

# SCHOOL DISTRICT OF OMRO EMPLOYEE HANDBOOK

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## OUR SCHOOLS SUCCEED

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## Mission

To develop lifelong learners who are knowledgeable, compassionate, and responsible.

## Vision

All children will receive the respect, encouragement, and opportunities they need to build the knowledge, skills, and attitudes to be successful, contributing members of a global society.

## Values and Beliefs

In pursuit of this vision, the School District of Omro will:

- embrace change, seize opportunities, and challenge ourselves for continuous improvement;
- establish learning expectations which challenge students to be their best;
- surround learners with people who are caring, respectful, and nurturing;
- graduate students who are prepared to pursue any post-secondary option;
- provide schools that are well equipped with learning materials and technology.

## Strategic Plan

Strategic Plan Vision Statement- The School District of Omro will strive to prepare all students to achieve their full potential as they cultivate their skills and work diligently towards becoming healthy, responsible citizens that contribute to a democratic society and complex, global environment.

### Goals to establish vision

1. Implement a horizontal and vertically articulated curriculum mapping system.
2. Demonstrate evidence of student academic growth.
3. Implement a data-driven decision making process.

Strategic Plan Vision Statement- The School District of Omro will implement and maintain a system that supports and empowers the continuous development of effective, innovative, and collaborative education.

### Goals to establish vision

1. Develop and implement a Teacher Effectiveness Evaluation system and Value Pay program.
2. Establish and implement effective opportunities to collaborate among transitional grade levels and disciplines.
3. Maintain district staff leadership committees to explore and develop effective, innovative, and collaborative educational topics.

Strategic Plan Vision Statement- The School District of Omro will foster a collaborative relationship between all stakeholders as it is understood that the success of our students is reflected within and by the support of the Omro community.

### Goals to establish vision

1. Improve integrity of District website through regular updating and increased staff training.
2. Improve understanding, limits, and limitations of the culture surrounding social media sites.
3. Increase community connections through various partnerships.

Strategic Plan Vision Statement- The School District of Omro will support and maintain a safe, secure, and respectful environment.

Goals to establish vision

1. Improve facility security.
2. Update and improve building safety plans.
3. Develop and maintain a positive school culture.

Strategic Plan Vision Statement- In order to provide an environment that supports the value of education, the School District of Omro will build and execute a plan that accommodates and maximizes our current facilities and infrastructure.

Goals to establish vision

1. Develop and maintain facilities and technology infrastructure through the creation of a maintenance plan and budget.
2. Expand and grow technology initiatives.

**INTRODUCTION**

This Employee Handbook is a summary of some of the employment policies, procedures, rules, and regulations of the Board of Education for the School District of Omro. It has been prepared to acquaint employees with the policies, procedures, rules, and regulations and to provide for the orderly and efficient operation of the District. Most of the employee questions will be answered in this Employee Handbook. However, if there are questions regarding the Employee Handbook, or matters that are not covered, they should be directed to your direct supervisor.

This Employee Handbook has been prepared for informational purposes only. None of the statements, policies, procedures, rules, or regulations contained herein constitutes a guarantee of employment, a guarantee of any other right or benefit, or a contract of employment, expressed or implied. Nothing in this document is intended to create an employment contract. All of the District's employees covered by this Handbook are employed "at will" except as modified by law and employment is not for any definite period, unless otherwise set forth in writing by contract or statute.

This Employee Handbook supersedes all previous agreements, handbooks, and statements as well as any contrary policies, procedures, rules, or regulations given to employees, whether oral or written. The School District of Omro Board of Education reserves the right to add, delete, or otherwise modify any or all of the below terms and conditions of employment, in whole or in part, for the good of the School District of Omro at any time with or without notice.

**DISCLOSURES**

An electronic version of this Handbook can be found at <http://www.omro.k12.wi.us/employeehandbook.cfm>

District Policies cited in this Handbook can be found at <https://sites.google.com/a/omro.k12.wi.us/school-board-meetings/school-board-policies>

**DISTRICT SCHOOL CLOSING PROCEDURES**

On school days when weather or other conditions make it extremely hazardous or unsafe for students and staff to get to or be in school, the school session shall be cancelled. An announcement of school

cancellation shall be communicated to area radio and television stations prior to 6:00 AM. Unless the public announcement specifies that the staff is to report, the school cancellation shall be effective for both students and staff.

### BOARD OF EDUCATION

The Omro School District Community elects seven residents to serve on the District's Board of Education. Members serve a term of three years and may file for reelection after completing each term. The Board of Education recognizes four officer positions, President, Vice President, Clerk, and Treasurer. The Board of Education holds regular monthly meetings to address District business and take all legal action as required by the State of Wisconsin. Additional meetings, known as Special Board Meetings, are held as needed. Should employees wish to make a presentation to the Board of Education or have a request to be included on a board agenda please contact the District Secretary. Current members and the officer positions follow:

President- Dennis Larsen  
Vice President- Marty Johnson  
Clerk- Tricia Retzlaff  
Treasurer- Sandy Markech  
Member- Joe Schuster  
Member- Robert Kettlewell  
Member- Scott Larsen

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## **SECTION 1 PREAMBLE AND DEFINITIONS**

### **1.01 About this Handbook**

Employees Covered- This Handbook is provided as a reference document for the School District of Omro, hereinafter referred to as “District”, employees.

## **SECTION 2 EMPLOYMENT LAW**

### **2.01 Employment of Minors**

No one under eighteen (18) years of age will be employed without providing proper proof of his or her age. Minors will be employed only in accordance with state and federal laws and District policies.

### **2.02 Equal Opportunity**

It is the policy of the District that no person may be illegally discriminated against in employment by reason of their age, race, creed, color, disability, pregnancy, marital status, sex, citizenship, national origin, ancestry, sexual orientation, arrest record, conviction record, military service, membership in the National Guard, state defense force or any other reserve component of the military forces of Wisconsin or the United States, political affiliation, use or nonuse of lawful products off the employer's premises during nonworking hours, declining to attend a meeting or to participate in any communication about religious

matters or political matters, the authorized use of family or medical leave or worker's compensation benefits, genetic information, or any other factor prohibited by state or federal law.

Reasonable accommodations shall be made for qualified individuals with a disability, unless such accommodations would impose an undue hardship on the District. A reasonable accommodation is a change or adjustment to job duties or work environment that permits a qualified applicant or employee with a disability to perform the essential functions of a position or enjoy the benefits and privileges of employment compared to those enjoyed by employees without disabilities.

Requests from current employees for accommodations under the Americans with Disabilities Act or under the Wisconsin Fair Employment Act must be made in writing in accordance with District policy.

### **2.03 Equal Opportunity Complaints**

The District encourages informal resolution of complaints under this policy. A formal complaint resolution procedure is available to address allegations of violations of the policy in the District. (See Board Policy number [501](#))

### **2.04 Fair Labor Standards Act**

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

### **2.05 Family and Medical Leave Act**

The Family Medical Leave Act (FMLA) at the federal and state level provides an opportunity for employees to care for specific needs and ensure that current job position is held. Eligible employees will be allowed up to twelve (12) weeks of unpaid leave as a result of one or more of the following:

- birth or placement of a child for adoption or foster care;
- employee or the employee's parent, child, or spouse experiences a serious health condition;
- qualifying exigency arising from a spouse, son/daughter, or parent that is on active duty or call to active duty status in support of a contingency operation as a member of the National Guard or Reserves;
- employee's parent, child, spouse, or next of kin of a covered service member has a serious injury or illness.

When notified by the employee of specific urgent needs, the District's responsibility is to inform the employee of FMLA options. A Notice of Eligibility and Rights & Responsibilities form is completed and sent to the employee by the Human Resource Director. Employees may be required to present further determination or certification that supports the FMLA request and to determine qualification. If the requirements for FMLA are met, then the employee is allowed unpaid leave up to twelve (12) weeks within a twelve (12) month period. The twelve (12) month duration is typically measured forward from the date of the employee's first FMLA leave usage.

Employees have the option to use accumulated paid leave.

### **2.06 Immigration Law Compliance**

The District is committed to employing only United States citizens and aliens who are authorized to work in the United States. Therefore, in accordance with the Immigration Reform and Control Act of 1986, employees must complete an I-9 form before commencing work and at other times prescribed by applicable law or District policy.

## **2.07 Discrimination and Harassment**

The School District of Omro is committed to providing a professional work environment free from any type of harassment. This means the District will not permit unlawful harassment directed at District employees by students, employees, visitors, or third parties engaged in school-sponsored programs or activities, whether sexual harassment or any harassment (including discriminatory intimidation, ridicule, and insult) because of the person's gender, race, color, national origin, age, ancestry, disability, creed, use of statutory family/medical leave, or other legally protected characteristic. (See Board Policy number [503](#))

There will be no retaliation against anyone, who in good faith, makes a report of a violation of this policy or who assists in the investigation of such a complaint. Any District employee who retaliates against another for making a complaint under this policy will be subject to disciplinary action up to and including dismissal.

Employees should promptly report the conduct to the Superintendent whether it involves the reporting individual or some other employee. If the complaint is against the Superintendent or if the individual does not feel comfortable reporting the matter to the Superintendent, then the individual should report the conduct to the Human Resource Director. These individuals have been trained to handle such complaints. The complaint will be investigated promptly. The information provided will be shared on a "need-to-know" basis. All employees, whether victims of harassment or not, are expected to bring violations of this policy to the attention of the District by promptly informing one of the individuals listed above. Even if the harassment is by a non-employee of the District, report the concerns as if a District employee or agent is engaged in the harassment.

## **SECTION 3 GENERAL EMPLOYMENT PRACTICES AND EXPECTATIONS**

### **3.01 Accident/Incident Reports**

All accidents/incidents occurring on District property, school buses or during the course of school-sponsored activities, including field trips and other away events, are to be reported to the building principal/immediate supervisor immediately. Reports should cover property damage as well as personal injury. A completed accident report form (See Appendix I) must be submitted to the building principal within twenty-four (24) hours or the next scheduled District workday, as appropriate. In the event of a work-related accident or injury, please see the Worker's Compensation section 7 of this Handbook.

### **3.02 Attendance**

The District expects employees to make every effort to be present for work. Employees are expected to adhere to their assigned schedule. In order for the schools to operate effectively, employees are expected to perform all assigned duties and work all assigned hours during each designated workday, unless the employee has received approved leave. Breaks and meal periods may only be taken during times designated by the employee's supervisor/building administrator and as further specified in other parts of this Handbook. Any deviation from assigned hours must have prior approval from the employee's supervisor/building administrator.

Employees who are unable to report to work shall follow the applicable procedures for reporting his/her absence. Any time spent not working during an employee's scheduled day must be accounted for in AESOP, and/or employee forms, or on individual time sheets using the appropriate reasons as approved by this Handbook. The District will monitor attendance and absence patterns. Theft of time and/or improper modification of time worked records will be investigated and will result in disciplinary action up

to and including termination. Failure to notify the District of an absence and failure to report to work on such day could result in disciplinary action up to and including termination.

### **3.03 Bulletin Boards**

The Employer shall provide a bulletin board as a limited forum for employees to post professional development information and other apolitical literature that is directly connected to employment at the District and is consistent with District policy and applicable law. All distributed and posted materials shall always be professional in approach, shall not contain any derogatory comments about staff, parents, students or board members and shall not be in contravention of any District policy or law. The District's Superintendent will be provided a copy of all posted material at the time of the posting. The District's Superintendent and/or their designee shall be allowed to remove material from the bulletin board(s) at his/her discretion.

### **3.04 Child Abuse Reporting**

All District employees are required by law to report child abuse or neglect. Further, employees must report any threats of abuse or neglect that have occurred. Employees are required to report an incident in situations when the victim of the abuse or neglect is a child that is seen in the course of the employee's professional duties. This does not limit incidents to those only in the classroom. All employees are required to have on file a certificate showing successful completion of the state's Child Abuse and Neglect Reporting and Training requirement.

Please contact your direct supervisor immediately with fact-specific questions about whether a report needs to be filed with the proper authority. The District will keep such information confidential and will not make any employment decision based on a District employee's decision to come forward with such an inquiry.

### **3.05 Communications**

The District is committed to providing technology resources that allow employees to communicate effectively with all employees in the District. In the District's effort to maintain current technology practices, more responsibility and cooperation is required of employees to use the following core software programs and technology resources:

#### A. Electronic Communications:

1. Electronic communications are protected by the same laws and policies and are subject to the same limitations as other types of media. When creating, using, or storing messages on the network, the user should consider both the personal ramifications and the impact on the District, should the messages be disclosed or released to other parties. Extreme caution should be used when committing confidential information to the electronic messages as confidentiality cannot be guaranteed.
2. The District may review email logs and/or messages at its discretion. Because all computer hardware, digital communication devices, and software belong to the District, users have no reasonable expectation of privacy, including the use of email, text-message, and other forms of digital communications, e.g. voicemail, Twitter™, Facebook™, etc. The use of the District's technology and electronic resources is a privilege, which may be revoked at any time. (See Board Policy number [525](#))
3. Electronic mail transmissions and other use of the District's electronic communications systems or devices by employees shall not be considered confidential and may be monitored at any time by designated District staff to ensure appropriate use. This

monitoring may include, but is not limited by enumeration to activity logging, virus scanning, and content scanning. Participation in computer-mediated conversation/discussion forums for instructional purposes must be approved by the Curriculum and District Administration. External electronic storage devices are subject to monitoring if used with District resources.

4. The District recognizes the need for the confidentiality of student records. Therefore, student records shall be available for inspection, review, and copying only in accordance with state and federal laws and District policies, rules, and regulations. The building principal shall have primary responsibility for the maintenance and confidentiality of all student records kept at the assigned school. Records for students in special education containing progress and behavioral data shall be maintained in the office of the assigned EEN supervisor. (See Board Policy number [409](#))

B. User Responsibilities: Network/Internet users (students and District employees), like traditional library users or those participating in field trips, are responsible for their actions in accessing available resources. The following standards will apply to all users (students and employees) of the Network/Internet: (See Board Policy number [525](#))

1. The user, in whose name a system account is issued, will be responsible at all times for its proper use. Users may not access another person's account without written permission from an administrator or immediate supervisor.
2. The system must not be used for illegal purposes, in support of illegal activities, or for any other activity prohibited by District policy.
3. Users must not knowingly redistribute copyrighted programs or data without the written permission of the copyright holder or designee. Such permission must be specified in the document or must be obtained directly from the copyright holder or designee in accordance with applicable copyright laws, District policy, and administrative regulations.
4. A user must not knowingly attempt to access educationally inappropriate material. If a user accidentally reaches such material, the user must immediately back out of the area on the Internet containing educationally inappropriate material. The user must then notify the building administrator and/or immediate supervisor of the site address that should be added to the filtering software, so that it can be removed from accessibility.
5. A user must not knowingly disable Internet tracking software or implement a private browsing feature on District computers or networks. Browsing history shall only be deleted by authorized staff or in accordance with the District's technology department's directives.

C. Retention of Electronic Communications and other Electronic Media: The District archives all non-spam emails sent and/or received on the system in accordance with the District's adopted record retention schedule. After the set time has elapsed, email communications may be discarded unless the records may be relevant to any pending litigation, pending public records request, or other good cause exists for retaining email records. (See Board Policy number [822](#))

1. Employees who create pupil records via email need to ensure that pupil records are retained for the period of time specified by the pupil records law. For this reason, the

District encourages professional communication with the use of email as the means to communicate about individually identifiable students.

