

The Board shall provide long term disability insurance to regular

employees who are scheduled to work more than 20 hours per week. This coverage will be at no cost to the employee. The plan will provide ninety percent (90%) of base salary/wages for regular contracted duties.

5. Life Insurance

The Board agrees to pay 100% of the District group term life insurance premium for regular employees who are scheduled to work more than 20 hours per week. Employees who qualify for District paid life insurance may elect to take out additional life coverage through the District's life insurance carrier at their own expense.

6. Benefit Termination

- i. Teachers who have just completed a full contract year and then resign or retire will have their applicable health, dental, and life insurance benefits end on August 31st of the current year.
- ii. For all other employees, upon termination of employment, applicable health, dental, and life insurance benefits end on the last day of the month of the termination.
- iii. Long term disability insurance ends upon the day of termination.

7. Retirement

Employees and the District will contribute the required contributions to the Wisconsin Retirement Fund, based on all wages earned in the District pursuant to Wisconsin Retirement System regulations.

8. Wellness

All employees employed on or before October 1 and through at least the last teacher work day; except limited-term, temporary, or seasonal employees and employees on non-FMLA leave of absence; will be given the opportunity to meet defined wellness benchmarks each year. By meeting the eligibility requirements, the District will pay the active employee a \$300 per year stipend. The stipend will be paid out in full in June. Employees meeting the requirements, but not on the payroll in June, will receive their wellness stipend when their payroll resumes. Eligibility requirements, plan year, and other information about this wellness incentive are

available on the Well Ona Way! website.

VIII. GENERAL PROVISIONS THAT APPLY TO ALL RETIREES AND RETIREMENT BENEFITS

NOTE: This Section (Section VIII) applies to all retirement benefits provisions of this Handbook.

- A. For purposes of determining the District retirement benefit, a year of service for an employee is a year in which the employee has received regular contract pay for at least 50% of the contract year.
- B. The District reserves the right to modify retirement benefits for employees and retirees from time to time, in its discretion, and as it deems appropriate for sound fiscal management of the District. In this regard, the District may take steps that include, but are not limited to the following:
 - 1. The District may change benefits providers, administrators, and/or carriers.
 - 2. The District may change the eligibility criteria for retirement benefits.
 - 3. The District may modify District procedures related to retirement benefits.
 - 4. The District may modify retirement benefits for employees at any time prior to retirement. Retirement benefits do not vest until all eligibility conditions are satisfied and all applicable procedures are completed, the employee concludes his/her work for the District, and the employee retires.
- C. The provisions of this Handbook (Sections VIII through XII) shall define retirement benefits procedures and entitlements for District employees and retirees. In the event of any conflict or inconsistency between these Handbook provisions and any other statement, written or oral, the provisions of this Handbook shall be controlling and shall prevail. The District reserves the right to interpret and apply Handbook provisions in its discretion, including Handbook provisions that are related to retirement benefits. The District's interpretation of this Handbook shall be final.

IX. POST EMPLOYMENT RETIREMENT BENEFITS – FOR TEACHERS

- A. The individual teacher contract for the 2018-2019 school year shall incorporate the post-employment benefits schedule adopted by the Board of Education for the 2018-2019 school year. The 2018-2019 post-

employment benefit schedule shall not be part of any subsequent school year or individual teacher contract, and shall not be an available benefit for teachers in any subsequent school year, contract, or contract year, unless and until it or an alternative benefit schedule has been specifically approved by the Board of Education. The post-employment benefit schedule for subsequent school years and/or for subsequent contract years following the 2018-2019 school/contract year shall be determined by the Board of Education and included in this Handbook after it has been approved.

B. Upon retirement, a teacher who has at least fifteen (15) years of continuous service in the District and is at least fifty-five (55) years of age by August 31, 2018, shall receive 0.15% of the retiree's last working contract rate for each accumulative leave day. This is to be paid in the fiscal year ending June 30. (Example: A salary of \$40,000 times .0015 = \$60 X number of days (110) = \$6,600.)

C. Groups 1, 2, 3, 4, 5, & 6 – Guidelines & Benefits

1. General Guidelines

a. The Rule of 75. To be eligible to receive a post-retirement benefit, teachers who resign in order to retire from their regular, full-time duties must meet all of the following requirements, in addition to any other terms or conditions established by this Handbook:

i. Must be at least 55 years of age by August 31, 2019;

ii. Must have at least 15 years of continuous service in the District;

iii. Must have a sum equal to or greater than 75 of the teacher's age and years of continuous service;

iv. Must be eligible to collect Wisconsin Retirement System benefits within one year of retirement.

b. Benefits shall be available to eligible teachers only if the Superintendent receives written notification of the retirement on or before April 15 of the teacher's final year of employment before retirement is to commence. At the discretion of the Board of Education, this deadline may be waived in exceptional cases.

c. The deposits outlined below will be made on a monthly basis beginning on or before August 15 in the calendar year in which

retirement benefits commence and by the fifteenth day of each month thereafter. Deposits will cease when the benefit has been fully paid according to the terms set forth below or upon the death of the retiree.

- d. Retired teachers shall have the opportunity to purchase health and dental coverage from the District's insurance carrier(s), unless expressly prohibited by the carrier(s) or the benefit is modified or terminated by the District.

C. Groups 1, 2, & 3 – Retirement Benefits

Teachers may choose one of the two following options for post-retirement benefits:

1. The District will deposit into a Health Reimbursement Arrangement (HRA) a dollar amount that is equal to the number of a teacher's continuous years of service, up to a maximum of 40 years, multiplied by \$4,000. The deposits will be made in equal installments over 84 months,

or

2. The District will deposit into a Health Reimbursement Arrangement (HRA) an amount equal to 80% of the premium exit rate for the teacher's health and dental benefit. The premium exit rate is equal to the dollar amount paid by the District for health and dental coverage for the August premium immediately following retirement. The deposits will be made on a monthly basis and cease when the teacher is eligible for Medicare.

D. Groups 4, 5, & 6 – Retirement Benefits

Teachers may choose one of the two following options for post-retirement benefits:

1. The District will deposit into a Health Reimbursement Arrangement (HRA) a dollar amount equal to the sum total of the dollar amount specified below for each of the teacher's continuous years of service, up to a maximum of 35 years. The deposits will be made in equal installments over 84 months.
 - a. For years of service completed by June 30, 2012: \$4,000
 - b. For years of service completed starting July 1, 2012 or later: \$3,500

or

2. The District will deposit one of the following dollar amounts into a Health Reimbursement Arrangement (HRA), on a monthly basis for a maximum of 96 months, until the teacher is eligible for Medicare or until the death of the retiree, whichever comes first:
 - a. If the teacher retires with a family health plan, a maximum annual amount not to exceed 80% of the premium exit rate for the teachers health and dental benefit or \$14,790, whichever is less.
 - b. If the teacher retires with a single health plan, a maximum annual amount not to exceed 80% of the premium exit rate for teachers health and dental benefit or \$7,080, whichever is less.
 - c. The premium exit rate is equal to the dollar amount paid by the District for health and dental coverage for the August premium immediately following retirement.

E. Group 7 - Guidelines & Benefits

For teachers hired for the 2007-2008 school year and thereafter, the District will deposit an annual amount into an investment account for a period not to exceed 25 years during the term of the teacher's employment with the District. This is provided instead of a post-retirement benefit. No post-retirement will be provided for Group 7.

1. The annual amount is: \$1,200
2. This annual amount will be prorated for partial year employment.
3. This annual amount will be prorated for part-time employees.
4. The amount will be placed in the investment account during the month of June at the conclusion of the teacher contract year.
5. The District retains ownership, title and control of the investment account until the teacher has completed five (5) years of continuous service in the District. If the teacher's employment relationship with the District is severed prior to completing five (5) years of continuous service to the District, any deposits and accrued interest in the investment account will remain the sole property of the District.

Within 30 days of a teacher's five (5) year continuous service anniversary date, the deposits and accrued interest in the investment

account will be transferred to a District-approved IRS 403(b) (Tax Sheltered Annuity), chosen by the teacher from options made available by the District. This account will then be the property of the teacher and subsequent District deposits will be made to this account.

F. Group Assignment

The following table indicates the group assignment of teachers for purposes of retirement benefits. Age and years of service are determined as of August 26, 2012. Group assignments made as of that date shall not be changed for purposes of determining retirement benefits, regardless of subsequent changes in the ages and years of service of covered personnel.

Group	Age/YOS/Rule of 75
1	+55/+15/+75
2	+55/+15/-75
3	-55/+15+/-75
4	-55/+15/-75
5	+ <i>or</i> - 55/-15/-75
6	-55/-10/-75
7	-55/-6/-75

X. POST EMPLOYMENT RETIREMENT BENEFIT - FOR SUPPORT STAFF

A. Retirement - Custodians, School Nutrition, Secretaries, Specialists, and Paraprofessionals

1. The post-employment retirement benefit for support staff for the 2018-2019 school year shall incorporate the post-employment benefit schedule adopted by the Board of Education for the 2018-2019 school year. The 2018-2019 post-employment benefit schedule shall not be part of any subsequent school year's benefits or Employee Handbook and shall not be an available benefit for support staff in any subsequent school year, unless and until it or an alternative benefit schedule has been specifically approved by the Board of Education. The post-employment benefit schedule for any year subsequent to the 2018-2019 school year shall be determined by the Board of Education and included in this Handbook after it has been approved.

2. Retirement Benefits

Eligible employees shall have the opportunity to purchase health and dental coverage from the District's insurance carrier(s) unless expressly prohibited by the carrier(s) or the benefit or eligibility for

the benefit is modified or terminated by the District. The benefit shall be available to eligible employees who have worked at least fifteen (15) years in the School District of Onalaska and who resign due to retirement from their regular full-time duties. The opportunity to purchase insurance terminates when the employee is eligible for Medicare. District contribution for regular part-time employees that are eligible for insurance benefits shall be prorated.

The District agrees to deposit into an HRA the dollar amount equal to the exit rate for the health and dental insurance at the time of retirement. Exit rates shall be 50% of the dollar amount paid for the health, and dental premium that would have been paid for that employee in the month after the employee retires from District employment. This amount shall be paid into an HRA (for 60 months for custodians and full time school nutrition employees and 72 months for secretary and specialists), until the retiree qualifies for Medicare, or the death of the retiree, whichever comes first.

3. Payment for Unused Leave Days

Upon retirement, an employee who has at least fifteen (15) years of continuous service in the District and is at least fifty-five (55) years of age by August 31, 2017, shall receive 0.15% of the retiree's last working base rate for each accumulative leave day. (Example: Hourly wage plus certification (\$13.00) X hours per year (2080) X 0.15 percent (.0015) X number of accumulated sick days (110 maximum) = total (\$4,461.60).

4. A 30-day notice must be given prior to retirement in order to receive any applicable benefits. Exceptions may be made by the Board of Education.

B. The deposits outlined below will be made on a monthly basis beginning on the 15th of the month in which the District paid health and dental insurance benefits end and by the fifteenth day of each month thereafter. Deposits will cease when the benefit has been fully paid according to the terms set forth below, or upon the death of the retiree.

Custodians and Full Time School Nutrition

Qualifying Age/YOS	Benefit*
60/15	50% of the dollar amount paid by the District on behalf of the employee for the Health and Dental premium, based on the dollar amount that is paid

	in the month after the retiree retires from District employment, shall be paid into an HRA for 60 months, until the retiree qualifies for Medicare or the death of the retiree, whichever comes first.
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*Chart is for illustration only. Please see applicable handbook section for explanation of benefit.

Secretary/Specialists and Paraprofessionals

Qualifying Age/YOS	Benefit
59/15	50% of the dollar amount paid for the Health and Dental premium, based on the dollar amount that is paid in the month after the retiree retires from District employment, shall be paid into an HRA for 72 months, until the retiree qualifies for Medicare or the death of the retiree, whichever comes first.

*Chart is for illustration only. Please see applicable handbook section for explanation of benefit.

XI. POST EMPLOYMENT RETIREMENT BENEFIT FOR MID-LEVEL MANAGERS/DATA SERVICES

- A. The post-employment retirement benefit for mid-level managers/data services, including for any individual contract that is issued for such positions, shall incorporate the post-employment benefit schedule adopted by the Board of Education for the 2018-2019 school year. The 2018-2019 post-employment benefit schedule shall not be part of any subsequent school year, contract, or contract year under an existing contract, and shall not be an available benefit in any subsequent school year, contract, or contract year, unless and until it or an alternative benefit schedule has been specifically approved by the Board of Education. The post-employment benefit schedule for subsequent school years, and/or for subsequent individual contracts or contract years after the 2018-2019 school/contract year shall be determined by the Board of Education and included in this Handbook after it has been approved.
- B. For purposes of determining the District retirement benefit, a year of service for an employee is a year in which the employee has received regular contract pay for at least 50% of the contract year.
- C. Upon retirement, an employee who has at least fifteen (15) years of continuous service in the District and is at least fifty-five (55) years of age,

shall receive 0.15% of the retiree's last working contract rate for each accumulative leave day. This is to be paid in the fiscal year ending June 30. (Example: A salary of \$40,000 times .0015 = \$60 X number of days (110) = \$6,600.)

D. Group 4 – Guidelines & Benefits

For employees hired on or after July 1, 2009, the District will deposit an annual amount into an investment account for a period not to exceed 25 years during the term of the employee's employment with the District. This is provided instead of a post-retirement benefit. No post-retirement will be provided for Group 4.

1. The annual amount is: \$1,200
2. This annual amount will be prorated for partial year employment.
3. This annual amount will be prorated for part-time employees.
4. The amount will be placed in the investment account during the month of June at the conclusion of the contract year.
5. The District retains ownership, title and control of the investment account until the employee has completed five (5) years of continuous service in the District. If the employee's employment relationship with the District is severed prior to completing five (5) years of continuous service to the District, any deposits and accrued interest in the investment account will remain the sole property of the District.

Within 30 days of an employee's five (5) year continuous service anniversary date, the deposits and accrued interest in the investment account will be transferred to a District-approved IRS 403(b) (Tax Sheltered Annuity), chosen by the employee from options made available by the District. This account will then be the property of the employee, and subsequent District deposits will be made to this account.

XII. POST EMPLOYMENT RETIREMENT BENEFIT FOR ADMINISTRATORS

- A. The individual administrator contract for the 2018-2019 contract year shall incorporate the post-employment benefit schedule adopted by the Board of Education for the 2018-2019 school year. The 2018-2019 post-employment benefit schedule shall not be part of any subsequent school year, contract, or contract year under an existing administrator contract, and shall not be an available benefit for administrators in any subsequent school year,

contract, or contract year, unless and until it or an alternative benefit schedule has been specifically approved by the Board of Education. The post-employment benefit schedule for subsequent school years, and/or for subsequent administrator contracts or contract years after the 2018-2019 school/contract year shall be determined by the Board of Education and included in this Handbook after it has been approved.

- B. For purposes of determining the District retirement benefit, a year of service for an employee is a year in which the administrator has received regular contract pay for at least 50% of the contract year.
- C. Upon retirement, an administrator who has at least fifteen (15) years of continuous service in the District and is at least fifty-five (55) years of age, shall receive 0.15% of the retiree's last working contract rate for each accumulative leave day. This is to be paid in the fiscal year ending June 30. (Example: A salary of \$40,000 times .0015 = \$60 X number of days (110) = \$6,600.)
- D. Groups 1, 2, 3, and 4 Guidelines & Benefits
 - 1. General Guidelines
 - a. The Rule of 75. To be eligible to receive a post-retirement benefit, administrators who resign due to retirement from their regular, full-time duties must meet all of the following requirements in addition to any other terms or conditions established by this Handbook:
 - i. Must be at least 55 years of age;
 - ii. Must have at least 15 years of continuous service in the District;
 - iii. Must have a sum equal to or greater than 75 of the employee's age and years of continuous service; and
 - iv. Must be eligible to collect Wisconsin Retirement System benefits within one year of retirement.
 - b. Benefits shall be available to eligible administrators only if the Superintendent receives written notification of the retirement on or before January 30 of the administrator's final year of employment before retirement is to commence. At the discretion of the Board of Education, this deadline may be waived in exceptional cases.
 - c. The deposits outlined below will be made on a monthly basis

on the 15th of the month in which the District paid health and dental insurance benefits end and by the fifteenth day of each month thereafter. Deposits will cease when the benefit is fully paid as set forth below or upon the death of the retiree, whichever comes first.

- d. Retired administrators shall have the opportunity to purchase health, and dental coverage from the District's insurance carrier(s), unless expressly prohibited by the carrier(s) or the benefit or eligibility for the benefit is modified or terminated by the District.

2. Group 1– Retirement Benefits

Administrators in Group 1 may choose one of the two following options for post-retirement benefits:

- a. The District will deposit into a Health Reimbursement Arrangement (HRA) a dollar amount that is equal to the number of an administrator's continuous years of service, up to a maximum of 40 years, multiplied by \$4,000. The deposits will be made in equal installments for a maximum of 60 months or upon death of the retiree, whichever comes first.

or

- b. The District will deposit into a Health Reimbursement Arrangement (HRA) an amount equal to 80% of the premium exit rate for the administrator's health and dental benefit. The premium exit rate is equal to the dollar amount paid by the District for health and dental coverage for the August premium immediately following retirement. The deposits will be made on a monthly basis and cease when the administrator is eligible for Medicare or upon the death of the retiree, whichever comes first.

3. Group 2 and 3 – Retirement Benefits

Administrators in this group may choose one of the two following options for post-retirement benefits:

- a. The District will deposit into a Health Reimbursement Arrangement (HRA) a dollar amount equal to the sum total of the dollar amount specified below for each of the administrator's continuous years of service up to a maximum of 35 years, as set forth below. The deposits will be made in

equal installments over 60 months or until the death of the retiree, whichever comes first.

- i. For years of service completed by June 30, 2012: \$4,000
- ii. For years of service completed starting July 1, 2012 or later: \$3,500

or

- b. The District will deposit one of the following dollar amounts into a Health Reimbursement Arrangement (HRA), on a monthly basis for a maximum of 96 months until the administrator is eligible for Medicare or until the death of the retiree, whichever comes first:
 - i. If the administrator retires with a family health plan, a maximum annual amount not to exceed 80% of the premium exit rate for the administrator's health and dental benefit or \$14,790, whichever is less.
 - ii. If the administrator retires with a single health plan, a maximum annual amount not to exceed 80% of the premium exit rate for administrator's health and dental benefit or \$7,080, whichever is less.
 - iii. The premium exit rate is equal to the dollar amount paid by the District for health and dental coverage for the August premium immediately following retirement.

4. Group 4 – Benefits

For administrators hired for the 2007-2008 school year and thereafter, the District will deposit an annual amount into an investment account for a period not to exceed 20 years during the term of the administrator's employment with the District. This is provided instead of a post-retirement benefit. No post-retirement is provided for Group 4.

- a. The annual amount is: \$2,000.
- b. This annual amount will be prorated for partial year employment.
- c. This annual amount will be prorated for part-time administrators.

- d. The amount will be placed in the investment account during the month of June at the conclusion of the contract year.
- e. The District retains ownership, title and control of the investment account until the administrator has completed five (5) years of continuous service in the District. If the administrator's employment relationship with the District is severed prior to completing five (5) years of continuous service to the District, any deposits and accrued interest in the investment account will remain the sole property of the District.

Within 30 days of an administrator's five (5) year continuous service anniversary date, the deposits and accrued interest in the investment account will be transferred to a District-approved IRS 403(b) (Tax Sheltered Annuity), chosen by the administrator from options made available by the District. This account will then be the property of the administrator and subsequent District deposits will be made to this account.

5. Group Assignment

The following table indicates the group assignment of administrators for purposes of retirement benefits. Age and years of service are determined as of August 26, 2012. Group assignments made as of that date shall not be changed for purposes of determining retirement benefits, regardless of subsequent changes, e.g., additional years of experience acquired after Group assignments were made.

