



EMPLOYEE HANDBOOK

**Our mission is to prepare our students
for the future, instill a sense of
respect and a passion for learning.**

The School District of Reedsburg is an equal opportunity employer.

EMPLOYEE ACKNOWLEDGEMENT

To be signed by employees at the time of hire and submitted to the Human Resources Department.

I hereby acknowledge that I have reviewed the *School District of Reedsburg Employee Handbook*, which can be accessed online on the District's website.

My signature below indicates that I have reviewed the *Handbook* and that I understand that I am expected to abide by the standards, policies and procedures defined or referenced in this document. It is also important to know that there are additional regulations, policies and laws that affect my employment, including the policies set forth in the School District of Reedsburg Board Policy Manual, job descriptions, and other state and federal laws. The *School District of Reedsburg Employee Handbook* can be located throughout the District in school libraries, in various supervisors' offices, and on the District's website at <http://www.rsd.k12.wi.us>. I understand that this Handbook includes the policies and procedures in effect at the time of publication. The information in this *Handbook* is subject to change, which will be done consistent with the manner in which changes are made to Board Policy. I understand that changes in District policies may supersede, modify or eliminate the information summarized in this *Handbook*. As the District provides updated policy information, I accept responsibility for reading and abiding by the changes. I understand that this *Handbook* does not constitute a guarantee of future employment, future benefits, or a binding contract with the District for employment or benefits or for any other purpose. I understand that nothing in this *Handbook* is intended to confer a property interest in my continued employment with the District. I understand that I have an obligation to inform my supervisor of any changes in my personal information, such as phone number, address, etc. I also accept responsibility for contacting my supervisor if I have any questions, concerns or need further explanation. If any written contract between the District and an employee (or group of employees) conflicts with any provision of this *Handbook*, the contract shall govern with respect to that issue.

I understand that I must sign and date a copy of this receipt and return it to the Human Resources Department, and my employment status with the District is not complete without a signed acknowledgement form. Failure to provide a signed acknowledgement may result in termination of employment.

Name (*please print*): _____

Signature: _____

Date: _____

(This page will be maintained in the employee's personnel file. After the employee ceases employment with the District, the District will maintain this record pursuant to its records retention schedule, or if none, for a period of no less than seven (7) years.)

PART I

Provisions Applicable to All Employees

PREAMBLE

The Board of Education and Administration are committed to building a positive and effective working relationship with all employees, students, parents, guardians, and our community. We believe that a strong and effective school district depends on the ability of everyone to work well together, and we further believe that a strong and effective communication system and shared accountability is essential for the continued improvement of our school district.

To support the work environment and working relationships of and between all employees, and to advance the District's Mission and goals, this Handbook strives to promote the following:

- Respect for all employees and students
- Value the contributions of every employee
- Communication with respect and honesty
- Encourage employee professional growth and development
- Recognize the varying needs and interests of our employees
- Focus on the future and embrace the opportunities it presents
- Student centered decision making
- Fiscal responsibility

ABOUT THIS HANDBOOK

This *Handbook* is provided as a reference document for the School District of Reedsburg's (hereinafter referred to as "District") employees. For purposes of this *Handbook*, employee means any regular full-time and part-time administrative, professional (including teachers), instructional support staff employees, clerical employees, support staff, bookkeepers, administrative assistants, custodial employees, food service employees, maintenance employees, school bus drivers, school bus mechanics, technology department staff, and all other exempt and non-exempt employees (excludes all seasonal, temporary, substitute, limited-term, replacement, or casual employees).

The language, which appears in this *Handbook* is not intended to create, nor is it to be construed to constitute, a contract between the District and any one or all of its employees or a guaranty of continued employment. Subject to any applicable employment contract, Board Policy, or *Handbook* provision, employment will follow the good and sufficient reason standard of employment.

This *Handbook* is intended to provide employees with information regarding policies, procedures, ethics, expectations, and standards of the District; however, this *Handbook* should not be considered all-inclusive. The rights and obligations of all employees are governed by all applicable laws and regulations, including, but not limited by enumeration, the following: Federal laws and regulations, the laws of the State of Wisconsin, Wisconsin State Administrative Code and the policies of the School District of Reedsburg Board of Education.

- A. Disclaimer: The contents of this *Handbook* are presented as a matter of information only. The provisions described are not conditions of employment. The District has the right to modify, revoke, suspend, terminate, or change any or all such provisions in this *Handbook*, in whole or in part, at any time, which will be done consistent with the manner in which changes are made to Board Policy.

- B. If any provision or section within this *Handbook* is held to be invalid by operation of law, the remainder of this *Handbook* shall not be affected thereby. Any change in the law will impact the operation and enforcement of the provisions of this *Handbook* by modifying the provisions to conform to the law.
- C. The District has the right to interpret and apply the provisions of this *Handbook* in its discretion and as it deems appropriate as an essential management right and to determine whether specific circumstances require deviation from its terms.
- D. Any/All previous handbooks/agreements are invalid.

DEFINITIONS

- A. Administrative Employees: A person who is required to have a contract under Wis. Stat. § 118.24, and other supervisory administrative personnel designated by the District.
- B. Bus Driver: A school bus driver as defined in Wis. Stat. § 121.52(2)(a)
- C. Calendar Year Employee: An employee scheduled to work year- round.
- D. Casual Employee: A person who is not scheduled to work on a regular basis and/or a student employee whose employment will terminate with the loss of his/her student status.
- E. Day: A day when the Central Office is open, unless otherwise specified herein.
- F. Regular Employees: Employees whom the District considers continuously employed, working either a calendar or school year, until the District, at its discretion, changes the status of the employee. Upon hire, a Regular Employee will be notified of his/her status as a Regular Employee and his/her classification in one of the following categories:

Administrator
 Teacher
 Custodial & Maintenance
 Paraprofessionals (Teaching Assistants)
 Food Service
 Administrative Support Staff

1. Regular Full-time Employee: An employee is assigned to work thirty (30) hours or more per week in a school year or more.
2. Regular Part-time Employee: An employee who is assigned to work a school year or more, but less than thirty (30) hours per week.
3. Exclusions: A regular full-time or regular part-time employee does not include casual, substitute, or temporary employees as defined in this Section.
4. For purposes of hours assigned to work per week for the employee's classification as a Regular Part-Time or Regular Full-Time Employee, only those hours worked in the employee's regular position with the District will be counted. Thus, if an employee also works in a casual, substitute or temporary capacity or in an extra-curricular assignment in addition to his/her regular position with the District, the additional hours worked will not change the employee's classification from Regular Part-Time Employee to Regular

Full-Time Employee. If an employee has a question about his/her classification, the employee must contact the Director of Human Resources.

- G. School year employee: An employee scheduled to work the school year.
- H. Seasonal/Summer School Employees: An employee who is hired for a specific period of time usually related to the seasonal needs of the District. A “summer school employee” is defined as an employee who is hired to work for the District as part of the summer school session. “Summer school session” is defined as the supplemental educational program offered for District students pursuant to Department of Public Instruction rules and regulations.
1. If seasonal/summer school session employment is available, the District may offer seasonal/summer school employment to the applicable qualified regular school year employee. The District is free to use an outside provider to perform such work.
 2. The terms and conditions of employment for seasonal/summer school session shall be established by the District at the time of hire. Unless specifically set forth by the District at the time of hire, work performed by a regular employee during a seasonal or summer school session shall not be used to determine eligibility or contribution for any benefits, length of service or wage/salary levels.
- I. Substitute Employees: A person hired to replace a regular employee during the regular employee's absence. A substitute employee has no expectation of continued employment.
- J. Supervisor: Administrators and other managers designated by the District who have responsibility for the supervision and evaluation of assigned employees. The District will identify the individual employee’s supervisor on the employee’s job description.
- K. Teachers: A person hired under a contract under Wis. Stat. § 118.21.
- L. Temporary Employees: A person hired for a specific project or position for a specific length of time. A temporary employee has no expectation of continued employment.
- M. Non-Exempt (Hourly) Employees: A person paid by the District for his/her work on an hourly basis and who satisfies the definition of non-exempt as used by the Fair Labor Standards Act.
- N. Exempt (Salaried) Employees: A person paid by the District for his/her work on a salaried basis and who satisfies the definition of exempt as used by the Fair Labor Standards Act.