- D. **Electronic Recording:** Employees shall not electronically record by audio, video, or other means any conversations or meetings unless each and every person present has been notified and consents to being electronically recorded. Persons wishing to record a meeting must obtain consent from anyone arriving late to any such meeting. Employees shall not electronically record telephone conversations unless all persons participating in the telephone conversation have consented to be electronically recorded. These provisions are not intended to limit or restrict electronic recording of publicly posted Board meetings, grievance hearings, and any other Board sanctioned meeting recorded in accordance with Board policy. These provisions are not intended to limit or restrict electronic recordings involving:
1. authorized investigations conducted by District personnel;
  2. authorized agents of the District;
  3. electronic recordings that are authorized by the District, e.g. surveillance videos, extracurricular activities, voicemail recordings.
- E. **Compliance with Federal, State and Local Law:** For all electronic media, employees are subject to certain state and federal laws, local policies, and administrative regulations even when communicating regarding personal and private matters regardless of whether the employee is using private or public equipment, on or off District property. These restrictions include:
1. confidentiality of student records;
  2. confidentiality of other District records including educator evaluations and private email addresses;
  3. confidentiality of health or personnel information concerning colleagues, unless disclosure serves lawful professional purposes or is required by law;
  4. prohibition against harming others by knowingly making false statements about a colleague or the District.
- F. **Personal Web Pages:** Employees may not misrepresent the District by creating or posting any content to any personal or non-authorized website that is meaning to be an official/authorized website of the District. No employee may mean to speak on behalf of the District through any personal or other non-authorized website.
- G. **Inappropriate off-duty online conduct and accessing social networking sites found to harm the school district, affect the confidentiality of students and their families, adversely affect your ability to perform your job, or lead other employees to refuse to work with you is sufficient to create a nexus between the off-duty conduct and school official's interests that may result in adverse employment action. (See Board Policy number [525](#))**
1. Do not discuss student information outside appropriate educational settings. The Family Educational Rights and Privacy Act (FERPA) and [WI State Statute 118.125](#) govern the privacy and disclosure of pupil records and information.
  2. Do not discuss student information outside appropriate educational settings even with “de-identifying” the message. Current FERPA regulations are clear that using initials or omitting a student’s name from the content will not be sufficient in all cases to alter the character of the protected student. Information alone or in combination that is linked or linkable to a specific student would allow a reasonable person in the school community

and those who do not have personal knowledge of the relevant circumstances to identify the student with reasonable certainty.

3. Do not discuss information that harms the school district, limits or affects your ability to perform your job, or creates adversity among other employees who, as a result, refuse to work with you. (Ref. City of West Allis, ERC Case No. A/P M-10-017)

- H. Disclaimer: The District's electronic systems are provided on an "as is, as available" basis. The District does not make any warranties, whether expressed or implied, including, without limitation, those of merchantability and fitness for a particular purpose with respect to any services provided by the system and any information or software contained therein. The District does not warrant that the functions or services performed by the system or that the information or software contained on the system will meet the system user's requirements, or that the system will be uninterrupted or error-free, or that defects will be corrected. Opinions, advice, services, and all other information expressed by system users, information providers, service providers, or other third-party individuals in the systems are those of the individual or entity and not the District. The District will cooperate fully with local, state, or federal officials in any investigation concerning or relating to misuse of the District's electronic communications system. (See Board Policy number [525](#))
- I. Discipline: Any violations for these communications are subject to discipline up to termination of employment.

### **3.06 Confidentiality**

Pupil information employees obtain as the result of their employment with the District is confidential and protected by law unless such information has been designated as pupil directory data as set forth in Board policy (See Board Policy numbers 322 and [409](#)). The law and respect for our students require that student issues are only discussed with employees and parents who need to know the information. In addition to student information, confidentiality is expected in other areas, including employee or District business information. Any requests for District records shall be referred to the appropriate administrator.

### **3.07 Conflict of Interest, Conflict with Contracts, and Nepotism**

A conflict of interest is defined as any judgment, action, or relationship that may benefit an employee or another party the employee is affiliated with because of the employee's position with the District. Employees are asked to avoid outside activity that may compete or be in conflict with the best interests of the District. Employees must disclose to their immediate supervisor information of any transaction that may be considered a conflict of interest as soon as they know the facts. No employee may use his or her position to obtain financial gain or anything of substantial value for the private benefit of himself or herself, his or her immediate family, or for an organization with which he or she is associated. (See Board Policy number [502](#) and [528](#))

No employee may negotiate, bid for, or enter into a contract in which the employee has a private pecuniary interest, direct or indirect, if at the same time the employee is authorized or required by law to participate in the employee's capacity as an employee in the making of that contract or to perform in regard to that contract some official function requiring the exercise of discretion on the employee's part. No employee may, in the employee's capacity as an employee, participate in the making of a contract in which the employee has a private pecuniary interest, direct or indirect, or performs in regard to that contract some function requiring the exercise of discretion on the employee's part. (See Wis. Stats. § 946.13(1)(a) and (b) and [111.35](#))

No parent, spouse, son/daughter, or son/daughter of the spouse of any District administrator shall be employed, either part or full time by the District if that employment places the person under the direct supervision of said administrator. No administrator may be directly involved in the hiring, promotion, retention, or discharge of a person coming within the relationships as defined above. (See Board Policy number [505](#))

### **3.08 Criminal Background Checks**

The District requires that a criminal background check be processed for all new employees and employees transferring positions with the District, including coaches and substitutes. The background check form is available from the building and district offices as well as online. The cost of the background check is paid by the School District.

### **3.09 Criminal Background Checks/Charges/Convictions for Active Employees - Obligation to Report Criminal Record**

All District employees shall notify his/her immediate supervisor or administrator as soon as possible, but no more than three calendar days after any arrest, indictment, conviction, no contest or guilty plea, or other adjudication of the employee for any felony, any offense involving moral turpitude, and any of the other offenses as indicated below:

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

The requirement to report a conviction or deferred adjudication shall not apply to minor traffic offenses. However, an offense of operating under the influence, revocation or suspension of license, or driving after revocation or suspension must be reported. Failure to report under this section may result in disciplinary action, up to and including termination. Such report shall be made as soon as possible, but in no circumstance more than three calendar days after the event-giving rise to the duty to report. The District may conduct criminal history and background checks on its employees. An arrest, indictment or conviction of a crime shall not be an automatic basis for termination. The District shall consider the following factors in determining what action, if any, should be taken against an employee who is convicted of a crime during employment with the District:

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

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

### **3.10 District Property**

The District may supply an employee with equipment or supplies to assist the employee in performing his/her job duties. All employees are expected to show reasonable care for any equipment issued and to take precautions for theft. Employees cannot take District property for personal use or gain. Any

equipment, unused supplies, or keys issued must be returned prior to the employee's last day of employment including but not limited by enumeration: key card for building entry.

In the event any employees bring personal equipment and/or supplies into the District to assist the employee in performing his/her job duties, the property must be labeled and the employee's direct supervisor must approve the equipment and/or supplies. The property must be appropriate for the education setting, in good working condition, and removed from the District when the task is complete.

### **3.11 Drug-, Alcohol-, and Tobacco-Free Workplace**

The District seeks to provide a safe drug-free workplace for all of its employees.

- A. **Prohibited Acts involving Drugs and Alcohol:** Therefore, the manufacture, distribution, dispensation, possession, use of, or presence under the influence of alcohol, inhalants, controlled substances, or substances represented to be such, or unauthorized prescription medication is prohibited on school premises or at school activities. In addition, the District will not condone the involvement of any employee with illicit drugs even when the employee is not on District premises. Employees of the school system shall not possess, use, or distribute any illicit drug or alcoholic beverage as defined in Wisconsin Statutes while on school premises or while responsible for chaperoning students on school-sponsored trips. Any employee who possesses, uses, or distributes any illicit drug or alcoholic beverage on school premises or while responsible for chaperoning students on a school-sponsored trip may be disciplined up to and including discharge. All school employees shall cooperate with law enforcement agencies in investigations concerning any violation of this provision. (See Board Policy number [522](#))
- B. **Tobacco Products:** Employees shall not use tobacco products on District premises, in District vehicles, nor in the presence of students at school or school-related activities. (See Board Policy number [523](#)) Employees who violate this policy will be subject to disciplinary action, up to and including termination from employment. (See [Wis. Stats. § 120.12\(20\)](#))
- C. **Reasonable Suspicion Testing:** All employees shall be required to undergo alcohol and drug testing at any time the District has reasonable suspicion to believe the employee has violated the District's policy concerning alcohol and/or drugs. Reasonable suspicion alcohol or drug testing may be conducted when there is reasonable suspicion to believe that the employee has used or is using drugs or alcohol prior to reporting for duty or while on duty or prior to or while attending any District function on or off District property. Refusal to consent to testing will result in disciplinary action up to and including termination of employment. After receiving notice from an employee of a conviction for any drug statute violation occurring in the workplace, the District shall either:
  - take appropriate personnel action against the employee, up to and including termination of employment;
  - require the employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health agency, law enforcement agency, or other appropriate agency. (41 U.S.C. 703 notice complies with notice requirements imposed by the federal Drug-Free Workplace Act (41 U.S.C. 702)).
- D. **Additional Testing and Requirements:** Employees required to possess a commercial driver's license may be required to undergo additional drug testing in accordance with relevant law, Board policy, and administrative rules.

- E. Notification of Conviction: As a further condition of employment, an employee who is engaged in the performance of a federal grant shall notify the Superintendent of any criminal drug statute conviction for a violation occurring in the workplace no later than three days after such conviction. Within ten days of receiving such notice – from the employee or any other source – the District shall notify the federal granting agency of the conviction.

### **3.12 False Reports**

Employees may be disciplined for filing false reports or statements including but not limited to the following: accident reports, attendance reports, insurance reports, physician's statements, pre-employment statements, sick leave requests, student records, tax withholding forms, and work reports.

### **3.13 Investigations**

- A. Expectation of Cooperation: In the event of a District investigation or inquiry, every District employee does have an affirmative duty to provide to his/her supervisor(s) or any other District official assigned to investigate all relevant and factual information about matters inquired. Employees failing to volunteer such information shall receive a directive from an administrator to provide a statement. The employee's failure to comply with the directive may constitute "insubordination," a violation that will be grounds for disciplinary action up to and including termination.
- B. Administrative Leave: The District may place an employee on administrative leave, paid or unpaid, during an investigation into alleged misconduct by the employee.

### **3.14 Licensure/Certification**

Each employee who is required to be licensed or certified by law must provide the District with a copy of the current license or certificate to be maintained in his or her personnel file. Personnel files are located in the District Office. Employees are expected to know the expiration date of their license/certification and meet the requirements for re-licensure or certification in a timely manner. A teaching contract with any person not legally authorized to teach the named subject or at the named grade shall be void. All teaching contracts shall terminate if and when the authority to teach terminates.

### **3.15 Operators of District Vehicles, Mobile Equipment, and Persons Who Receive Travel**

- A. Allowances or Mileage Reimbursement: All employees who drive a District vehicle, operate mobile equipment, or receive a District travel allowance or mileage reimbursement must undergo an annual driver's license record check. Mobile equipment includes but is not limited to such equipment as street vehicles (cars/trucks), tractors, and riding lawnmowers.
- B. Notice of Traffic Violations: All employees who receive a traffic violation while driving a District vehicle, personal vehicle, operating mobile equipment, or receive a District travel allowance or mileage reimbursement must notify their immediate supervisors immediately of the violation. Supervisors receiving such notice will immediately notify the Superintendent. Payment for any citations received while driving a District vehicle is the responsibility of the driver. The reporting provision applies to citations or convictions as a result of operating either a District vehicle or personal vehicle during work time.
- C. Commercial Driver's License (CDL): In addition to the notice requirements in paragraph A, above and pursuant to CDL Requirements, a CDL driver must notify his/her employer, in writing and within 30 days, of a conviction for any traffic violation regardless of the type of vehicle being driven at the time of the violation.

- D. Drivers: All drivers of motor vehicles owned by the District and used for the transportation of pupils shall be under written contract with the Board. See [WIS. STAT. § 121.52\(2\)](#).

### **3.16 Outside Employment**

Outside employment is regarded as employment for compensation that is not within the duties and responsibilities of the employee's regular position with the school system. Personnel shall not be prohibited from holding employment outside the District as long as such employment does not interfere with assigned school duties as determined by the District. The Board of Education expects employees to devote maximum effort to the position in which employed. An employee will not perform any duties related to an outside job during regular working hours or for professional employees during the additional time that the responsibilities of the District's position require; nor will an employee use any District facilities, equipment or materials in performing outside work. When the periods of work are such that certain evenings, days, or vacation periods are duty free, the employee may use such off-duty time for the purposes of non-school employment. (See Board Policy number [502](#))

### **3.17 Personal Appearance/Staff Dress Code**

District employees are judged not only by their service but also by their appearance. It is the District's expectation that every employee's appearance is consistent with the high standards we set for ourselves as a District. Employees are expected to present a well-groomed, professional appearance and to practice good personal hygiene. Remember, to our students, parents, and the public, employees represent the District.

The District expects that all employees are neat, clean, and wear appropriate dress for work that is in good taste and suitable for the job at hand. The District will not tolerate dress or attire from school employees that the principal or supervisor considers disruptive, inappropriate, or which adversely affects the educational atmosphere.

### **3.18 Personnel Files**

An employee shall have the right, upon request and consistent with the timelines and content limitations specified in state law, to review the contents of his/her personnel file, while in the presence of the administrator or his designee. The employee shall be entitled to have a representative accompany him/her during such review. This examination must be accomplished in the presence of Superintendent, whom is custody of those files. The official personnel file custodian will remove the file from the safekeeping place. The employee's personnel file or any part thereto may not be removed from the visual presence of the official custodian. An employee shall have the right, upon request, to receive copies of any documents contained in the personnel file except those delineated in Wisconsin Statutes, upon payment of the actual cost for making such a copy.

If the request to review personnel records is pursuant to an active grievance filed by that employee, the District will provide copies of the records to the employee, at the employee's expense, and the employee and his or her representative may examine the copies outside of the presence of the administrator/records custodian.

After reviewing his or her personnel records, the employee has the right to request that records he or she believes to be inaccurate or obsolete be removed from his or her file. If the District denies the request, the employee has the right to file a written rebuttal statement and have that rebuttal attached to the disputed record. If the District intends to release the disputed record to a third party, the District must also release the attached employee rebuttal statement to the third party. (See [Wis. Stats § 103.13\(4\)](#))

### **3.19 Personnel – Student Relations**

All District personnel will recognize and respect the rights of students, as established by local, state, and federal law. Employees shall, at all times, maintain a professional relationship and exhibit a professional demeanor in their interactions with students. Further, employees shall refrain from engaging in any actions or conduct of a sexual nature (verbal or physical) directed toward a student, including, but not limited to sexual advances, activities involving sexual innuendo, requests for sexual favors, or sexually explicit language or conversation. Employees shall not form inappropriate social or romantic relationships with students, regardless of whether or not the student is 18 years old. Employees shall not use profane or obscene language or gestures in the workplace.

Inappropriate off-duty online conduct found to harm the School District, affect the confidentiality of students and their families, adversely affect your ability to perform your job, or lead other employees to refuse to work with you is sufficient to create a nexus between the off-duty conduct and school official's interests that may result in adverse employment action.

1. Do not discuss student information outside appropriate educational settings.
2. Do not discuss student information outside appropriate educational settings even with “de-identifying” the message. Current FERPA regulations are clear that using initials or omitting a student's name from the content will not be sufficient in all cases to alter the character of the protected student. Information alone, or in combination, is linked or linkable to a specific student would allow a reasonable person in the school community, and those who do not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty.
3. Do not discuss information that harms the school district, limits or affects your ability to perform your job, or creates adversity among other employees who, as a result, refuse to work with you.

### **3.20 Physical Examinations**

- A. Examination: Upon initial employment and thereafter, drug screening, tuberculosis test, or chest x-ray shall be required of District employees in accordance with section [118.25](#) of the Wisconsin statutes. Upon initial employment, evidence that employees are of sound health and/or sufficient to perform the essential functions of their assignment is necessary to make binding the offer of employment or the initial contract, as applicable, with the District.
- B. Fitness for Duty: The District may require a physical and/or mental examination at the expense of the District where reasonable doubt arises in the minds of the District concerning the current health of the employee, and is consistent with the limitations imposed by applicable state and federal law. Failure to comply with this request or failure to provide a doctor's certification of sufficiently sound health to perform duties assigned may result in discipline up to and including discharge/termination.