Group	Age/YOS/75	Health/Dental	YOS Benefit	Years	Change
1	+55/+15/+75	80 /80	\$4000	40	No
2	-55/+15/-75	Lesser amount of \$14,790 family or \$7,080 single or 80%/80% Health and Dental, that ends at Medicare eligibility, not to exceed 96 months)	\$4000 YOS to date, \$3500 beginning 2012-2013	35	Yes
3	-55/-15/-75	Lesser amount of \$14,790 family or	\$4000 YOS to date,	35	Yes

		\$7,080 single or 80%/80% Health and Dental, that ends at Medicare eligibility, not to exceed 96 months)	\$3500 beginning 2012-2013		
4	Hired on or after 7/1/2007		\$2000 per year into an investment account, vested in 5 years-into a TSA	20	No

*Chart is for illustration only. Please see applicable handbook section for explanation of benefit.

XII. LAYOFF AND RECALL

A. Teachers

If the Board determines to reduce the number of teaching positions (layoff) or the number of hours in any position (reduction), the following will apply:

1. Notice of Reduction

The District will provide preliminary notices of nonrenewal in accordance with the timelines set forth in § 118.22, Wis. Stats., in all appropriate cases. The nonrenewal notices, when required, shall specify the effective date of the nonrenewal for purposes of layoff, the right to a private conference under § 118.22, Wis. Stats., and will refer the employee to the layoff provision in this Handbook.

2. Selection for Reduction

In the implementation of staff reductions under this section, individual employees shall be selected for full or partial layoff in accordance with the following steps:

- a. Attrition: Staff reductions shall be accomplished through attrition whenever feasible. Attrition is defined as natural staff reduction due to retirement or resignation.
- b. Volunteers: The Board will consider teachers who volunteer for layoff if a layoff situation occurs. Volunteers will be laid off

first. The District will provide the volunteer(s) with a layoff notice. Requests for volunteers will be sent to employees within each grade level, departmental and certification area. An employee who volunteers to be laid off under this section will put his/her request in writing. Volunteers will only be accepted by the District if in the District's opinion, the remaining employees in the department/certification area are qualified to perform the remaining work. Volunteers will be treated as a District directed layoff under this section of the Handbook.

- c. Selection for Reduction/Layoff: If a position is eliminated or reduced, the displaced teacher shall “bump” into the position of the least senior teacher in the District for which the displaced teacher is certified, provided that:
 - i. The displaced teacher has more seniority than the teacher he/she is bumping.
 - ii. The teacher’s most recent performance evaluation in his/her current position is satisfactory.
 - iii. The teacher has taught within the certification of the new position in the past five years and the new assignment is within five (5) grade levels of his/her current assignment. Certification when used in this Article will be the certification on file with the District on May 15.
 - iv. Bumping is otherwise allowed.
 - v. If the teacher does not meet the qualifications outlined in iii and the administrator of the destination school and teacher mutually agree that the teacher bumping into the position is able to be successful in that position, the bumping may be allowed by the administrator of the destination school.

3. Reduction

If there is no position for which the displaced teacher is able to bump according to the provisions above, then the displaced teacher is laid off or reduced. If the displaced teacher can bump into another position, then there is a new displaced teacher who can bump into a position for which he/she is certified held by a less senior

teacher. This process continues until no further bumping can occur.

No teacher may be prevented from securing other employment during the layoff period. Recall shall follow the sequence of last laid off, first called back, if qualified. The teacher must accept recall within fourteen (14) calendar days after receipt of recall notice. All recall notices will be sent via certified mail. A recalled teacher shall not lose prior seniority status, although no seniority will be earned during the layoff period. Refusal to accept a recall within the time limits (14 days) shall mean that the Board no longer has any contractual relationships with said teacher.

The recall period shall begin May 15 of the current year and end August 31 of the next calendar year. (Example: May 15, 2017, through August 31, 2018).

If the Board decides to expand a teaching position currently being staffed by a teacher whose hours have been reduced pursuant to this section, such teacher shall be notified and offered the expanded position.

B. School Nutrition, Custodians, Secretaries, District Office Specialists, Paraprofessionals, Interpreter Specialists

1. Layoff

- a. Layoffs will be made in inverse order of seniority within the job classification. Seniority shall be based on continuous years of written contractual service in the District from date of hire, regardless of the number of days or hours worked. Hourly employees will be categorized and classified into the following groups:

Category	Classifications
Secretary	260 day
	210 day
Custodian	Head
	Regular
School Nutrition	Floor Supervisor
	Cook

	Porter
District Office Specialist	Payroll
	Benefits
	Accounts Payable
	Reprographics
	Student Information System
Paraprofessional	Regular Education
	Special Education
	Health Office
Interpreter Specialist	Interpreter Specialist

- b. An employee who is to be laid off will be given written notice stating the reason why he/she is being laid off. Notice will be given to the employee ten (10) work days prior to layoff.
- c. If a District employee applies for and is hired into a position in a different employment category, the date of hire into the new category is used to compute seniority in that category.
- d. If a District employee applies for and is hired into a position in the same category but different classification, seniority within that category continues to accumulate as long as the duration of that hire has not been interrupted.

2. Recall

- a. Employees will be recalled into their classification in the reverse order in which they were laid off. If an employee does not respond to the recall offer within ten (10) working days, said employee will be terminated.
- b. Employees shall retain recall rights within their classification for twelve (12) months from the effective date of the layoff.

3. Position Eliminations

Employees whose positions are eliminated/cut by the District are considered displaced and will first be considered for any openings in their current classification for which they are qualified. If there are no openings in their classification for which they are qualified they can be considered for any openings in other classifications within their category. If there are no openings within their category and they are the least senior person in their classification, they will be laid off. If they are not the least senior, they will replace the least senior person in their classification and the person they displaced will be placed on layoff.

XIII. SENIORITY

A. District Seniority

Seniority shall be based on continuous years of service in the District from date of hire, regardless of the number of days or hours worked. Date of hire is defined as the date the Board of Education approves the hire, regardless of the start date. If two or more employees are hired on the same date their relative seniority will be established by the order in which they are listed on the school board agenda.

1. Teachers

Unpaid leaves of absence for one school term (190 days) shall result in loss of that year of seniority.

2. Teaching Administrators

Any member of the Onalaska teaching staff who accepts a part-time administrative position within the School District of Onalaska shall retain and continue to accrue seniority rights in his/her teacher employment category.

3. Employment Experience across Categories

Employees who are hired into an employment category (teacher, nurse, paraprofessional, secretary, school nutrition, custodian, and interpreter specialist) establish a seniority date in that category.

When there is a vacancy, if an employee chooses to apply for and is hired into a position in a different category, a new seniority date is established in that category. An employee never loses seniority in an employment category unless employment is interrupted by a resignation, retirement, or termination.

In the event an employee applies for and is hired back into a previously-occupied category, that employee will be credited with the experience accumulated from previously working in that category. Such employee will also retain the right to be hired at the pay of the seniority level they had previously achieved in that category.

Once an employee leaves an employment category to transfer into another, return into that category is only possible through hire/transfer into a vacant position. An employee who transfers into another category also is returned to probationary status for one year. If the employee's job is deleted in the employee's current category, the employee cannot bump back into the category previously vacated but can bump into the position of a less senior employee in the same category, if such a position is available. If the employee doesn't pass the probationary period and is non-renewed, he/she does not have the right to bump back into the previous category in which he/she worked.

4. Limited Term Employees

In the event of hiring a limited term employee (LTE), said employee will not begin to accrue seniority in the district at the onset of a limited term contract. Seniority only begins to accrue with regular employment.

XIV. WORK HOURS AND SCHEDULES

A. Teachers

1. Job Responsibilities

Teachers are required to assume an obligation for all teaching functions related to a quality educational program including but not limited to:

- a. Daily preparation.
- b. Using research and evidenced based best practice instruction.
- c. Functioning as part of a collaborative team that ensures high levels of learning for all students.
- d. Using data to drive instruction and intervention.
- e. Development and use of learning outcomes and targets and

related formative and summative assessments.

- f. Teaching to the approved District curriculum.
- g. Following the approved grading and reporting practices.
- h. Creating and fostering a safe learning environment.
- i. Embracing and contributing to the practices of professional learning communities.
- j. Participating in job embedded professional growth opportunities.
- k. Attending staff meetings, in-service sessions, curricular meetings, meetings with parents as scheduled within the school day and throughout the school year including scheduled parent/teacher conference days.
- l. Attending concerts, art shows, reading/math/science/wellness nights, parent orientation meetings, PAC meetings, PTA/PTO meetings if directly responsible for an activity or if activity is directly related to the teacher's building grade level curriculum scope and sequence.

2. Work Hours

Since teaching is a professional salaried position, teachers are expected to invest the time necessary to complete all job related tasks. The established work hours outlined below are the minimal expectation for being present on a daily basis and do not necessarily reflect actual work time. In addition, regular work hours do not necessarily reflect the time necessary to complete job duties.

Teacher work hours shall be eight (8) consecutive hours per day including a duty free lunch period of thirty (30) minutes.

- a. The starting time will be no earlier than 7:00 a.m. and the ending time will be no later than 4:30 p.m. The actual starting and ending times for each teacher shall be established by the building administrator. The teacher shall be notified of any changes to his/her schedule at least one (1) week prior to the change. The starting time may be as early as 6:30 a.m. and the ending time as late as 4:30 p.m. with mutual consent of the teacher and administrator.

- b. Work schedules may be flexed with approval of the supervisor. The flextime shall be no earlier than 6:30 a.m. and ending time shall be no later than 9:00 p.m. Flex time can also include trading days during the school year for days in the summer for positions such as but not limited to school counselors and school nurses. Flexing time/days can only be done with the pre-approval of the building administrator/director if initiated by the employee and in agreement with the employee if initiated by the administrator.
- c. Individual schedules will be reported to the principal the first week of school. Deviation from the approved schedule may be initiated by the principal or by the teacher, with the principal's approval, when unforeseen circumstances dictate.
- d. Except on professional development days, the regular work hours for teachers on Fridays shall be seven-and-one-half hours. Specific assigned duties must be fulfilled in order for the teacher to leave 30 minutes early on Fridays.

3. Additional One-Hour Duty

Each principal shall have the prerogative to request teachers to be on duty an additional one hour per week before or after the teacher's normal workday with a minimum of a twenty-four (24) hour notice not to exceed two hours per month.

4. Records

Each teacher shall keep such records as may be required by the superintendent, principals, or the Board.

5. Supervision after School

Teachers/Supervisors who are in charge of students after school hours are expected to remain with them and see to it that they leave the building before his or her departure. Students in the building after school hours will be under supervision of the teacher/supervisor requesting that they be there.

6. Compensation for Extended Instruction

Teachers employed by the school District who teach in before and after school intervention programs will be paid at their per diem rate on an hourly basis.

Teachers who tutor in the after school study program will be paid at

the curriculum rate.

7. Payment beyond Contract Year

- a. Teachers shall be employed for 190 days unless the individual contract shall specify otherwise. The Board, in the case where a staff member by Board action is required to work beyond the 190-day contract, shall be paid at the rate of 1/190 per day of the contracted salary. This paragraph shall not apply to summer school or summer curriculum projects.
- b. Teachers who teach summer school will be paid an hourly wage. Those who teach summer school academic or credit/credit recovery courses will be paid at the rate of \$36.00 per hour. Those who teach summer school enrichment courses will be paid at the rate of \$23.00 per hour.
- c. Teachers substituting for another teacher in summer school shall make \$23.00 per hour for academic and credit/credit recovery courses, and \$20.00 per hour for enrichment courses.

8. School Calendar

- a. The school calendar shall be formulated by administration. There will be a total of 190 days in the calendar, and will include the following:
 - i. 180 days of face-to-face contact, which include days for parent teacher conferences. Administration will work with the board to determine the number of days of parent teacher conferences needed and the times of such conference.
 - ii. Labor Day and Memorial Day
 - iii. The District calendar will comply with the Department of Public Instructions' minimum instructional hour requirements.
 - iv. The Board reserves the right to reduce the 180-day face to face requirement in special circumstances.

9. New Teacher Orientation

Teachers new to the District are required to attend one and one half days of orientation as designated on the school calendar.

B. School Nurses

1. Regular District School Nurses will receive a 190-day contract. Their work days may be flexed to cover job responsibilities such as teaching CPR/First Aid/AED courses in the evenings, coaches trainings in the summer and during the school year, and beginning and end of the school year health related duties and meetings. The School Nurse's daily work schedules will also be flexed to cover the District needs from 7:00 a.m. to 4:00 p.m. therefore causing different daily start and end times for each nurse. These will be approved by the Pupil Services Director. These changes in schedule will need to be pre-approved by the Pupil Services Director.

C. Custodians

1. Employment Definition/Year
 - a. Regular full-time: Employees working a minimum of forty (40) hours a week for fifty-two (52) weeks.
 - b. Regular part-time: All regular part-time employees shall have their eligible benefits prorated with the exception of health insurance. To qualify for health insurance, the employee must be scheduled to work as a .75 FTE or more.
2. Hours
 - a. Week - This regular workweek shall be forty (40) hours per week beginning on Sunday and ending on Saturday.
 - b. Day - The regular workday shall be eight (8) hours exclusive of the lunch period. Such lunch period shall be without pay and shall be thirty (30) minutes in length.
 - c. General Provisions
 - i. The director of building and grounds or building administrator shall determine the hours within the regular shifts provided that whenever a permanent change in shift is made, the employee will be notified one (1) week in advance.
 - ii. When District needs require, due to emergencies and/or extenuating circumstances the director of building and grounds or building administrator may add to or subtract from or otherwise revise the existing work schedule, including individual schedules.

- iii. In order to prevent a situation whereby a substitute is the only employee in a building, the director of building and grounds may transfer a second shift custodian on a temporary basis from one building to another. If the director is unable to find an employee who desires the transfer, the director will transfer the least senior second shift employee who is not assigned singly to a building. If the least senior employee is assigned singly to a building, then the second least senior employee on a second shift will be transferred, etc.
- iv. During working hours, employees will not be requested or required to provide their own transportation except for split assignments and required in-services. When required, mileage will be paid at the standard IRS rate.
- v. If a regular custodian replaces a head custodian, due to absence, he/she will be compensated an additional twenty-five (\$.25) per hour. Employees will be asked first, by building seniority to replace absent head custodian.

d. Security Check

Employees shall be required to carry out established security checks of the District facilities as scheduled by the director of buildings and grounds or building administrator. Building checks will be revised on an annual basis by head custodian and building principal or designated supervisor to determine the time element involved in checking each building. Such duty shall be mandatory for all job classifications.

e. Alarm System

Employees who answer alarm system calls shall be paid for a minimum of one hour at the overtime rate. If time exceeds one hour, the employee will be paid for the actual time worked at the overtime rate. A list of employees willing to answer alarm calls will be established for each building by the director of building and grounds. The list will be in order of seniority. Staff will be appointed if the volunteer list is insufficient.

3. Overtime

a. Overtime Defined

Overtime shall be those hours worked beyond the forty (40) hour workweek. The forty-hour work week will include both work hours and paid leave hours.

b. Overtime Compensation

Overtime work will be compensated at one and one-half times the individual employee's straight time rate of pay. All overtime work shall only be authorized and scheduled by the building principal or designated supervisor.

c. General Provisions

Because of the nature of the Board business, the director of building and grounds or building administrator shall have the right to schedule additional time and to require performance of the assigned tasks. If the director or administrator is unable to find an employee who desires additional hours, the least senior employee in a building will be required to take the assignment.

d. Additional Hours Notification

The director of building and grounds or building administrator will endeavor to notify employees of additional temporary hours prior to the following times:

- i. Daily by the end of the employee's regular workday immediately prior to the day the additional time is required.
- ii. Weekend notice for weekend additional hours shall be thirty-six (36) hours in advance, if known.
- iii. Custodial employees, by building, will be asked first to work additional hours before any substitute is hired. Scheduled additional time within each building shall be divided by offering those hours to the building's employees on a rotating basis beginning with the most senior employee. In the event an employee declines his/her turn, the additional hours shall be offered to the next employee in the rotation, and so on down the seniority list. After the least senior employee has had his/her turn, it will revert back to the most senior employee and so on down the list.

If an employee declines his/her scheduled turn for additional time in the rotation, and the next least senior employee accepts the time, said employee will not lose his/her turn in the rotation by accepting a more senior employee's additional hours. No employee will lose his or her turn in the rotation schedule because he or she accepted the additional hours of a more senior employee. If an employee is unable to perform the duties required for an assignment, as documented by a physician, that employee will be removed from the additional time rotation list until such time that she/he is able to perform the required duties.

- iv. The District will maintain a list of custodians who are willing to work additional time in buildings other than their assigned building. The list will be updated every six months July and December. In the event that none of the custodians in a building wants to work an offered additional time assignment, the assignment will be offered to the most senior custodian on the District additional hours list. A rotation will be established similar to the building rotation described in 3.d.iii. If all employees on the District-wide list decline the assignment, the additional time would revert to the building and be assigned to the least senior custodian in that building. An updated list will be available in the buildings and grounds office.
- v. District-wide employees will follow the language in 3.d.iii as it relates to additional hours, when additional hours are requested on a District-wide basis.

4. Break Periods

For part-time custodians, one (1) scheduled 10-minute rest periods per regular workday shall be scheduled by the building principal or designated supervisor. Full time employees will receive two (2) scheduled 10-minute rest periods per work day. Break periods will be taken in the building or area the employee is working at break time.

5. Lunch Periods

An unpaid lunch period of thirty (30) minutes shall be scheduled for each employee by the director of buildings and grounds for each

regular workday. Employees may leave the building during the lunch period.

6. Shifts

- a. Shift Schedule - The shift schedule as of the date of this Handbook is as follows:

First Shift	6:00 a.m.	to	2:30 p.m.
Kitchen Shift HS	8:00 a.m.	to	4:30 p.m.
Kitchen Shift EB	12:00 p.m.	to	8:30 p.m.
Second Shift	2:30 p.m.	to	11:00 p.m. (HS)
	2:15 p.m.	to	10:45 p.m. (NH, IP, EB, MS)

Summer first shift hours for all first shift employees, shall be 6:30 a.m. – 3:00 p.m. Summer second shift/non-school day schedules are based on building activities and will be staffed accordingly. Coverage is determined on a voluntary basis or the seniority rotation principle as stated in 3.d.iii.

- b. By mutual agreement between employee and employer, the employee shift time may be altered up to two (2) hours.
- c. If the District finds it necessary to alter the hours of an assigned shift time within three (3) hours of a listed shift time, the altered shift time will be offered to the building's custodians assigned to the listed shift, in order of seniority. If none of the custodians voluntarily accepts the new shift time, it will be assigned to the least senior custodian assigned to that shift in that building.

7. Holidays

- a. The following eleven (11) days shall be paid holidays: Day before New Year's Day, New Year's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Day Following Thanksgiving Day, Day before Christmas, Christmas Day, and the day after Christmas.
- b. If a paid holiday occurs on Saturday or Sunday, the previous Friday or the following Monday shall be recognized and observed as that holiday. The holiday observation schedule will be designated in the work year calendar.
- c. Employees shall be paid one and one-half (1 1/2) times base pay in addition to holiday pay for working any shift on holidays

in Paragraph A above.

- d. Upon termination of employment, no holiday pay will be paid for holidays after the last working day or if the legitimacy of absences surrounding such holidays are disputed by the District.

D. Paraprofessionals

1. Work Year

- a. The paraprofessional work year is up to 185 days. These days consist of 176 student days, four (4) staff development days, and five (5) holidays. Each year by August 15, the District will establish a paraprofessional work calendar for the next school year.
- b. A part-time paraprofessional shall work a minimum of 20 hours per week during the established work year.
- c. Any necessary proration of benefits for employees who are eligible for benefits will be based on the 185-day work year and daily work hours. See Section VII Benefits.

2. Work Assignments

- a. Work assignments and activities that are not part of the paraprofessional work-year calendar may be initiated by administrators for full days or partial days Administrator-initiated work assignments and activities that occur outside the school calendar are by mutual consent of administrator and paraprofessional.
- b. Paraprofessionals may submit a written request to attend training, workshops, conferences and clinics outside of the specified work year that are related to their paraprofessional assignments field. Paraprofessionals shall submit requests for administrative approval at least two weeks prior to the activity.
- c. Additional work assignments and activities during the normal school day will be paid at the paraprofessional's contracted rate.