EMPLOYEE CONDUCT, ETHICS AND WORK GUIDELINES

Employees of the School District of Reedsburg are expected to follow guidelines of conduct and ethics that protect the interests and safety of all students and employees. Employees are also expected to maintain behavior that strengthens public respect for the District. Examples of expected ethical conduct are listed below:

- Use the school properties and equipment for officially authorized activities only.
- It is the policy of the Board that professional staff members may accept gifts of nominal value from students or parents as described in Board Policy *3214 & 4214 - Staff Gifts*.
- Shall not use his/her position to promote partisan politics, sectarian religious views, or selfish propaganda of any kind, or for personal, or non-monetary gain.
- Shall not use his/her office or position in a way that produces or assists in the production of a substantial benefit, direct or indirect, for the employee, members of his/her immediate family or an organization with which the employee is associated.
- Adhere to all ethical standards for public employees and officials required by state law and/or promoted by professional organizations.

It is not possible to list all the forms of behavior that are considered unacceptable in the workplace, but the following are examples of unacceptable workplace conduct that may result in disciplinary action:

- Discourteous conduct or poor service to students, parents/guardians, employees, or the public.
- Theft or inappropriate, unauthorized removal or possession of District or coworker's property; use of District equipment or supplies for personal projects.
- Excessive or unauthorized absenteeism or tardiness, giving false reasons for absences from work, or for failing to report absences. (*Ref. Attendance in this Handbook*)
- Falsification of timekeeping records.
- Unauthorized overtime or failure to record overtime worked.
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty, or while operating District owned or leased vehicles or equipment.
- Smoking on District property and/or District vehicles.
- Fighting, intimidation or threatening violence in the workplace.
- Disruptive activity in the workplace.
- Insubordination or other disrespectful conduct.
- Deliberate statements or actions detrimental to the District; knowingly spreading false reports intended to disrupt relationships among employees and/or between employees and the District.
- Improper, careless, negligent, destructive, or unsafe use or operation of equipment or vehicles.
- Violation of rules and/or policies that create health or safety concerns.
- Possession of dangerous or unauthorized materials, such as explosives, weapons, or firearms in the workplace or on the premises.
- Sexual or other forms of harassment. *Ref. Board Policies 3362 & 4362 Employee Anti-Harassment and Board Policy 5517 Student Anti-Harassment.*
- Transmitting, retrieving or storing any documents or communications of a discriminatory, harassing, or pornographic nature.
- Disparaging, abusive, profane, or offensive language.
- Illegal activities including piracy, extortion, blackmail, or copyright infringement.
- Unauthorized use of the telephone/computers/email/internet. *Ref. Board Policy 7540.04 - Staff Network and Internet Acceptable Use and Safety and Board Policy 5136 - Personal Communication Devices.*
- Unauthorized disclosure of District, employee, or student confidential information.
- Unsatisfactory work performance or conduct; deliberate or excessive waste of materials; poor workmanship or low productivity.
- Violation of *Employee Handbook* provisions and other directives from the Board, District Administrator, or supervisors.

EQUAL OPPORTUNITY EMPLOYMENT NOTICE

Pursuant to applicable state and federal law, the School District of Reedsburg does not discriminate in employment opportunities or practices on the basis of race, color, religion, national origin, creed, ancestry, age, sex, sexual orientation, pregnancy, marital or parental status, arrest or conviction record, military status, use or non-use of lawful products off the employer's premises during nonworking hours, physical, mental, emotional, or learning disability, or other basis protected by law.

The School District of Reedsburg will make reasonable accommodations for qualified individuals with known disabilities unless making the reasonable accommodation would result in an undue hardship to the School District of Reedsburg, in accordance with the Americans with Disabilities Act and the Wisconsin Fair Employment Act.

This policy covers all employment practices including but not limited to: selection, job assignment, compensation, discipline, termination, and access to benefits and training. Anyone who believes that the

School District of Reedsburg has inadequately applied the principles and/or regulations of any state or federal law pertaining to employment practices may file a complaint with the Director of Human Resources and Employee Relations or the District Administrator at the Central Office, 501 K Street, Reedsburg, Wisconsin 53959, or by telephone at (608) 524-2016.

Ref. Board Policy 4200 Equal Opportunity Employment Notice

Equal Opportunity Complaints

The District encourages informal resolution of complaints under this Board Policy. A formal complaint resolution procedure is available to address allegations of violations of the Board Policy in the District.

Ref. Board Policy 3362 Employee Anti-Harassment and 4362 Employee Anti-Harassment

PHYSICAL EXAMINATION

Prior to completing the hiring process all new employees are required to have a physical examination, a tuberculin test if necessary, and because the positions in the District are safety sensitive in that they supervise and/or interact with minor children, new employees must also pass a test for controlled substances the result of which must indicate there is no evidence of non-prescribed (illegal) drug use. Any individual who refuses to submit to or fails to pass the post-offer, pre-employment drug test shall be rejected for hire and shall be disqualified for hire in the future. The District shall pay for the physical exam and drug test. The District will contract with a provider identified by the District personnel office for the physical and drug test. If the physician prescribes a chest x-ray, the District shall pay for it. The physician will furnish the District with the results of the exam, tuberculin test and/or chest x-ray, and drug test.

Reference: Board Policies 3160 & 4160 - Physical Examination.

FAMILY AND MEDICAL LEAVE ACT

The District provides leave in compliance with state and federal Family and Medical Leave laws. In addition, specific information about the federal law is included below. Any other leaves of absence provided under District policies run concurrently with any leaves taken under state or federal Family and Medical Leave Laws.

Additional information on FMLA is available on the website www.rsd.k12.wi.us located under department, human resources and FMLA.

Any questions pertaining to FMLA may be directed to the Human Resources Department.

Ref. Board Policy 3430.01 & 4430.01 - Family Medical Leave Act (FMLA).

BONE MARROW AND ORGAN DONATION LEAVE ACT

Wisconsin law allows that up to 6 weeks leave of absence during a 12 month period may be granted an employee for the purpose of serving as a bone marrow or organ donor, if the employee provides his or her employer with written verification that the employee is to serve as a bone marrow or organ donor, and so long as the leave is only for the period necessary for the employee to undergo the bone marrow or organ donation procedure and to recover from the procedure. This law applies only to an employee who has worked for the employer more than 52 consecutive weeks and for at least 1,000 hours during that 52 week period. An employee may use paid leave or unpaid leave. Bone Marrow and Organ Donation Leave will run concurrent with Federal and State FMLA.