### **3.21 Political Activity**

Employees may exercise the rights and privileges of any citizen in matters of a political nature consistent with the following restrictions:

- A. No school employee shall, during hours for which pay is received, use any time for the solicitation, promotion, election, or defeat of any referendum, candidate for public office, legislation, or political action.
- B. During the operating hours of the school no school employee shall use in any way the classrooms, buildings, or pupils for the purpose of solicitation, promotion, election, or defeat of any referendum, candidate for public office, legislation, or political action.

- C. During the operating hours of the school no school employee shall make use of school equipment or materials for the purpose of solicitation, promotion, election, or defeat of any referendum, candidate for public office, legislation, or political action.

### **3.22 Position Descriptions**

[Position descriptions](#) are available for inspection for each District employee on the Omro District web site. At a minimum, the descriptions will include the job title and description, the minimum qualifications, and the essential functions of the position.

### **3.23 Severance from Employment**

An employee's employment relationship shall be broken and terminated by:

- A. termination
- B. voluntary resignation;
- C. retirement;
- D. nonrenewal of the employee's contract (only applicable to employees where nonrenewal rights are provided under the Wisconsin statutes);
- E. failure to return to work following recall from layoff within fourteen (14) calendar days of receipt of notice to do so (only applicable to employees where layoff rights are expressly provided for in other sections of this Handbook);
- F. the employee having been on layoff for twelve (12) consecutive months (only applicable to employees where layoff rights are expressly provided for in other sections of this Handbook);
- G. failure to return to work the day following the expiration of an authorized leave of absence;
- H. job abandonment.

### **3.24 Employee (Whistleblower) Protection**

- A. Complaint Procedure: if any employee of the District reasonably believes that some policy, practice, or activity of the District is in violation of the law, that employee must file a written complaint with the Human Resource Director. If the complaint is about a practice or activity of the Human Resource Director, the complaint must be filed with the Board President.
- B. Purpose: It is the intent of the District to adhere to all laws and regulations that apply to the District, and the underlying purpose of this provision is to support the District's goal of legal compliance. The support of all employees is necessary to achieving compliance with various laws and regulations.
- C. Anti-Retaliation: An employee is protected from retaliation only if the employee brings the alleged unlawful policy, practice, or activity to the attention of the District and provides the District with a reasonable opportunity to investigate and correct the alleged unlawful policy, practice, or activity pursuant to the District's chain of command or complaint policies. The protection described below is only available to employees who comply with this requirement. The protection against retaliation that is described below does not limit the District from taking disciplinary or other employment action, including termination, against an employee where that discipline or employment action is not based on the employee's filing of a good faith complaint under this policy. The District will not retaliate against an employee who in good faith has made a protest or raised a complaint against some policy, practice, or activity of the District, or of another individual or entity with whom the District has a business relationship, on the basis of a reasonable belief that the policy, practice, or activity is in violation of law or a clear mandate of public policy. The District will not retaliate against an employee who discloses or threatens to disclose to a

supervisor or a public body any policy, practice, or activity of the District that the employee reasonably believes is in violation of law or a rule or regulation mandated pursuant to law or is in violation of a clear mandate of public policy concerning the health, safety, welfare, or protection of the environment. Nothing herein shall limit or diminish an employee's protections against retaliation for filing a complaint, or participating in an investigation or legal proceeding, if state and/or federal law protects such actions.

### **3.25 Work Spaces: Desks, Lockers, etc.**

Employees shall have no expectation of privacy with respect to any item or document stored in or on District-owned property, which includes, but is not limited to, desks, filing cabinets, mailboxes, lockers, tables, shelves, and other storage spaces in or out of the classroom. Accordingly, the District may at any time and in its sole discretion conduct a search of such property, regardless of whether the searched areas or items of furniture are locked or unlocked except as provided for under section 3.26, subsection B of this Handbook.

### **3.26 Workplace Safety**

- A. Adherence to Safety Rules: All employees shall adhere to District safety rules and regulations and shall report unsafe conditions or practices to the appropriate supervisor.
- B. Protection of Staff: An employee shall report all cases of assault or injury suffered in connection with employment in the performance of duties to the Human Resource Director or his/her designee, who shall acknowledge receipt of such report and keep the staff involved informed of action taken.
- C. Weapons Prohibition: Firearms and dangerous weapons are prohibited on all property of the District. The prohibition includes firearms in vehicles on school property. Licensed peace officers who are serving in their official capacities are the only persons excepted from this prohibition. Firearms and dangerous weapons have the definitions set forth in the following statutory provisions: (See Wis. Stats. §§ 119.25, 120.13(1), 941.235, 948.60, 948.605, 948.61)

### **3.27 Violence/Bullying in the Workplace**

- A. Expectations: Violent behavior of any kind or threats of violence, either direct or implied are prohibited on District property and at District sponsored events. The District will not tolerate such conduct in its employees, former employees, contractors, or visitors. An employee who exhibits violent behavior shall be subject to disciplinary action up to and including termination and may also be referred to law enforcement.
- B. Definitions as Used Under this Section:
  1. Workplace Violence: Behavior in which an employee, former employee, contractor, or visitor to a workplace inflicts or threatens to inflict damage to property, serious harm, injury, or death to others at the District or under the direct supervision of the District.
  2. Threat: A communicated intent to inflict physical or other harm on any person or property.
  3. Intimidation: Behavior or communication that comprises coercion, extortion, duress, or putting in fear.
  4. Court Order: An order by a Court that specifies and/or restricts the behavior of an individual. Court Orders may be issued in matters involving domestic violence, stalking or harassment, among other types of protective orders, including temporary restraining orders.
- C. Prohibited Behavior: Violence in the workplace may include, but is not limited to, the following list of prohibited behaviors directed at or by an employee, supervisor, or visitor:
  1. assault or battery;

2. blatant or intentional disregard for the safety or well-being of others;
3. commission of a violent felony or misdemeanor;
4. dangerous or threatening horseplay or roughhousing;
5. direct threats or physical intimidation;
6. loud, disruptive, profane, or obscene language or gestures that are clearly not part of the typical school district learning environment;
7. physical restraint, confinement;
8. possession of weapons of any kind on District property (please see section 3.37);
9. stalking;
10. any other act that a reasonable person would perceive as constituting a threat of violence.

D. Reporting Procedure: An employee who is the victim of violence, believes he/she has been threatened with violence, or witnesses an act or threat of violence towards anyone else shall take the following steps:

1. If an emergency exists and the situation is one of immediate danger, the employee shall contact the local law enforcement by dialing 9-9-1-1, and may take whatever emergency steps are available and appropriate to protect him/herself from immediate harm, such as leaving the area.
2. If the situation is not one of immediate danger, the employee shall report the incident to the appropriate supervisor or his/her designee as soon as possible.

An employee who has received a restraining order, temporary or permanent, against an individual, who may impact the employee at work [e.g. verbal or physical contact or proximity has been prohibited or restricted], shall immediately supply a copy of the signed order to his/her supervisor. The supervisor shall provide copies to the other appropriate supervisors and inform other employees on an as-needed basis.

E. Investigation and Investigation Findings: The District will investigate all complaints filed and may investigate in other situations where no complaint was filed but was brought to the District's attention. Retaliation against a person who makes a good-faith complaint regarding violent behavior or threats of violence made to him/her is also prohibited.

In appropriate circumstances, the District will inform the reporting individual of the results of the investigation. To the extent possible, the District will maintain the confidentiality of the reporting employee and the investigation, but may need to disclose results in appropriate circumstances; (e.g., in order to protect individual safety or to conduct an adequate investigation). The District will not tolerate retaliation against any employee who in good faith reports workplace violence.

## **SECTION 4 GRIEVANCE PROCEDURE**

### **4.01 Purpose**

This Grievance Procedure is established pursuant to [Wis. Stat. § 66.0509\(1m\)](#). Eligible employees shall use the procedure as the exclusive method for resolving disputes with the School District of Omro (District) regarding covered employee termination, employee discipline or workplace safety issues. This Grievance Procedure may be modified or eliminated by the District at any time, with or without prior notice. This procedure is not a guarantee of employment, a guarantee of any rights or benefits, does not create or grant covered employees with a property interest in their employment or tenure rights of any kind and does not constitute a contract of employment, express or implied. Unless specifically required by another statute or code, the District's employment relationship with employees eligible to use this

procedure is at will and employment may be terminated at any time for any reason, with or without cause and with or without notice, at the option of the District or the employee

#### **4.02 Definitions**

- A. Grievance: A “grievance” is defined as any complaint that arises concerning discipline, termination, or workplace safety. No grievance shall be processed under this policy unless it is filed on the forms provided as Appendices A and B.
- B. Grievant: A “grievant” an employee who has filed a grievance. At the grievant’s request and cost, the grievant may appear at any step herein with a representative of his/her choice.
- C. Day: The term “days” as used in this Section shall mean calendar days, unless otherwise indicated, regardless of whether the employee is scheduled to work. The time limits within which an action is to be taken under this Grievance Procedure shall be computed by excluding the first day and including the last day.
- D. Employee: For purposes of a grievance of discipline and termination (as defined in this Grievance Procedure) means a regular full-time employee who has completed ninety (90) days of continuous employment with the District or a regular part-time employee who has worked one thousand forty (1,040) hours for the District in the year preceding the event which is the subject of the grievance and who has completed one (1) year of continuous employment with the District. “Employee” does not include, without limitation, any of the following: other part-time employees, temporary employees, seasonal employees, limited term employees, contractors or their respective employees, or employees covered by a collective bargaining agreement containing a grievance procedure for Discipline or Termination. “Employee” for purposes of Workplace Safety (as defined in this procedure) means any employee of the District.
- E. Workplace Safety: Those conditions related to physical health and safety of employees enforceable under federal or state law or Board Policy related to:
  - 1. safety of the physical work environment;
  - 2. safe operation of workplace equipment and tools;
  - 3. provision of protective equipment;
  - 4. training and warning requirements; and
  - 5. workplace violence and accident risk.
- F. Discipline: Is defined as any of the following adverse employment actions: disciplinary suspension of employment and disciplinary reduction in base pay, and disciplinary demotion. Discipline does not include, without limitation, any of the following actions: non-disciplinary wage, benefit or salary adjustments or reductions; non-disciplinary demotion; performance evaluations or reviews, work plans, or plans of correction or performance improvement; documentation of employee acts or omissions in an employment file; oral or written reprimands; administrative suspensions pending investigation of misconduct or nonperformance; or change in assignment or assignment location.
- G. Termination: Means an involuntary discharge from employment initiated by the District. Non-renewals and layoffs (reduction in force) are not considered terminations and are not subject to this procedure.

#### **4.03 Time Limits**

Failure of the grievant to file and process the grievance within the time limits set forth in this section shall constitute a waiver of the grievance and the grievance will be considered dismissed. Failure of a District representative to meet the time limits applicable to responding to the grievance shall constitute a denial of the grievance and applicable time limits for advancing the grievance shall apply. To encourage that grievances are addressed in a prompt manner the time limits set by this Grievance Procedure are intended to be strictly observed and may not be extended except in extreme circumstances and then only upon the express written consent of all parties. The parties may, through mutual consent, agree to start the grievance at a higher step if the grievance involves termination and is initially filed in a timely manner pursuant to the timelines set forth below.

#### **4.04 Grievance Processing Procedure for Discipline, Termination, or Workplace Safety**

Grievances shall be processed in accordance with the following procedure:

##### **Step 1 – Grievance Initiation and Administrator Review**

An employee may initiate a grievance in the following manner:

1. For a grievance relating to discipline or termination, by presenting a written grievance on the form attached to this policy as Appendix A to the Superintendent within five (5) calendar days of the event giving rise to the grievance or the date upon which the employee should have reasonably known the facts giving rise to the grievance.
2. For a grievance relating to workplace safety, by presenting a written grievance on the form attached to this policy as Appendix B to the Superintendent within five (5) calendar days of the event giving rise to the grievance or the date upon which the employee should have reasonably known the facts giving rise to the grievance.

The employee must sign and date the grievance. A grievance will not be considered filed until the employee signs the grievance and the grievance is received by the Superintendent.

After receipt of the written grievance, the Superintendent will meet with the grievant in an effort to resolve the issue(s) raised by the grievance. Within five (5) days after the meeting, the Superintendent shall respond to the grievance in writing. The Superintendent shall also determine if the grievance is timely, if the grievance form is properly completed and signed, if the subject matter of the grievance is within the scope of this Grievance Procedure and if the grievance is otherwise properly processed as required by this Grievance Procedure. If the Superintendent is aware of other similar pending grievances, he/she may consolidate those matters and process them as one grievance.

##### **Step 2 – Impartial Hearing Officer**

If the grievance is not satisfactorily resolved in Step 1, the grievance may be appealed within ten (10) days after the grievant receives the Step 1 response or within ten (10) days of the date that the Step 1 response was due, whichever is sooner. The grievant shall submit a written statement specifically describing the reason(s) for the appeal.

If the decision at Step 1 is based, in whole or in part, on the basis of timeliness, scope of this Grievance Procedure or other failure of the grievant to properly follow this Grievance Procedure, the

matter shall be referred to the Board who shall determine whether the matter should be processed further.

If the Step 1 decision addresses only the merits of the grievance, the grievance will be referred to an Impartial Hearing Officer (IHO). The IHO will be designated by the Superintendent. Any costs incurred by the IHO will be paid by the School District. The IHO will convene a hearing in the manner the IHO determines necessary, which shall in no event be more than sixty (60) days from the date the grievance was filed. The IHO may require the parties to submit grievance documents and witness lists in advance of the hearing to expedite the hearing provided, however, that neither party shall submit pre-hearing or post-hearing briefs or position statements.

In discipline or termination cases, unless specifically required by another statute or code, the employee bears the burden of proof to persuade the IHO by clear and convincing and satisfactory evidence that the District's decision to discipline/terminate the employee did not have a rational basis. If the employee does not meet his or her burden of proof, IHO shall deny the grievance.

In workplace safety cases, the District bears the burden of proving by a preponderance of the evidence that the condition identified by the employee does not constitute a Workplace Safety violation and that no corrective action is required. If the District does not meet its burden of proof, the IHO shall grant the grievance.

In all cases, the oral or written statements of students, which would otherwise be hearsay, will be considered by the IHO without the direct testimony of students. The IHO may only consider the matter presented in the initial grievance filed by the employee.

The IHO shall issue a written decision within ten (10) calendar days of the close of evidence. The decision of the IHO shall, at a minimum, contain a statement of issues, standard of review, findings and a remedy for the Employee, if appropriate. The IHO has no authority to modify the Administration's decision as to the discipline imposed and may not grant in whole or in part the specific request of the grievant relating to the level of discipline.

### **Step 3 – Appeal to the Board of Education**

Either party may appeal an adverse determination at Step 2 to the Board of Education by filing written notice to the District Office within ten (10) days of receipt of the decision of the IHO. The Board shall, within thirty (30) days after submission of the appeal, schedule the review of the IHO's decision. The review may be conducted by the Board during a closed session meeting unless an open session is requested by the employee. The Board shall not take testimony, accept additional evidence, accept briefing, accept oral argument or otherwise conduct a hearing of any sort in relation to an appeal. Each party shall be allowed to make an oral presentation to the School Board consistent with the School Board's procedures. The Board shall base its decision on a review of the record. The Board shall not overturn or otherwise modify the IHO's decision unless the decision of the IHO is found to be clearly erroneous.

The Board's written decision regarding the grievance must contain a decision as to whether the grievance is sustained, denied, or modified and a brief explanation of the Board's rationale for the decision. For Employees subject to Wis. Stat. secs. [118.21](#) or [118.24](#), the Board's decision shall constitute the confirmation vote in instances of Employee termination and shall operate to fully terminate any and all contractual obligations of the District in relation to the subject Employee.