3. Hours

- a. The regular workweek for a full-time paraprofessional shall be

thirty-seven and one-half (37 1/2) hours per week beginning on Sunday and ending on Saturday.

- b. The regular workday for a full-time paraprofessional shall be seven and one-half (7 1/2) hours exclusive of the lunch period. Such lunch periods shall be unpaid and duty free.
- c. Overtime shall be paid only when hours worked exceed forty (40) hours per week. The forty-hour work week will include both work hours and paid leave hours.

4. School Closings

Paraprofessionals will not report to work on or be paid for days that schools are closed for emergencies or inclement weather, but will report to work on any days that are made up due to any school closings.

5. Rest Period

- a. Part-time employees shall receive a ten (10) minute rest period for every four (4) hours worked. Full time employees will receive two 10-minute rest periods when full time hours are worked.
- b. Rest periods shall be scheduled by the administrator. No employee shall be permitted to leave the building without authorization of the administrator.

6. Lunch Periods

Employees who work at least 6 hours a day will receive a duty-free lunch period of thirty (30) minutes. The lunch period shall be scheduled by the building administrator, outside of the regular workday. Employees may leave the building during the lunch period.

7. Holidays

- a. If a paid holiday occurs on Saturday or Sunday, the previous Friday or the following Monday shall be recognized and observed as that holiday. The holiday observation schedule will be designated in the work year calendar.
- b. Paraprofessionals shall have the following five paid holidays: Labor Day, Thanksgiving Day, Friday after Thanksgiving, Christmas Day (or day designated as the winter holiday), and Memorial Day.

- c. Upon termination of employment, the employee will not be eligible for holiday pay beyond the last actual working day or if the legitimacy of absences surrounding such holidays are disputed by the District.

8. Substitution Pay

Substitution for other employees – With administrative approval, paraprofessionals either in active employment or with recall rights, may substitute for employees in another pay level. The pay adjustments will be as follows:

- a. A regular paraprofessional substituting for a certified or health paraprofessional will receive the rate of pay had he/she been an active employee with an extra twenty-five cents (\$.25) per hour of substitution.
- b. A paraprofessional substituting for a secretary/specialist will be compensated at the paraprofessional's normal pay rate plus \$1.00 per hour.
- c. A paraprofessional substituting for a teacher will be compensated at the paraprofessional's normal pay rate plus \$1.00 per hour.
- d. Substitution pay rates will go into effect when the employee serves as a substitute for at least four (4) hours for that day.
- e. When a four-hour paraprofessional substitutes for another paraprofessional outside of her/his normally scheduled hours, the paraprofessional will be paid her/his normal wage rate, or the rate specified in subparagraph 1 above, and not a substitute wage rate.

9. Limited Term Paraprofessionals

This language outlines the procedure to be used by the School District of Onalaska when hiring a limited-term paraprofessional to fill the position of a paraprofessional who has been granted a leave of absence or for an open position. This procedure may also be used to fill a vacancy which occurs after the start of the school year.

The paraprofessional positions for thirty (30) consecutive working days or less are substitute positions paid at the substitute rate of

pay. The paraprofessional positions over thirty (30) and less than ninety (90) consecutive working days for a specific assignment are substitute positions paid at the paraprofessional rate. Substitute paraprofessionals are not entitled to employee benefits or other rights and privileges granted to contracted paraprofessionals.

If a limited-term para is hired for one position for a period to exceed ninety (90) consecutive working days, the following items apply.

- a. The para will be compensated at the base para rate for that position.
- b. The limited-term para will receive all fringe benefits that are due and available to other paras when applicable. Contributions into the Wisconsin Retirement System are subject to eligibility requirements pursuant to the Department of Employee Trust funds.
- c. The limited-term para will not have accrual of seniority, transfer rights, benefit of layoff procedure and recall rights.
- d. Time worked as a limited-term para will not count as part of a probationary period.
- e. On the last day of the month in which the employee is employed, all applicable insurance benefits connected with the limited term position will end.

10. Summer School Compensation (effective June 1, 2018)

Paraprofessionals who work summer school will be compensated at an hourly wage of \$14.25.

Paraprofessional substitutes during summer school will be compensated at a rate of \$11.00 per hour.

E. Interpreter Specialists

1. Work Year

The work year for regular full-time interpreter specialist shall be up to 189 workdays. This includes 180 student days, five (5) holidays and four (4) staff development days.

The individual and immediate supervisor may agree to adjust the work schedule.

2. Hours

- a. The regular workweek for a full-time interpreter specialist shall be thirty-seven and one-half (37 1/2) hours per week beginning on Sunday and ending on Saturday.
- b. The regular workday for a full-time interpreter specialist shall be seven and one-half (7 1/2) hours exclusive of the lunch period. Such lunch periods shall be without pay.
- c. On full professional development and early dismissal days, the number of work hours will be designated on the interpreter specialist work calendar.

3. Overtime

- a. Overtime shall not be worked without prior approval of the supervisor.
- b. Overtime shall be those hours worked beyond the forty (40) hour workweek. The forty-hour work week will include both work hours and paid leave hours.
- c. Compensation for overtime for all employees shall be either time and one-half payment or time and one-half compensatory time by mutual consent.
- d. Compensatory time should not accrue to more than the equivalent of 24 overtime hours during any one school year quarter (9 weeks). Compensatory time not used during this time frame will be paid out at the employee's time and a half rate.

4. Modification of Work Day

The supervisor can modify the work day.

5. School Closings

Interpreter specialists will not report to work on or be paid for days that schools are closed for emergencies or inclement weather, but will report to work on any days that are made up due to any school closings.

6. Rest Period

- a. Part-time employees shall receive a ten (10) minute rest period for every four (4) hours worked. Full time employees will receive two (2) 10-minute rest periods each day.
- b. Rest periods shall be scheduled by the administrator. No employee shall be permitted to leave the building without authorization of the administrator.

7. Lunch Periods

A duty-free lunch period of thirty (30) minutes shall be scheduled outside of the regular workday for each employee by the building administrator for each regular workday. Employees may leave the building during the lunch period.

8. Holidays

- a. Interpreter specialists shall have the following five (5) paid holidays: Labor Day, Thanksgiving Day, Friday after Thanksgiving, Christmas Day (or day designated as the winter holiday) and Memorial Day.
- b. The holiday observation schedule will be designated in the work year calendar.
- c. Upon termination of employment, no holiday pay will be paid for holidays after the last working day or if the legitimacy of absences surrounding such holidays are disputed by the District.

F. Secretary/Specialists

1. Work Year

- a. There are two classifications of secretaries: 260-day and 210-day.
- b. Secretaries who work a 260-day work year will work 8 hour days throughout the entire calendar year.
- c. Secretaries who work a 210-day work year will work 8 hour days as assigned.
- d. Full time DO specialist employees will work a 260-day work year. The secretaries' workweek shall be Sunday through Saturday.

- e. Part-time secretaries/DO specialists work less than 210 days or less than 8 hours per day.
- g. Applicable benefits for part-time secretaries/DO specialists will be prorated based on a defined work year and daily work hours. See Section VII Benefits.

2. Hours

- a. The regular workweek shall be forty (40) hours per week beginning on Sunday and ending on Saturday.
- b. The regular workday shall be eight (8) hours exclusive of the lunch period. Such lunch periods shall be unpaid and duty free.

3. Overtime

Overtime shall not be worked without prior approval of the supervisor.

- a. Overtime shall be those hours worked beyond the forty (40) hour workweek. The forty-hour work week will include both work hours and paid leave hours.
- b. Compensation for overtime for all employees shall be either time and one-half payment or time and one-half compensatory time by mutual consent between the secretary and administrator.
- c. In lieu of overtime pay; employees may elect to receive compensatory time off. Compensatory time off may be taken by mutual agreement between employer and employee. One and one-half (1.5) hours of compensatory time off will be granted for each one (1) hour of work above forty (40) hours per week. The forty (40) hours may include benefit time. An employee's accumulated balance of unused compensatory time may not exceed 40 hours. Compensatory time may not be used in the same week in which it was earned. Compensatory time earned the first six months of the fiscal year must be used by December 31, and compensatory time earned the next six months of the fiscal year must be used by June 30. The District will pay first half year unused compensatory time balance in the first paycheck in January, and second half year unused compensatory time balance in the first paycheck in July and at any other time at its sole

discretion.

4. School Closings

If school is closed due to inclement weather or other reasons as determined by the Board, secretaries and DO specialist employees may report to work, use applicable paid leave, or unpaid leave if applicable paid leave is not available.

5. Rest Period

- a. Part-time employees shall receive a ten (10) minute rest period for every four (4) hours worked. Full time employees will receive two 10-minute rest periods when full time hours are worked.
- b. Rest periods shall be scheduled by the administrator. No employee shall be permitted to leave the building without prior authorization of the administrator or designee.

6. Lunch Periods

A duty-free lunch period of thirty (30) minutes shall be scheduled outside of the regular workday for each employee by the building administrator for each regular workday. Employees may leave the building during the lunch period.

7. Holidays

- a. Fifty-two (52) week secretarial/DO specialist employees shall have the following eleven (11) paid holidays: Labor Day, Thanksgiving, Friday after Thanksgiving, Christmas Eve Day, Christmas Day, Day after Christmas, New Year's Eve Day, New Year's Day, Good Friday, Memorial Day, and Independence Day.

210 day secretarial employees will work during the school calendar plus additional days as determined by the supervising administrator, and shall have the following two (2) paid holidays: Labor Day and Memorial Day. 210 day secretaries are not eligible for vacation.

If a paid holiday occurs on Saturday or Sunday, the previous Friday or the following Monday shall be recognized and observed as that holiday.

The holiday observation schedule will be designated in the

work year calendar.

- c. Upon termination of employment, no holiday pay will be paid for holidays after the last working day or if the legitimacy of absences surrounding such holidays are disputed by the District.

8. Substitution Pay

- a. Substitution pay rates will not be allowed for substitution of less than two hour increments with the exception outlined in B.
- b. A secretary substituting for the Board secretary outside the normal District Office hours in the Board secretary's absence will be compensated at the pay rate of \$1.30 per hour above the secretary's present hourly salary starting at hour one.
- c. A secretary substituting for the Board secretary in the District Office, for at least 2 hours in the Board secretary's absence will be compensated at the pay rate of \$1.30 per hour above the secretary's present hourly salary.
- d. A secretary substituting for another secretary will receive the employee's normal rate.
- e. A specialist substituting for another specialist will receive the employee's normal rate.
- f. A specialist substituting for a secretary, outside of the normal work hours of the specialist's position, will receive the specialist's normal rate minus \$0.75.
- g. A secretary substituting for a specialist for over two hours will receive the secretary's rate plus \$0.75.
- h. A reprographics specialist substituting for a secretary, for two or more consecutive hours during the normal work hours for the specialist's position, will receive a secretary's base wage.

G. School Nutrition

1. Work Year

- a. The work year for school nutrition employees will be up to 185.5 days. This includes 176 student days, five (5) holidays and four and one half (4.5) staff development days.
- b. The starting and ending times for each employee shall be established by the director and/or building administrator according to the needs of the department. The director has the discretion to change work hours/location in certain circumstances.
- c. Extra days, with pay, may be required for the purpose of planning, closing and in-service at the discretion of the School Nutrition Director.
- d. All in-service dates and paid holidays will be identified on the District calendar.

2. Employment Conditions

- a. The District will provide mandatory initial certification training for all new employees.
- b. Employees must be School Nutrition Association (SNA) certified in order to work in the District school nutrition program. SNA membership and certification costs will be paid by the District.

3. Work Hours

- a. Regular full-time: Employees working a minimum of forty (40) hours per week for 176 days within one school term.
- b. Regular part-time: Employees working less than forty (40) hours per week. Said employees shall have all eligible benefits prorated.
- c. The regular workweek shall range from forty (40) hours to ten (10) hours per week beginning on Sunday and ending on Saturday.
- d. The regular workday shall range from eight (8) hours to two (2) hours, exclusive of the lunch period. Said lunch periods shall be without pay.
- e. Overtime shall be paid only when the time exceeds forty (40) hours per week. The forty-hour work week will include both work hours and paid leave hours.

- f. For weekend additional hours worked – Overtime will be paid on hours worked during Sunday through Saturday that exceed 40 hours.
- g. Additional work hours, when offered to employees, will be based on seniority, starting with the most senior employee and on down the seniority list, exclusive of in-District catering. Catering functions not connected with the school District will be handled as identified below.
- h. If an employee requests to have reduced hours, and that request is approved by management, that position, when employee vacates that position, will be posted with the new hours.
- i. On school days when less than a full shift is anticipated at any worksite, sign-up sheets for those wishing to leave early will be posted District-wide. Employees will be granted a shorter workday based upon seniority and remaining workload. Some employees may be reassigned by the school nutrition director.
- j. Any employee who substitutes in a supervisory position for ten (10) consecutive workdays will receive the supervisory rate of pay for all subsequent consecutive workdays in that assignment.

4. Rest Period

Employees will be assigned a ten (10) minute rest period for the first four hours worked. Employees who are scheduled to work six (6) hours or more will be assigned a second ten (10) minute rest period, for a total of two (2) ten (10) minute rest periods during that work day.

5. Lunch Period

- a. Employees will be assigned an unpaid duty-free 30-minute lunch period daily.
- b. Employees who work six (6) hours or less will not be required to take a lunch break during their scheduled work day.
- c. Employees may leave the building during the lunch period.

6. Holidays

- a. The following five days shall be paid holidays: Labor Day, Thanksgiving Day, Friday after Thanksgiving, Christmas (or

day designated as the winter holiday), and Memorial Day.

- b. Employees shall be paid one and one-half (1 1/2) times base pay in addition to holiday pay for working any shift on holidays in Paragraph A above.
- c. The holiday observation schedule will be designated in the work year calendar.
- d. Upon termination of employment, no holiday pay will be paid for holidays after the last working day or if the legitimacy of absences surrounding such holidays are disputed by the District.

H. Hourly Mid-Level Managers/Data Services

1. Overtime

- a. Overtime shall not be worked without prior approval of the supervisor.
- b. Overtime shall be those hours worked beyond the forty (40) hour workweek. The forty-hour work week will include both work hours and paid leave hours.
- c. In lieu of overtime pay, employees may elect to receive compensatory time off. Compensatory time off may be taken by mutual agreement between employer and employee. One and one-half (1.5) hours of compensatory time off will be granted for each one (1) hour of work above forty (40) hours per week. The forty (40) hours may include benefit time. An employee's accumulated balance of unused compensatory time may not exceed 40 hours. Compensatory time may not be used in the same week in which it was earned. Compensatory time earned the first six months of the fiscal year must be used by December 31, and compensatory time earned the next six months of the fiscal year must be used by June 30. The District will pay compensatory time balance at the end of the fiscal year, and at any other time at its sole discretion.

2. Rest Period

Employees will be assigned a ten (10) minute rest period for the first four hours worked. Employees who are scheduled to work six (6) hours or more will be assigned a second ten (10) minute rest period,

for a total of two (2) ten (10) minute rest periods during that work day.

3. Lunch Period

- a. Employees will be assigned an unpaid duty-free 30-minute lunch period daily.
- b. Employees may leave the building during the lunch period.

4. Holidays

- a. The following eleven (11) days shall be paid holidays: Day before New Year's Day, New Year's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Day Following Thanksgiving Day, Day before Christmas, Christmas Day, and the day after Christmas.
- b. If a paid holiday occurs on Saturday or Sunday, the previous Friday or the following Monday shall be recognized and observed as that holiday. The holiday observation schedule will be designated in the work year calendar.
- c. Employees shall be paid one and one-half (1 1/2) times base pay in addition to holiday pay for working any shift on holidays in Paragraph A above.
- d. Upon termination of employment, no holiday pay will be paid for holidays after the last working day or if the legitimacy of absences surrounding such holidays are disputed by the District.

I. Educational Interpreters and Special Needs Nurses

1. Work Year

Educational interpreters and special needs nurses will be hired at an hourly rate for up to 182 days each school year. Their employment will be situational and will reflect the needs of the district to fill the educational interpreter or special needs nurse role. In the event the position of educational interpreter or special needs nurse is no longer needed during the school year, the District will give the educational interpreter or special needs nurse one-month notice prior to termination date.

The educational interpreter and special needs nurse works specifically with one or a small group of students who are required to have one-on-one specialized services. This type of employee

typically works the same hours as the student's school day and on the days school is in session. If the student is absent from school, the employee must check with building administrator for an alternative assignment before choosing to take unpaid time.

2. Overtime

- a. Overtime shall not be worked without prior approval of the supervisor.
- b. Overtime shall be those hours worked beyond the forty (40) hour workweek. The forty-hour work week will include both work hours and paid leave hours.
- c. Compensation for overtime for all employees shall be either time and one-half payment or time and one-half compensatory time by mutual consent.
- d. Compensatory time should not accrue to more than the equivalent of 24 overtime hours during any one school year quarter (9 weeks). Compensatory time not used during this time frame will be paid out at the employee's time and a half rate.

3. School Closings

Educational interpreters and special needs nurses will not report to work on or be paid for days that schools are closed for emergencies or inclement weather, but will report to work on any days that are made up due to any school closings.

4. Lunch Periods

A duty-free lunch period of thirty (30) minutes shall be scheduled outside of the regular workday for each employee by the building administrator for each regular workday. Employees may leave the building during the lunch period.

5. Holidays

- a. Educational interpreters and special needs nurses shall have the following two (2) paid holidays: Labor Day and Memorial Day.
- b. Upon termination of employment, no holiday pay will be paid for holidays after the last working day or if the legitimacy of absences surrounding such holidays are disputed by the

District.

6. Retirement Benefit

For purposes of post-retirement benefit, specialized interpreters and special needs nurses receive the teacher post-retirement benefit.

J. Education Tutors

- a. Education tutors are hired to work during the school year and are compensated at \$16.00 per hour.
- b. Actual work hours and schedule are determined by the building principal in conjunction with the classroom teacher who receives the tutor. Tutors will typically be hired for 4 hours per day not to exceed 29 hours per week.
- c. Minimum educational requirement is a Bachelor's Degree.
- d. There are no benefits related to this position (paid leaves, vacation, and insurances).

XV. VACANCIES, TRANSFERS AND REASSIGNMENTS

A. Teacher Vacancies

Vacancies exist when teachers transfer, are reassigned or terminate employment with the District.

Process for Posting and Filling Vacancies

1. Job Posting:
 - a. Notices of existing teaching vacancies will be emailed to all staff and posted internally on the official bulletin board for each school for a minimum of seven (7) calendar days. Openings that occur August 1 or later the District has the ability to post positions open until filled. The District may also post externally on the District website and the District's external employment site at the same time as the internal posting.
 - b. Such notices will contain the date of the posting, a description of the position, name and location of the school, requirements of the position, and directions how to apply.

2. Process for Filling Vacancies

- a. Transfers by Administration - Administrators have the ability to transfer a teacher into a vacant position after the opening has been announced through a job posting. A transfer can be made prior to opening the position up for interviews if the employee to be transferred is interested in the position and if the administrators involved in the transfer believe it would be in the best interest of the school receiving the teacher.
- b. Teachers currently employed in the District wishing to apply for a vacant teaching position that has not been filled through a transfer by administration shall contact the building administrator with their notification of interest in the position in writing within the period of time specified in the posting. If the position is advertised on WECAN, the teachers must post their application materials on WECAN to be considered for the opening.
- c. Teachers who make a request for transfer into a vacant teaching position may be permitted to interview for the position provided the employee is qualified and certified for the vacant position.
- d. Administration will select the best qualified candidate for the position by considering qualifications with regard to the job description, candidate work experience, candidate fit with the building staff and any other unique candidate qualities. Administration will also consider the written endorsement of the present building administrator or supervisor.
- e. Substitutes, Tutors, or Limited Term Employees are not eligible to apply for internal postings but are encouraged to apply if position is posted externally.