HARASSMENT AND BULLYING

The District is committed to providing fair and equal employment opportunities and to providing a professional work environment free of all forms of harassment and bullying. The District shall not tolerate harassment based on any personal characteristic, as described in *Board Policy 3122 & 4122 Non-Discrimination and Equal Employment Opportunity*. Harassment and other unacceptable activities that could alter conditions of employment, or form a basis for personnel decisions, or interfere with an employee's work performance are specifically prohibited. Sexual harassment, whether committed by supervisory or non-supervisory personnel, is unlawful and also specifically prohibited. In addition, the District shall not tolerate acts of non-employees (volunteers, vendors, visitors, etc.) that have the effect of harassing District employees in the workplace. Harassment can occur as a result of a single incident or a pattern of behavior where the purpose or effect of such behavior is to create an intimidating, hostile or offensive working environment. Harassment encompasses a broad range of physical and verbal behavior that can include, but is not limited to, the following:

- A. Unwelcome sexual advances, comments or innuendos;
- B. Physical or verbal abuse;
- C. Jokes, insults or slurs based on any personal characteristic as described in Board Policy 3362 & 4362 Employee Anti-Harassment. (Such comments are unacceptable whether or not the individual within the protected class is present in the workplace to overhear them and whether or not a member of a class professes to tolerate such remarks);
- D. Taunting based on any personal characteristic as described in Board Policy 3362 & 4362 Employee Anti-Harassment; and/or
- E. Requests for sexual favors used as a condition of employment or affecting any personnel decisions such as hiring, promotion, compensation, etc.

All employees are responsible for ensuring that harassment and bullying do not occur. It is the intent of the District to comply with both the letter and spirit of the law in making certain that harassment and bullying do not exist in its policies, regulations and operations. Anyone who believes that he/she has been the subject of harassment or bullying or has knowledge of violations of this policy shall report the matter in accordance with established complaint procedures <http://go.boarddocs.com/wi/reed/board.nsf/Public>. All reports regarding employee harassment or bullying shall be taken seriously, treated fairly and promptly and thoroughly investigated. Individual privacy shall be protected to the extent possible. There shall be no retaliation against any person who files a complaint under this policy. The District shall take appropriate and necessary action to eliminate employee harassment and bullying. Actions that are determined to be harassment or bullying shall be subject to disciplinary action, up to and including dismissal.

All employees have a duty to report incidents of alleged harassment or bullying to their immediate supervisor or designated equal employment officer. Employees who fail to report incidents of alleged harassment or bullying may be subject to disciplinary action, up to and including dismissal. In addition, supervisory employees who fail to respond to harassment or bullying complaints or to act on their knowledge of violation of this policy will likewise be subject to disciplinary action, up to and including dismissal.

Ref. Board Policy 3362 & 4362 Employee Anti-Harassment

UNIFORMED SERVICES LEAVE

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 provisions of federal law and state law. Additional leave beyond that required by law for such uniformed services may be granted at the discretion of the Board.

Request for Uniformed Services Leave:

When time permits, the request for a reserve military leave should be as far in advance as possible so the employer can adequately plan for the absence. Whenever possible, the request should be accompanied by a copy of the reservist's military orders. The request shall be submitted to the District Administrator or his/her designee.

WISCONSIN RETIREMENT SYSTEM (WRS) CONTRIBUTIONS

The Board will contribute the employer's share to the Wisconsin Retirement System for all eligible employees. The employee will pay the employee's contribution to the Wisconsin Retirement System as set forth in state statute.

WORKER'S COMPENSATION COVERAGE AND REPORTING RESPONSIBILITIES

All employees shall be covered by Worker's Compensation Insurance. If an employee sustains a work-related injury, the employee must immediately report the accident to Secura Insurance Company Nurse Hotline at 1-888-333-3334 after any necessary first aid or medical attention if necessary. The injured employee can call Secura Insurance Company directly. Ideally, the supervisor and injured employee should place the call together. The call shall be made as soon as possible after the injury occurs. Employees are expected to provide their supervisor with additional information about any changes in their work related injury as they occur.

MANDATORY REPORTING OF CHILD ABUSE OR NEGLECT

State statutes mandate that any employee of a school district who has reasonable cause to suspect that a child, seen by the person in the course of his/her employment with the District, has been abused or neglected or who has reason to believe that a child, seen by the person in the course of his/her employment with the District, has been threatened with abuse or neglect, or that abuse or neglect of the child will occur, shall immediately inform, by telephone or personally, the applicable District administrative personnel and Sauk County Human Services at (608) 355-4200 or local law enforcement. Abuse or neglect of a child may include physical abuse, emotional abuse, sexual abuse, or failure to provide for the basic needs of a child.

The law prohibits anyone who makes a report in good faith from being fired, discipline, or discriminated against, and the reporter is protected from civil or criminal liability. In addition, the report is to be kept confidential with no identifying information provided regarding the school employee who makes a report.

Any questions about this mandatory reporting requirement may be directed to a school principal or the Director of Pupil Services.

DRUG, ALCOHOL, AND TOBACCO FREE WORKPLACE

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

- A. Prohibited Acts - Drugs and Alcohol: 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. Employees of the District shall not possess, use, distribute or be under the influence of any illicit drug or alcoholic beverage as defined in Wisconsin Statutes while on school premises or while responsible for students on school-sponsored trips. In addition, the District prohibits employees from engaging in the manufacture, distribution, dispensation, possession, or use of illegal drugs, controlled substances, or unauthorized prescription medication at any time and in any location, even where the employee is not on District premises or on work time. Any employee who violates the District's Drug and Alcohol Policy may be disciplined, up to and including termination. All District employees shall cooperate with law enforcement agencies in investigations concerning any violation of this provision.
- 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. Employees who violate this policy will be subject to disciplinary action, up to and including termination from employment. Wis. Stat. § 120.12(20).
- C. Drug-Free Awareness Program: As required by the Federal Drug Free Workplace Act, the District shall establish a drug-free awareness program to inform employees about the dangers of drug abuse in the workplace, the District's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation and (if applicable) employee assistance abuse programs (*Board Policy 3170 – Substance Abuse*), and the penalties that may be imposed upon employees for drug abuse violations. 41 U.S.C. § 702(a) (1).
- D. Reasonable Suspicion Testing: All employees shall be required to undergo alcohol and drug testing at any time the District has reasonable suspicion to believe that 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. The District's determination that reasonable cause exists must be based on specific, contemporaneous, accurate observations concerning the appearance, behavior, speech, or body odors of the employee. A trained supervisor must make the observations. Refusal to consent to testing will result in disciplinary action, up to and including termination of employment.
- 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 District Administrator of any criminal drug statute conviction for a violation occurring in the workplace no later than three (3) days after such conviction. Within ten (10) days of receiving such notice – from the employee or any other source – the District shall notify the federal granting agency of the conviction. After receiving notice from an employee of a conviction for any drug statute violation occurring in the workplace, the District shall either (1) take appropriate personnel action against the employee, up to and including termination of employment, or (2) 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. This notice complies with notice requirements imposed by the federal Drug-Free Workplace Act (41 U.S.C. 702)].

- F. Consequence for Violation: Employees who violate the District's policies and rules regarding alcohol or drug use shall be subject to disciplinary sanctions, up to and including termination from employment with the District, and referral to appropriate law enforcement officials for prosecution. Compliance with the District's policies and rules is mandatory and is a condition of employment. In its sole discretion, the District may allow an employee to undergo evaluation for alcoholism or drug addiction and successfully complete any recommended treatment, in lieu of termination.