A majority vote of those members of the Board present shall decide the appeal. The Board will issue a final written decision which shall be binding on all parties and not subject to further review.

#### **4.05 Remedies**

- A. In discipline/termination cases, the IHO or Board may award any of the following remedies: (a) reinstatement; (b) back pay; and (c) in the event of a reinstatement following termination, reimbursement of the District's applicable percentage of any payments made by the Employee for continuation of health insurance under the **Consolidated Omnibus Budget Reconciliation Act (COBRA)**.
- B. In workplace safety cases, the IHO may only order that the District remedy the violation and may not order specific remedial measures or expenditure of funds.

#### **4.06 Exclusive Remedy**

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

### **SECTION 5 PAY PERIODS**

#### **5.01 Payroll Cycle**

- A. School Year Employees: For employees who do not voluntarily request to be paid on a twelve (12) month payroll cycle, the payroll cycle shall be on a ten (10) month basis and shall be placed on a twenty one (21) payroll cycle. Employees must decide by July 1 of each year if they would like 21 or 26 payroll cycles.
- B. Calendar Year Employees: All employees scheduled to work the calendar year will be placed on the twenty six (26) payroll cycle.

#### **5.02 Payroll Dates**

The payroll dates shall be bi-weekly on Fridays. If the scheduled payroll date falls on a Friday that is a scheduled day off, the payroll shall be dispensed the preceding day. The first pay date of the school year will fluctuate because of the constant bi-weekly schedule.

#### **5.03 Direct Deposit Payment Method**

All employees shall participate in a direct payroll deposit plan to only one depository. Direct deposit statements will be dispensed in the employees' mailboxes or worksites. Direct deposit changes may be made after giving thirty (30) calendar days notice in writing. Each support staff employee shall, with each deposit slip, receive information indicating the number of hours for which straight time hourly pay is received and the number of hours for which the overtime rate of pay is received. Each salaried employee shall, with each payroll deposit slip, receive information on the employee's salary received. In addition to the above, each employee shall have listed on the payroll deposit slip the itemized number of accumulated days of paid leave.

#### **5.04 Definitions for Payroll Purposes Only**

- A. Day: A day shall run from 12:00 midnight (12:00 a.m.) to 11:59 p.m.

B. Week: A week shall run from 12:00 midnight (12:00 a.m.) Sunday until 11:59 p.m. the following Saturday.

### **5.05 Salary Deferrals – Tax Sheltered Annuities (TSA)**

The District will maintain a TSA program without regard to the employee's current or former employee's contribution amounts. Employees shall have the opportunity to participate in the District's Internal Revenue Service (IRS) [Code 403\(b\)](#) Savings Program and invest their money through salary deferral in annuities and other qualifying IRS Code 403(b)(7) investment vehicles (collectively referred to as an "Investment Vehicle"). A disability, as referenced, in the District's TSA program shall be defined in accordance with the District's current long-term disability program.

### **5.06 Selection of Paychecks**

Teachers and support staff working less than the full calendar year must annually select how many paychecks they would like to receive throughout the year. The payroll department will distribute the required form (Appendix II for support staff, Appendix III for teachers) to all applicable employees on or around June 15 each year. All applicable employees are required to fill out the form and return it to the payroll office by the date listed. Once a selection is made, it may not be changed until the next year.

## **SECTION 6 COMPENSATION AND EXPENSE REIMBURSEMENT** **APPLICABLE TO ALL DISTRICT EMPLOYEES COVERED BY THIS** **HANDBOOK**

### **6.01 Expenses**

Employees required or approved by the District to attend conferences, seminars, and/or in-service training sessions shall not receive reimbursement for travel, meals, lodging, and/or registration unless prior approval has been received. When attending such events, employees **must** check on the availability of a District purchasing card by contacting the District Office. If a card is unavailable, the employee can submit for reimbursement with receipts. Employees are reminded that the School District of Omro is tax exempt and this status should be used when making purchases for the District. Tax is not an eligible reimbursement. (See Board Policy number [671](#))

### **6.02 Mileage Reimbursement**

The District shall reimburse employees an amount equal to the current rate allowable by the Internal Revenue Service (IRS), to each employee required by the District to drive his or her personal vehicle during the course of performing duties for the District. Forms used to report mileage are available in each office. District staff **must** check the availability of school-owned vehicles prior to using personal vehicles for out of District travel. In the event an employee uses a personal vehicle when a school-owned vehicle is available that employee will not be eligible for mileage reimbursement. (See Board Policy number [671](#))

### **6.03 Compensation Applicable to All Employees**

Driver Education (per hour)	\$20.00
Bus Chaperone (per trip)	\$38.00
Noon Hour Duty/Detention/Homework Club (per half hour during lunch time)	\$9.00
Teacher Overload (per quarter, prep time only)	\$315.00
Approved Curriculum work (per hour)	\$17.00
Assigned Curriculum, RTI, and other approved Committees (per hour)	\$17.00
4K/5K Roundup (per hour outside of profession)	\$17.00
Event/Club Supervision Pay (per session outside of profession)	\$30.00

## **SECTION 7 WORKER'S COMPENSATION**

### **7.01 Worker's Compensation Coverage and Reporting Responsibilities**

Worker's Compensation Insurance shall cover all employees. Employees **must** fill out an accident form within twenty-four (24) hours of any injury that occurs while on the job regardless of whether medical attention was needed or not (Appendix I). Any employee who is injured on the job shall report the injury to his or her immediate supervisor prior to seeking medical attention and within twenty-four (24) hours of the occurrence of the injury. Employees may be asked to contact a nurse, via phone, that is provided by the District's worker's compensation insurance carrier. In the event of an emergency, the employee shall notify his/her immediate supervisor within twenty-four (24) hours after seeking medical attention if at all possible.

## **SECTION 8 SICK LEAVE**

### **8.01 Sick Leave Earned**

- A. Each employee shall receive one (1) sick day per month worked with a maximum of twelve (12) sick days per contract year. To be eligible for sick leave benefits, employees must work twenty (20) hours per week. Leave will be prorated for employees working less than full time by the means of one (1) day of leave = number of hours in regularly scheduled work day.
- B. Employees will be credited for a full year of sick leave on the first day of the contract year. Although available for use immediately, sick leave is unvested until the completion of the work month with one (1) day becoming vested per month worked during the contract year. Any employee terminated or resigning will be credited only with those days earned at the time employment is severed. The employee will be responsible for reimbursing the District for any unvested sick leave used.

### **8.02 Sick Leave Use**

- A. Sick leave shall be paid for any absence from work due to:
  - 1. personal illness, injury, or serious health condition of the employee;
  - 2. illness or injury of an employee's child under the age of eighteen (18) or age eighteen (18) or older if the child has a handicapping condition as set forth in [Wisconsin Administrative Code section PI 11.02](#) (Examples of a handicapping condition are: cognitive disability, learning disability, autism, etc.);
  - 3. any serious health condition of a spouse, child, domestic partner, parent, or the return of a military vet as defined by the board's family medical policy and both state and federal FMLA laws. (See Board Policy number [513](#));
  - 4. medical or dental appointments for the employee, employee's spouse, and/or child that cannot be scheduled outside of the employee's regularly scheduled work hours;
  - 5. any employee absences may require a doctor's note to be eligible for sick leave. In the event a doctor's note cannot be provided, the employee may use another form of time off or unpaid days as defined by the Handbook. Once a doctor's note has been submitted, employees must provide a return to work release from the same doctor prior to returning.
- B. Sick leave is allowed in quarter day minimum increments.
- C. In the event that a paid holiday falls within a period when an employee is on accumulated sick leave, it shall be charged as a paid holiday and not deducted from the employee's sick leave.

D. Definitions- the following definitions apply under this section.

1. Child- means a natural, adopted, foster or treatment foster child, a stepchild, or a legal ward who is less than eighteen (18) years of age or the individual is eighteen (18) years of age or older and cannot care for himself or herself because of a serious health condition. For the purposes of section 9.02, A(3), all definitions in this paragraph apply except for age eighteen (18).
2. Parent- means a natural parent, foster parent, treatment foster parent, adoptive parent, stepparent, or legal guardian of an employee or an employee's spouse or domestic partner.
3. Spouse- means an employee's legal husband or wife.
4. Serious Health Condition- means a disabling physical or mental illness, injury, impairment, or condition involving any of the following:
  - a. Inpatient care in a hospital, nursing home, or hospice.
  - b. Outpatient care that requires continuing treatment or supervision by a health care provider.
5. Domestic Partner- means a relationship between two (2) individuals that satisfies all of the following:
  - a. Each individual is at least eighteen (18) years old and otherwise competent to enter into a contract.
  - b. Neither individual is married to or in a domestic partnership with another individual.
  - c. The two (2) individuals are not related by blood in any way that would prohibit marriage under Sec. 765.03, Wis. Stats.
  - d. The two (2) individuals consider themselves to be members of each other's immediate family.
  - e. The two (2) individuals agree to be responsible for each other's basic living expenses.
  - f. The two (2) individuals share a common residence. Two individuals may share a common residence even if any of the following applies:
    - i. Only one of the individuals has legal ownership of the residence.
    - ii. One or both of the individuals have one or more additional residences not shared with the other individual.
    - iii. One of the individuals leaves the common residence with the intent to return.

### **8.03 Sick Leave Accumulation**

Sick leave for employees will accumulate for full-time and part-time employees working twenty (20) hours or more to a maximum of one hundred (100) days. Employees should see the post-employment benefits section for more information on accumulated sick time.

### **8.04 Sick Leave and Long-Term Disability**

In the event an employee becomes eligible for benefits under the District's long-term disability (LTD) insurance program, the employee will no longer receive paid sick leave.

### **8.05 Gifting of Sick Days**

The purpose of gifting sick leave days is to provide additional sick leave to a member of the District who experiences a catastrophic medical event which prevents the member from performing the duties of his/her position. An employee may request donated sick leave or be nominated for donated sick leave days if the employee or a member of the employee's immediate family experiences a catastrophic illness or injury and the employee has exhausted all paid leave and vacation, if applicable.

All employees of the district may voluntarily contribute one (1) sick leave day from their individual leave account to the sick leave bank set up for the individual in need. Notice of such voluntary contribution

must be made in writing and include the contributor's signature. A District representative will draw the names at random to determine the order in which each contributor's day will be used. Days contributed will be deducted from the leave account of the contributor upon use of the day by the individual in need. Any days contributed by an employee but not used will remain in the contributor's individual sick leave account. When the gifted days from a drawing are exhausted, a new solicitation for volunteers may be taken, and the process repeated. The employee receiving them may not bank gifted sick days.

The names of all contributors will be confidential and will only be shared between the parties for accounting purposes.

## **SECTION 9 JURY DUTY LEAVES**

### **9.01 Jury Duty Leave**

Subject to the provision on "Payment for Time Out on Jury Duty" (see below), 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 the court summons him or her 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 workdays.

### **9.02 Employee Notice**

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

### **9.03 Payment for Time Out on Jury Duty**

An employee who is unable to report for 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 Business Manager and/or his/her designee and will be docked that amount (less any travel expenses received) on the next payroll. The employee will not suffer any loss of benefits that would be accrued during this time (i.e. sick leave, health insurance, vacation, etc.) or loss of any salary adjustment to which the employee is entitled. The time required for any employee to serve on jury duty will not be deducted from sick leave or vacation time the employee has earned or will earn in the future.

## **SECTION 10 EMERGENCY/FUNERAL LEAVE**

### **10.01 Definition**

Emergency shall be defined as an unplanned, compelling need for the presence of the employee. Employees shall be granted up to three (3) days emergency/funeral leave annually.

### **10.02 Funeral Leave for a Death in the Immediate Family**

Employees will be eligible for funeral leave in the event of the death of a member of the immediate family in order to attend the funeral or to make funeral arrangements. A maximum of three (3) days annually will be allowed. Immediate family is defined as: parents, children, brothers, sisters, spouse's parents, brothers, sisters, step relatives; domestic partners (as defined in Section 9.02, subsection B, subsection 5), grandparents, grandchildren, nephews, nieces, aunts, uncles, or other individuals if the permission of the direct supervisor is obtained.

### **10.03 Informing Supervisor Prior to Leave**

The employee shall inform his or her direct supervisor prior to taking emergency leave regarding the duration of the time off and the date the employee expects to return to work.

#### **10.04 Other Emergency Leave**

Leave may be granted for other emergency reasons upon application and permission from the Human Resource Director. Employees should contact the Human Resource Director as soon as possible to request other emergency leave.

### **SECTION 11 PERSONAL LEAVE**

#### **11.01 Personal Days Provided**

Employees shall be entitled to the following personal days:

1. One (1) day for years 0-9 completed in District, whereas year 0 is the first year and year 9 is the 10<sup>th</sup> year
2. Two (2) days for years 10-14 completed in District
3. Two (2) days for years 15+ completed in District with the option of applying one (1) sick day as a personal day. If used, the 3<sup>rd</sup> personal day will be deducted from the employee's sick day bank.

#### **11.02 Reasons for Personal Leave**

Personal leave may be used for compelling personal obligations, which cannot reasonably be conducted outside of the employee's workday.

#### **11.03 Approval of Personal Leave and the Total Number of Employees on Personal Leave**

- A. A request, in writing to the Direct Supervisor, shall be made as far in advance as possible.
- B. The Direct Supervisor has the right to approve or disapprove all requests.
- C. Personal leave is restricted to two (2) employees per building/classification (e.g., teachers, support staff) for the same requested date with such leave approved by the administration on a first-come/first-served basis. The Direct Supervisor may grant approval to exceed the three (3) employee limit.

#### **11.04 Personal Leave Increments**

Personal leave may be allowed in half-day minimum increments.

### **SECTION 12 UNIFORMED SERVICES LEAVE**

#### **12.01 Uniformed Services Leave of Absence**

Employees performing duty, whether on a voluntary or involuntary basis, in a uniformed service shall be granted a leave of absence without pay in accordance with the provision of federal law, state law, and board policy. (See Board Policy number [513](#))

### **SECTION 13 UNPAID LEAVES OF ABSENCE**

#### **13.01 Unpaid Medical Leave beyond Family Medical Leave**

- A. Application Procedures- When extenuating circumstances cause an employee to go beyond the duration of Family Medical Leave or the employee does not qualify for Family Medical Leave, unpaid leave needs to be evaluated by the Human Resource Director or designee. Employees will be asked to provide medical documentation and may be asked to provide a second medical opinion at the employee's expense.
- B. Benefits During Leave:
  1. Length of service and other benefits shall not accrue during such leave.

2. The employee may continue all insurance benefits during the leave of absence by remitting the full premium amounts to the District. The continuation of insurance benefits at the employee's expense is contingent upon the insurance carrier allowing such a benefit. If the premium is not received by the first of the month, the employee's insurance coverage shall be terminated.
  3. During the unpaid leave, the employee shall retain accumulated paid leave, but shall not accrue any additional paid leave during the unpaid leave.
- C. Placement upon Return from Leave- The employee shall notify the Human Resource Director or designee of the employee's intent to return to work at least thirty (30) days prior to the expiration of the leave. If the employee does not provide such notice, he/she will be deemed to have resigned from his/her position with the District as of the expiration date of the leave. Upon return from any leave of absence, the employee may be returned to his or her former position, if available. If the former position is not available as determined by the District, the employee shall be returned to a position equivalent in terms of percentage of contract unless the employee's percentage of contract was reduced or increased due to nonrenewal.