3. Assignments:

- a. In certain situations, a teacher may be reassigned into a teaching position for which he or she is qualified by the superintendent in collaboration with the administrative team. The superintendent will meet with the teacher being reassigned to outline the circumstances of the reassignment and will be given a written reassignment notice that will include the reason for the reassignment. An employee who is reassigned shall suffer no loss of wages, hours, or other fringe

benefits as a result of such reassignment.

- b. To the extent possible, teaching assignments for the following school year shall be made before the end of the current school term and communicated to teachers, in writing, at that time. The District will make every reasonable effort to confirm any changes in teaching assignments for the school year on or about August 5. Nothing herein shall prohibit the District from reassigning teachers after August 5.

B. Hourly Employees

1. Job Posting

- a. Notices of existing vacancies will be emailed to all staff and posted internally on the official bulletin board for each school for a minimum of seven (7) calendar days. The District may also post externally on the District website and the District's external employment site at the same time as the internal posting.
- b. Such notices will contain the date of the posting, a description of the position, name and location of the assignment, requirements of the position, and directions how to apply.
- c. No posting will occur if hours are extended in a particular position by two hours per day or less. The employee holding that position would be entitled to the extended hours if schedules allow.

2. Process for Vacancies and Transfers

- a. Employees, regardless of their job category, wishing to apply for a vacant position which has been posted, shall make a request for a transfer by contacting the building administrator / supervisor in writing within the period of time specified in the posting. If the position is advertised on WECAN, the employee must post their application materials on WECAN to be considered for the opening.
- b. Employees who make a request for transfer or reassignment into a vacant position may be permitted to interview for the position provided the employee is qualified and certified, if applicable, for the vacant position.
- c. Administration will select the best qualified candidate for the

position by considering qualifications with regard to the job description, candidate work experience, candidate fit with the building staff and any other unique candidate qualities.

- d. In the event two or more acceptable District employees apply who for a position are deemed by the Administration to be equally qualified for the position, the most senior applicant will be selected.
- e. Subs, Tutors, or Limited Term Employees are not eligible to apply for internal postings but encouraged to apply if position is posted externally.

3. Involuntary Reassignments

When the District determines that a reassignment of an employee is necessary, the District reserves the right to reassign an employee provided the employee is qualified for the position. An employee who is reassigned shall suffer no loss of wages, hours, or benefits as a result of such reassignment during the current school year of the reassignment. If the employee works in the same position the following school year, the wages will be paid according to the wages for the position, with no loss of hours or benefits. No employee will be reassigned by the District without a conference followed by a written notice from the Superintendent. The notice will include an explanation of the reasons for the reassignment.

XVI. VACATIONS

A. Custodians

- 1. The vacation period shall be from July 1 to June 30. Service shall be measured from date of hire and based on actual regular hours worked including benefit hours. Proration of vacation will occur for employees with unpaid non-FMLA time off.

- a. Years of Service:

Less than one (1) year: Ten (10) working days off with straight time pay.

One (1) year through four (4) years: Fourteen (14) working days.

Five (5) years through nine (9) years: Fifteen (15) working days plus one (1) working day every year after five (5) years.

Ten (10) years through fifteen (15): Twenty (20) days.

Sixteen (16) years and thereafter: Twenty (20) days plus 1 day for every year after fifteen (15) years, ending with twenty-five (25) days for twenty (20) years.

Years of Employment	Number of Vacation Days per Year
Less than 1	10
1-4	14
5	15
6	16
7	17
8	18
9	19
10-15	20
16	21
17	22
18	23
19	24
20 and beyond	25

Vacation days are paid out as straight time.

b. General Provisions

- i. Employees hired in the current fiscal year are entitled to vacation days after completing 90 calendar days, with the number of vacation days in the first fiscal year prorated, based upon the projected number of days from their date of hire to June 30th.
- ii. Employees hired after June 30 2013, who have worked less than one year as of July 1st and are in their 2nd fiscal year will receive 10 days of vacation as of July 1st, or after 90 calendar days of employment, whichever is later.
- iii. For all other custodians, vacation is considered earned as of the employee's anniversary date, but will be allocated as of July 1st each year based on the years of service that are expected to be completed during that fiscal year.
- iv. Regular part-time employees working fifty-two (52) weeks per year shall have their vacations computed the same as full-time employees but receive only their

regular assigned hours of pay.

- v. Employees terminating employment before the anniversary of their employment date will receive adjustment to their allocated vacation balance or to their pay if unearned days have been already taken. Employees terminating after less than one year will have no payment for accrued vacation. Custodians with more than one year of service will receive upon termination; payment of unused earned vacation.
- vi. Employees hired before July 1, 2013 will also receive payment of accrued vacation based on current year's employment
- vii. The Board or Designee shall have the right to schedule vacations. Vacations may be scheduled anytime during the current vacation period, provided that no vacation shall exceed twenty (20) regular workdays. In scheduling vacations, the Board or Designee will ask vacation preferences by seniority within the District.
- viii. Employee shall apply for vacation leave 24 hours in advance for one vacation day, 48 hours in advance for two vacation days, 72 hours in advance for three days, etc.
- ix. Employees may carry over up to five (5) vacation days into the next vacation year, to be used by December 31 of that year.

B. Secretary/District Office Specialists

- 1. The vacation period shall be from July 1 to June 30. Service shall be measured from the individual's employment date in a secretarial/specialist position. Proration of vacation will occur for employees with unpaid non-FMLA time off.

Less than one (1) year: Ten (10) working days off with straight time pay.

One (1) year through four (4) years: Fourteen (14) working days.

Five (5) years through nine (9) years: Fifteen (15) working days plus one (1) working day every year after five (5) years.

Ten (10) years through fifteen (15): Twenty (20) days.

Sixteen (16) years and thereafter: Twenty (20) days plus 1 day for every year after fifteen (15) years, ending with twenty-five (25) days for twenty (20) years.

Years of Employment	Number of Vacation Days per Year
Less than 1	10
1-4	14
5	15
6	16
7	17
8	18
9	19
10-15	20
16	21
17	22
18	23
19	24
20 and beyond	25

Vacation days are paid out as straight time.

2. Vacation Eligibility

- a. Vacation benefits are applicable to employees who work in a 260-day position.
- b. Vacation benefits are not applicable to interpreter specialists.
- c. Scheduled vacations shall have prior approval of the building administrator.
- d. A 210-day secretary will work during the school calendar plus additional days as determined by the supervising administrator. People in this position receive two paid holidays (Memorial Day and Labor Day) and are not eligible for any paid vacation.

3. Vacation Allocation

- a. Employees hired in the current fiscal year are entitled to vacation days after completing 90 calendar days, with the number of vacation days in the first fiscal year prorated, based upon the projected number of days from their date of hire to June 30th.
- b. Employees who have worked less than one year as of July 1st and are in their 2nd fiscal year will receive 10 days of vacation

as of July 1st, or after 90 calendar days of employment, whichever is later.

- c. For all other secretarial/specialists vacation is considered earned as of the employee's anniversary date, but will be allocated as of July 1st each year based on the years of service that are expected to be completed during that fiscal year.
- d. Employees may carry over up to five (5) vacation days into the next vacation year, to be used by December 31 of that year.

4. Vacation Pay upon Termination

- a. Employees terminating employment before the anniversary of their employment date will receive adjustment to their allocated vacation balance or to their pay if unearned days have been already taken. Employees terminating after less than one year will have no payment for accrued vacation. Secretaries and specialists with more than one year of service will receive upon termination; payment of unused earned vacation.
- b. Employees hired before July 1, 2001 will also receive payment of accrued vacation based on current year's employment.

XVII. MEDICAL LEAVE BANK

Three employee groups have a collective Medical Leave Bank for major medical problems: paraprofessionals, secretaries and teachers. Each employee group's leave bank shall be separate from the leave bank established for the other employee groups. Medical Leave Bank days that are available through the employee groups' Medical Leave Banks shall be comprised of sick leave days that have already been earned by individual employees that those employees then choose to contribute to their group's collective Medical Leave Bank.

Teacher Group

As of July 1, 2016, teachers are able to participate in the Medical Leave Bank according to the guidelines below.

A. Participation Requirements

- 1. To become a participant:

A teacher must have previously donated to the Medical Leave Bank. If a teacher has not previously donated to the Medical Leave Bank, but wishes to participate, the teacher must donate at least one day from their personal sick leave account to the Medical Leave Bank during the enrollment window: September 15 - October 14 of each year.

2. In the event the aggregate balance of the Medical Leave Bank should be reduced to less than 60 available days, a new enrollment period will be opened for all teachers to restore sick leave days to the Medical Leave Bank and to permit new enrollees to participate in the Medical Leave Bank.
3. Participation and contributions to the Medical Leave Bank by employees are completely voluntary.
4. Contributions to the Medical Leave Bank can be made only by completing a Medical Leave Bank Donation Form available from Human Resources. Teachers contributing to the Medical Leave Bank agree that any and all sick leave days contributed are irrevocably relinquished, shall become part of the days available to qualified applicants through the Medical Leave Bank, and are no longer part of the individual teacher's Medical Leave Bank.

Paraprofessional and Secretaries Group

As of July 1, 2012, contributions into the paraprofessionals and secretaries' Medical Leave Banks ceased and the number of days left in the Banks will be used by eligible, qualifying employees until there are no longer any days/hours remaining. Once all of the Medical Leave Bank time/days are exhausted by the remaining employee groups, the District will consider creating one Medical Leave Bank for hourly employees.

Participation/Usage

The Bank will be used only for employees who have major medical problems, and who have exhausted their accumulated leave days before reaching the qualifying limit for long term disability benefits. The Medical Leave Bank can also be used by an employee to attend to the medically necessary needs of his/her immediate family members who have a major medical problem.

A qualifying immediate "family member" is defined under the leave days policy. A "major medical" problem shall be defined as a medical circumstance that would otherwise qualify for long-term disability benefits under the District's LTD policy, with the exception of the 90-day policy requirement for long-term disability benefits. All District decisions on whether a specific health condition qualifies as a "major medical problem" are

discretionary with the District and shall be final. Individuals that seek benefits under this policy agree to provide sufficient information for appropriate District personnel to determine whether a major medical problem is presented.

In order to qualify for Medical Leave Bank benefits, the following criteria apply:

1. Either the employee or the immediate family member must have a major medical problem.
2. An employee whose request is approved will be allowed to draw up to 60 days per occurrence from the Medical Leave Bank if a sufficient number of days are available.
3. The employee must have exhausted all his/her own accumulated leave days before receiving any Medical Leave Bank days.
4. A participating employee who is receiving workers' compensation, short term disability, or long-term disability may not withdraw Medical Leave days from the Medical Leave Bank.

The District will continue to pay all paid employment benefits of the employee while he/she is using Medical Leave Bank days, to the same extent that such employment benefits are paid on behalf of employees during their use of personal sick leave.

To access Medical Leave Bank days, an employee must apply to Human Resources using the Medical Leave Bank Request form. The employee must provide certification that he/she has qualified for LTD (long-term disability benefits). If an employee is incapacitated, a family member or designee may request leave from the Medical Leave Bank on the employee's behalf with medical documentation. To use Medical Leave Bank days for a family member, medical certification must be provided that the family member will be disabled with a major medical problem for at least 90 days and that the employee's presence is required for caregiving.

The Director of Human Resources and/or the Director of Finance and Business Services will review the nature of the illness, anticipated duration as indicated by the licensed health care provider's statement, and the number of days requested. They will then make a determination concerning the number of days that will be authorized from the Medical Leave Bank. In making that decision, the Administrator(s) may also consider the facts underlying the request, the available days in the Medical Leave Bank, and other factors that the Administrator(s) may deem relevant to the decision. If the employee is released to return to work before the employees has used all of the days that have been authorized, the unused days will remain in the Medical Leave Bank.

The District office will be responsible for guarding the privacy of Medical Leave Bank recipients and donors. Communications will be kept confidential by all parties.

XVIII. DANGEROUS WEAPONS POLICY

No person shall possess a firearm, whether loaded or unloaded, any destructive device, knife or other dangerous weapon (as defined under section 948.61 of the state statutes) in school buildings and other buildings owned, occupied or controlled by the school district, on school premises, in school-provided transportation, or at any school-supervised and school-controlled activity, except as otherwise specifically authorized in this policy.

The following are exceptions to the policy prohibition:

1. This prohibition does not apply where state* and federal law prohibits a school district from restricting an individual's right to possess a firearm or other weapon in a location covered by this policy.
2. Any qualified current law enforcement officer employed by a law enforcement agency within the state, any qualified former law enforcement officer, or any current law enforcement officer employed by an out-of-state law enforcement agency may possess a properly licensed firearm provided that the individual meets all applicable conditions specified in the state and federal gun-free school zone laws.
3. The building principal may allow a weapon on school premises for purposes of demonstration or educational presentations. This approval must be in writing and granted prior to the weapon being brought to the school. The weapon shall be maintained in the possession of the principal except during the actual demonstration or presentation.
4. Firearms or other weapons used for hunting may be allowed on school property for hunter safety classes, but only during non-school hours and after approval, in writing, from the District Administrator. The person(s) conducting the hunter safety class will assume responsibility for the safe handling and care of the firearms/weapons, and see to it that all firearms/weapons are removed from the premises promptly after the class.

Employees violating this policy shall be disciplined in accordance with employee policies, agreements and handbooks and referred to law enforcement officials for prosecution.

Any other person violating this policy shall be referred to law enforcement officials for prosecution.

*Statutes include but not limited to 18 U.S.C. § 922(q)(2); Wis. Stats. §§ 175.60, 941.23,

XVIX. WORKER'S COMPENSATION

Personnel who are injured on the job may be entitled to worker's compensation per state statutes.

The District is committed to reducing workplace injuries and illnesses and controlling workers' compensation claims costs. An effectively managed workers' compensation program will (1) reduce workers' compensation claims costs, (2) reduce the cost of training temporary workers, and (3) promote and hasten the recovery of an injured employee.

There are three components of a comprehensive workers' compensation program:

1. Efficient investigation and reporting of all work-related injuries.
2. Implementation of a systematic temporary modified duty program.
3. Effective coordination of District and workers' compensation benefits.
 - A. All employees of the school District are protected by the Worker's Compensation and Employer's Liability Insurance Policy. Workers Compensation will be administered according to Wisconsin State Statute.
 - B. If any employee is injured while on school business, the injury shall be reported immediately to the employee's supervisor. The supervisor and employee together will call the nurse triage line at 1-844-871-8628. If the supervisor is not available, the employee may call the nurse triage line without the supervisor present. If the injury requires emergency care, call 911 and the building emergency response team first.

If no medical care is needed, an employee may complete a first report of injury form instead of calling the nurse triage line and routing the form to the district office. The employee should report any updates in status human resources.

XX. TEACHER CONTRACTS

- A. The board will contract in writing with qualified teachers.
- B. The term of the contract will be for one year.
- C. The contract along with a copy of the teacher's authority to teach shall be filed with the school District clerk.
- D. A teaching contract with any person not legally authorized to teach the named subject/grade level will be void.

E. Contracts shall terminate if and when the authority to teach terminates.

1. The contract will be subject to the laws of the State of Wisconsin.
2. Intent not to renew notice shall be served to the teacher by April 15.
3. Contract renewal notices to full-time and regular part-time teachers shall be given to them on or before May 15.
4. Teachers choosing to remain as teachers of the School District of Onalaska shall return their signed contracts to the Superintendent of Schools or designee by June 15.

F. Resignations

An individual contract is binding on both parties. If a request for a release from a signed contract is made, the following conditions apply:

1. After a reasonable search, release will only be granted if the Board believes an acceptable replacement can be found.
2. All requests for release from a signed contract must be received in the Superintendent's office no later than the first (1) day of July in order to avoid a penalty. After the first (1) day of July, the following will be assessed:

July 2 to August 5.....\$500.00

After August 5 to the last day of the contract.....\$1,000.00

Penalty assessment will not be prorated for teachers less than 1.0 FTE.

3. The Board, with employee permission, may deduct from this amount against salary, commission, or any other amounts owed to the teacher at the time of the resignation.
4. Exceptions to this article will be considered by the Board for disposition.

G. Summer School Assignment

The following are criteria for assigning summer school teaching duties:

1. The District will publish available summer school teaching positions District wide along with any necessary certifications and qualifications. The District will provide an application due date.
2. The District will provide a standardized application form for summer

school positions.

3. The Summer School Administrator(s) will fill each position, using the forms submitted, with a focus on finding the best fit for each position. In the event that there are more applicants than positions, priority will be given to applicants desiring to teach both academic and enrichment courses.
4. The Summer School Administrator(s) will notify all applicants whether or not they were selected.
5. Applicants who are not chosen to fill summer school teaching positions may contact the Summer School Administrator(s) to learn what steps they need to take to meet the certifications/qualifications for the position in subsequent years.

LIMITED TERM TEACHERS

This language outlines the procedure to be used by the School District of Onalaska when hiring a limited-term teacher to fill the position of a teacher who has been granted a leave of absence. This procedure may also be used to fill a vacancy which occurs after the start of the school year.

Teaching positions for ninety (90) consecutive working days or less are substitute positions paid at the substitute rate of pay. Substitute teachers are not entitled to employee benefits or other rights and privileges granted to contracted teachers.

If a limited-term teacher is hired for one position for a period to exceed ninety (90) consecutive working days, the following paragraphs apply.

- A. The teacher will be issued a limited term teaching contract and be compensated at a rate appropriate to her/his training and experience.
- B. Except for the dollars deposited in an investment account, the limited-term teacher will receive all fringe benefits that are due and available to contracted teachers. Contributions into the Wisconsin Retirement System are subject to eligibility requirements pursuant to the Department of Employee Trust funds.
- C. The limited-term teacher will receive all rights and privileges granted to contracted teachers, except accrual of seniority, transfer rights, benefit of layoff procedure and recall rights.
- D. Time worked as a limited-term teacher will not count as part of a probationary period.
- E. On the last day of the month in which the employee is employed, all health,

dental, long term disability, and life benefits connected with the limited term position will end.

- F. The District will concurrently post the position internally and externally if the need for a limited-term teacher spans the entire school year.
- G. The teacher will not accrue seniority under a limited term employee agreement.
- H. A limited term contract may be terminated by either party without penalty with a ten-day notice.

XXI. TEACHER LOADS

- A. The total number of minutes in a five-day, eight-hour week is 2400 minutes.
- B. The total face-to-face contact week for PK-12 teachers shall not exceed 1525 minutes.
- C. The remaining 875 minutes per week is for lunch, planning preparation, meetings and/or supervision of students outside of the actual classroom teaching.
- D. Within the normal teaching schedule, elementary principals shall make an effort to arrange the teaching schedule in such a manner as to enable all teachers in a unit to have one hour per week of joint planning time.

Emergency School Closures

In the event the District is closed or an individual building(s) is closed, full or partial day closures may be made up at the discretion of the District. The District shall, at a minimum make up all days/hours necessary to guarantee the receipt of state aids and/or necessary to meet the minimum annual school year requirements (days and hours) of the State of Wisconsin. Teachers shall not receive additional compensation in the event the District requires such day(s)/time to be made up with or without pupils.

XXII. CO-CURRICULAR STAFFING

- A. Vacancies
 - 1. A vacancy will occur when there is a resignation, retirement, new position created, or when an advisor/coach is removed from his/her position.
 - 2. The open position may be advertised internally and externally simultaneously for a minimum of 7 calendar days. At the discretion of the Activities Director the position may remain open beyond the initial posting period, depending on the size and quality of the

candidate pool.

3. The most qualified person to apply will be hired for the position based on the current job description. If during the hiring process a District staff member and external candidate both apply and are comparably qualified for the position, the staff member will be considered for the position first.

B. Varsity Head Coaches

1. Contracts

- a. Upon the recommendations of the activities director, respective principals and mutual agreement with the advisor/coach concerned, co-curricular assignments will be presented to the Board for approval. Upon board approval, the District will enter into a contract with the coach/advisor for that season.
- b. If a revision of a co-curricular contract is made by the Board of Education or designee which results in an alteration of the established salary and/or job description said advisor/coach is to notify the activities director and/or principal, in writing, within ten (10) work days after notification by the Activities Director of such alterations whether he/she will accept or reject the new conditions.
- c. All co-curricular contracted pay shall be placed on the co-curricular salary schedule. The schedule will be determined by administration with input from the co-curricular committee and approval from the Board.