Ref. Board Policy - 3122.01 & 4122.01 Drug-Free Workplace

ACCEPTABLE USE OF TECHNOLOGY

The District supports access by employees to a wide range of information and communication technologies. It is anticipated that this access will enrich the educational environment. District employees are expected to abide by its policies and rules when using information technology and communication resources.

Ref. Board Policy 7540 - Computer Technology Network and Internet Acceptable Use & Safety

ID BADGE

The safety and well-being of District students and employees is of the utmost importance. The District expects that an employee will display his/her ID badge in a visible location at all times during normal school hours. Each school/department will issue an ID badge to all new employees. Loss or damage of the ID badge should be reported to your school/department immediately so a replacement badge can be issued. The badge is the property of the District and must be returned upon termination from employment.

PERSONAL APPEARANCE/STAFF DRESS CODE

The Board of Education believes that professional staff members set an example in dress and grooming for their students to follow. A professional staff member who understands this precept and adheres to it enlarges the importance of his/her task, presents an image of dignity, and encourages respect for authority. These factors act in a positive manner toward the maintenance of discipline. When on duty for the District, professional educators are role models for students and are expected to dress in a manner that is consistent with the expectations outlined in Board Policy 3216 Staff Dress and Grooming. Business casual is most appropriate. Casual dress is appropriate for field trips, shop experience, lab experiment, or clean-up which would possibly soil clothing. Employees must get approval from their principal or supervisor to wear something other than business casual for their job-related responsibility(ies).

When assigned to District duty, all employees shall:

- Be physically clean, neat and well groomed;
- Dress in a manner consistent with their assigned responsibilities;
- Dress in a manner that communicates to students a pride in personal appearance; and
- Be groomed in such a way that their hairstyle or dress does not disrupt the educational process or cause a health or safety hazard.

Board Policy 3216 and 4216 - Staff Dress and Grooming

GRIEVANCE PROCEDURE

Purpose:

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

Board Policies 3340 & 4340 - Grievance Procedure

ATTENDANCE

The District expects employees to be present for work. Employees are expected to adhere to their assigned schedule. Professional staff will report fifteen (15) minutes prior to the official start of the student day. In order for the schools to operate effectively employees are expected to perform all assigned duties and work all scheduled 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. Professional staff will be expected to attend school related meetings, such as faculty meetings, IEP's, open houses and other events that are part of the functioning of the school. Professional staff will be allowed to sign out of their building(s) during their non-teaching time to attend to decisive personal business, essential school business, or crucial family matters, such as medical or legal appointments.

Employees who are unable to report to work shall follow the applicable procedures for reporting his/her absence. Any absence from the workplace during an employee's scheduled day must be accounted for in Skyward Employee Access using the appropriate reasons. 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.

Absence Reporting Procedures:

Absence reporting is the responsibility of the employee; employees are encouraged to report absences as soon as possible, and all absences must be reported according to District guidelines. Absences must be reported using Skyward Employee Access using the following standards:

Pre-arranged Absences:

1. Report your absence to the building secretary or to the secretary of the school at which the absence first begins.
2. Immediately enter the absence details in Skyward Employee Access.

Short-notice Absences (the night before or early the morning of the absence):

1. Report your absence to your building/department's designated contact.
2. Enter the absence details in Skyward Employee Access the day you return from your absence.

Professional Development/Other:

For absence reasons that do not impact your paid time off including: professional development, fieldtrips, and IEP meetings etc., as follows:

1. Request approval for your absence from your building principal in advance.
2. Report your absence to the building / department's designated contact.
3. Enter the absence details in Skyward Employee Access prior to the absence.

Extended Absences:

For absences that require a duration of more than three (3) days:

1. Notify Human Resources of your leave request.
2. Notify your building principal in advance of your leave request.

3. Report your absence to the building/department's designated contact where the absence starts prior to the absence date.
4. Enter the absence details in Skyward Employee Access prior to your absence.
5. Extended leaves may qualify for Family Medical Act Leave and other leave.

Important Notes:

- Paid time off for hourly employees, including sick leave, vacation, , bereavement, and personal leave may have a minimum amount required of no less than fifteen (15) minute increments. Paid time off for salaried employees, including sick leave, bereavement, and personal leave may have a minimum amount required and thereafter may be used in increments of no less than one-half (1/2) day.
- After an absence request has been entered into Skyward, the employee will receive an email from his/her supervisor or Human Resources informing the employee that the time off request has been either approved or denied.
- To cancel a leave request in Skyward that has already been approved, please contact the Human Resources department or enter a negative (-) amount for the same day of the original request to cancel the leave request
- Any questions about absence reporting procedures should be directed to the employee's supervisor prior to the occurrence of an absence.

JURY DUTY AND SUBPOENA LEAVE

An employee, who is called for jury duty in any court of the State of Wisconsin or of the United States or who is subpoenaed to appear in a proceeding by an officer of the court and/or a governmental agency, during a work day, shall be entitled to a leave of absence from his/her position without loss in time or pay for such absence, provided that the employee is not a defendant/respondent in the matter (criminal or civil) and provided that the employee is not the plaintiff/complainant in a matter involving the District.

An employee may elect to take unpaid leave and retain the full dollar amount he/she receives for the court appearance or the employee may elect to receive his/her regular rate of pay and submit to the District the amount received for the appearance (excluding mileage). If the employee is required to testify as part of his/her official duties for the District, the employee shall receive his/her regular rate of pay and submit to the District any amount received for the appearance (excluding mileage).

An employee taking jury duty or subpoena leave will be expected to be absent only as long as necessary. The employee shall report to school each day as soon as possible following his/her release from the proceeding. The employee shall notify his/her administrator as soon as possible when he/she is called for jury duty or subject to a subpoena. A request for leave must be submitted in Skyward Employee Access for temporary leave with pay, listing jury duty or a subpoena as the absence reason. If the employee is required to testify or participate in an investigation as part of his/her official duties for the District on a non-work day, the employee shall be compensated by the District for his/her attendance at the employee's regular rate of pay.

Employee Work Schedule

Administration will determine the parameters of employee's specific work schedules. Supervisors are responsible for setting and communicating specific details of each employee's schedule including start time, lunch schedules, and normal ending times. The employee is responsible for adhering to the established schedule. When the work schedule must be changed due to needs of the organization supervisors will give as much notice as possible. The priority will be to meet the needs of students; however an effort will be made to accommodate the needs and schedule of employees, whenever possible.

Overtime:

Non-exempt (hourly) employees who work more than forty (40) hours in a given week will receive overtime compensation at the rate of one and one-half (1 ½) times the employee's regular hourly rate of pay for all hours worked in excess of forty (40) in the work week. Sick leave, personal leave, bereavement leave, and vacation leave will not qualify as hours worked for overtime. Only a Supervisor, Building Administrator, Department Director, or District Administrator may authorize overtime.

Ref. Board Policy 6700.

Duty Free Lunch (Hourly employees):

An employee scheduled for a lunch break will be provided with an unpaid duty-free lunch period of not less than thirty (30) minutes. If the employee's duty free lunch period is interrupted by work duties authorized by the employee's supervisor, the duty free lunch period will revert from an unpaid break to a paid break. When this occurs, the supervisor may opt to make a thirty (30) minute adjustment to the employee's work schedule within the current or following pay period. Alternately, with the supervisor's approval, the employee may restart his/her lunch period after the work-related interruption in order to receive an uninterrupted lunch period.

Employees who do not have a duty-free lunch period while performing supervision on a field trip or outside activity will be paid for services during the lunch period to the extent required by law. There will be no expectation of a schedule adjustment for the paid lunch duty.