The employee shall be eligible to return to duty from an unpaid medical leave of absence when he/she is physically able provided:

1. The employee has previously indicated his/her intent to return to duty following the expiration of the medical leave.
  2. The employee provides his/her physician's certification that he/she is able to return to work. The District reserves the right to designate another physician to verify or refute the employee's physician's certification. If the two physicians' certifications are in conflict, a third mutually agreed to physician will issue a physician's certification. The third physician's certification will be binding to the parties. The District will pay all costs associated with the third physician's certification.
- D. Failure to Return after Expiration of Leave- In the event the employee does not return to work following the expiration of the leave, and subject to applicable legal restrictions, he/she will be deemed to have resigned his/her position with the District and waived any and all rights to further employment by the District.
- E. Interaction with Family and Medical Leave Provision- Unpaid medical leave, the term of such leave and participation in insurance programs under this section as provided for above shall run concurrent with any leave(s) provide for under the federal Family and Medical Leave Act. (See Board Policy number [513](#))

### **13.02 Unpaid Leave of Absence – Other than Medical**

- A. Application Process- If at all possible, all requests for other unpaid leave of absence, after applicable paid time off has been exhausted, must be submitted to the direct supervisor at least fourteen (14) calendar days prior to the anticipated beginning of the leave. Such application will be reviewed and processed by the direct supervisor and shall be granted or denied in his/her sole discretion. The benefit shall not exceed one (1) calendar year.
- B. Benefits During Leave:
1. Seniority and the sick leave benefit shall not accrue during such leave.
  2. Employees will be eligible for unpaid leave as follows:
    - a. Employees with 0-4 years of service shall be fully uncompensated during the leave.
    - b. Employees with 5-9 years of service shall be allowed five (5) days of unpaid leave in which they may substitute a sick day for each of the five (5) days that they elect to have

their benefits paid by the District. The days shall remain as unpaid days. Any days exceeding five (5) days will be fully uncompensated.

- c. Employees with 10 or more years of service shall be allowed ten (10) days of unpaid leave in which they may substitute a sick day for each of the ten (10) days that they elect to have their benefits paid by the District. The days shall remain as unpaid days. Any days exceeding ten (10) days will be fully uncompensated.

Uncompensated days are days without pay and without insurance benefits.

3. The employee may continue all insurance benefits during the uncompensated leave of absence by remitting the full premium amounts to the District. The continuation of insurance benefits at the employee's expense is contingent upon the insurance carrier allowing such a benefit. If the premium is not received by the first of the month, the employee's insurance coverage shall be terminated.
  4. During the unpaid leave, the employee shall retain accumulated paid leave, but shall not accrue any additional paid leave during the unpaid leave.
- C. Placement upon Return from Leave- The employee shall notify the Human Resource Director or designee of the employee's intent to return to work at least thirty (30) days prior to the expiration of the leave. If the employee does not provide such notice, he/she will be deemed to have resigned from his/her position with the District as of the expiration date of the leave. Upon return from any leave of absence, the employee may be returned to his or her former position, if available. If the former position is not available as determined by the District, the employee shall be returned to a position equivalent in terms of percentage of contract unless the employee's percentage of contract was reduced or increased due to nonrenewal.

## **SECTION 14 STAFF DISCIPLINE, TERMINATION, AND NONRENEWAL**

### **14.01 Discipline**

Discipline may result when an employee's actions fall short of accepted standards of professional behavior or violate a policy or rule, when an employee's performance is not acceptable, or the employee's conduct is detrimental to the interest of the School District. At the sole discretion of the District, various types of employee discipline may be imposed which include verbal warning, written warning, suspension with or without pay, and discharge. The District reserves the right to impose disciplinary action as may be appropriate in particular circumstances. Nothing in this Handbook shall be construed as establishing a "just cause" standard for discipline or discharge of employees or to require the District to follow progressive discipline before taking any action.

### **14.02 Discipline Materials**

Copies of any disciplinary material(s) shall be provided to the employee before such material is placed in an employee's personnel file. The employee shall have the opportunity to reply to such materials and affix his/her reply to said materials.

### **14.03 Standard for Nonrenewal for Teachers**

Teachers employed in the District are subject to nonrenewal on a statutory basis, as prescribed in Sec. [118.22](#), Wis. Stats. Such nonrenewal shall be exclusively subject to the provisions of section [118.22](#), Wis. Stats. and is not covered by the grievance procedure under this Handbook.

## **SECTION 15 ADVISORY COMMITTEES**

### **15.01 Advisory Committees**

The District recognizes the need to have advisory committees. The committees will be established as deemed necessary by the Board of Education and the administration. The committees can be made up of Board Members, administration, licensed staff, and support staff as appropriate for the individual committees. The goals of the committees shall be to foster a better understanding of the various topics in which the committees are designed and shall provide opportunities to create a forum for staff in voicing concerns and ideas to administration and/or the Board of Education. The District will seek representatives from the staff as appropriate, but reserves the right for final decision on those representatives based on the need of each committee.

## **SECTION 16 ITEMS APPLICABLE TO SUPPORT STAFF ONLY**

This section of the handbook shall contain items applicable to support staff employees only. Support staff employees include: paraprofessionals, clerical staff, maintenance and custodial staff, and food service staff.

### **16.01 Continuation of Services**

Each school year employees shall be issued an annual letter of employment that shall be consistent with, but subservient to, this Handbook and board policy, by June 15. Specific assignments and hours cannot be guaranteed, but an effort will be made to place the employee in a similar position (i.e., assignment, wages and hours) as the one currently held.

A new letter of employment shall be issued in cases of transfers and partial or full layoff. In the case of a change of assignment, the employee shall be provided with at least 14 days' notice of the change of assignment, if practicable, as determined by the administration.

### **16.02 Regular Workday**

A regular full-time workday is seven and one half to eight (7.5-8) hours, excluding lunchtime. Because of different schedule requirements, an employee's starting, lunch, and finishing times may vary in different assignments and locations. The employee's immediate supervisor will schedule working hours, break periods, and lunch periods.

### **16.03 Regular Work Week**

A regular workweek is forty (40) hours or less per week. The regular work week is five (5) consecutive days unless the immediate supervisor assigns the employee to a different work schedule. This section shall not be construed as a guarantee or limitation on the number of hours per day or hours in a work week, which may be scheduled or required by the District.

### **16.04 Part-time Employees**

A part-time employee is someone who works thirty-six (36) hours or less. A regular schedule of hours shall be prepared for part-time employees. Such schedules shall be made known to the affected employees by the immediate supervisor.

### **16.05 Additional Hours and Overtime – Approval and Assignment**

- A. Approval- In order for an employee to work beyond his or her contract hours in any week, prior approval must be obtained from the immediate supervisor. Exceptional cases requiring overtime may be approved after the overtime is worked.

- B. Assignment- Non-emergency scheduled overtime assignments will be filled using volunteers first, with as much notice as possible, and if insufficient volunteers are found, the work will be assigned to a qualified employee(s) as determined by the District. If no one volunteers to perform the overtime, the District may assign the work on a rotating basis within the applicable job classification. Emergency overtime assignments shall be assigned at the discretion of the District.
- C. Pay Rate for Overtime- Time worked over forty (40) hours per week is paid at one and one-half (1.5) rate. Time over forty (40) hours per week does not include sick, vacation, holiday, or personal leave time. The reason for overtime must be indicated on the back of the employee's time card. For the sole purpose of determining the appropriate pay period for the receipt of overtime pay, a week is defined as a pay period starting at 12:00 a.m. on Sunday and ending at 11:59 p.m. on Saturday.

**16.06 Lunch and Break Periods**

All employees who work six (6) hours or more per day will be entitled to an unpaid half-hour lunch period, which shall be duty free.

**16.07 Emergency School Closings**

- A. If possible, all scheduled custodians are expected to report to work when school is closed due to inclement weather or situations beyond the control of the District.
- B. All other employees shall not report to work on days when the school to which they are assigned is closed due to inclement weather or situations beyond the control of the District unless prior approval has been granted by their supervisor. In the event that schools are closed for inclement weather the first, third, and fifth such day in the school term shall be with no loss of pay. Additional days may be made up at the end of the school year per state guidelines. If an unpaid day is not rescheduled, the employee may elect one of the options listed in Section 19.08. Employees shall be required to make days up in the event that the District schedules make-up days.
- C. If employees report to work and a decision to close schools is made after that time, those employees will only be paid for the actual hours worked on such day and/or will follow the guidelines in letter B above.

**16.08 Emergency School Closing Employee Options if Unpaid Day/Time is not made up**

Should the District reschedule the day/time all employees are required to report to work. Employees may choose to use available time off as described in previous sections of this Handbook, but will not be able to use the options defined in this section. Should the District not reschedule the day/time employees may select one of the following options to make up the day/time:

- A. The employee may come in to work or work an additional day/time at the end of the school year. The time set for makeup plus the regular assigned hours cannot exceed forty-hours (40) per week.
- B. The employee may elect not to be compensated for the day/time school was closed. Please note that compensation does include benefits (health insurance, dental insurance, etc.).
- C. The employee may elect to use a vacation day, a sick day, an emergency day, or a personal day/time if available.

### **16.09 Call-In Pay**

Employees called in to work hours outside of their regular work schedule that are not contiguous with their regular work schedule, except as noted below, shall be paid no less than two (2) hours pay. The District may, at its discretion, require such employees to work the full two (2) hour period. Employees called in to open the building for a special event, i.e. use of School District facility by an outside agency or for co-curricular events, will be paid for the time that the employee is required to be at the District.

### **16.10 Attendance at Meetings**

Employees required to attend meetings called or scheduled by the employer, outside of regular work hours, shall be paid for all hours spent in attendance at such meetings.

### **16.11 Layoff Notice**

In the event the Board determines to reduce the number of positions (full layoff) or the number of hours in any position (partial layoff), the District will give the employee at least a fourteen (14)-calendar day notice of the layoff. The layoff notice shall specify the effective date of layoff. It is the responsibility of the employee to keep the District informed in writing of any changes in the employee's address.

### **16.12 Selection for Reduction**

In the implementation of staff reductions under this section, individual employees shall be selected for full or partial layoff in the best interest of the District.

### **16.13 Reduction in Hours**

Employees who are reduced in hours shall not lose any benefits they have accrued. Benefits are defined as sick leave and vacation earned as an employee.

### **16.14 Recall/Rehire Process Period**

Laid-off employees shall retain the option to be recalled for a period of twelve (12) months either after the employee's last day of work with the District or from the time the employee received the notification of layoff, whichever is later.

### **16.15 Recall Procedure**

All laid off employees shall have their names placed on a recall list. Employees on recall may apply for the vacant position according to Board Policy number 551 as current employees. The District will post vacancies in accordance with Article 16.19 in this Handbook.

### **16.16 Termination of Recall Options**

Casual or substitute work with the District during the recall period shall not extend the recall period. Employees on layoff status may refuse recall to positions with a substantially different full-time equivalency (FTE), substitute, or temporary positions without loss of options to the next available position for which the employee is qualified. Employees on layoff status shall not lose recall options if they accept a position with a different FTE level, a substitute appointment or a temporary appointment, with the District.

### **16.17 Accrued Benefits During Layoff**

Laid-off employees shall suffer no loss of sick leave, vacation, or other accrued benefits when rehired. Sick leave days and vacation shall not accrue while an employee is on full layoff status with no distinction between voluntary or involuntary.

### **16.18 Other Employment during Layoff**

No employee on full or partial layoff shall be precluded from securing other employment while on layoff status.

### **16.19 Assignments, Vacancies, and Transfers**

When a position becomes available, notice of such available position shall be posted. When possible, the posting will be for a minimum of five (5) days. The employer retains the right to temporarily fill vacant positions, at its discretion, during the posting and selection period. When possible, postings will also be forwarded to staff via the staff e-mail system.

The District retains the right to select the most qualified applicant for any position based upon stated job descriptions. This restriction does not prohibit the District from considering qualifications that are related to the position and exceed those minimum qualifications listed in the job description.

### **16.20 Training and Professional Development**

The Board encourages employees to voluntarily further their education in areas directly related to their positions with the District. Employees who desire to attend such courses or training seminars, either during their work day or outside of it, and expect reimbursement from the Board must first obtain approval from their supervisor. Upon successful completion of the course or training, employees must submit proof of attendance and actual cost of the instruction.

### **16.21 Evaluation**

The primary purpose of evaluation is to provide continuous improvement in the quality of service to the community/students/staff of the District. Evaluations will be completed in accordance with the Support Staff Performance Evaluation and Quality Compensation Handbook.

### **16.22 Frequency of Evaluation**

Support staff will be evaluated at a minimum of once per calendar year.

### **16.23 Receipt of Evaluation**

Each employee shall receive a copy of his or her evaluation. The employee will be expected to sign his or her evaluation to acknowledge receipt of the same.

### **16.24 Comments and Disputes of Evaluation**

The employee may respond in writing with his or her comments attached to the completed evaluation within 15 days of receiving his or her evaluation.

### **16.25 Evaluators**

The employer shall have the sole right to determine whether or not employees shall be evaluated and by which supervisory personnel.

### **16.26 Notice of Resignation of Employment**

Employees will give written notice of resignation of employment, as soon as possible. Employees are encouraged to give notice at least ten (10) working days prior to the effective date of resignation. If notice is not given, employees will be ineligible to receive any accrued but unused benefits. If an employee has overused the holiday, sick, or vacation time earned, the employee will have an amount equal to the value of that overused leave withheld from his or her last paycheck. The District's obligation to pay its share of the employee's insurance benefits will terminate at the end of the month in which the employee works his/her last day. Any employee who breaches this article shall, at the District's discretion, forfeit any accrued benefits.

**16.27 Summer School Compensation**

Staff members who agree to work summer school courses will be paid at an hourly rate equal to 100% of the hourly rate of their contract amount for the school year in which they have just completed.

**16.28 Holidays**

All employees shall receive the following paid holidays:

New Year’s Day	Labor Day	Christmas Eve
* Good Friday	Thanksgiving Day	Christmas Day
Memorial Day	Day after Thanksgiving	New Year’s Eve

\* In the event Good Friday is a student school day on the Board approved school calendar, support staff will be required to work and will receive one additional floating holiday that can be used at any time with approval from the direct supervisor.

In addition to the above-listed holidays, each employee shall be allowed one (1) floating holiday to be taken at any time during the year upon request of the employee, subject to approval of the employee’s direct supervisor.

Employees working 220 days or more in a given fiscal year shall also receive the 4<sup>th</sup> of July holiday paid. These employees may also be asked to work during vacations that are scheduled on the school calendar (i.e. Christmas vacation or Spring break). Employees should see Appendix II for more information in regards to their work schedule.

**16.29 Clerical and Custodial Vacation**

For employees hired before January 1, 2012 the number of paid days of vacation is determined by the employee's years of service as follows:

<b><u>Years of Service</u></b>	<b><u>Number of Vacation Leave Days per year</u></b>
After one (1) year of service	One (1) week
After two (2) years of service	Two (2) weeks
After eight (8) years of service	Three (3) weeks
After fifteen (15) years of service	Four (4) weeks
After twenty (20) years of service	Four (4) weeks 2 days
After twenty-five (25) years of service	Five (5) weeks

For employees hired on or after January 1, 2012 the number of paid days of vacation for full time employees is determined by the employee’s years of service as follows:

<b><u>Years of Service</u></b>	<b><u>Number of Vacation Leave Days per year</u></b>
After one (1) year of service	One (1) week
After two (2) years of service	Two (2) weeks
After eight (8) years of service	Three (3) weeks
After fifteen (15) years of service	Four (4) weeks

**Employees hired after March 5, 2002 scheduled to work less than twelve (12) months per year, shall receive no vacation benefit. Employees hired after July 1, 2012 and working more than 20 hours per week, but less than 37.5 hours per week, for twelve months per year shall receive one (1) week of paid vacation regardless of years of service.**

To request a vacation, a minimum of ten (10) working days advance notice must be given by the employee to the employee's direct supervisor. The employee's direct supervisor will approve/deny vacation requests based on the educational needs and/or workload of the District. Employees may take vacation time in hours or days, but not less than two (2) hours at a time, unless approved by the direct supervisor.

Vacations shall be prorated for clerical employees working less than a full-year and custodial employees working less than full-time.