2. Continued Employment

- a. At the recommendation of the activities director or school administration, the Board may choose to reappoint an incumbent coach in which case it is not considered a vacancy that would require an internal or external recruitment of coaching candidates for that position.

3. Performance Evaluation

- a. Administration will review the performances of the coaches/advisors. Varsity coaches/advisors will be informally observed during each season. Varsity head coaches/advisors will be formally evaluated a minimum of once every two years.

Administration will use the evaluation process outlined in the Coaches' Handbook to conduct the evaluations. All new varsity head coaches/advisors will be formally evaluated in their first year of employment in that given position.

Administration reserves the right to formally or informally review the performance of any head or assistant coach/advisor at any time. Recommendations for improvement will be made when deemed necessary. These recommendations will be reduced to writing, will be shared with the coach/advisor, and an improvement plan will be established. Coaches/advisors will be given time to improve their performance. Failure to make needed improvements will subject the coach/advisor to non-renewal for the season.

- b. Recommendations for continuing contracts must be made to the Board within 60 days after the completion of the season. A season is considered over the day after the final state tournament event or the last event of the regular season in which there are no state tournaments.

C. Other High School and Middle School Coaches/Advisors

1. Contracts

- a. Upon the recommendations of the activities director, respective principals and mutual agreement with the advisor/coach concerned, co-curricular assignments will be presented to the Board for approval. Upon board approval, the District will enter into a contract with the coach/advisor for that season.
- b. If a revision of a co-curricular contract is made by the Board of Education or designee which results in an alteration of the established salary and/or job description said advisor/coach is to notify the activities director and/or principal, in writing, within ten (10) work days after notification by the Activities Director of such alterations whether he/she will accept or reject the new conditions.
- c. All co-curricular contracted pay shall be placed on the co-curricular salary schedule. The schedule will be determined by administration with input from the co-curricular committee and approval from the Board.

- d. Non-varsity head coaches are hired for a season and contracts terminate at the end of each season. Coaches in these positions must indicate to the Activities Director whether they are interested in the same position for the following season in order to be considered for that position.

2. Performance Evaluation

Administration has the right to formally or informally review coaches' performances. The evaluation process will follow the provisions in the Coaches Handbook. Recommendations for improvement will be made when deemed necessary. Failure to make needed improvements will subject the coach to non-renewal for the season.

XXIII. PROFESSIONAL DEVELOPMENT

- A. Required Teacher Professional Development

The School District of Onalaska is committed to facilitating professional growth at the individual, PLC, building and District levels. To ensure that a universal level of staff development occurs for all certified staff members depending on their job responsibility, up to twenty-four (24) hours of teacher professional development may be required to be taken outside of the school calendar. The goal of this model is to establish a baseline of common knowledge and skills for teachers that will lead to high levels of student achievement.

1. Teachers will be paid a stipend when attending District required staff development.

Stipends will be paid at the rate of \$15.00 per hour up to \$120 for a full 8-hour day.
2. The District will attempt to provide dates for required staff development as early as possible and confine those days to a one-week Summer Institute period in August.
 - a. If the summer training dates in August are established on or before January 1 of the preceding school calendar year, teachers will be required to attend at that time.
 - b. If the summer training dates are established after January 1, alternative training dates within the school calendar will be created. Teachers attending these training sessions could receive trade-off or stipends if the professional development activity is scheduled for a Saturday or after scheduled work

hours.

B. Other Professional Development

The District may require support staff to attend specific training which may occur outside of his/her regular hours of work. In such an event, support staff shall be compensated according to the procedure for additional work hour compensation found in this handbook.

C. Expense & Mileage Reimbursement for Professional Development (updated January 29, 2019)

Expense and mileage reimbursement for professional development will be paid consistent with the handbook language for Travel Expense and Mileage Reimbursement section of this handbook.

XXIV. TRAVEL EXPENSE AND MILEAGE REIMBURSEMENT (Effective January 29, 2019)

Employee reimbursement requests for travel expenses and mileage reimbursement will be submitted through the Employee Access System. Reimbursement will be made by direct deposit to the same banking account the employee uses for payroll direct deposit. Direct deposit of travel expense and mileage reimbursement will be made within three working days following the meeting the reimbursement is approved by the Board unless the direct deposit would be scheduled on a Federal Reserve Banking Holiday.

Reimbursement requests are to be submitted through the system to the supervisor monthly. Reimbursements not submitted within 45 days following the last day of the month when incurred will be forfeited.

Mileage reimbursement will be made based on the current IRS rate on the date of travel.

Reimbursement for In-District Mileage

All staff members are expected to provide their own transportation to and from their assigned work site without compensation for their mileage. Mileage between buildings that results from their assigned duties is eligible for paid mileage.

Employees assigned to more than one (1) District location and who are required to drive their own car, will receive mileage reimbursement based on the current IRS rate and the Board established distance between school buildings. Reimbursement for reasonable and necessary travel actually incurred in the performance of official duties between other in-district locations may be reimbursed. Reimbursement will be based on Google Maps' fastest travel time.

Board approved Distances:

High School to Irving Pertzsch	.7
High School to Eagle Bluff	2.7
High School to Northern Hills	1.8
High School to Middle School	1.3
Middle School to Irving Pertzsch	.9
Middle School to Eagle Bluff	2.3
Middle School to Northern Hills	.6
Irving Pertzsch to Northern Hills	1.0
Irving Pertzsch to Eagle Bluff	1.9
Northern Hills to Eagle Bluff	2.9

Employees with contracted in-district mileage stipends will not also be reimbursed for in-district mileage.

Reimbursement for Travel Outside of District

An employee may be reimbursed for reasonable and necessary travel expenses actually incurred in the performance of official duties in accordance with the provisions of Board policy. An employee may only be reimbursed for travel expenses that are not reportable as income under IRS regulations.

Reimbursement requests for meals, lodging and other reimbursable expenses must include attached detailed receipts. Please note that credit or debit card receipts may not always include the detailed expenses.

Mileage will be paid from Onalaska or the employee's home address, whichever is shorter, to the workshop or conference location based on Google Maps' fastest travel time.

XXV. TEACHER MENTORING

- A. Teachers new to the District but not new to the teaching profession will be assigned a mentor for one year. Initial educators will be assigned a mentor for two years.
- B. A mentor pool consisting of Professional or Master Educators with a minimum of three (3) years of successful teaching experience in the District will be established and updated annually. This list will be maintained by the Director of Instruction. If no District teacher is available, a recently retired or other appropriately licensed teacher will be sought.
- C. Mentors will be selected as needed from the mentor pool by the Director of Instruction and supervising administrator.
- D. Mentors will be assigned for one year. Those assigned to initial educators may be asked to serve their mentee for a second year. Mentors must

complete mentor training which shall be provided and paid for by the District.

- E. Mentors must adhere to the duties and responsibilities outlined in the School District of Onalaska Induction Handbook and related Board Policies.
- F. Mentors will not be asked to evaluate their mentee.
- G. Mentors will be compensated at the rate of 2% of the base wage.
- H. Either the mentor or the mentee may request to be removed from the mentoring partnership without recriminations. In the event of either request a new mentor will be assigned by the Director of Instructional Services. The mentor compensation will be prorated based upon the percentage of the term completed.

XXVI. COMPENSATION

A. Compensation for All Employees

1. Salary Compensation Determination

Employees will be compensated at no less than the previous year's rates for their given FTE, job category and seniority (when applicable).

Employee raises will be in compliance with Wisconsin statutes and the Wisconsin Employment Relations Commission (W.E.R.C.) rules. Raises for teachers will follow the alternative compensation model which can be found in Appendix B of the employee handbook.

Raises for employees in a certified collective bargaining group will be negotiated, and raises for employees not in a certified collective bargaining group will be determined by the Board of Education.

The compensation changes will be communicated to each employee upon final Board approval.

2. Payment of Salary/Wages for all Employees

a. Employees shall be paid bi-weekly on Friday, according to standard business procedures, except when the Friday pay date would fall on a Federal Reserve Bank Holiday. In this case, the pay date shall be the Thursday immediately preceding the normal pay date.

b. Teachers will be paid bi-weekly over 10 months, beginning with the first payment in September and ending in June,

unless they elect to be paid bi-weekly over 12 months – September through August.

- c. Employees shall be paid through electronic deposit and may have their pay electronically deposited to any financial institution in the United States that accepts direct deposits.
- d. The District's financial institution will assist any employee in setting up an account, if requested – See the District Director of Finance and Business Services.
- e. In the event that there are three pay dates occurring in one month, deductions shall not be made for insurance on the third payroll.

B. Teachers

1. Initial Salary Placement

- a. The starting salary for an employee new to the District shall be a matter of agreement between the applicant and the board and shall be based on the candidate's background, training, work experience, and any other unique qualities administration determines is complementary to his/her position in the District.
- b. The District will use the current salaries of teachers for comparison purposes to calculate initial salary.
- c. Teachers employed for less than full-time and less than a school term shall have the prescribed salary prorated accordingly.

2. Shortage Areas/Unique Qualifications

- a. The Board or designee will determine what positions it deems to be of short supply or requires unique skills and training. The Board will notify staff of its criteria for determining these positions.
- b. The Board, at its sole discretion, may compensate newly employed employees in shortage areas or whose position calls for unique qualification or training, at a compensation necessary to secure the hire.

3. Academic Improvement

a. District Required Coursework

The Board may require that a teacher secure additional credits which shall be deemed beneficial to the School District of Onalaska. Credits earned under this clause will be eligible for payment. The Board agrees to pay the prevailing tuition rate per approved graduate credit for college or university courses taken with the approval of the principal and superintendent or designee. Courses shall be specifically related to planned educational change in programs. Payment shall be made after verification of successful completion of course.

b. Course Approval

Graduate credits must be pre-approved by the Director of Instructional Services. Course work being proposed for credit recognition pay must be directly related to the teacher's assignment and instructional responsibilities. If a course is denied for credit recognition pay, the decision may be appealed to the Superintendent.

There shall be no back payments made to teachers who discover an error in their salary for any year other than the present school year. It is their responsibility to make sure they are being paid for the lane, which is commensurate with their credits beyond the bachelor's degree.

c. Graduate level Coursework for Credit Recognition Pay

Teachers will be given salary credit for course work approved by the Director of Instruction. Credit Recognition Pay may take place in September or January. For this movement, all graduate credits must be computed in semester hours. In order to receive the salary adjustment, the teacher must file written proof with the superintendent or designee on or before September 1 for fall movement and January 15 for winter movement. The superintendent or designee shall determine what constitutes this written proof of credits. Intentional filing of false information shall be cause for immediate dismissal. Official transcripts must be provided to the superintendent or designee within sixty days of the applicable September 1 or January 15 due date, or the credit recognition pay will be rescinded and excess salary already paid to the teacher will be recovered by adjusting the next paycheck.

- d. Employees cannot receive the MA recognition unless an approved Master's Degree is attained.
 - e. Graduate courses used to advance beyond the Master's degree level must have been taken after the Master's Degree was received.
4. Credit for Initial Educator PDP Completion (Change due to teacher licensing rules in the 2017-19 biennial budget)

To be eligible to use the completion of an initial educator PDP for six credits of credit recognition pay:

- a. The initial educator's PDP goal must have been verified by a team of certified PDP reviewers prior to September 22, 2017.
- b. The PDP must be completed and verified by certified PDP reviewers by the time the initial educator's license would have expired under the previous licensing rules.
- c. If QEI is no longer accessible, the PDP can be completed using the paper and pencil method.

Additional Teacher Compensation Opportunities

- a. Extra Class Period

Regularly employed teachers voluntarily substituting for an absent teacher during their preparation period, will be reimbursed \$16.00 per clock hour. The building principal has the prerogative to assign each teacher one extra class period per term (190 days) with pay.

- b. Extra Semester Class Period

Teachers contracting for an extra class period per semester shall be paid 1/16 of their scheduled rate of pay as a full-time teacher, or twenty dollars (\$20.00) per clock hour, if less than a semester.

- c. Special Education Teachers

Special Education teachers work the same maximum number of minutes as regular education teachers (not to exceed 1525

per week). The remaining 875 minutes per week is for lunch, planning preparation, meetings and/or supervision of students outside of the actual classroom teaching.

When unscheduled Special Education students are returned to Special Education teachers during the teachers scheduled preparation time, the teacher will not have the right to refuse those students. However, the teacher will be compensated at his/her contracted hourly rate.

Travel time will not be considered prep time.

d. Leader Pay

The District will pay the following percentages of base salary per school year for the listed positions:

Wellness Coaches.....	3.6%
Web Advisors	3.6%
Curriculum Chairs.....	3.6%
Team Leaders.....	3.6%
Link Crew Advisors.....	3.6%
PBIS Internal Coach.....	3.6%
Department Chairs.....	3.6%
Mentors.....	2.0%

This amount will be payable on the first payment in May each year upon approval of the Director of Instructional Services.

e. Allied School Functions with Pay

- i. Supervision of dances, ticket taking, and similar allied school activities will be paid at the rate of \$12.00 per hour.
- ii. Teachers-acting as official scorer and/or timer for home varsity and junior varsity football (1 scorer/clock), wrestling (2-scorer and timekeeper) volleyball (1-scorebook), and basketball (2-scorer and timekeeper), and middle school events coordinator shall be paid at one and one-half (1.5) times the above rates.

f. Noon Hour Duty

All classroom teachers volunteering for lunchroom duty and/or building supervision during their duty free lunch period shall be paid at the rate of \$12.00 per clock hour.

g. PDP Reviewer

Teachers who serve on a district staff member's PDP review team shall be paid \$50 to go through the initial PDP goal approval process and \$50 if they participate in the final PDP verification process.

C. School Sponsored Activity Pass

All employees and their spouse are entitled to free admission to school sponsored activities held in the schools of the District, with the exception of tournament events and fundraisers by presenting his/her staff ID badge.

XXVII. SUPERVISION AND EVALUATION

Teacher - General Provisions

The Board and administration view teacher evaluation as a continuing process for the purpose of improving instruction and assessing the individual performance of staff members. Definitions under this section:

- A. Continuing Teacher: A continuing teacher is a teacher who has taught more than three years in the District under a full-time or part-time regular teaching contract.
- B. New to the District Teacher: A new to the District teacher is a teacher who has taught less than two years in the District under a full-time or part-time regular teaching contract.
- C. Mandated Educator: A teacher who meets the criteria as outlined by the Department of Public Instruction as required to be evaluated by using one of the Educator Effectiveness Models.

Educators identified as mandated educators meet the following criteria:

- 1. Is a licensed educator employed by a public school District.
- 2. Is a teacher whose main responsibility is to provide instruction.
- 3. Is a teacher who plans, delivers and assesses student instruction.
- 4. Is a teacher who is responsible for managing the instructional environment.

Examples of teachers mandated for evaluation using the Educator

Effectiveness Model include but are not limited to; elementary and middle school classroom teachers, content area teachers, GT teachers or intervention specialists.

- D. Non-Mandated Educator: A teacher not required to be evaluated by one of the Educator Effectiveness Models.

Non-Mandated Educators

Educators who are considered non-mandated educators are not required to be evaluated using the DPI Educator Effectiveness Model process. A teacher is considered a non-mandated educator because of one or more of the following criteria:

1. They provide instructional support but are not mainly responsible for delivering the instruction
2. They provide some minimal level of direct instruction but that is not their sole purpose.
3. They provide no direct instruction to students
4. They do not meet the criteria of instructional planning, delivering and assessment.
5. They are not responsible for managing the instructional setting.

Examples of non-mandated teachers are but not limited to; Dean of Students, content based coaches, and LMC directors.

It is the responsibility of the supervising administrator to determine if a teacher is a mandated or non-mandated educator.

Evaluation - The School District of Onalaska has adopted the use of the DPI model for evaluating Educator Effectiveness.

- A. Evaluation Models

Teachers will be evaluated using one of two evaluation tools; either the District tool or using an Educator Effectiveness Model. Those identified on the Department of Public Instruction's Identification Flowchart as mandated educators, will be evaluated by administrators who will use the Department of Public Instruction's Educator Effectiveness Model.

Those teachers who are not identified on the DPI Flowchart as mandated educators will be evaluated by administrators who will use the approved

District evaluation tool.

Evaluators

Every teacher in the District will be supervised and evaluated by an administrator and/or his/her designee. Administrators/evaluators of teachers must have successfully completed Levels 1, 2, 3 and 4 DPI administrative training and be must be Teachscape certified. Evaluators must maintain this certification by re-certifying once each semester through the calibration process.

Evaluation Process

A. Basic Requirements

Teachers in the District are placed on probation for the first two years of their employment.

Mandated Probationary Teachers New to the District required to use the DPI EE Model

Teachers, new to the District will be summatively evaluated using the DPI Educator Effectiveness Model each of their first two years of employment. After the second summary year, they will be evaluated every three years.

Once off probation and into the three-year evaluation rotation cycle, teachers will be responsible for conducting a formative self-evaluation during each of the two supporting years in between the third summative evaluation year.

Non-Mandated Probationary Teachers New to the District

Non-mandated teachers will be summatively evaluated each of their first two years of employment using the District's evaluation tool. After the second summary year, they will be evaluated every three years.

Continuing Teacher

Teachers who have been employed in the District for more than two years will be evaluated every three years (or more often at the discretion of the administration). The evaluation tool used by the administrator will depend on whether the teacher is mandated or not mandated. As stated above, mandated teachers will be required to follow the EE process during their two supporting years in-between three year evaluations.

1. A continuing employee shall be formally evaluated once every three years or more at the discretion of the administration.
2. All required observations must be completed by June 30.

3. Assistance, recommendations and directions may, at the discretion of the administration, be provided to each teacher in an attempt to correct professional difficulties observed.

- B. Acknowledgement of Receipt and Response: The teacher will acknowledge receipt of all documents related to supervision and evaluation by signing and dating the document. The teacher shall have the right to attach a report with any remarks concerning the document(s). Acknowledging receipt does not imply agreement with all or part of the documents received. Any employee wishing to comment on the evaluation or who feels the evaluation was incomplete, inaccurate, or unjust, may reduce those comments or objectives to writing and have them attached to the evaluation instrument to be placed in the personnel file. A teacher may attach a response to any document related to this process after the teacher's receipt of the evaluation document(s) listed above. The file copy of the evaluation and any comments or objectives shall be signed by both parties to indicate awareness of the content. The following statement shall be part of the instrument:

"The signatures do not indicate agreement or disagreement but merely certify that the observation and conference as noted were held and that the opportunity was available for attaching written clarification/objections at the time of signing."

The response must be initialed by the supervisor.

SUPPORTING YEAR EVALUATION ASSISTANCE

The District will provide an Educator Effectiveness Coach to help teachers required to work on their EE plan during their supporting years of evaluation. The roles and responsibilities of the EE Coaches include but are not limited to supporting the EE process by participating in the educator effectiveness cycle of planning, scheduling and coordinating.

Coaches will be assigned to teachers by administration.

INTENSIVE SUPERVISION

Intensive Supervision: Intensive supervision is the supervision and evaluation procedure applied to continuing teachers whose performance has not met expectations as of the most recent summative evaluation conference. Intensive supervision is designed to improve the overall performance of a teacher whose overall performance has not met expectations. The process of intensive supervision shall be as follows:

1. Goal of Intensive Supervision: The goal of intensive support is for

the teacher to meet expectations. The intensive support plan will be designed to meet the specific needs of the teacher and the performance expectations of the District.

2. Content of Intensive Supervision: It may include a description of the teacher's deficiencies, a description of appropriate performance, a goal setting plan to help the teacher develop required skills, a schedule of supervisory activities including at least one evaluation, and a target date by which time the teacher will perform satisfactorily. The plan is not limited to, but might include, the following interventions: any means of staff development defined in the District staff development plan, observations and/or support by experts outside the District, and/or peer coaching or mentoring.