PAYROLL PROCESSING

Pay Periods:

All Employees shall be paid on or the weekday nearest to the first (1st) and fifteenth (15th) day of each month. For hourly employees the payroll on the first (1st) day of the month will reflect hours worked from the first (1st) day of the preceding month through the fifteenth (15th) day of the month. The payroll on the fifteenth (15th) day of the month will reflect hours worked from the sixteenth (16th) day of the preceding month through the end of the prior month.

Teachers will have the option to elect nineteen (19) **equal** paychecks starting September 15 ending June 15 OR twenty-four (24) **equal** paychecks starting September 15 ending September 1. This election is on the Teacher Contract.

Payroll Deductions:

All employees shall have payroll deductions (health insurance, dental insurance, , flex plan, etc.) deducted on both paychecks on the first (1st) and fifteenth (15th).

Time Card Procedures for Hourly (Non-exempt) Employees:

True Time reporting of hours or time cards for nonexempt employees must be submitted immediately following the pay period for which the work was performed. True Time reporting or timecards must be approved by each employee's immediate supervisor and forwarded to the Payroll & Human Resource Department. All staff positions funded with Federal Funds must document monthly or semi-annual Personnel Activity Reports (PARS).

Direct Deposit of compensation:

All employees shall be paid through a direct deposit plan to a financial institution (i.e. bank, credit union, or savings and loan) of the employee's choice.

Extra-curricular stipend:

Activity assignments will be offered to the individual who, in the sole discretion of the District, is the most qualified applicant. The District has the right to determine the compensation for extra-curricular activity assignments. The stipend for extra-curricular activities shall be specified in the individual extra-curricular supplemental agreement by either a stated percentage of \$40,000 or a specified flat dollar amount.

The extra-curricular assignment supplemental agreement shall not be deemed a contract, and individuals holding extra-curricular positions are at-will employees, such that they can be removed from an extra-curricular assignment without the satisfaction of any disciplinary standard set forth herein and without the opportunity to file a grievance over the District's decision regarding the assignment. However, no employee will be removed from an extra-curricular assignment without a conference followed by a written notice from the District Administrator or his/her designee.

REDUCTIONS IN POSITIONS OR HOURS

Overview:

The Board of Education or its designee has the right to reduce the number of positions, or the number of hours in any particular position, as it determines is necessary, for the continued operation of the District's educational program in an efficient and effective manner.

Ref. Board Policies 3131 & 4131 Reduction in Staff.

Notice of Reduction:

The District will give at least two (2) weeks written notice of any reduction. The notice of reduction shall specify the effective date and, whether the reduction is full or partial.

Selection for Reduction – Steps:

In the implementation of reductions under this section, individual employees shall be selected for a reduction in accordance with the following steps:

- A. Step One - Attrition: Normal attrition resulting from employees retiring or resigning may be relied upon in implementing a reduction.
- B. Step Two - Volunteers: Volunteers will be considered for reduction. An employee who volunteers for reduction in hours under this section will put his/her request in writing. Volunteers will be considered by the District only if, in the District's opinion, the remaining employees in the job category are qualified to perform the remaining work. The District will provide the volunteer(s) with a written notice.
- C. Step Three - Selection For Reduction: The District will consider the factors below to select the employee in the affected job category for reduction.
 - a. Educational Needs of the District: Will be those needs as identified and determined by Administration through normal channels in accord with its constituted authority.
 - b. Qualifications as established by Administration: including, but not limited to specific skills, certification (if applicable), training, District evaluations, etc.
 - c. Qualifications of the Remaining Employees in the Classification: Relevant qualifications will be those experiences and training that best relate to the position(s) to be maintained and District' needs as determined by Administration. These experiences may include but not be limited to current and past assignment and practical experience in the area of need.
 - d. Performance of the Employees Considered for Reduction of Hours: Performance of the employees under consideration as previously and currently evaluated. Greater weight may be given to more recent evaluations.
 - e. Other factors in the best interest of the District (for example: years of service, supplemental assignments, etc.).

Reduction in Hours:

Employees who are reduced in hours shall not lose any benefits they have accrued. Benefits are defined as length of service, sick leave, and vacation earned as an employee. Reduced-in-time employees shall be treated as part-time employees under this *Handbook*. Any employee who is reduced in hours may choose to be fully reduced by providing written notice to the District Administrator within five (5) days of receiving notice of reduction in hours.

ASSIGNMENTS, VACANCIES AND TRANSFERS

Determination of Assignment:

Employees will be assigned or transferred at the discretion of the District Administrator or his/her designee.

Job Posting:

When a position becomes vacant as determined by the District or when the District creates a new position, the District will post the position on the Wisconsin Education Career Access Network (WECAN) website. A link to job postings will be available on the School District of Reedsburg website ("Employment Opportunities"). To the extent practicable, an e-mail notification will be sent to all employees when positions are posted. An employee interested in applying for a posted position must submit a written application through the Wisconsin Education Career Access Network (WECAN) website. The District may temporarily fill posted positions during the posting and selection period.

Interviews:

An employee who applies for a vacant position prior to the end of the posting period may be granted an interview for the position if qualified.

District Ability to Select the Applicant:

The District has the right to select the applicant for any position based upon the needs of the District, including consideration of applicant qualifications, special skills or training, prior performance evaluations, attendance, and references. The term applicant refers to both internal candidates and external candidates applying for the position.

Involuntary Transfers:

The District has the right to transfer an employee qualified for a position. No employee will be involuntarily transferred by the District without a conference followed by a written notice from the District Administrator or his/her designee.

PAID VACATION

Vacation Benefits:

All vacations are computed as of July 1 of each year. Employment status as of this date determines the amount of paid vacation each calendar year employee shall receive in that year. Only calendar year employees are eligible for vacation benefits. Vacation pay shall be paid at the employee's regular rate and for the employee's regularly scheduled number of hours per day not to go over 8 hours

As soon as possible each year, vacation eligibility will be made available to employees on-line through *Skyward Employee Access*.

Scheduling of Vacation:

Vacations must be taken during the contract year it is allocated and shall be noncumulative unless vacation rollover is granted in the employee's individual contract or prior approval is given by the Director of Human Resources or his/her designee. Requests for the use of vacation time are to be submitted on-line through *Skyward Employee Access*.

Vacation Increments:

Vacation time may be taken in full blocks, or in shorter blocks not less than fifteen (15) minutes as approved by the immediate supervisor. Requests for vacation time shall normally be made at least five (5) days prior to taking such leave to the employee's immediate supervisor. However, vacation time requested with less than five (5) days' notice may be made to either the immediate supervisor or the Director of Human Resources or his/her designee. The Director of Human Resources or his/her designee and the employee's

immediate supervisor may schedule vacations on a first-come, first-served basis, and may deny such requests as necessary to accomplish work objectives.

Payment upon Termination/Transfer to a Position Not Eligible for Vacation:

Upon separation of employment, the employee will receive pay for any unused earned vacation from the previous or the current contract years. Compensation for any unused vacation days will be equal to the daily wages per accumulated day at the time of the employee's termination and will be remitted on the final paycheck.

HOLIDAYS

Holidays Defined:

A paid holiday is a day off with pay for the number of hours the employee would normally work on that day. Paid holidays for each employee group are listed in Part II - Appendix.

Holidays Falling on Weekends:

If one of the holidays falls on a weekend, the school calendar will determine the day that will be granted off in lieu of the holiday.