**Special Provision for clerical employees hired before July 1, 2012. Clerical employees hired before July 1, 2012 may receive a cash payment at year-end (June 30) at their per diem for every unused day of vacation. Payments will be subject to all applicable taxes and other payroll deductions.**

**Special Provision for custodial employees hired before July 1, 2012. Custodial employees hired before July 1, 2012 may receive a cash payment upon honorable separation from the District. An employee shall be paid for all unused, earned vacation from the previous contract year.**

## **SECTION 17 ITEMS APPLICABLE TO LICENSED STAFF ONLY**

This section of the Handbook shall contain items only applicable to certified licensed staff under Wisconsin state statute.

### **17.01 Normal Hours of Work**

Teachers are professional employees as defined by the federal Fair Labor Standards Act and the Wisconsin Municipal Employee Relations Act, S 111.70(1)(L), Wis. Stats. Although professionals' work is not limited to any specified number of hours or days per week, the "normal" hours of work for licensed staff shall be Monday through Friday as necessary to meet the educational needs of the District.

### **17.02 Staff Meetings**

Teachers are required to attend all mandatory administratively called staff meetings including department meetings. The building administrator shall establish the number of staff meetings. The administration shall attempt to provide reasonable notice of all such meetings. Teachers who are required to attend administratively called meetings will receive no additional compensation above their regularly paid salaries for attending such meetings.

### **17.03 Special Education Meetings**

Federal and State mandated meetings that involve teaching staff will be scheduled during the contract day, whenever possible. Teaching staff are required to attend all necessary meetings scheduled outside of the contract day without additional compensation.

### **17.04 Parent Teacher Conference**

A commitment of time specifically designated for parents and teachers to discuss student educational progress will be determined by the Board. This time may be held outside of the normal hours of work for teachers.

### **17.05 Attendance at School Events**

Teachers are required to attend all mandatory administratively required school events. These events, though not limited by enumeration, may be an open house, music program, art show and/or other District

or building events that occur after the normal workday. Communication of such events will be given with at least a one (1) week notice. Teachers who have a co-curricular conflict or have pre-approved coursework to attend may be excused at the discretion of the administration. Such conflict should be communicated to the applicable administrator as soon as possible before the date of the event.

### **17.06 Extra-Curricular Duties**

The District recognizes that the education of children extends beyond the academic classroom. The administration reserves the right to make reasonable assignments of teachers to extra-curricular responsibilities. When possible, the administration will ask teachers District-wide to volunteer to work extra-curricular activities that are beyond the school day. If necessary and where possible such responsibilities shall be rotated among the teaching staff, and the background, training, interest and academic responsibilities may be taken into consideration in making such assignments.

### **17.07 Consultation with Parents**

Each teacher shall consult with parents so parents recognize the important role they play in shaping the attitudes of their children and assume greater responsibility for the performance of their children. Such consultation may be in the form of phone contacts, home visitations, progress reports, in-person appointments, etc., in addition to the scheduled parent/teacher conferences.

### **17.08 Prep Time**

1. Each full-time teacher in grades PreK-5 is entitled to 225 minutes per week.
2. Each full-time 6th-12th grade teacher is entitled to at least one class period of preparation per day.
3. All part-time teachers' prep time will be prorated based on actual FTE %.
4. The building administrator can schedule an individual teacher's prep time during any time during the workday.
5. Preparation time for elementary classroom teachers (grades PreK-5) shall be any thirty (30) minute block of time. Prep time for MS/HS shall not be scheduled for less than a thirty (30) minute block of time.

### **17.09 Overload**

#### **Elementary School Teachers**

1. An overload occurs when a teacher has less than 225 minutes per 5-day week for preparation. A teacher who voluntarily gives up his/her preparation for extra-duty pay is not eligible for overload under this paragraph.
2. An overload occurs when a teacher in grades 4K-3 is assigned more than 24 students. An overload occurs when a teacher in grades 4-5 is assigned more than 27 students. An overload occurs when a teacher in grades 4K-5 is assigned a self contained combination classroom.
3. An overload occurs when a teacher's master schedule has one or more days with no preparation periods.
4. A partial overload occurs when a teacher of art, music, physical education, computers, health, guidance, or media services exceeds the class numbers as described above.

#### **Middle and High School Teachers**

1. An overload occurs when a teacher has less than an average of five periods per week for preparation. A teacher who voluntarily gives up his/her preparation for extra-duty pay is not eligible for overload under this paragraph.
2. An overload occurs when a teacher is assigned seven teaching assignments daily. (Notation – resource room, study hall, or other supervisory assignments are not teaching assignments.) When a teacher's elective class of 5 or less students is voluntarily combined with another elective class

taught by the same teacher at the same time the combined assignment shall be considered one teaching assignment for the purpose of this paragraph.

3. An overload occurs when a teacher must prepare for six different classes each day. (Notation-preparing for two sections of the same class is one preparation for the basis of this paragraph.)
4. A partial overload occurs when a teacher's class number is greater than twenty-eight (28) students for staff teaching classes in math, language arts, science, social studies, Spanish, and study skills. When the class number is greater than thirty-three (33) students for those teachers of physical education and art a partial overload occurs.

#### **Overload Reimbursement**

1. Overloads will be calculated and paid on a quarterly basis. The number of classes taught and/or number of different preparations per day will be calculated on the 10th school day of the quarter and the number will determine the total for the entire quarter.
2. The number of students enrolled in an elementary classroom on the 10th school day of the quarter will determine enrollment totals for the quarter.
3. A teacher assigned full overload will be paid per the specified table of extra duty pay. Overload pay shall be paid in the last payday of said quarter.
4. A partial overload at the elementary level shall be calculated as a ratio of sections per week to fifty (50) thirty-minute sections. Reimbursement will be a ratio of the full overload pay.
5. A partial overload at the secondary level shall be calculated as a ratio of sections per week to forty-five (45) sections at the middle school and forty (40) sections at the high school. Reimbursement will be a ratio of the full overload pay.
6. A partial overload will be provided for teachers who are on leave on a pro-rated basis.

#### **17.10 Period Subbing**

A substitute is a teacher, who on a temporary basis replaces the duties of a fellow staff member. All teachers will be required to sub for a fellow staff member if directed to by their direct supervisor without additional compensation.

#### **17.11 Flexible Scheduling During Work Week**

An employee may request a change in his/her weekly work schedule. The request for a change in the employee's weekly work schedule shall be made at least one (1) week in advance of the proposed change, unless circumstances allow for a shorter notice period. The request shall be filed with the employee's immediate supervisor. The immediate supervisor shall have the authority to grant or deny the employee's request in his/her sole discretion. The scheduling of hours of work under the flexible work schedule is at the sole discretion of the immediate supervisor. The agreement to allow an employee to have a flexible work schedule shall not, in and of itself, result in the employee being eligible for overtime or flexible professional hours.

#### **17.12 Emergency School Closures**

In the event the District is closed or an individual building 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.

#### **17.13 School Calendar**

The school calendar shall be determined by the Board of Education. The determination of the structure of the days, e.g. instructional, in-service, workdays, etc., shall be at the discretion of the Board of Education.

### **17.14 Requirement to Remain Current**

All teachers shall engage in independent and active efforts to maintain high standards of individual excellence. Such efforts shall include keeping current in each specific and applicable area of instruction, Board established curriculum, as well as continuing study of the art of pedagogy. In addition to maintaining high standards of excellence for the students and school, the teacher will make him/herself available during the contractual year and day to his/her colleagues for assistance, to the District for services beyond those specifically required as part of his/her individual contractual duties, and to the community as a valuable resource.

### **17.15 General Provisions**

The Board views 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. "Day" and "Days": The words "day" and "days" in this article mean working school days, excluding holidays, weekends, etc.
- B. "Continuing Teacher": A continuing teacher is a teacher who has taught more than three (3) years in the District under a full-time or part-time regular teaching contract.
- C. "New-to-the-System" Teacher: A new-to-the-system teacher is a teacher who has taught less than three [3] years in the District under a full-time or part-time regular teaching contract.

### **17.16 Evaluators**

Every teacher in the District will be supervised and evaluated. The District will provide the employees with their placement within the supervision and evaluation rotation cycle. Beginning with the 2014-15 school year the District will implement and use the Wisconsin Teacher Effectiveness Evaluation Model.

### **17.17 Teacher Assignments, Vacancies, and Transfers**

When a position becomes available, notice of such available position shall be posted. When possible, the posting will be for a minimum of five (5) days. The employer retains the right to temporarily fill vacant positions, at its discretion, during the posting and selection period. When possible, postings will also be forwarded to staff via the staff e-mail system.

The District retains the right to select the most qualified applicant for any position based upon stated job descriptions. This restriction does not prohibit the District from considering qualifications that are related to the position and exceed those minimum qualifications listed in the job description.

### **17.18 Teacher Resignations**

- A. The teacher's contract shall be considered binding on both parties. If, for any reason, a teacher asks for release from the contract, it is understood that the following conditions for release shall apply:
  - a. The teacher must give the District notice that they intend on severing their contract with the District. The teacher must give such notice at least sixty (60) calendar days prior to the date the employee desires the severance to occur.
  - b. It is agreed that liquidated damages are due to the District with the sixty (60) calendar day notice of resignation as follows:
    - i. Five hundred dollars (\$500.00) if the employee's resignation is effective prior to July 1st.
    - ii. One thousand dollars (\$1,000.00) if the employee's resignation is effective on or after July 1<sup>st</sup>.

- c. Liquidated damages and the sixty (60) calendar day notice requirement would not apply to teachers who do not return their contracts.
  - d. The employee may choose to have liquidated damages deducted from the employee's last paycheck(s) or the employee shall submit a check for the liquidated damages amount at the time of resignation.
- B. The Board, may waive the liquidated damages for the following reasons:
- a. Employment transfer of spouse;
  - b. Illness of employee;
  - c. Other reasons as determined by the Board.
  - d. In the event the District chooses to waive the liquidated damages, the District shall return any damages submitted with the resignation notice to the employee.
- C. Any employee involuntarily called into service by the United States government for military duty shall not be assessed liquidated damages under this Article.

In the event a teacher breaches this contract by termination of services during the term hereof, the Board may, at its option, demand to recover from the teacher such amount of liquidated damages as set forth above; provided, however, that this expressed intent to liquidate the uncertain damages and harm to the District is not the exclusive remedy or right of the Board. It is, rather, an alternative right and remedy and shall not, unless the Board elects to rely on the same, preclude the Board from seeking and recovering the actual amount of damages resulting from such a breach by said teacher.

### **17.19 Teacher Retirements**

A teacher or other professional/exempt non-supervisory employee considering retirement prior to the next school year is encouraged to make an appointment with the school district payroll and benefits coordinator and with representatives of the Wisconsin Retirement System (WRS) in Madison. Those employees wishing to retire prior to the start of the next school year must submit a signed letter to the attention of the direct supervisor and the Board of Education indicating their desire to retire by **February 1**. If the employee wishes to retire at the end of the first semester of the school year they must submit a signed letter to the direct supervisor and board of education indicating their desire to retire by **November 1**.

### **17.20 Notice of Reduction**

The District will provide notice of non-renewal in accordance with the time lines set forth in § 118.22, Wis. Stats. The non-renewal notice shall specify the effective date of the non-renewal, the right to a private conference under § 118.22, Wis. Stats and will refer the employee to the Reduction in Force provision in this Handbook.

### **17.21 Selection for Reduction**

In the implementation of staff reductions under this section, individual employees shall be selected for full or partial layoff in the best interest of the District.

### **17.22 Reemployment Process**

The reemployment process is solely available to employees non-renewed underneath this section. It does not apply to employee's non-renewed based on performance.

- A. Reemployment Period: Employees non-renewed under this section shall retain the reemployment options set forth herein for a period of twelve (12) months after the employee's last day of work with the District.

- B. Reemployment Obligations – Employee: All employees non-renewed under this section shall have their names placed on a reemployment list. In the event a vacancy occurs or a new position is created while employees are on the reemployment list, the District shall first attempt to fill the position utilizing the vacancy and transfer language contained in this Handbook. Employees on the reemployment list may apply for the vacant position according to the terms of this Handbook. The District will post vacancies in accordance with the terms of this Handbook.

### **17.23 Termination of Reemployment Opportunities**

Reemployment opportunities shall end should an employee refuse reemployment to a position under Part II of this Handbook, except as provided below. Casual or substitute work with the District during the reemployment period shall not extend the reemployment period. Employees on the reemployment list may refuse reemployment to positions with a substantially different full-time equivalency (FTE), or substitute or temporary positions without loss of the ability to apply to the next available position for which the employee is qualified. Employees on reemployment list shall not lose the ability to apply for an equivalent FTE position(s) if they accept a position with a different FTE level, a substitute appointment, or a temporary appointment with the District.

### **17.24 In-Service and Other Training**

The District may require teachers to attend in-service and other training, either of which may occur outside of employees' regular hours of work. Additional compensation (if any) for such training shall be determined by relevant law [FLSA], District policy, and pertinent employment contracts.

### **17.25 Summer School Compensation**

Teachers who agree to teach summer school courses will be paid at an hourly rate equal to 100% of the hourly rate of their contract amount for the school year in which they have just completed.

### **17.26 Compensation for Mentors**

Teachers who serve as Mentors will be paid \$17 per hour as approved by their direct supervisor.

### **17.27 Credit Reimbursement**

All teachers that receive preapproval from their direct supervisor to take courses for credits that align with the District goals and school learning objectives (see appendix IV) will be eligible to receive a reimbursement of up to \$150/credit for a maximum of nine (9) credits.

Reimbursement payments will be made after the District Office has received a copy of a paid tuition receipt and a grade transcript identifying successful completion of the course.

## **SECTION 18 BENEFITS APPLICABLE TO ALL EMPLOYEES ADDRESSED IN THIS HANDBOOK**

### **18.01 Health Insurance**

The Board shall provide health insurance to eligible employees working twenty (20) hours or more. The insurance carrier(s), program(s), coverage(s), and contribution amount(s) will be selected and determined by the Board.

### **18.02 Dental Insurance**

The Board shall provide dental insurance to eligible employees working twenty (20) hours or more. The insurance carrier(s), program(s), coverage(s), and contribution amount(s) will be selected and determined by the Board.

### **18.03 Long-Term Disability**

The Board shall provide long-term disability insurance to eligible employees working twenty (20) hours or more. The insurance carrier(s), program(s), coverage(s), and contribution amount(s) will be selected and determined by the Board.

### **18.04 Life Insurance**

The Board shall provide life insurance to eligible employees working twenty (20) hours or more. The insurance carrier(s), program(s), coverage(s), and contribution amount(s) will be selected and determined by the Board.

### **18.05 HRA Rollovers**

Annually employees who take the district's health insurance shall receive a HRA rollover benefit for any unused HRA dollars. The unused HRA shall be split 50/50 between the district and the employee. The employee must be vested in the district for ten (10) years prior to receiving the benefit. The benefit shall accumulate during the first nine (9) years and then payments shall be made annually thereafter with a lump sum payment for the first ten (10) years. Payments of the benefit shall be made to TrustSecure to an account vested in the employees' name.

### **18.06 Wisconsin Retirement System (WRS) Contributions**

The Board agrees to contribute the employer's share. The employee shall pay the employee's required WRS contribution as required by state statute requirements. Under no circumstances shall the Board pay the employee's required WRS contribution.

### **18.07 Liability Insurance**

The School Board shall carry liability insurance, which provides coverage for the acts of employees performed in accordance with their duties and within their scope of employment. Employees shall be covered for liability in accordance with the terms of the District's liability insurance policy. Employees may inspect the District's liability insurance policy upon request.

## **SECTION 19 POST-EMPLOYMENT BENEFITS APPLICABLE TO ALL EMPLOYEES**

### **19.01 Post-Employment Benefits**

For all employees that started with the District prior to January 1, 2012 the following post-employment benefits will be offered upon retirement:

- Employees with fifteen (15) years of service will receive their current sick day bank, at the time of retirement, paid out at their per diem rate up to one hundred (100) total days.
- Employees with twenty (20) years of service will receive their current sick day bank, at the time of retirement, paid out at their per diem rate up to one hundred and twenty (120) total days.
- Employees with twenty-five (25) years of service will receive their current sick day bank, at the time of retirement, paid out at their per diem rate up to one hundred and forty (140) total days.