ANNUAL ORIENTATION FOR TEACHERS NEW TO THE DISTRICT

New-to-the-District Teacher Orientation: New-to-the-District teachers may be required to spend up to the hourly equivalent of one and a half work days prior to the beginning of school without additional compensation participating in a District orientation program.

Non-Teacher General Provisions

- A. Non-Teaching Probationary Staff: A minimum of one formal written evaluation, no later than 90 days from start, will be conducted by the immediate supervisor during the probationary period.

Non-Teaching Non-Probationary Staff: A minimum of one formal written evaluation will be conducted each year by the immediate supervisor.

- B. Acknowledgement of Receipt and Response: The employee will acknowledge receipt of all documents related to supervision and evaluation by signing and dating the document. The employee shall have the right to attach a report with any remarks concerning the document(s). Acknowledging receipt does not imply agreement with all or part of the documents received. Any employee wishing to comment on the evaluation or who feels the evaluation was incomplete, inaccurate, or unjust, may reduce those comments or objectives to writing and have them attached to the evaluation instrument to be placed in the personnel file. An employee may attach a response to any document related to this process after the employee's receipt of the evaluation document(s) listed above. The file copy of the evaluation and any comments or objectives shall be signed by both parties to indicate awareness of the content. The following statement

shall be part of the instrument:

"The signatures do not indicate agreement or disagreement but merely certify that the observation and conference as noted were held and that the opportunity was available for attaching written clarification/objections at the time of signing."

The response must be initialed by the supervisor.

C. Improvement Plan: Improvement Plan is the supervision and evaluation procedure applied to continuing employees whose performance has not met expectations as of the most recent summative evaluation conference. The Improvement Plan is designed to improve the overall performance of an employee whose overall performance has not met expectations. The process of an improvement plan shall be as follows:

1. Goal of Improvement Plan: The goal of intensive support is for the employee to meet expectations. The improvement plan will be designed to meet the specific needs of the employee and the performance expectations of the District.
2. Content of Improvement Plan: It may include a description of the employee's deficiencies, a description of appropriate performance, a goal setting plan to help employee develop required skills, a schedule of supervisory activities including at least one evaluation, and a target date by which time the employee will perform satisfactorily. The plan is not limited to, but might include, the following interventions: any means of staff development defined in the District staff development plan, observations and/or support by experts outside the District, and/or peer coaching or mentoring.

XXVIII. WORK STOPPAGES

Employees of the school District shall not engage in, condone, assist or support any strike, slowdown or sanction, or withhold in full or in part, any services to the District (111.70 (4) (L)).

In the event of a violation of the paragraph above, the Board may take any legal means necessary and appropriate while continuing attempts toward agreement.

APPENDIX A – GENERAL INFORMATION

STUDENT/INSTRUCTIONAL RESPONSIBILITIES

- A. **Expectations for Staff-Student Relationship:**
All staff are expected to conduct themselves as professionals and adults in all dealings with students. In this context, staff members will do everything possible to sustain positive student relationships. The use of sarcasm, ridicule, insults, profanity, belittling statements or sustained yelling will not be tolerated in the school environment.
- B. **Parent-Student-Teacher Conferences:**
Teachers are involved in Parent-Student-Teacher conferences. Conferences with parents are scheduled and in an effort to meet the needs of the parents, evening times are included. District conference times are determined by the Board during the creation of the annual district calendar. The high school holds drop-in conferences and the elementary schools and middle school have individually scheduled conferences with all families.
- C. **Mental Health Concerns:**
When any person employed by the School District of Onalaska has reason to believe, either by virtue of direct knowledge or a report from another person, that a student is in any danger of harming himself or herself through an attempted suicide, or has attempted suicide, that person is to report the situation immediately to their immediate supervisor or a member of the Pupil Services staff.
- D. **Student Learning Concerns:**
When a teacher notices that a student is experiencing difficulties, the following procedures are recommended:
1. Contact the parents to determine if they have information which might explain the student's difficulties.
 2. Collaborate with PLC members to determine interventions (academic or behavioral) that address the area of difficulty.
 3. Establish an intervention plan that addresses the nature of the difficulty, the recommended intervention, the progress monitoring tool, and the timeline for showing progress.
- E. **Problem Solving Team / TAPS / Matrix**

Problem solving teams are one piece of the entire Response to Intervention (RtI) system being implemented across the District. Each elementary school has established a Problem Solving Team (PST) made up of regular education, special education, and pupil

services staff to address more intensive intervention needs of students who have not responded adequately to the first level of interventions tried by the classroom teachers. The building principal facilitates the PST meetings. At the middle school the PST meetings are called Matrix meetings and at the high school, the PST meetings are called Team Approach to Problem Solving (TAPS) meetings

STUDENT HEALTH INFORMATION

A. Health Alerts:

Health Alerts contain important student health information, which is provided by a parent/guardian on the Enrollment Form or the “Health Update” form for teachers and other staff to be informed about their child’s health needs/problems. It is the teacher’s responsibility to check the Health Alerts at the beginning of each semester to be apprised of the health information listed for her/his students. This information is also provided on all students in PowerSchool by clicking on the “Health Alerts” icon. If the teacher deems that a substitute teacher would need the information listed to be able to safely and or appropriately respond to the student’s health need, the teacher must write a note in the substitute teacher’s folder listing the information as written on the Health Alert. The parent/guardian has signed for permission for the teacher to include the information, as needed, unless it is noted on the Health Alert, “Do not include in sub folder.”

B. Health Update Form:

The Health Update form is used for a parent/guardian to provide important health information to the school and to provide written permission for the information to be shared, on a need to know basis, with staff working with the student. The information listed is entered on computer to create the Health Alert List. When a parent/guardian informs a teacher of important health-related information, the teacher should ask the parents to contact the District Nurse. The District Nurse will obtain additional information and ask the parents to complete a Health Update form so that the information can be included on the Health Alert List.

C. Field Trip:

When taking students on field trips or any activities away from the school grounds, it is the teacher’s responsibility to ensure that adequate arrangements are made to respond to student health needs. The teacher must be informed of the students with health problems through review of the Health Alert List. The teacher must:

1. Be prepared to carry out Individual Health Plans and Emergency Action Plans;
2. Bring along and administer required medications as indicated (provided by the parent/guardian in accordance with District policy, including a signed physician order for prescriptions;
3. Have a plan and the means to call for emergency medical services;

4. Have a plan and the means to contact parents/guardians should the need arise;
5. Carry a first aid kit (one kit for every group of students).
6. Identify the persons with CPR/First Aid certification assigned to the trip. CPR/First Aid certification must be through American Red Cross or American Heart Association.

Many students have health conditions requiring Individual Health Plans and/or Emergency Action Plans. It is the teacher's responsibility, in advance of the field trip, to make certain that s/he is familiar with the plan, ensuring that the plan can be carried out, as written, on the field trip. In general, there needs to be a solid plan in place to provide for the students with known health needs/problems as well as to provide for the unexpected illness or injury that could affect any student. The District Nurses are available to consult with teachers about planning field trips and should be contacted for assistance well in advance.

CHILD ABUSE AND NEGLECT REPORTING

Wisconsin law requires all employees of Wisconsin public school District to report suspected child abuse and neglect. Any employee who has reasonable cause to suspect that a child, seen in the course of professional duties, has been abused, neglected, or threatened with abuse or neglect and that abuse or neglect of the child will occur, shall immediately initiate contact with the La Crosse County Department of Social Services, the La Crosse County Sheriff, or local police department. Questions regarding the reporting procedures may be directed to the building counselor the District nurses, or principal. A report planning guide for La Crosse County Human Services Child Protective Services Intake is included below to help the reporter carry out his/her reporting responsibilities.

La Crosse County Human Services
Child Protective Services Intake Unit:

During normal business hours, please phone:
608-785-5815

After hours & weekends call:
La Crosse County Sheriff's Dept. Dispatch Center at:
608-785-5962

Mandated Reporters can be extremely helpful to child protective service intake workers by gathering the following information prior to calling the intake line:

1. The child's first name and last name, and middle initial if possible.
2. The child's date of birth (DOB).

3. The child's parents &/or legal guardian's name.
4. The family's home address and phone number.
5. The parents' dates of birth (if accessible).
6. The child's siblings' names and DOBs (if available)
7. Do siblings attend schools or daycare? If so, where?
8. Where are the child's parents during the day (work, home, etc)?
9. If parents work, do you know where and what that phone number is?
10. If this is an allegation against a parent, when will they see them next?
11. What are the allegations of abuse and/or neglect? Are there currently injuries visible? What do they look like? What does the child say happened?
12. Where did the alleged incident occur—address, city, county, state?
13. Who is the child's primary physician and hospital's name?

HARASSMENT

The School District of Onalaska maintains a firm policy prohibiting all forms of harassment. All students and employees deserve to be treated with respect and dignity. Harassment by any person, male or female, which creates an intimidating, hostile, or offensive environment, will not be tolerated under any circumstances. Any person who wants to report an incident of harassment should do so to their immediate supervisor, a building administrator or the director of human resources. See Board Policy Appendix Y for the harassment policy.

CURRICULUM DEVELOPMENT

- A. **Scope and Sequence:**
As curriculum is designed for each aspect of the school day, there must evolve broad educational goals, which incorporate unifying threads for each age level, Pre-kindergarten through high school articulation must be both horizontal and vertical.
- B. **Responsibilities for Development:**
To facilitate articulation, the superintendent, along with the Continuous School Improvement (CSI) teams and various academic committees, will be charged with the responsibility for developing a long-range plan.
- C. **Continuous School Improvement Teams:**
The Continuous School Improvement (CSI) Teams are each composed of PK-12 curriculum committee chairs, the Director of Instructional Services, building

administrators and teachers who collaborate to give feedback and direction for curriculum development, instruction, assessment and professional development for all curriculum committees in the District. The teams are organized in the following group structure:

Literacy (English/Language Arts)

Humanities Team – Social Studies, World Language, LMC

Science, Technology, Engineering and Math (STEM) Team – Mathematics, Science, Technology Education (PLTW)

Career and Technical Education (CTE) Team – Business and Marketing, Family and Consumer Education, Technology Education, Education for Employment

Arts Team – Art and Music

Wellness Team – Health and Physical Education

Integrated Team – School Counseling and Social Work, Equity, Environmental Education

These CSI teams will collaborate around the following four essential PLC questions:

- PLC Question #1 - What do we want students to know and be able to do?
- PLC Question #2 - How will we know if students have or have not learned?
- PLC Questions #3 & 4 – How will we respond when it is clear students have or have not learned?

System-wide data that aligns with the Board of Education's goals and building School Learning Objectives will be collected and analyzed by CSI teams to judge the overall health and effectiveness of their curriculum area and make recommendation to the Board of Education regarding:

- Major changes in the presentation of subject matter
- New courses to be added to the curriculum or the removal of courses which no longer fit the curriculum.
- Major priorities for the upcoming fiscal year budget in terms of curricular needs.
- System-wide professional development in the various curricular areas.

Teams will also:

- Ensure that the District meets the guidelines and intent of the Twenty Standards and the Wisconsin Model Academic Standards and Common Core Standards established by the state legislature. (See Appendix K)

- Provide a vehicle for systematic and orderly PK-12 communication between buildings and grade levels.

The Director of Instructional Services, in collaboration with the CSI Team chairs, will present to the Board of Education on alternating years on the continuous school improvement activities with those curricular areas.

D. Curriculum Development Projects:

The Board of Education encourages and financially supports curriculum development during the summer as well as the school year. Teachers, who want to develop a curriculum project need to submit a Curriculum Project Proposal Form to the principal/Instructional Services director who will review the proposal and after approval, forward it on to the School Board. Upon completion of the approved project, the teacher must fill out a Pay Request Form - Curriculum and submit it with a copy of the completed project to the principal/Instructional Services director. Special Education/Pupil Services curriculum projects should first be submitted to the Pupil Services director.

DISTRICT OPERATING PROCEDURES

A. School Day:

The school day varies from building to building. The schedule of hours for given schools day are as follows:

All PreK Programs: 8:00 a.m. – 11:10 a.m. and 12:10 p.m. – 3:20 p.m. (M-Th)

<u>Building</u>	<u>Grades</u>	<u>Time</u>
Eagle Bluff Elementary	EC-5	8:20 a.m. – 3:25 p.m. (walkers)
Eagle Bluff Elementary	EC-5	8:20 a.m. – 3:35 p.m. (bus riders)
Northern Hills Elementary	PreK-5	8:15 a.m. – 3:20 p.m.
Irving Pertzsch Elementary	PreK-5	8:15 a.m. – 3:20 p.m.
Onalaska Middle School	6-8	7:30 a.m. – 2:55 p.m.
Onalaska High School	9-12	7:30 a.m. – 2:50 p.m.

B. Teacher Day:

Each teacher must file an individual work schedule with the principal/Pupil Services director on or before the fifth teaching day of the school year. The principal/Pupil Services director will review and approve the work schedule on or before the second Friday of September.

C. Working Hours of District Office, Pupil Services and District Schools

<u>Building</u>	<u>School Year</u>	<u>Summer Hours</u>
District Office	7:00 a.m. – 4:00 p.m.	7:00 a.m. – 3:30 p.m.
Pupil Services	7:00 a.m. – 4:00 p.m. (student days) 7:00 a.m. – 3:30 p.m. (non student days)	7:00 a.m. – 3:30 p.m.
Eagle Bluff Elementary	7:00 a.m. – 4:00 p.m.	7:00 a.m. – 3:00p.m.
Northern Hills Elementary	7:30 a.m. – 4:00 p.m.	7:15 a.m. – 3:15 p.m.
Irving Pertzsch Elementary	7:30 a.m. – 4:00 p.m.	7:30 a.m. – 4:00 p.m.
Onalaska Middle School	7:00 a.m. – 3:30 p.m.	7:00 a.m. – 3:30 p.m.
Onalaska High School	7:00 a.m. – 3:30 p.m.	7:00 a.m. – 3:00 p.m.

D. Staff Contact Information:

All staff are expected to update staff contact information at the beginning of each school year and to keep information current throughout the school year. This information is for emergency purposes only.

E. Meetings:

All staff members are expected to attend faculty and department meetings unless prior arrangements have been made with administration.

F. District Wide Staff Development Days:

Administration will determine the number of District wide staff development days for the annual school calendar. The CSI teams will give input as to the focus of those days.

G. SafeSchools Training:

All staff are required to complete the mandatory testing requirements as directed by administration.

H. First Aid/CPR/AED Training Requirements:

The following employment categories are required to maintain current certification in First Aid/CPR/AED through the American Red Cross or the American Heart Association as a condition of their employment. Courses will be offered by the District throughout the school year.

- All District paraprofessionals (regular ed, special ed and health)
- Building secretaries who are back-ups to the building health rooms
- All District custodians
- All co-curricular coaches, advisors and directors
- Administrators

I. Safety Rules:

Employees are expected to heed the posted safety rules and call to the District's

attention to any potential dangerous conditions. Any safety concern should be directed to the District's safety coordinator, the director of finance and business services.

J. Staff Use of Telephones:

Telephones are located in each class area or room for staff use.

Long distance phone calls made for personal reasons need to be made on personal cell phones.

Personal cell phones or electronic devices are not to be used during student contact time or at any other time of professional responsibility unless it is directly related to the lesson being taught at the time of use or other professional responsibilities.

K. Jeans Day and Professional Attire:

Appropriate and professional attire is expected by all employees from Monday through Friday. Please check the building policy regarding the option of participating in Jeans Day on Fridays.

L. Custodian apparel:

New employees shall receive five (5) sets of uniforms. After that, the Board will furnish each custodian two (2) uniforms per year. If the custodian should need an additional uniform, the custodian will turn in the worn-out uniform to the designated supervisor who will authorize the custodian to secure a new one. Uniforms shall be worn during all hours of District employment. Alternate uniforms will be supplied, which can be worn during non-student days or other days as determined by the Director of Building and Grounds. Uniforms shall not be worn for non-District work.

M. Building Copy Machine Use:

Each building has one or more copy machines for staff use. All staff members receive a user code at the beginning of the year. Copies made for personal use cost 10 cents per page. Payment to the building secretary must be made at the time of use.

N. District Copy Center Procedures:

A "Copy Center Work Order" form must be fully completed and accompany each separate project to be copied. If requests vary in any way, they are produced separately and each project should have a separate work order form.

There are two pick-ups per day at each building.

1. Pick-up time is early morning and varies by building. See the notice on the

- pick-up box for the deadline.
2. Next day deliveries are not guaranteed. Please submit work 48 hours in advance.
 3. Please limit requests to three (3) per day, or a maximum of 350 total copies. Total copies equal the number of sides to be copied multiplied by quantity, i.e. 150 copies of one 2-sided sheet is 300 copies.[5]

Walk-ins cannot always be accommodated. Only in the case of an emergency will projects be accepted. The emergency work order form must be initialed by the immediate supervisor.

O. Information Resources Policy

General Policy – The School District of Onalaska (SDO) provides employees with access to and use of a variety of information technology resources. Employees are expected and required to use these information technology resources in a manner consistent with their positions and work responsibilities with the District. Inappropriate use of the District's technology resources may result in discipline according to the employee handbook and/or Board Policy.

Information Technology Resources – For the purpose of this policy, the SDO will define information technology resources as any equipment, hardware or software that is assigned and available for employees to use in the course of their employment or their affiliation with the District. These resources include, but are not limited to, fax machines, printers, software applications, Internet access, voicemail, email, desk/laptop computers, tablets, scanners, multimedia equipment, computer terminals, telephones, copy machines and data networks.

1. **Software Use:**
Only work-related software is to be used on District computers. No personal software, even if bought by an individual specifically for classroom/office computer use, may be installed and used without prior authorization from the building supervisor. This applies to, includes but is not limited to, games, screensavers, utilities and communication software.
2. **Copying and Duplication of Software:**
The copying and duplication of software for any reason are expressly prohibited. Any software in use on any District computer must be a legally licensed copy. The only exceptions to the above policy are demo software, shareware and freeware. Software such as these must be checked for viruses by the employee before being used.
3. **Copyright:**
District employees are expected to comply with all copyright laws.

4. **Monitoring/Auditing Internet Use:**

The network software and hardware possessed by the District have the capability to monitor Internet activity by users. The network will be configured to prevent employees from visiting sites that are inappropriate and unlikely to be helpful in conducting District business. The District reserves the right to perform random audits of all Internet activity with the intent of insuring that such activity conforms to District guidelines.

Under no circumstances shall an employee, unless directly related to work, or unless requested by building supervisor, visit or make repeated attempts to visit, any Internet site that is educationally inappropriate.

5. **E-mail:**

The e-mail system is the property of the District and is provided to employees to assist them in conducting District business. Email of a personal nature should not be used during the student contact time (if a teacher) or work related times (if a non-teacher).

All messages composed, sent or received on the e-mail system are and remain the property of the District. The District reserves the right to monitor the e-mail system in order to ensure that it is being used for approved purposes only and to ensure that District policies are being followed. All e-mail and associated file attachments are archived by the District for a period of time in accordance with Board policy.

Employees do not have a personal privacy right to any material created, stored or sent from the District e-mail system. E-mail is not secure.

6. **Prohibited E-mail Activities:**

Employees are prohibited from sending e-mail or otherwise using the e-mail system in connection with any of, but not limited to, the following activities:

- a. Engaging in personal business or entertainment outside of approved times.
- b. Engaging in illegal, fraudulent or malicious activities.
- c. Sending or storing offensive, discriminatory, disruptive, obscene or defamatory material.
- d. Annoying or harassing other individuals.
- e. Using another individual's account or identity without explicit authorization.
- f. Attempting to test, circumvent or defeat security/auditing systems without prior authorization.
- g. Accessing/retrieving or reading e-mail messages sent to other

- individuals without prior authorization.
- h. Permitting unauthorized individuals to access the District's email system.
- i. Sending out mass email messages with the intent of disrupting the email system.
- j. Sending non-work related attachments.