Eligibility for Holiday:

In order to be eligible for holiday pay, an employee must work the employee's scheduled workdays immediately preceding and following the holiday, unless the employee is on an excused absence with pay that has been approved by the Director of Human Resources or his/her designee. Employees on unpaid leave of absence shall not be eligible for holiday pay if the holiday falls during the absence period.

SICK LEAVE

Sick Leave Provided:

Sick leave will be allocated on July 1 and is vested only upon completion of the work year, to Regular Full-Time and Regular Part-Time employees. Any employee terminated or resigning will be credited only with those days earned at the time employment is severed. Sick leave allocations will be pro-rated based on date of hire during the first year of employment. If employment terminates prior to completing six (6) months of employment for the District, the employee will reimburse the District for all sick leave days used in excess of those earned.

Sick Leave will be allocated based on the employee's regular scheduled hours per day according to the following schedule:

The allotment of sick leave days, if applicable, is listed in Part II – Appendix for each employee group.

Sick Leave Use:

- A. Sick leave shall be paid for any absence from work due to the:
 1. Personal illness or injury of the Employee.
 2. Illness or injury of an Employee's child under the age of eighteen (18) or over the age of eighteen (18) if the child has a handicapping condition as set forth in Wisconsin Administrative Code PI 11.02(23) (Examples of a handicapping condition are: cognitive disability, learning disability, autism, etc.)
 3. Serious health condition of a spouse, child, or parent.
 4. Medical or dental appointments for the Employee and/or child that cannot be scheduled outside of the Employee's regularly scheduled work hours.

B. Definitions: the following definitions apply under this section:

1. Child: means a natural, adopted, 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 this section, all definitions in this paragraph apply except for age eighteen (18).
2. Parent: means a natural parent, foster parent, adoptive parent, stepparent or legal guardian of an Employee or an Employee's spouse.
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.

Sick Leave Increments:

Sick leave may be allowed in increments of a minimum of fifteen (15) minutes for hourly employees. Sick leave may be allowed in increments of a minimum of one half (1/2) day, and in increments of a half (1/2) day thereafter for exempt employees.

Sick Leave and Disability:

In the event an employee is aware in advance that sick leave benefits of an extended nature will be needed, it shall be the duty of the employee to submit a request to the Human Resources Office in writing as far in advance as possible of the anticipated time and duration of such leave and the reason for requesting such leave. Medical certification verifying the employee's inability to perform his/her normal work functions must be submitted as soon as practicable. At that time, the District will determine if the employee is eligible for Family Medical Leave.

An employee can use his/her accrued sick leave, if available, until the time at which he/she may become eligible for disability benefits (contact Human Resource Department for details on disability coverage). Once an employee is eligible for disability benefits he/she is no longer able to use sick leave. An employee receiving disability benefits may request an unpaid leave of absence pursuant to the Unpaid Leave of Absence Section herein. However, employees are not entitled to an approved leave of absence during the entire period while the employee is receiving disability benefits. In some cases, the District will terminate the employment of an employee who is receiving disability benefits when the employee and his/her health care providers are unable to identify a definitive return to work date.

While the employee is on an approved leave of absence, the employee shall be permitted to return to work at such time as his/her doctor certifies he/she is medically capable of returning to work. In the event an employee on sick leave, Disability, or leave of absence fails to return to work when medically released to perform his/her assigned duties, he/she may be deemed to have resigned his/her position with the District. At the expiration of an approved unpaid leave of absence leave, the employee shall be entitled to be reinstated at the current salary to the same or equivalent position in which the employee was employed at the time the leave was granted.

The District may require a certificate from a physician of the District's choosing and the District's expense that an employee on sick leave is medically unable to perform normal duties. The District may require such medical certification once every 30 days until the employee returns to normal duties.

In the event an employee exhausts all accumulated sick leave and is medically unable to resume normal duties, the employee may be placed on unpaid leave of absence, either as required by law or at the discretion of the Board. Following exhaustion of an employee's eligibility for Family Medical Leave (when eligible for such leave), no fringe benefits shall be paid to or accrued by an employee on an unpaid leave of absence.

An employee on an unpaid leave of absence may continue insurance coverage, if eligible to receive coverage under the insurance plan as determined, during such leave by paying the full cost of all premiums as they become due.

Reporting Procedure - Doctor's Certificate:

If at all possible, each employee shall be required to inform his/her supervisor prior to his/her normal daily starting time of his/her need to be absent due to illness. Whenever the supervisor deems such verification appropriate, the employee may be required to furnish the District with a certificate of illness signed by either a licensed physician or a nurse practitioner. Such certificate must include a statement releasing the employee to return to work and a statement as to whether any limitations or restrictions are placed upon the work, which may be performed. Nothing in this section shall be interpreted as limiting the District's ability to discipline or termination employees for excessive absenteeism.

Emergency Sick Day Transfer

Donation of Leave for Medical Hardship: In the event an employee has exhausted all paid vacation, sick, or personal leave prior to qualification for disability benefits, and the employee faces a serious medical hardship, as determined by the District's administration, other employees may donate up to two (2) sick, personal, or vacation days to be used by said employee in place of paid sick leave, upon the approval of the Director of Human Resources or his/her designee. No employee will be permitted to receive more than twenty five(25) days of donated sick, personal, or vacation leave per fiscal year (July 1 to June 30). The recipient of donated leave will be paid at his/her current hourly rate or per diem when using the donated sick leave. Requests for donated leave must be submitted in writing to the Director of Human Resources. Upon approval to post the request, the request will be submitted via email to employees for their consideration of donating available days.

BEREAVEMENT LEAVE

Bereavement Leave for a Death in the Immediate Family:

Funeral Leave for a Death in the Immediate Family: In the event of death in an employee's immediate family, the employee shall be allowed per occurrence up to three (3) days off work with pay. The immediate family shall include the spouse, parent, child, brother, sister, grandchild, grandparent, step-relative of the same relationship as provided herein of the employee and of the same relationship of his/her spouse, i.e. in-laws. All paid bereavement leave will be deducted from available sick leave. If the employee has exhausted all available sick leave, the bereavement leave will be on an unpaid basis.

Bereavement Leave for a Death of an Individual Outside of the Immediate Family:

Employees shall be granted up to one (1) day with pay per occurrence to attend funerals of aunts, uncles, nieces, nephews, first cousins, or any close relative. All paid bereavement leave will be deducted from available sick leave. If the employee has exhausted all available sick leave, the bereavement leave will be on an unpaid basis.

Additional Bereavement Leave:

In extenuating circumstances, additional days of paid leave may be granted by the District Administrator for purposes of bereavement. Such additional days shall be deducted from the Employee's accumulated sick leave.

Bereavement Leave Increments:

Bereavement leave may be allowed in increments of a minimum of fifteen(15) minute increments for non-exempt employees and one-half (1/2) day increments for exempt employees.

PERSONAL LEAVE

Personal Days Provided:

The allotment of personal leave days, if applicable, is listed in Part II – Appendix for each employee group.

Personal Leave Restrictions:

Personal leave days shall not be used to extend a holiday or a school recess period. Personal leave will not be granted during the week prior to the start of school, the first week of school, during the last two (2) weeks of the school year, during an in-service day or on a parent-teacher conference day. Early dismissal Fridays are a key element of our staff development, but will not preclude the use of Personal Leave. Exceptions may be granted solely at the discretion of the District Administrator. The District has the right to limit the number of employees taking personal leave on any given workday. In addition, personal leave

shall not be used to engage in job actions such as picketing or demonstrating, or to participate in activities designed to embarrass or discredit the District.