The maximum allowed per diem amount is three hundred (\$300) dollars. Payments will be made into the retirees Trust Secure account monthly based on the current premium of the District's highest family health insurance plan.

## **SECTION 20 ATHLETIC AND ACTIVITY ASSIGNMENTS**

### **Section 20.01 Letter of Assignments**

Employees shall assume responsibility for the supervision of the extra-curricular activities that are included in their letters of assignment. Such activities shall be governed according to the following guidelines:

- A. Activity assignment will be offered to the individual who, in the sole discretion of the District, is the most qualified applicant.
- B. The stipend for extra-curricular activities shall be specified in the letter of assignment.
- C. The letter of assignment shall not be deemed a contract; individuals holding extra-curricular positions are at-will employees.

Each extra duty assignment is to be continuing the ensuing school year unless written notification from the administrator to the contrary is received by the employee prior to May 15 (June 1 for Spring athletic assignments). The extra duty assignment is considered acceptable unless the employee indicates in writing to the administrator by April 15 (June 1 for spring athletic assignments) that he/she wishes to be relieved of the assignment. In the event the employee so indicates, effort will be made to find an adequate replacement. In the event such replacement cannot be found, the employee will be assigned and efforts continued in order that the individual will be relieved of the assignment.

### **Section 20.02 Payments**

Payments for extra-curricular activities shall be made in accordance with District payroll procedures. Annually employees will be required to select to have their payment paid either bi-weekly or at the end of the season and will not have the option to change their selection.

### **Section 20.03 Work Schedule**

Extra-curricular assignments may occasionally occur during part of the employee's regular workday in his/her other position(s) with the District (e.g., as a teacher). In such cases, the employee shall consult with the supervisor of his/her regular assignment to determine the appropriate course of action. In the supervisor's sole discretion, the employee may be:

1. required to work a flexible schedule to make up time lost during his/her regular workday;
2. relieved from the requirement to make up the time lost;
3. required to re-schedule the extra-curricular activity;
4. required to take any other action that the supervisor deems reasonable.

### **Section 20.04 Volunteers**

Upon approval from the head coach/advisor and the athletic director or administration, an individual may serve as a volunteer coach/advisor for an extra-curricular activity. The following guidelines apply to volunteers:

- A. They will not be eligible for salary/wages, stipend, or benefits.
- B. They will be covered by the District's general liability insurance policy while acting as a volunteer for the District. However, there is no coverage under the District's liability insurance policy for claims made against volunteers by other volunteers or District employees.

- C. They will be responsible for their own personal injuries (i.e., ineligible for worker's compensation).
- D. They must consent to a background check and agree to have a tuberculin skin (TB) test.
- E. They must follow all District activity and athletic policies and procedures and other District policies as applicable.
- F. They accept direct and indirect supervision of the head coach.
- G. They may be dismissed at any time without cause.

**Section 20.05 Extra-Curricular Pay Schedule**

*{Pay for current employees = % times \$32,085}*

*{Pay for non-current employees = % times \$31,259}*

1. Dramatics Instructor (Play Production)	2.90%
2. Assistant Dramatics Advisor	2.70%
3. Middle School Instrumental Solo-Ensemble	2.70%
4. Middle School Jazz Band	2.70%
5. Middle School Vocal Solo-Ensemble	2.70%
6. High School Instrumental Solo-Ensemble, Pep, Football, and Jazz Band	6.70%
7. High School Vocal Solo-Ensemble and Swing Choir	3.00%
8. Head High School Forensics Advisor	6.20%
9. Assistant High School Forensics Advisor	4.00%
10. Head Middle School Forensics Advisor	2.37%
11. Assistant Middle School Forensics Advisor	1.89%
12. Publications Advisor	5.30%
13. Middle School Academic Bowl Advisor	1.89%
14. Middle School Assistant Academic Bowl	1.70%
15. Senior Graduation Advisor	1.30%
16. High School Math Team Advisor	2.50%
17. Middle School Head Builders Club Advisor	3.80%
18. Middle School Assistant Builders Club	2.80%
19. High School Key Club Advisor	3.00%
20. High School Assistant Key Club Advisor	1.51%
21. High School Academic Bowl Advisors	1.90%
22. Middle School Yearbook Book Advisor	2.70%
23. FBLA Advisor	2.50%
24. High School Student Council Advisor	3.50%
25. Audio Video Club Advisor	4.30%
26. STOP/SADD Advisor	4.30%
27. FFA Advisor	4.30%
28. Safety Patrol Advisor	2.00%
29. Athletic Director – High School/Middle School	24.00%
30. Athletic Director - High School	14.00%
31. Athletic Director - Middle School	7.00%
32. Technology Coach	14.00%
33. Early Learning Coordinator	14.00%
34. Football Head Coach	9.70%

35. Football Assistant Coaches	6.50%
36. Freshmen Football Coaches	3.40%
37. Middle School Head Football Coach	3.80%
38. Middle School Assistant Football Coaches	2.60%
39. Basketball Head Coach - Boys/Girls	9.70%
40. Basketball JV Coach - Boys/Girls	6.50%
41. Basketball Freshmen Coach - Boys/Girls	4.50%
42. 8 <sup>th</sup> Gr. Head Basketball Coach - Boys/Girls	3.80%
43. 8 <sup>th</sup> Gr. Basketball Assistant Coach - Boys/Girls	2.60%
44. 7 <sup>th</sup> Gr. Head Basketball Coach - Boys/Girls	3.80%
45. 7 <sup>th</sup> Gr. Basketball Assistant Coach - Boys/Girls	2.60%
46. Wrestling Head Coach	8.70%
47. Wrestling Assistant Coach	6.10%
48. Middle School Wrestling Coach	3.80%
49. Middle School Wrestling Assistant Coach	2.60%
50. Baseball Head Coach	6.00%
51. Baseball Assistant Coach	3.90%
52. Softball Head Coach	6.00%
53. Softball Assistant Coach	3.90%
54. Track Head Coach - Boys & Girls	8.70%
55. Track Assistant Coaches - High School	3.90%
56. Middle School Track Head Coach	5.40%
57. Middle School Track Assistant - Boys/Girls	2.60%
58. Volleyball Head Coach	6.00%
59. Volleyball Assistant Coach	3.90%
60. Volleyball Freshman Coach	3.00%
61. 8 <sup>th</sup> Gr. Head Volleyball Coach	3.80%
62. 8 <sup>th</sup> Gr. Assistant Volleyball Coach	2.60%
63. 7 <sup>th</sup> Gr. Head Volleyball Coach	3.80%
64. 7 <sup>th</sup> Gr. Assistant Volleyball Coach	2.60%
65. Golf Head Coach	4.62%
66. Cross Country Head Coach	4.62%
67. Soccer Head Coach - Boys/Girls	5.90%
68. Soccer Assistant Coach - Boys/Girls	3.90%
69. Fall Cheerleading Coach	2.10%
70. Winter Cheerleading Coach	2.30%
71. High School Dance Team Coach (per season)	2.10%
72. Middle School Dance Team Coach	1.50%
73. Weight Training Coach	6%
74. Strength and Conditioning Coach	14.5%
75. HS/MS Team Leaders (per quarter)	0.80%
76. High School NHS	3.00%
77. High School Prom Advisor	2.90%

The athletic director and/or the building administrator will make any increases and/or decreases in assignments after determining the student participation.

**Section 20.06 Special Duty Assignments**

Employees who accept and are assigned special duties at school events, including the selling and taking of tickets, parking cars, general audience control, handling the scoreboard or public address system, shall be

compensated at the rate of \$30.00 per event. Assignments to such duties shall be made at the discretion of the athletic director and/or the building administrator.

# Appendices

## Appendix A Employee Discipline/Termination Grievance Form

*Please fill out this form completely. If you need more space, use a separate sheet of paper.*

<b>Name of Grievant:</b> <b>Job Title:</b>	<b>Work Phone:</b> <b>Home Phone:</b>
<b>Home Mailing Address:</b>	<b>DATE AND TIME RECEIVED</b> <i>(for District use only)</i>
<b>1. Discipline/Termination Being Grieved.</b> Provide a description of the discipline/termination being grieved.	
<b>2. Basis For Grievance.</b> Provide a detailed description of the reason or reasons why you believe that the District's decision to discipline or terminate you was incorrect and should be overturned and a detailed description of any facts or information which support your belief.	
<b>3. Witnesses.</b> Identify by name, telephone number and address of all witnesses that you believe will support your claim that the District's decision to discipline or terminate you was incorrect and should be overturned. Provide a summary of the facts and/or information known by each witness.	
<b>4. Documents.</b> Attach any documents which support your claim that the District's decision to discipline or terminate you was incorrect. If you do not have a document, provide a description of the document which includes date of the document, the source of the document and the content of the document.	
<b>5. Remedy Requested.</b> Describe in detail how you believe the District's disciplinary action or termination should be modified.	
<b>6. Certification and Signature.</b>  By my signature below, I certify that I have read the above complaint and, under penalty of law, I declare that this complaint is true and correct.  <b>Signature of Grievant:</b> _____ <b>Date Signed:</b> _____	

## INSTRUCTIONS

**1. USE:** This grievance form is for use in connection with the School District of Omro's (District) Grievance Procedure (Grievance Procedure). This grievance form may be used only in connection with "discipline" and "termination" as defined by the Grievance Procedure. Please refer to the Grievance Procedure for additional rules and restrictions.

**2. FILING DEADLINE:** This grievance form must be completely filled out, signed and filed with the Superintendent within five (5) calendar days of the event giving rise to the grievance or the date upon which the employee should have reasonably known the facts giving rise to the grievance. The failure of an employee to timely file a grievance within five (5) calendar days or any period of extension granted by the Superintendent shall constitute a waiver of the employee's right to use the Grievance Procedure and an abandonment of the grievance. Please refer to the Grievance Procedure for further details regarding the initiation of a grievance.

### 3. FILLING OUT THE GRIEVANCE FORM

**a. Event Being Grieved.** This section requires you to describe the disciplinary act or termination that you are grieving. The description should include the reason(s) you understand you were disciplined/terminated and the date on which the discipline/termination occurred. A grievance form may only address one (1) disciplinary event.

**b. Basis for Grievance.** This section of the form requires you to provide a detailed description of the reason or reasons why you believe that the District's decision to discipline or terminate you was incorrect. Single word or limited responses to the effect that the discipline/termination was "wrong," "unfair," "unequal" or "mistaken" are insufficient. You must provide a *detailed* response explaining why you believe the disciplinary action or termination taken by the District was incorrect or unreasonable and a *detailed* description of any facts, events or other information which support your belief. Note that under the Grievance Procedure, you will have the burden of proving by clear and convincing and satisfactory evidence that the District did not have a rational basis for the disciplinary action/termination.

**c. Witnesses.** This section of the form requires you to identify all witnesses who you believe will support your claim that the disciplinary action or termination taken by the District was incorrect. The last known telephone number and address of each witness must be provided. You are also required to provide a detailed description of the facts or information known by each witness that supports your claim that the disciplinary action or termination taken by the District was incorrect and should be overturned. Single word or limited descriptions to the effect that the witness knows the discipline/termination was "wrong," "unfair," "unequal" or "mistaken" are insufficient. Employees must provide a *detailed* description of the facts or information known by each witness.

**d. Documents.** This section of the form requires you to produce all documents you believe support your claim that the disciplinary action or termination taken by the District was incorrect. If you do not have the documents, you are required to provide a description of each document which includes the date of the document, the source of the document and a description of the contents.

**e. Remedy Requested.** This section requires you to describe how you believe that the discipline or termination should be changed. The remedies that are available under the Grievance Procedure are limited to one (1) or more of the following: (a) reinstatement; (b) a lesser adverse employment action consisting of a suspension, reduction in the length of a suspension, oral or written reprimand or documentation of employee acts and/or omissions in an employment file; (c) back pay; and (d) in the event of a reinstatement following

termination, reimbursement of the District's applicable percentage of any payments made by the Employee for continuation of health insurance under the **Consolidated Omnibus Budget Reconciliation Act** (COBRA).

**4. ASSISTANCE:** All information on the grievance form *must* be provided. If you have any questions regarding the information required by the form, please contact the Superintendent at (920) 303-2310. Employees in the Superintendent's office may only offer assistance in identifying the information required in the grievance form. Employees are encouraged to consult an attorney of their choice with any legal questions.

**Appendix B Employee Workplace Safety Grievance Form**

*Please fill out this form completely. If you need more space, use a separate sheet of paper.*

<b>Name of Grievant:</b> <b>Job Title:</b>	<b>Work Phone:</b> <b>Home Phone:</b>
<b>Home Mailing Address:</b>	<b>DATE AND TIME RECEIVED</b> <i>(for District use only)</i>
<b>1. Identification of Condition Being Grieved.</b> Provide a description of the Workplace Safety condition being grieved.	
<b>2. Basis For Grievance.</b> Provide a detailed description of the standard under federal or state law, or Board Policy that you believe has been violated and a detailed description of any facts or information which support your belief.	
<b>3. Witnesses.</b> Identify by name, telephone number and address of all witnesses that you believe will support your claim that the District has violated a standard established under federal or state law, or Board Policy. Provide a summary of the facts and/or information known by each witness.	
<b>4. Documents.</b> Attach any documents which support your claim. If you do not have a document, provide a description of the document which includes date of the document, the source of the document and the content of the document.	
<b>5. Remedy Requested.</b> Describe in detail the remedy you request.	
<b>6. Certification and Signature.</b>  By my signature below, I certify that I have read the above complaint and, under penalty of law, I declare that this complaint is true and correct to my knowledge and belief.  <b>Signature of Grievant:</b> _____ <b>Date Signed:</b> _____	

**INSTRUCTIONS**

**1. USE:** This Workplace Safety grievance form is for use in connection with the School District of Omro's (District) Grievance Procedure (Grievance Procedure). Any Employee of District may use the Grievance Procedure provided that the hazard or condition which is the subject of the grievance constitutes a "Workplace Safety" violation as defined in the Grievance Procedure *and* the Employee has complied with the conditions for filing a Workplace Safety grievance outlined in the Grievance Procedure. An Employee does not have to be personally impacted by a claimed hazard or condition in order to file a Workplace Safety grievance. Please refer to the Grievance Procedure for additional rules and restrictions.

**2. FILING DEADLINE:** In accordance with the Grievance Procedure, an Employee may initiate a grievance relating to Workplace Safety by presenting a written to the office of the Superintendent within five (5) calendar days of the events giving rise to the grievance. The Employee must sign and date the grievance. The failure of an Employee to timely file a grievance with the Office of the Superintendent within five (5) calendar days or any period of extension granted by the Superintendent shall constitute a waiver of the Employee's right to use the Grievance Procedure and an abandonment of the grievance. Please refer to the Grievance Procedure for further details regarding the initiation of a Workplace Safety grievance.

**3. FILLING OUT THE GRIEVANCE FORM.**

**a. Condition Being Grieved.** This section requires you to describe the Workplace Safety hazard or condition that you are grieving. A grievance form may only address one Workplace Safety hazard or condition.

**b. Basis for Grievance.** This section of the form requires you to provide a detailed description of the standard or standards under federal or state law, or Board Policy that you believe the hazard or condition violates. The description must include an explanation as to *how* the hazard or condition constitutes a violation of federal or state law, or Board Policy. Single word or limited responses simply indicating that the hazard or condition violates federal or state law, or Board Policy or a standard in federal or state law or Board Policy are insufficient.

**c. Witnesses.** This section of the form requires you to identify all witnesses who you believe will support your claim. The last known telephone number and address of each witness must be provided. You are also required to provide a detailed description of the facts or information known by each witness that supports your claim. You must provide a *detailed* description of the facts or information known by each witness.