7. Personal Use of Technology Resources:

Information technology resources are the property of the District and are provided to employees to conduct their day-to-day operations. The use of such resources for personal use of any kind is not permitted without authorization of the building administrator. Examples of unacceptable use include, but are not limited to:

- a. Unauthorized uses.
- b. Illegal purposes.
- c. Transmitting threatening, abusive, obscene, lewd, profane or harassing material or material, which may suggest any lewd or lascivious act.
- d. Intentionally preventing or attempting to prevent disclosure of one's identity with the intent to frighten, intimidate, threaten, abuse or harass any other person.
- e. Transmitting or distributing material that is confidential to the District.
- f. Disrupting network services, such as distributing computer viruses.
- g. Intercepting or altering the network.
- h. Reproduction and/or distribution of copyrighted materials without appropriate authorization.

8. Password Security:

It is necessary to ensure that passwords remain secure. Employees are discouraged from keeping written record of his/her passwords. If it proves necessary to keep a record of a password, then it should be kept in a controlled access place if in hard copy form, or in an encrypted file if in electronic form. Passwords should never be shared with other staff members or students. The use of the save password feature in browsers is highly discouraged. If any password has been compromised, the employee must report it to the Data Services Department immediately.

9. Security:

The following security guidelines have been set up for all authorized information technology resources users:

- a. Users may not seek to gain unauthorized access to information resources.

- b. Users are responsible for properly safeguarding any administrative data and are held accountable for any activity that occurs under their login name and password. Any unauthorized activity on an account must be reported to the employee's supervisor immediately.
 - c. Users may not obtain copies of files or modify files of others.
10. Confidential Information:
Standard procedures for protecting confidential information shall be followed. If the document is sensitive in nature, it should be stored on district servers or a district issued computer with a strong password (upper and lower case characters with numbers and at least one special character, at least eight characters in length). Shared resources such as (but not limited to) email and cloud storage shall not be used to store any confidential information unless under a district approved secure format.
11. Intellectual Property:
Should an employee develop written documents, computer software, or other teaching equipment/materials that may be published and/or produced for public sale during both contracted and non-contracted time periods, the Board agrees to waive its rights under the copyright law relative to the property, provided that such employee makes available to the School District copies of the property at no cost. This policy does not apply when an employee develops the intellectual property while working on the project exclusively during Board contracted time periods. Under these conditions, the property developed would become the property of the Board.
- Should an employee of the Board intend to develop intellectual property in the manner set forth in the policy, the employee should first contact the Superintendent. On behalf of the Board, the superintendent will have the authority to negotiate an agreement with the employee that is in the spirit of the policy. If an agreement is not reached, the employee may appeal to the Board for further consideration of the matter.
12. Monitoring Information Technology System:
Any computer that belongs to the District or personal computers approved for District use may be subject to monitoring for content and activity by administration under the direction of the superintendent.
13. Errors and Omissions:
This policy is designed to enable employees to maximize use of the resources available to them. The District believes the knowing of bounds of activity protects both the individual employee and the District from potential

disciplinary or liability issues.

Any items not mentioned in this policy that relate to inappropriate behavior or actions with respect to the District information technology resources will be addressed on a case-by-case basis.

P. Mail Procedures:

Regular First Class Mail – Send regular 1st class mail to the District Office. Envelopes should be sealed.

Bulk Mail – For 200 or more pieces of mail, contact the building secretary for the procedure.

UPS – Large packages, boxes, etc. should be sent to the high school for UPS pickup.

Personal mail should not be sent from school.

Q. Photo ID Badge/fob:

Photo ID badges/fobs will be issued to all staff members upon employment. The ID badge provides identification throughout the District facilities, and also allows access to the district building of employment. All staff are expected to wear their ID badge/fob. Lost ID badges/fobs must be reported to the District Office immediately and a \$25 replacement cost will be assessed. Replacement fee must be paid before a new ID badge/fob is issued. ID badges/fobs that are worn out through natural causes will be replaced at no cost to the employee.

REPORTING ABSENCES/LEAVES

A. Teachers

1. All teachers must either call 1-800-942-3767 or log on to www.aesoponline.com when absent whether a sub is needed or not.

a. Teachers can call or log on anytime; 24 hours a day. If reporting an absence for the current day, call or log on before 6:30 a.m.

b. Follow the prompts to report an absence. Enter the ID and PIN number each time.

2. Absence Requiring an Emergency Day – If at school:

a. If leaving immediately, call office secretary for substitute.

b. Call, talk, report to building administrator/Pupil Services director.

c. Whether a sub is needed or not, enter the absence by calling Aesop at 1-800-942-3767 or log on to www.aesoponline.com.

3. Absence Requiring an Emergency Day – If away from school:

a. Call building administrator. If unable to contact, call associate building administrator; if unable to contact, call superintendent.

- b. Call 1-800-942-3767 or log on to www.aesoponline.com to report absence.
- c. Report to building administrator immediately upon return.

B. Paraprofessionals

All paraprofessionals must either call 1-800-942-3767 or log onto www.aesoponline.com when absent whether a sub is needed or not.

- 1. Paraprofessionals can call or log on anytime; 24 hours a day. If reporting an absence for the current day, call or log on before 6:30 a.m.
- 2. Follow the prompts to report an absence. Enter the ID and PIN number each time.
- 3. If at school and need to leave, call the office secretary for a substitute. If a substitute is needed for the next day, call Aesop at 1-800-942-3767 or log on to www.aesoponline.com

C. School Nutrition

Eight-hour shift employees - call by 6:00 a.m., or one hour before shift.

All other employees - call the School Nutrition office (783-6251) by 7:30 a.m.

School Nutrition employees are to enter all absences in Employee Access-Time Off-My Request.

D. Custodians

First shift employees - call the Buildings and Grounds Director on his cell phone and also call the office at 783-5489 by 5:15 a.m.

Second shift employees should call the office at 783-5489 and then call the Buildings and Grounds Director on his cell phone if office does not answer. Custodians are to enter all absences in Employee Access-Time Off-My Request.

E. All Other Employees

Follow the procedure that the immediate supervisor has requested.

Administrators, Mid-Level Managers/Data Services, secretaries/specialists are to enter all absences in Employee Access-Time Off-My Request as soon as you are aware of the details of the absence.

- F. Family and Medical Leave Act (FMLA) –The Family and Medical Leave Act (FMLA) allows eligible employees of a covered employer to take job-protected unpaid leave, or to substitute appropriate paid leave if the employee has earned or accrued it. Under federal law, the employer may require the employee to take accrued paid leave. Employees on unpaid leave will not receive holiday pay.

The following comparison of federal and state FMLA presumes, in comparing any two provisions, that employer coverage and employee eligibility requirements have been met for both jurisdictions. Where FMLA and WFMLA (Wisconsin Family and

Medical Leave Act) regulate the same subject, the law that is more favorable to the employee will apply.

ISSUES	FEDERAL	WISCONSIN
Employees Eligible	Have worked for employer at least 1,250 hours in preceding 12 months and employed for at least 12 months; and employed at worksite by employer with 50 or more employees within 75 miles of that worksite.	Have worked for employer at least 1,000 hours in the preceding 52 weeks and for at least 52 consecutive weeks.
Length of Leave	<p>Twelve weeks in a 12-month period for the birth or placement of a child for adoption or foster care, to care for a spouse, child or parent (but not parent-in-law) with a serious health condition, or for an employee's own serious health condition.</p> <p>Spouses employed by the same employer are limited to a combined total of 12 weeks of leave for the birth or placement of a child, or for the care of a sick parent, in a 12-month period.</p>	<p>During a 12-month period</p> <ul style="list-style-type: none"> • 6 weeks for birth or adoption • two (2) weeks of leave in a calendar year for the care of a child, spouse, or parent with a serious health condition. • 2 weeks for employee's own serious health condition.
Military Family Leave	<p>A total of 26 weeks of leave to care for a covered service member who has a serious injury or illness incurred in the line of duty on active duty that may render the service member medically unfit to perform his or her duties for which the service member is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list. Service member may be spouse, son, daughter, parent or next of kin for Military Caregiver Leave.</p> <p>The spousal limit is 26 weeks total in a single 12-month period when military caregiver leave is involved.</p> <p>Up to 12 weeks of leave for certain qualifying exigencies arising out of a covered military member's active duty status, or notification of an impending call or order to active duty status, in support of a contingency operation.</p>	<p>WFMLA has no military-specific family leave provisions, though caring for a service member may qualify as WFMLA family leave.</p>
Serious Health	<p>Means illness, injury, impairment, or physical or mental condition involving incapacity of treatment connected with inpatient care in hospital, hospice,</p>	<p>Means a disabling physical or mental illness, injury, impairment or condition involving inpatient care in a hospital, nursing home or hospice, or out-</p>

	or residential medical-care facility; or, continuing treatment by a health care provider involving: (1) incapacity or absence of more than 3 days from work, school, or other activities; (2) chronic or long term condition incurable or so serious if not treated would result in incapacity of more than 3 days; or (3) prenatal care.	patient care that requires continuing treatment or supervision by a health care provider.
Health Care Provider	Means doctors of medicine or osteopathy authorized to practice medicine or surgery in the State; podiatrists, dentists, clinical psychologist, optometrist, chiropractors (for manual manipulation of spine to correct subluxation demonstrated by X-ray), nurse practitioners, and nurses-midwives, if authorized to practice under State law; or, Christian Science practitioners listed with the First Church of Christ Scientist in Boston, Massachusetts.	Means a licensed physician, nurse, chiropractor, dentist, podiatrist, physical therapist, optometrist, psychologist, certified occupational therapist, occupational therapist assistant, respiratory care practitioner, acupuncturist, social worker, marriage and family therapist, professional counselor, speech-language pathologist or audiologist, and Christian Science practitioner.
Intermittent Leave	Permitted for serious health condition when medically necessary. Not permitted for birth or adoption unless employer agrees.	Permitted for all family and medical leaves in increments equal to the shortest increment permitted by employer for any other non-emergency leave.
Substitution of Paid Leave	Employee may elect or employer may require accrued paid leave to be substituted in some cases. No limits on substituting paid vacation or personal leave. Employee may not substitute paid sick leave, medical, or family leave for any situation not covered by employer's leave plan.	Employee may elect to substitute accrued paid or unpaid leave of any other type provided by employer.

For purposes of accounting for leave under the state law, the twelve-month period begins at midnight on January 1 and ends at midnight on December 31 of each year. The twelve-month period used by the District for federal Family and Medical Leave Act purposes will be the calendar year, commencing January 1 and concluding December 31 of any given year.

1. Application for Leave

Employee is required to give notice to the District's Human Resources Director when time off of three (3) or more days is required for a serious health condition of employee or eligible family member. The notice may be verbal, so long as it is sufficient to alert the employer that FMLA may be involved. The notice must include enough information about the nature of

the condition to show that FMLA may apply, and the anticipated time and duration of the leave.

Automatic Triggers – Employee may be notified automatically in the following situations that time off may be protected under FMLA/WFMLA:

- Employee is off work for three (3) days or more due to worker’s comp injury.
- Employee requires follow-up treatment for a previous illness or injury that was a serious health condition.
- Employee uses any type of leave for qualifying reasons (under the rules of the Department of Workforce Development, the employer may elect to deem use of any leave for a serious health condition to be used for the WFMLA entitlement, even though the employee has not made a formal request (s. DWD 225.01(6) through (10), Wis. Admin. Code).

2. Notice of Leave

An employee intending to take family or medical leave because of an expected birth or placement, or because of a planned medical treatment, should submit an application for leave at least thirty (30) days before the leave is to begin. If leave is to begin within thirty (30) days, an employee should give notice to his or her immediate supervisor and to the District office as soon as the necessity for the leave arises.

3. Medical Certification of Leave

The “Medical Certification Statement” should be completed by the applicable health care provider for the employee, employee’s spouse, child, or parent. The certification should state the date on which the health condition commenced, the probable duration of the condition, and the appropriate medical facts regarding the condition.

If the employee is needed to care for a spouse, child or parent, the certification should so state along with an estimate of the amount of time the employee will be needed. If the employee has a serious health condition, the certification should state that the employee cannot perform the functions of his or her job.

4. Benefits Coverage During Leave

During a period of family or medical leave, an employee will be retained on the District’s health plan under the same conditions that applied before leave commenced. To continue health coverage, the employee must continue to make any contributions that he or she made to the plan before

taking leave. Failure of the employee to pay his or her share of the health insurance premium may result in loss of coverage.

5. Restoration to Employment

An employee eligible for family or medical leave - with the exception of those employees designated as “highly compensated employees” - will be restored to his or her old position or to a position with equivalent pay, benefits, and other terms and conditions of employment. The District cannot guarantee that an employee will be returned to his or her original job. A determination as to whether a position is an “equivalent position” will be made by the Board.

6. Return from Leave

An employee must complete a “Notice of Intention to Return from Leave” before he or she can be returned to active status. If an employee wishes to return to work prior to the expiration of a family or medical leave of absence, notification must be given to the employee’s supervisor at least five (5) working days prior to the employee’s planned return.

7. Failure to Return from Leave

The failure of an employee to return to work upon the expiration of a family or medical leave of absence will subject the employee to immediate termination unless an extension is granted. An employee who requests an extension of family leave or medical leave due to the continuation, recurrence or onset of her or his own serious health condition, or of the serious health condition of the employee’s spouse, child, or parent, should submit a request for an extension, in writing, to the Board. This written request should be made as soon as the employee realizes that he or she will not be able to return at the expiration of the leave period.

EMPLOYEE ASSISTANCE PROGRAM POLICY STATEMENT

I. PURPOSE

The School District of Onalaska has entered into an agreement with the Gundersen Health System to provide employees and their immediate family members with the benefits of an Employee Assistance Program (EAP). The EAP will provide confidential assessment, short-term counseling, and referral services at no cost to the employee or their family. The goal of this benefit is to provide employees and their immediate family members with a resource through which they can address personal or work-related issues. These concerns may include marital problems, depression, parenting issues, or drug and alcohol concerns to name a few. The School District of Onalaska recognizes that such problems may

negatively affect work performance. Therefore, it recognizes that the EAP is in the best interest of all involved: employee, family and the school District.

II. PROCEDURE

The School District of Onalaska will provide its employees and their immediate family members with the services of an Employee Assistance Program, as contracted through Gundersen Health System. This program will provide confidential assessment, short-term counseling, and referral services for employees and their immediate family members. The School District of Onalaska realizes that all employees experience personal problems in their lives. In most cases, they are able to work these problems out themselves. However, there are times when personal problems become complex and can affect personal health, family harmony, life satisfaction, and job performance. These problems may then be resolved through professional help. Use of the EAP is voluntary and occurs off-site at Gundersen's EAP offices or one of its satellite EAP offices. For those employees who wish to pursue counseling services beyond the free EAP sessions, the EAP consultant will facilitate a referral. The consultant can assist the employee in determining whether their health insurance benefits will cover ongoing services.

The School District of Onalaska encourages the use of EAP through informal referral (also known as self-referral) by employees or their family members. Each employee will receive information on how they can contact EAP should they wish to refer themselves.

Supervisors may also refer an employee to EAP through the supervisory referral process, when an employee experiences work performance problems. The decision to accept a supervisor referral to EAP rests with the employee, due to the voluntary nature of the program.

A supervisor referral to EAP in no way replaces the standard disciplinary policies of the School District of Onalaska. Rather, the supervisor referral serves as an additional avenue through which employees can address problems which may adversely affect work performance. An employee's job security or future career advancement will not be jeopardized as a result of their participation in the EAP.

The District shall assist staff to be aware of procedures that exist to deal with the problems associated directly or indirectly with controlled substance and alcohol use and abuse. The District will participate in programs, including employee assistance programs, which focus on prevention of drug and alcohol use and abuse and provide intervention and support for those employees affected, directly or indirectly, by controlled substance or alcohol problems. These programs should be part of a network of community services and be provided through both school

and community efforts. Great Rivers 2-1-1 provides free, confidential community information, referrals and crisis line services 24 hours a day. They are available by dialing 211, or 800-632-8255, or online at www.greatrivers211.org

III. GENERAL PROVISIONS

- A. All employees of the School District of Onalaska and their immediate family members are eligible for free EAP sessions. The District incurs the cost for the EAP benefit. Any ongoing counseling or other services pursued by the employee will be his/her responsibility. In many instances, private health insurance provides some coverage for additional help.
- B. Appointments with an EAP consultant can be scheduled by contacting the EAP office at 775.4780 or 1.800.327.9991. Daytime and evening appointments are available. All efforts will be made to see clients within a 24-72 hour period. The EAP has 24-hour telephone coverage, as well as the ability to intervene with crisis situations at any hour.
- C. The EAP is a confidential service. No information about a client will be shared without a signed consent form. Federal and/or State regulations do not protect from disclosure of information related to suspected child abuse and neglect, situations deemed potentially life threatening, or commission of a crime against property or personnel.
- D. When an employee is experiencing work performance problems, the supervisor, following established procedure, should work with the employee in an effort to reestablish accepted levels of performance. If it appears that the substandard performance is or may be due to problems or impairment, the supervisor may formally refer the employee to EAP as part of a performance improvement plan. In a supervisor referral, the supervisor will discuss the referral with the employee and notify EAP that a referral has been made. The referral to EAP in no way lessens the expectation that work performance be improved.

INCLEMENT WEATHER

- A. **Student Access to Building** – Students will be allowed in the buildings when the weather is inclement. The administration will consider the weather conditions such as rain, sleet, lightning, and chill factor. Building administrators shall notify the students during the first weeks of school of the regulation regarding entrance to the buildings during inclement weather.

B. School Closing Procedure

1. Winter Conditions

The superintendent or designee is authorized to cancel classes due to hazardous winter conditions. The Board president shall be included in the decision-making process. Student and staff safety, and the decisions of area schools shall be given considerable weight in the decision making process. If buses are unable to run, school will be closed. When the decision is made, the superintendent and/or designee shall notify the building administrator and arrange for announcements via local media will be notified no later than 6:00 a.m.

2. Severe Heat

The superintendent or designee is authorized to cancel classes due to severe heat conditions. The Board president shall be included in the decision-making process. Student and staff safety in conjunction with other relevant facts and conditions that might be present will be given considerable weight in the decision making process. When the decision is made, the superintendent and/or designee shall notify the administrators and arrange for announcements via local media.

3. Early Closing Procedures

If weather becomes threatening before dismissal, the administration may dismiss classes. Announcements shall be made via local media.

4. Make Up Days

Days missed due to cancellation for inclement weather, shall be made up on the calendar as determined by the Board of Education.

EMPLOYEE ETHICS

No employee shall solicit or act as agents, accept commissions, royalties, or other rewards for books or other school materials which they may recommend for selection or purchase nor will employees solicit or collect money from pupils without the expressed approval of the principal/pupil services director or superintendent.

A. Employees in the performance of District duties shall not accept gifts of substantial value from salespersons.

B. Employees shall not be permitted to solicit memberships or donations within the

staff except as approved by the administration. Donations must be entirely voluntary without pressure.

- C. The use of pupils, employees, buildings or equipment shall not be permitted for the promotion of financial drives or for other promotional purposes, unless for District purposes.
- D. No fund collection campaign involving the solicitation of money from pupils or employees will be made by or for any organization on District property without the expressed approval of the immediate supervisor and superintendent. In no case will quotas be set for pupils or employees.
- E. Workplace Civility - All District employees are expected to treat each other with respect.
- F. Employees may review their file upon sending a request to the superintendent or designee. The files may not be removed from the District office. The employee is entitled to include any statement or report of his/her choosing in the file. Such statements or reports should be signed and dated by both the employee and the superintendent.
- G. In no event shall any employee receive private remuneration for performing duties and responsibilities within the hours of employment for which employee receives compensation from the School District of Onalaska.

TOBACCO PRODUCTS/E-CIGARETTES

Because of the extreme health risk to students and adults, along with compliance of Wisconsin State Statute 120.12 (19), the Onalaska Board of Education prohibits the use of all tobacco products on the premises of all District owned property, as well as in all District-owned vehicles and in all contracted vehicles while on school business. This applies to all students, District employees and the general public.

The School District of Onalaska prohibits the use of E-Cigarettes on the premises of all District owned property, and in the same manner as all other tobacco products.

ENFORCEMENT GUIDELINES FOR EMPLOYEES

ENFORCEMENT: Violators of this policy and Wisconsin State Statutes 120.12(19) (Prohibition of Tobacco) and 101.123 (Clean Air Act) will be handled by implementing the employee discipline policy found in the Employee Handbook.