New Employees:

New employees will be allocated prorated personal leave based on date of hire.

Personal Leave Increments:

For non-exempt (hourly) employees personal leave may be allowed in increments of a minimum fifteen (15) minute increments. For teachers, personal leave may be allowed in increments of one-half (1/2) day.

UNPAID LEAVE OF ABSENCE

Leave of Absence:

- A. **Application Procedures:** All requests for unpaid leave of absence, other than emergencies, must be submitted in writing to the District at least thirty (30) days prior to the anticipated beginning of the leave. Such application will be reviewed and processed by the Director of Human Resources or his/her designee, and shall be granted or denied at the District's discretion. The unpaid leave of absence may not exceed six (6) months. Unless provided otherwise in this *Handbook*, unpaid leaves of absence will be handled as set forth in this section.
- B. **Benefits During Leave:**
 - 1. Length of service and other benefits shall not accrue during such leave.
 - 2. The employee may continue health and dental insurance during the leave of absence by remitting the full premium amounts to the District. The continuation of health and dental insurance at the employee's expense may be contingent upon the health insurance carrier allowing such a benefit. If the premium is not received by the first (1st) of the month, the employee's insurance coverage may be terminated.
 - 3. During the unpaid leave, the employee shall retain accumulated paid leave, but shall not accrue any additional paid leave.
- C. **Placement Upon Return From Leave:** An employee to whom a leave of absence has been granted shall be entitled, at the expiration of the time stated in such leave, to be reinstated to the position in which the employee was employed at the time the leave was granted at the current hourly rate. If the employee cannot return to normal duty at the expiration of such leave, he/she shall be terminated and the job opening may be posted.

Short-Term Leave of Absence:

An employee may request up to five (5) days per fiscal year (July 1 to June 30) without pay for special circumstances with the approval of his/her supervisor/principal and the Director of Human Resources or his/her designee. An employee requesting a short-term leave of absence must exhaust all personal leave and paid vacation prior to the date of requested time off without pay. A request for additional days within the same fiscal year (July 1 to June 30) will require a proration of health and dental benefits.

EMPLOYEE PERFORMANCE EVALUATIONS

Evaluation:

The primary purpose of an employee performance evaluation is to provide continuous improvement in the quality of service to the community/students/employees of the District.

Procedures and Instruments:

The District will orient employees regarding evaluation procedures and instruments.

Frequency:

The frequency of evaluations shall be established at the discretion of the District.

Receipt of Evaluation:

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

Comments, Disputes:

The employee may respond in writing with his or her comments attached to the completed evaluation.

Evaluators:

The District shall determine which supervisory personnel will evaluate employees.

Discipline:

Disciplinary action will normally follow a progressive discipline model that is designed to correct inappropriate conduct on the part of employees.

Progressive discipline will generally progress as follows:

- a) Oral Reprimand, with a written record placed in the employee file;
- b) Written Warning;
- c) Suspension, the length of which is determined by the administration to effect the corrective goal of discipline; and
- d) Termination, pursuant to Board Policy 3139 & 4139.

The District Administrator may skip one or all steps in the progressive discipline model when he/she deems that the severity of the offense requires more substantial discipline, or in the case of termination, where the District Administrator determines that the conduct is so egregious as to require the employee's immediate termination consistent with Board Policy 3140 & 4140.

The standard for termination will be good and sufficient reason. Good and sufficient reason is defined as the following:

- A. There is a factual basis for the termination, such that the termination is not wholly frivolous or inconsequential: The factual basis must support a finding of employee action/inaction in which the District has a termination interest, and
- B. Reasonableness of the penalty: The particular termination by the District must not be unreasonable or without a rational basis.

FRINGE BENEFITS

The Board provides a competitive and comprehensive package of benefits to its eligible full-time and part-time employees. The Board has the final authority to establish, modify, rescind, add, or in any way affect employee benefits. These benefits include health, dental, life, disability insurance, flexible spending accounts, and availability to participate in tax-sheltered annuities. Employees of the District are participants in the Wisconsin Retirement System (WRS) if the employee is eligible.

This *Handbook* is intended to provide a general, informative overview of available benefits. Specific information and summary plan descriptions on each benefit can be obtained from the Human Resource Department. Should specific benefit questions arise, the plan documents shall take precedence over the summary information in this *Handbook*.

WISCONSIN RETIREMENT SYSTEM

Eligibility for the Wisconsin Retirement System (WRS) is defined by state statute and is mandatory for employees who meet the eligibility requirements for coverage under the WRS. Further information on eligibility, vesting, and pension options is available on the WRS website at: <http://etf.wi.gov>. Per state statute the District pays the employer share of the required WRS contributions and employees are responsible for the employee share of the contribution to the WRS. The WRS sets the contribution rates for the employer and employee on an annual basis. The WRS has a minimum requirement of five (5) years of creditable service for employees initially hired by a WRS-participating employer on or after July 1, 2011.

INSURANCES

Health & Dental Insurance:

The District has the right to select the carrier(s) and to determine the plan benefits including deductibles, co-pays, and other coverage for health and dental insurance. The District has the right to change the structure of the benefit plan, including eligibility, at any time.

Coverage available to eligible employees is single coverage for single employees, family coverage for married employees and single parents with dependent children, and employees where the District employs both spouses will have the choice of one (1) family plan or two (2) single plans. The current health insurance plan offered to eligible employees is a high deductible plan with a health reimbursement account (HRA). Medical plan summaries on insurance plans offered to employees may be obtained from the Human Resource Department.

In order to obtain coverage, eligible employees must complete enrollment forms within thirty (30) calendar days from the date of hire. Late enrollment is not allowed. Current employees have thirty (30) calendar days from the date of a status change or qualifying event to change their benefits.

Regular Full-time employees (because they are assigned to work thirty (30) or more hours per week) are eligible for health and dental insurance coverage, subject to the rules and regulations of the insurance carrier. The District makes a substantial contribution toward the cost of each employee's health and dental insurance premium.

The District will offer long term substitutes who work 30 hours or more a week single health insurance coverage only, with an effective date the 1st of the month after 60 days of employment.

BIOMETRIC SCREENING:

All employees covered by the District's health insurance plan will be offered a biometric screening provided by our health insurance carrier. Participation is voluntary; however, if an employee and spouse (if applicable) participates in the screening, there will be a three percent (3%) decrease in the employee's premium contribution. For more detailed rules regarding participation in the biometric screening process, the employee should contact the Director of Human Resources.

ALTERNATIVE BENEFIT PLAN (ABP):

If an employee is eligible for health insurance from the District and the employee can demonstrate that he/she is covered by a health insurance policy outside of the District the employee may choose to waive coverage under the District's health plan and instead choose to accept a "Cash in Lieu" payment under the Alternative Benefit Plan (ABP). The District will determine the amount of the ABP payment annually. The District has the right to discontinue the ABP at its discretion. Employees must enroll with the Human

Resource Department for this benefit. It is the employee's responsibility to enroll for this benefit. Employees may enroll in the benefit at any point in the year, so long as the employee waives health coverage. [This benefit is only available to administrators, custodians/maintenance, and teachers.]

Life Insurance:

The District shall provide a life insurance program to all employees eligible to participate in the Wisconsin Retirement System (WRS). The insurance carrier(s), program(s), and benefits will be selected and determined by the Board. The current life insurance program is with the WRS administered by the Employee Trust Fund (ETF). To participate, an employee must be classified as a Regular Full-Time or Regular Part-Time employee expected to work 880 hours per year.