**d. Documents.** This section of the form requires you to produce all documents you believe support your claim. If you do not have the documents, you are required to provide a description of each document which includes the date of the document, the source of the document and a description of the contents.

**e. Remedy Requested.** This section requires you to describe your opinion on the appropriate remedy.

**4. ASSISTANCE:** All information on the grievance form *must* be provided. If you have any questions regarding the information required by the form, please contact the Office of the Superintendent at (920) 303-2310. Employees in the Superintendent's office may only offer assistance in identifying the information required in the grievance form. Employees are encouraged to consult an attorney of their choice with any legal questions.

**Appendix I Employee Accident Report Form**

**EMPLOYEE ACCIDENT REPORT FORM**

*To be completed and signed by employee and person receiving report*

**GENERAL INFORMATION**

Employee Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Address \_\_\_\_\_

Social Security # \_\_\_\_\_ Date of Birth \_\_\_\_\_ Employment Date \_\_\_\_\_

Job Title \_\_\_\_\_ Department \_\_\_\_\_ Sex (M/F) \_\_\_\_\_

**ACCIDENT INFORMATION**

Date of Accident \_\_\_\_\_ Time of Accident \_\_\_\_\_ Where Did Accident Happen \_\_\_\_\_

Detailed Description of What Happened \_\_\_\_\_

Specifically What You Were Doing (in detail) \_\_\_\_\_

Describe Precisely the Pain You Felt (sharp, dull) and Noise Heard (snap, pop, pull, sharp, from waist to knee, etc.) \_\_\_\_\_

Specific Location of Pain (low back, right knee, etc.) \_\_\_\_\_

Nature of Injury (bruise, twist, cut, scratch broke skin?, etc.) \_\_\_\_\_

Did Accident Involve an Unsafe Act? Describe \_\_\_\_\_

Did Accident Involve an Unsafe Condition? Describe \_\_\_\_\_

How Could Accident Have Been Prevented? \_\_\_\_\_

Medical Treatment? Name of Dr., Hospital, etc. \_\_\_\_\_

Did Accident Involve a District Policy? Describe \_\_\_\_\_

Names of Witnesses \_\_\_\_\_

Employee Signature \_\_\_\_\_ Name Printed \_\_\_\_\_

Date Reported \_\_\_\_\_ Date Received \_\_\_\_\_ Received By \_\_\_\_\_

**YOU ARE REQUIRED TO CONTACT MEDCOR AT 1-855-675-3501 IF THE INJURY IS NOT AN EMERGENCY.**

**Appendix II Support Staff Continuation of Employment**

**Notice of:  
Continuation of Employment with the School District of Omro**

To:

Date: June 15, 20XX

From: Payroll

Unless you inform us to the contrary, we are pleased to notify you that you will be employed for \_\_\_\_\_ days during the 20XX/XX fiscal year in the School District of Omro.

Please see your Direct Supervisor to schedule workdays accordingly.

The district is required to have employees request lump sum payments prior to the start of the school year. Lump sum payments will be distributed on June \_\_\_, 20XX for the following 6 payroll dates and Bi-Weekly payments will be issued on the following 6 payroll dates:

June \_\_\_\_\_, 20XX  
July \_\_\_\_\_, 20XX  
August \_\_\_\_\_, 20XX

June \_\_\_\_\_, 20XX  
July \_\_\_\_\_, 20XX  
August \_\_\_\_\_, 20XX

If you want your salary divided between 21 biweekly paychecks, you'll receive checks beginning \_\_\_\_\_ 20XX and ending on June \_\_\_, 20XX with **NO** checks on the last five (5) dates listed above (June \_\_\_ – August \_\_\_) Please note that your first paycheck for the 20XX/XX school year is scheduled to be on \_\_\_\_\_ 20XX.

**Please check which option you prefer and turn into Payroll in the District Office by August 1, 20XX.**

\_\_\_\_ I wish to receive my summer pay in lump sum on June \_\_\_, 20XX (this will be a separate check)

\_\_\_\_ I wish to receive my summer pay on the regular Bi-weekly installments as presented above.

\_\_\_\_ I wish to receive my complete salary over 21 Bi-Weekly installments beginning on \_\_\_\_\_ and ending on June \_\_\_, 20XX. I understand I will not be receiving summer checks between June \_\_\_ and August \_\_\_.

---

Signature

Date

---

Administrative Approval

Date

**EVERYONE MUST RETURN THIS FORM – THANK YOU.**

**Appendix III Teacher Paycheck Selection**

To:

Date: May 15, 20XX

From: Payroll

RE: Lump Sum/Bi-Weekly Request for Summer Pay 20XX/XX

Due to IRS regulations the district is required to have employees request lump sum payments prior to the start of the school year.

Lump sum payments will be distributed on June \_\_, 20XX for the following 6 payroll dates and Bi-Weekly payments will be issued on the following 6 payroll dates:

June \_\_\_\_\_, 20XX  
July \_\_\_\_\_, 20XX  
August \_\_\_\_\_, 20XX

June \_\_\_\_\_, 20XX  
July \_\_\_\_\_, 20XX  
August \_\_\_\_\_, 20XX

If you want your salary divided between 21 biweekly paychecks, you'll receive checks beginning \_\_\_\_\_ and ending on June \_\_, 20XX with NO checks on the last five (5) dates listed above (June \_\_ – August \_\_)

Please note that your first paycheck for the 20XX/XX school year is scheduled to be on \_\_\_\_\_, 20XX.

Please check which option you prefer and turn into Payroll in the District Office by August 1, 20XX.

\_\_\_\_ I wish to receive my summer pay in lump sum on June \_\_, 20XX (this will be a separate check)

\_\_\_\_ I wish to receive my summer pay on the regular Bi-weekly installments as presented above.

\_\_\_\_ I wish to receive my complete salary over 21 Bi-Weekly installments beginning on \_\_\_\_\_, 20XX and ending on \_\_\_\_\_, 20XX. I understand I will not be receiving summer checks between June \_\_ and August \_\_.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**EVERYONE MUST RETURN THIS FORM – THANK YOU.**

## **Appendix IV Teacher Compensation System**

The District has built a unique teacher compensation system that recognizes a professional's service commitment and acknowledges the basic premise that our staff has much more value than mere base wages. Fundamentally, this professional compensation system also understands and respects educators as professionals. As such, compensation should naturally occur when efforts by professionals are directly related to District initiatives. Any work that is not directly associated to the aforementioned expectations will not be compensated. Within this Handbook we have specifically and carefully outlined opportunities for additional pay. This professional pay system will compensate deliberate efforts by teaching staff in service towards students, the teaching profession, the District, and towards innovative, grassroots initiatives that spark change to the classroom, building, and throughout our community.

As our profession undergoes some significant changes through this compensation system, we still hold fast to our core values that surround the fact that educators are professional and have significant influence on changing the lives of those we teach. It is a tremendous responsibility and this compensation system is an extension to acknowledging that effective teachers do make a difference and our kids do succeed!

Professional Compensation System Elements:

1. **Salary Schedule**- Professionally compensates teachers for their value to the District on an annual basis.

- Teachers can advance their salary by taking accredited courses that align with District goals and school learning objectives. Preapproval by the employee's direct supervisor is required.
- Teachers can advance their salary through years of service within the District.
  - Advancement will occur annually for first three (3) years and then once every three (3) years thereafter.
  - Any teachers on a plan of improvement will receive a step freeze for year one (1) while on the plan of improvement. Teachers on the plan of improvement for multiple years will lose one step advancement per year they are on a plan of improvement beyond year one (1).
  - Specialty positions are defined as positions in which attracting qualified teachers is difficult. Administration will make recommendations for specialty positions to the Board of Education on a case-by-case basis.
- Professional Compensation Schedule

Base Wage Steps	Base Wage	BA +24	MA (GF1)	MA +24 or Specialty Position (GF2)
0	\$34,300	39,250	40,857	49,937
1	35,050	41,354	42,867	51,440
2	35,800	43,111	44,876	52,944
3	37,800	44,856	46,872	54,432
6	39,800	46,601	48,868	55,922
9	41,800	48,347	50,865	57,412
12	43,800	50,093	52,862	58,903
15	45,800	51,840	54,859	60,396
18	47,800	53,586	56,857	61,888

21	49,800	55,333	58,855	63,382
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**\* Any credits earned and years of service accumulated before September 1, 2014 will be grandfathered onto this compensation system.**

**\* In order for teachers to advance their salary during the current contract year, preapproved courses for credit must be completed in full by December 31st. The deadline for submitting paperwork to the District Office is January 31st. Any courses for credit completed after December 31st or paperwork submitted after January 31st will result in salary advancement in the next contract year.**

Cohort Professional Development Compensation

Grandfather 1 (GF1)- Teachers with more than 10 years of teaching experience in the district as of 7/1/2014 and more than a BA +36, but not a MA, as of 7/1/2014 may advance to the MA lane by obtaining one certificate through the UW-Oshkosh/Omro Professional Development Cohort program. One certificate is worth 15 points in the teacher compensation model.

Grandfather 2 (GF2)- Teachers with more than 10 years of teaching experience in the district as of 7/1/2014 and more than a BA +36, but not a MA, as of 7/1/2014 may advance to the MA +24 lane by obtaining two certificates through the UW-Oshkosh/Omro Professional Development Cohort program. Two certificates are worth 30 points in the teacher compensation model.

Teachers that receive a certificate through the UW-Oshkosh/Omro Professional Development Cohort program will be eligible to receive a \$750 stipend each year for two (2) contract years.

The stipend will expire after the two contract years or when the teacher advances to the next lane on the salary schedule, whichever comes first. The stipend shall not exceed \$1,500 per certificate. The stipend will be payable over 21 or 26 paychecks.

2. Value to the Cause: Empowers staff to take action in obtaining grants and awards to grassroots initiatives that spark change to the classroom, building, and throughout our community, improve specific student learning opportunities, develop classroom improvements, obtain specific Board goals/challenges, or to pursue various District incentive projects.

Note: All Efforts within this Level will be Pre-Approved by the Superintendent and limited to the Board approved budget.

For additional details or to apply please obtain a value to the cause application form at <https://docs.google.com/a/omro.k12.wi.us/forms/d/1ZDHNskOAUUnHYP7mgd2OS2UuCT1muiOUSkoMXyLbM7Do/viewform>.

## **Appendix V Support Staff Compensation System**

The District has built a support staff compensation system that recognizes service commitment and acknowledges the many different classifications within the support staff unit. Additionally, the compensation system shall provide competitive compensation to all support staff within a similar employment market.

Within this Handbook we have specifically and carefully outlined opportunities for additional pay. Any work that is not directly associated to the aforementioned expectations will not be compensated.

Support Staff Quality Compensation System Elements:

1. **Salary Schedule**- compensates support staff for their service commitment and acknowledges the many different classifications within the support staff unit on an annual basis.

- Support staff can advance their compensation by promotional to a different classification within the support staff unit.
  - Staff interested in advancing their careers through promotion shall apply for open positions in accordance with this Handbook.
  - The District retains the right to select the most qualified applicant for any position based upon stated job descriptions. This restriction does not prohibit the District from considering qualifications that are related to the position and exceed those minimum qualifications listed in the job description.
- Support staff can advance their compensation through years of service within the District.
  - Advancement will occur annually for first three (3) years
  - After three (3) years of service, longevity advancement will occur in accordance with the salary schedule.
  - Any support staff on a plan of improvement will receive a salary freeze for year one (1) while on the plan of improvement. Support staff on the plan of improvement for multiple years will lose one service year advancement per year they are on a plan of improvement beyond year one (1).
- Quality Compensation Schedule

	<b><u>Starting</u></b>	<b><u>1</u></b>	<b><u>2</u></b>	<b><u>3</u></b>	<b><u>5</u></b>	<b><u>10</u></b>	<b><u>15</u></b>	<b><u>20</u></b>	<b><u>25</u></b>
<b>Clerical</b>									
Administrative Assistant 215 days	\$27,750	\$28,083	\$28,420	\$28,761	\$29,149	\$29,616	\$30,090	\$30,571	\$31,060
Administrative Assistant 240 days	\$30,970	\$31,341	\$31,717	\$32,098	\$32,531	\$33,052	\$33,581	\$34,118	\$34,664
Bookkeeper	\$17.40	\$17.61	\$17.82	\$18.03	\$18.28	\$18.57	\$18.87	\$19.17	\$19.48
Payroll/Accounts Payable	\$18.50	\$18.72	\$18.95	\$19.17	\$19.43	\$19.74	\$20.06	\$20.38	\$20.71
Purchasing/Receiving/FS	\$16.35	\$16.55	\$16.74	\$16.95	\$17.17	\$17.45	\$17.73	\$18.01	\$18.30
School Office	\$14.50	\$14.67	\$14.85	\$15.03	\$15.23	\$15.47	\$15.72	\$15.97	\$16.23
<b>Custodian/Maintenance</b>									
Auxiliary Service Worker	\$15.00	\$15.15	\$15.30	\$15.45	\$15.65	\$15.88	\$16.12	\$16.36	\$16.61

Custodian	\$13.00	\$13.26	\$13.53	\$13.80	\$14.21	\$14.86	\$15.55	\$16.26	\$17.01
Custodian/Maintenance	\$14.25	\$14.54	\$14.83	\$15.12	\$15.58	\$16.29	\$17.04	\$17.83	\$18.65
District Wide Assist Maintenance	\$17.30	\$17.56	\$17.82	\$18.09	\$18.45	\$18.91	\$19.39	\$19.87	\$20.37
District Wide Head Custodian	\$19.25	\$19.44	\$19.64	\$19.83	\$20.11	\$20.49	\$20.88	\$21.28	\$21.68
Lead Custodian	\$16.65	\$16.80	\$16.95	\$17.10	\$17.30	\$17.52	\$17.74	\$17.96	\$18.19
Part-time Custodian	\$12.25	\$12.36	\$12.47	\$12.58	\$12.73	\$12.89	\$13.05	\$13.22	\$13.38
<b>Food Service</b>									
Assistant Cook	\$11.00	\$11.17	\$11.33	\$11.50	\$11.70	\$11.94	\$12.18	\$12.42	\$12.67
Cashier/Clerical Assistant	\$10.40	\$10.56	\$10.71	\$10.88	\$11.07	\$11.29	\$11.51	\$11.74	\$11.98
Head Cook	\$13.70	\$13.84	\$13.98	\$14.12	\$14.27	\$14.44	\$14.61	\$14.79	\$14.97
Food Server	\$9.80	\$9.98	\$10.17	\$10.35	\$10.56	\$10.88	\$11.20	\$11.54	\$11.89
<b>Paraprofessionals</b>									
Academic Interventionist Tutor	\$15.00	\$15.30	\$15.61	\$15.92	\$16.40	\$16.93	\$17.48	\$18.05	\$18.63
ParaPro I	\$9.75	\$9.92	\$10.09	\$10.27	\$10.48	\$10.79	\$11.11	\$11.45	\$11.79
Parapro II	\$11.50	\$11.70	\$11.91	\$12.11	\$12.36	\$12.73	\$13.11	\$13.50	\$13.91
Special Education	\$11.75	\$11.99	\$12.22	\$12.47	\$12.84	\$13.26	\$13.69	\$14.14	\$14.60
* ParaPro I's are supervision only no instruction is provided									
* Tutor requires a teacher certification									

2. **Value to the Cause:** Empowers staff to take action in obtaining grants and awards to grassroots initiatives that spark change to the classroom, building, and throughout our community, improve specific student learning opportunities, develop classroom improvements, obtain specific Board goals/challenges, or to pursue various District incentive projects.

Note: All Efforts within this Level will be Pre-Approved by the Superintendent and limited to the Board approved budget.

For additional details or to apply please obtain a value to the cause application online at <https://docs.google.com/a/omro.k12.wi.us/forms/d/1ZDHNskOAUUnHYP7mgd2OS2UuCT1muiOUSkoMXyLbM7Do/viewform>.