After each violation, it will be recommended that the employee seek help through the Employee Assistance Program.

ALCOHOL AND/OR OTHER CONTROLLED SUBSTANCES

General Guidelines

Employees have the right to work in an environment that is free from the nonmedical use of alcohol and controlled substances. These substances interfere with the learning environment of students and the performance of students and employees.

Prohibited Actions

The following actions are prohibited by employees in or on school property, in any District owned or contracted vehicle or at school sponsored activities:

- A. The use, possession, dispensing, distribution, manufacture, transfer, sale or possession with intent to sell controlled substances, alcohol or drug paraphernalia (as defined by local, state, and federal statutes); and
- B. Being under the influence of alcohol or controlled substances.
- C. Anyone violating this policy shall be referred to law enforcement officials and, if applicable, disciplined in accordance with established Board policies or provisions of current employee agreements.

Standards of Conduct

Employees will be informed of the established standards of conduct and possible sanctions related to the use and abuse of alcohol and controlled substances. Failure to abide by this policy will result in disciplinary action up to and including termination of employment. Such disciplinary action shall be done in accordance with state law, established procedures and provisions of the current employee agreements. Violation of this policy may also result in referral to law enforcement officials for prosecution under specific local, state, or federal laws.

SPEAKING ENGAGEMENTS

Employees will be allowed to speak at functions outside the School District during the employee's work year. Topics should pertain to work assignment, or related topics.

- A. Written requests for permission to speak will be submitted to principal/Pupil Services director and superintendent for approval at least three weeks prior to the absence. Requests will contain the following:
 - 1. A copy of written request by sponsoring organization for individual to speak.
 - 2. Listing of dates of presentation and actual contract dates presentations will be given.

3. A brief summary of how this presentation is directly or indirectly related to work assignment.
- B. Upon approval by principal and superintendent, the employee making the request will plan accordingly.
 - C. At the completion of the out-of-District speaking engagement, the individual may present a brief summary to the speaking engagement to the Board of Education.
 - D. In granting requests, the following time constraints will apply:
 1. Principal/superintendent can approve up to four (4) cumulative days per academic year.
 2. Any requests that go beyond four cumulative days per academic year will require Board of Education approval.
 - E. Staff members requested to speak will keep all honorariums.
 1. Type I - Requests in this classification represents an invitation to speak on topics directly related to, or is part of, the employee's work assignment. District will pay all sub costs; staff members will receive salary for days gone.
 2. Type II - Requests in this classification represent an invitation to speak on topics related to field of education, but not directly part of work assignment. Staff member will receive salary for days missed, but staff member will reimburse District for substitute.
 3. Type III - Requests in this classification represent an invitation to speak on topics not related to work assignment but to an area in which the individual is recognized as knowledgeable in this area. Staff will have loss of daily wages for time gone.

SUPERVISION OF STUDENT TEACHERS

The Board recognizes that the training of teachers requires a partnership between the public schools and a university or college. The following conditions shall be adhered to upon the acceptance of student teacher placement within the District.

- A. Written Permission – The principal shall give written permission to the university placement personnel. The student teacher placement director shall coordinate all

student assignments with the principal before any contact is made with the teaching staff and the student teacher. This procedure must take place prior to the beginning of each semester.

- B. Placement – Student teachers shall not be placed with a probationary teacher and or a teacher who will be on a leave within the student teacher experience. Classroom teachers must be in agreement to have a student teacher in order for one to be placed in his/her classroom.
- C. Maximum Time Limits – The maximum time a District teacher shall be assigned a student teacher during a school year shall be 18 weeks. Exception: Because placement of special education student teachers is for one semester, special education cooperating teachers may have a student teacher each semester with administrative approval.
- D. Limit on Number of Student Teachers – The principal may limit the number of student teachers assigned to the building, department, section or unit.

SUPERVISION OF PROFESSIONAL DEVELOPMENT SCHOOL (PDS)/CLINICAL STUDENTS

The Board recognizes that the training of teachers requires a partnership between the public schools and a university or college. The following conditions shall be adhered to upon the acceptance of professional development school/clinical student placement within the District.

- A. Written Permission – The principal shall give written permission to the university placement personnel. The field experience director shall coordinate all student assignments with the principal before any contact is made with the teaching staff and the PDS/clinical student. This procedure must take place prior to the beginning of each semester.
- B. Placement – PDS/clinical students shall not be placed with a teacher who will be on a leave within the student field experience. Probationary teachers can supervise PDS/clinical students with the agreement of the building administrator. Classroom teachers must agree to have a PDS/clinical student.
- C. Limit on Number of PDS/clinical students – The principal may limit the number of PDS/clinical students assigned to the building, department, section or unit.

DISTRICT VAN USAGE

Staff members will be provided a procedure for use of the school vans. Student-related trips will take priority over other trips. Non-school use of the vans is not permitted.

Administration will resolve scheduling issues when the requests exceed the number of vehicles available. Only drivers with Department of Motor Vehicle background checks that have been reviewed and approved by the administration are permitted to drive school vehicles. Seatbelt use and following adherence to all applicable traffic and motor vehicle laws is required. Drivers may not utilize cell phones or other hand-held electronic devices.

FIELD TRIPS

Staff members planning to take students on field trips as part of their class or co-curricular group need to make arrangements by completing the Request for Field Trip Form and submitting it to the principal/associate principal. Teachers should be aware of the District policies dealing with accidental injury, illness and medications as outlined in the Board Policies. Following approval of the field trip by the principal/associate principal, teachers are responsible for obtaining parental consent for their child to go on the field trip. Field trips will not be approved without a CPR/First Aid trained chaperone on the trip.

DISTRICT BUSINESS PROCEDURES

A. Purchasing Equipment/Supplies/Materials – No employee shall make direct expenditures without an approved purchase order. The immediate supervisor shall review all requisitions and, if approved, forward them to the business office for processing. If disapproved, the requisition shall be returned to the employee with notation of the reason for the denial. For further information, see Board Policy 8300 – Purchasing.

B. 403(b) Universal Availability Notice
The School District of Onalaska offers a 403(b) plan for all employees.

A 403(b) plan is a tax-deferred retirement program that permits an employee to reduce his or her compensation on a pre-tax and/or after-tax (Roth) basis and have the contribution deposited into a 403(b) account that the employee sets up with a District approved 403(b) vendor. Amounts deposited into a 403(b) account and any earnings on those contributions are generally not taxed until the employee makes a withdrawal from their 403(b) account following separation from service with the District, unless contributions are made on an after-tax basis.

The District has one 403(b) provider where new contributions can be sent. Employees should contact WEA Member Benefits 800-279-4030 for information about the 403(b) products and services it offers and enrollment forms. The District has Informational Sharing Agreements with Metropolitan Life and American Express. Additional information on District policies and other 403(b) plan rules can be obtained from the District's Benefits Specialist.

To enroll in the 403(b) plan, an employee must complete the District's salary reduction agreement (SRA) and WEA Member Benefits application to open an account. The SRA will only apply to amounts earned after enrolling in the plan. This contribution will continue unless it is modified or revoked in the future. The District has established policies that enable the employee to increase or decrease the contribution, stop the contribution, or exchange from one authorized 403(b) vendor to another.

The contribution amount may be modified up to twelve (12) times per year. The approved Salary Reduction Agreement must be received by the 15th of the month before the month the change is to be effective. The tax sheltered annuity contribution can be cancelled with eight (8) business days' notice prior to payroll dates and by June 15 for July and August teacher payrolls.

A copy of the universal availability notice can be found on the Intranet.

Disclosure to employees: The District has no liability for any employee's election to participate in the 403(b) plan, choice of 403(b) vendor(s), or expected tax consequences resulting from participating in the 403(b) plan. The District does not provide tax, legal or investment advice and recommends that employees seek advice from professionals who specialize in these areas.

C. 457(b) Universal Availability Notice

The School District of Onalaska offers a 457(b) plan for all employees.

A 457(b) plan is a tax-deferred retirement program that permits an employee to reduce his or her compensation on a pre-tax basis and/or after-tax (Roth) basis and have the contribution deposited into a 457(b) account that the employee sets up with a 457(b) vendor. Amounts deposited into a 457(b) account and any earnings on those contributions are generally not taxed until the employee makes a withdrawal from their 457(b) account following separation from service with the District, unless contributions are made on an after-tax basis.

The District has one 457(b) provider where new contributions can be sent. Employees should contact Great West at 877-457-9327 for information about the 457(b) products and services it offers and enrollment forms. The Wisconsin Deferred Compensation (WDC) program is administered by Great West, which is overseen by the WI Department of Employee Trust Funds. Additional information on District policies and other 457(b) plan rules can be obtained from the District's Benefits Specialist.

To enroll in the 457(b) plan, an employee must complete the District's salary reduction agreement (SRA) and WDC 457(b) application to open an account. The

SRA will only apply to amounts earned after enrolling in the plan. This contribution will continue unless it is modified or revoked in the future. The District has established policies that enable the employee to increase, decrease, or stop the contribution.

The contribution amount may be modified up to twelve (12) times per year. The approved Salary Reduction Agreement must be received by the 15th of the month before the month the change is to be effective. The contribution can be cancelled with eight (8) business days' notice prior to payroll dates and by June 15 for July and August teacher payrolls.

A copy of the universal availability notice can be found on the Intranet.

Disclosure to employees: The District has no liability for any employee's election to participate in the 457(b) plan, choice of 457(b) vendor(s), or expected tax consequences resulting from participating in the 457(b) plan. The District does not provide tax, legal or investment advice and recommends that employees seek advice from professionals who specialize in these areas.

- D. Extra Duty Pay – Employees who perform extra duties for which they receive compensation must submit a Pay Request - Extra Duty Pay form to their supervisor. All pay request forms should be submitted as soon as possible after the completion of the event(s). Employees are not to wait until the end of the season, semester, or school year to turn in their pay request forms.
- E. Maintenance Requests – All staff needing special work done by the custodial staff need to submit the request using the District E-help.
- F. Data Services Requests – All staff requests for the data services department must be submitted through the District E-help system.
- G. Stipend Pay Request – A pay request form must be completed whenever an employee performs pre-approved extra work or pre-approved professional development.
- H. Hourly Employees – All hourly employees will record their time using the Skyward "True Time" (computerized timekeeping system). The employee will be issued instructions and an Access Code by the Payroll Department. Upon reporting to work, the employee will use the "Access Code" to Clock IN using the computer time clock at the building in which they started their position and clock out at end of day by clicking "Gone for the Day".

Hourly employees will clock "In" no earlier than two (2) minutes prior to the

scheduled start time or later than 2 minutes after. Employees will clock "Out" no later than two (2) minutes after the scheduled end time. Under no circumstances is the employee to clock out before the scheduled end time. The True Time system uses a seven-minute rounding rule and will round the time to the nearest quarter hour. Employee and administrator will see the actual time and rounded time on the timesheet.

*Employees should submit timesheets at the end of the day on each Friday, unless the employee is scheduled to work the following Saturday (then submit on Monday). Supervisors are to submit timesheets to the District Office on Tuesday.

All non-contracted hourly employees scheduled to work over six hours per day will have an automatic 30-minute unpaid lunch period recorded. All employees using True Time must record when they are "temporary out of office" by using the "Punch Out" button when leaving work during their shift and who plan to return to work the same day. Upon return the employee must clock "In".

The pay schedule can be found on the Intranet.

- I. Student/Visitor Accidents – This form is to be completed whenever an employee is a witness to a student or visitor accident. This form should be completed on the day of the accident and returned to the administration.
- J. Fees - Fees related to check re-issuing, stop payment or NSF checks for employees will be charged at the same rate the bank charges.
- K. Notice of Privacy Practices

Definition Of HIPAA

HIPAA is the Health Insurance Portability and Accountability Act of 1996. This legislation was designed, in part, to help improve the administrative efficiency of the healthcare system. It also covers the privacy and security of protected health information. Health information needed to carry out an employer's obligation under other laws is not protected, not subject to HIPAA privacy standards, and not covered in this policy. Such employer obligations include Family Medical Leave Act, Worker Compensation, Americans with Disabilities Act, disability, sick leave, fitness-for-duty, and pre-employment physicals.

Privacy Officer

The District's Director of Human Resources will serve as the HIPAA Privacy Officer. The

Privacy Officer will receive complaints and ensure internal compliance with employees' protected health information.

Privacy Team

The privacy team will consist of the Director of Human Resources, Director of Finance and Business Services, and Benefits Specialist.

Authorizing Use and Disclosure of Protected Health Information

An employee's protected health information will not be disclosed to anyone for any purpose except as required by law, unless the employee has given written authorization. Such written authorization may be revoked by the employee at any time.

The employee may appoint a representative to act on his/her behalf. Information will only be disclosed to the formally appointed representative designated by the employee. A written designation must be provided to the Privacy Officer or designated Business Associate.

Employee's Rights and Obligations

The employee has the following rights regarding protected health information:

- The right to request restrictions on certain uses and disclosures of protected health information. The employer is not required to agree to a requested restriction, however.
- The right to receive confidential communications of protected health information, as applicable.
- The right to inspect and copy protected health information, as provided in the Privacy Regulation.
- The right to amend protected health information, as provided in the Privacy Regulation.
- The right to receive an accounting of disclosures of protected health information.
- The right to obtain a paper copy of the "Notice of Privacy Practices" upon request, even if the employee agreed to receive this Notice electronically.

Employer's Obligations

- The employer is required by law to maintain the privacy of protected health information and to provide the employee with notice of its legal duties and privacy practices with respect to protected health information.
- The employer is required to abide by the terms of this policy and the "Notice of Privacy Practices."
- The employer reserves the right to change the terms of this policy and the "Notice of Privacy Practices." The new provisions will be effective for all protected health information that it maintains.
- The employer will provide the employee with a revised "Notice of Privacy Practices" upon request.

Complaints

The employee may complain to the employer and to the Secretary of the Department of Health and Human Services (HHS), without fear of retaliation by the organization, if the employee believes his/her rights have been violated. The employee may file a complaint with the Privacy Officer of the employer or submit a written complaint to HHS.

The employer's contact person for matters related to complaints is the Privacy Officer.

POST EMPLOYMENT BENEFIT TRUST

Some District employees are eligible for an ongoing benefit after retirement. Individual eligibility is based upon the provisions of the applicable employment contract. The School District of Onalaska has established a Post-Employment Benefit Trust and a segregated trust fund to hold assets and pay the costs of these benefits. A copy of the trust agreement that governs this fund can be found on the District Intranet.

Copies of forms are available by contacting the building secretary or the District Office.

APPENDIX B - ALTERNATIVE COMPENSATION

Base Salary

1. Annual base salary increase would be based on the Consumer Price Index (CPI) per Wisconsin Employment Relations Commission (WERC).
2. Base wage increase distribution would be negotiated with the Onalaska Education Association (OEA) as long as they recertify for that year. If the OEA does not certify, the Board will decide how the increase will be distributed.
3. The base wage increase would be recurring.

Supplemental Pay

4. Supplemental pay would also be increased by the CPI.
5. Distribution of the supplemental increase will be determined by the Board.
6. The supplemental increase would be recurring.
7. The starting base salary will increase by CPI each year but will not increase by the supplemental pay amount each year.

Supplemental Credit Recognition Pay

8. Supplemental Credit Recognition Pay will be offered to the professional staff at a rate of \$1,200 for each six (6) graduate credits earned up to MA+30 credits. Credit Recognition Pay guidelines can be found under XXII. Compensation, Credit Recognition Pay.
 - a. Professional staff who are in the middle of earning six (6) graduate credits during the transition into the new compensation plan would have two years (2017-2019) to finish those six credits.
 - b. Compensation for those six credits would be at the rate indicated on the 2015-16 salary schedule.
 - c. For those staff members (referred to in 8.a), any new requests for credit recognition pay after June 2019 would be at the rate of \$1,200 for each approved 6 graduate credits earned.
 - d. For staff members who would be starting a new set of six (6) graduate credits for additional compensation beginning by Sept. 1, 2017 would earn credit recognition pay at the rate of \$1,200 for each group of six (6) graduate credits up to BA+30.
 - e. No Credit Recognition Pay could be earned for credits earned after 30 credits beyond the Bachelor's Degree unless they would be part of an

approved Master's Degree program.

- f. No Credit Recognition Pay would be paid for credits earned after 30 credits beyond Master's Degree.
 - g. Professional staff members who are under a Professional Development Plan for initial license renewal would receive a one-time \$1200 supplemental Credit Recognition Pay increase for moving from the initial license to the professional license.
 - h. For new hires who come into the District with less than six (6) graduate credits, the \$1200 per six (6) credit increase will be prorated. (Eg. A teacher who is hired with a BA +3 would receive a \$600 credit recognition pay increase upon the completion of the next three credits.)
9. Credit recognition pay would be recurring.

Supplemental Continuous Improvement Pay

10. Supplemental Continuous Improvement Pay would be paid to professional staff members at the rate of \$500 per person per year.
- a. Continuous Improvement Pay would be paid for staff member participation in continuous improvement work including but not limited to annual Educator Effectiveness Cycle (EE) completion, annual non-EE evaluation completion and meaningful participation in PLC team work such as collaborative teaming, use of data to drive instruction and professional learning or planning/implementing instructional changes to improve learning.
11. Continuous Improvement Pay would be recurring.
12. Any professional staff member on a plan of improvement at the end of the school year that carries over into the next school year would not receive Continuous Improvement Pay.
13. Any professional staff member on a plan of improvement at the end of the school year that carries over into the next school year would still receive a cost of living increase on their current base pay.
14. The maximum salary would not cap out. People at the top of the old salary schedule (MA=30 plus 15 years or more) would be able to receive CPI increases on the base wage plus any supplemental increase they qualify for.

Annual Stipend for Additional Certification/Education

15. Annual stipends of \$1200 would be paid to professional staff members with Master Licenses and/or National Board Certification for as long as they maintain the Master License. A Lifetime Master License would not qualify the holder for

this annual stipend unless their National Board Certification or their Wisconsin Master Educator Assessment Process is current.

16. Annual stipends of \$1200 would also be paid to professional staff members who have attained a doctorate degree in the professional field in which they are employed by the District.
17. Employees who either earn their National Board Certification, Master teaching license or received their doctorate degree in their field during the school year before June 30 will not qualify for a \$1200 stipend for that attainment until the next full school year.
18. Teacher who would fall in this category for additional supplemental pay would have to fill out and submit the related district form in a timely fashion to receive the stipend.
19. Stipends referred to in items 15 and 16 will be paid out at the end of the school year.

Caveat

20. The District reserves the right to work within its financial situation to adjust (either up or down) the amount of the annual supplemental pay or stipends or to negotiate the base wage increase consistent with the law.

Employee Acknowledgment

I acknowledge that it is my responsibility to access the School District of Onalaska Employee Handbook online. My electronic signature also acknowledges that I am required to read the new Employee Handbook and abide by the standards, policies and procedures defined or referenced in this document. I understand that additional regulations, guidelines, and policies are found in the School Board Policies Manual and that the Board Policies Manual can be located throughout the District in school libraries, in various supervisors' offices, and on the District's website at www.onalaskaschools.com (Accessing the School Board Policies Manual can be found under the headings "Board of Education" and then "Board Policy Book.") I understand the information in the Employee Handbook will be continually reviewed and evaluated and may be changed, modified, amended, or terminated by the Board of Education with notice to the employee. As the District makes changes and provides employees with the updated information, I accept responsibility for reading and abiding by the changes.

I understand that this Employee Handbook does not constitute an employment contract or provide job security in my employment, unless otherwise provided. I understand that nothing in the Employee Handbook is intended to confer a property interest in my continued employment with the District beyond the term of my current contract (if any). I understand that I have an obligation to inform my supervisor of any changes in my personal contact information, such as phone number, address, etc. I also accept responsibility for contacting my supervisor if I have any questions, concerns or need further explanation.

Employees must go to <http://onalaska.wi.safeschools.com/login> to view the employee handbook and electronically sign the acknowledgment form that states the acknowledgment above.