Employees have the option of selecting life insurance coverage up to five (5) times their annual earnings rounded to the next higher \$1,000. Basic Plan coverage is one (1) times annual earnings, the Supplemental Plan is also one (1) times annual earnings, and the Additional Plan allows up to three (3) times annual earnings for a maximum total of five (5) times annual earnings for coverage. The WRS requires all local employers to pay a twenty percent (20%) surcharge of the basic life insurance premium to provide this benefit to employees, which the District pays. The remaining monthly premium and any increase is the employee's responsibility.

Long-Term Disability Insurance:

The Board shall provide long-term disability insurance to Regular Full-Time and Regular Part-Time employees, subject to the rules and regulations of the insurance carrier. The insurance carrier(s), program(s), benefits, and coverage will be selected and determined by the Board. (Also see Sick Leave and Long-term Disability)

1. Commencement and Termination of Benefits. Coverage will commence on the employee's first (1st) day of employment. The insurance benefits described in this *Handbook* shall cease at the end of the month the resignation or termination becomes effective.
2. Premium Contributions: The District shall pay one hundred percent (100%) of the premium for long-term disability insurance.
3. Benefits: The benefits will be equal to ninety percent (90%) of the employee's monthly wages. Coverage shall begin after the sixtieth (60th) consecutive calendar day of disability and continue until the employee is eligible to work or twenty-four (24) months if the employee does not qualify for Social Security Disability Insurance (SSDI).

Flexible Spending Account / Cafeteria Plan:

The District shall establish and provide at its expense a flexible spending account/cafeteria plan within the meaning of the Internal Revenue Code (§105, §106, §125 and §129) to permit employees to choose between:

- a. Payment of insurance premium amounts (IRC §106);
- b. Permitted medical expenses not covered by the insurance plan to a maximum allowable under the Flexible Spending Account / Cafeteria Plan (IRC §105 & §125) regulations per year, and
- c. Dependent care costs (IRC §129) subject to the limitations set forth in the Internal Revenue Code.

Tax Shelter Annuity Plan:

All employees are eligible to participate in a 403(b) tax deferred annuities plan. New employees will be automatically enrolled with a 2% contribution. The employee will be able to opt out of this contribution at any time. The employee will pay the total cost of the 403(b) tax deferred annuity contribution. WEA Member Benefits is our one sole provider for Tax Shelter Annuities.

For the purpose of the 403(b) the district defines disability as the same definition used by the district's long term disability provider.

Voluntary Insurance:

- a.** All employees who work 30 hours per week or more are eligible for the Voluntary Short Term Disability Program.
- b.** All hourly school year employees are eligible to participate in the Voluntary Dental Insurance Program. (Effective October 1, 2018)
- c.** All employees are eligible to participate in the Voluntary Vision Insurance Program. (Effective October 1, 2018)

Part II- Appendix

Administration

Teachers

Custodial & Maintenance

Paraprofessionals

(Teaching Assistants)

Food Service

Bus Drivers

Administrative Support Staff

ADMINISTRATION

HEALTH INSURANCE

The District shall contribute eighty-five percent (85%) toward the cost of monthly health insurance premiums for employees assigned to work thirty (30) hours per week. Employee and spouse participation in the biometric screening will allow for a three percent (3%) decrease in the employee's premium contribution.

POST EMPLOYMENT BENEFIT

Refer to individual administrative contract benefit language for post-employment benefit.

DENTAL INSURANCE

The District shall contribute eighty-eight percent (88%) toward the cost of monthly dental insurance premiums for employees assigned to work 30 hours or more per week.

VACATION

At hire date	4 Weeks
--------------	---------

SICK DAYS

Administrators are eligible for twelve (12) sick days per year with an accumulation of up to one hundred (100) sick days.

HOLIDAYS

Paid holidays for Administrators will include:

New Year's Day, Good Friday, Memorial Day, 4th of July, Labor Day, Thanksgiving, Day after Thanksgiving, Christmas Eve, Christmas, and New Year's Eve.

WELLNESS PAY

For each employee who has accumulated one hundred (100) sick days, the employee may choose to sell back up to ten (10) sick days from the current contract year's unused sick leave. The rate will be \$40 (forty) per day. This benefit will be paid only if the employee returns to the district the following school year. Payment for this benefit will be paid to a Tax Sheltered Annuity (TSA) Plan on the October 1st payroll.

TEACHERS

HEALTH INSURANCE

The District shall contribute eighty-five percent (85%) toward the cost of monthly health insurance premiums for employees assigned to work thirty (30) hours per week. Employee and spouse participation in the biometric screening will allow for a three percent (3%) decrease in the employee's premium contribution.

DISTRICT TAX SHELTER ANNUITY (TSA) CONTRIBUTIONS

Tax Sheltered Annuity (TSA) - 403(b) Plan

Basic elements:* To qualify, a teacher must be at least age 50 on December 31st of the school year when the benefit is to be received and have been a teacher in our district for at least the most immediate (previous) 15 consecutive school years as a teacher;

* Teachers who meet that criteria will receive a \$6,000 403(b) TSA contribution each March, while employed (the benefit will be prorated if working less than full-time in the year of the contribution);

* There will be a maximum of eight annual 403(b) TSA contributions, but contributions would end when employment ends.

DENTAL INSURANCE

The District agrees to contribute eighty-eight percent (88%) toward the cost of monthly dental insurance premiums for employees assigned to work 30 hours or more per week.

SICK DAYS

Teachers are eligible for ten (10) sick days per year with an accumulation of up to one hundred (100) sick days. Upon retirement you will receive \$60 per day of unused Sick Leave, to a maximum of \$6,000 (100 day maximum) paid into a 403(b) Tax Shelter Annuity (TSA). To be eligible for the unused sick leave benefit, the retiree must provide notice of their intent to retire at the end of the school year by February 15.

PERSONAL DAYS

Teachers are eligible for three (3) personal days per year [to come from available sick days] that will not roll over to the next school year. If a teacher has accumulated twenty-five (25) sick days at the start of the school year, that teacher may "purchase" two (2) additional personal leave days per year by trading three (3) sick days for one (1) personal day. A teacher may take a maximum of five (5) personal leave days per year. For extended absences in which two (2) or more personal days will be used consecutively, the building administrator shall be notified five (5) days in advance, shorter notice may be considered. All personal leave days taken by a teacher shall be charged against and deducted from his/her accumulated sick days. Personal leave will not be granted during the week prior to the start of school, the first week of school, during the last two weeks of the school year, during an in-service day or on a parent-teacher conference day. Early dismissal Fridays are a key element of our staff development, but will not preclude the use of Personal Leave. The District Administrator may waive these limitations. The District has the right to limit the number of employees taking personal leave on any given workday.

CONTRACT RELEASE PENALTY

The contract release penalty for teachers will be incorporated into the individual teacher contract and assessed at the discretion of the District Administrator per *Board Policy 3140*.

The contract release penalty is:

First day of Summer Break to July 15	1% of salary
July 16 to August 31	2% of salary
September 1 to last student contact day	3% of salary

CONTINUING EDUCATION

1. The District reserves the right to require employees to pursue certain coursework (at District expense).

PAYROLL ELECTION

Teachers will be paid their yearly compensation over the course of 19 **equal** pay periods (coinciding with the weeks of the school year only) unless they elect 24 **equal** pay periods (a full 52 weeks). To make this choice, a teacher must do so through an affirmative written election. The election is available in the Forms section in Staff Resources on our website.

MENTORING

Any teacher with less than four years of full-time teaching experience will be provided with an instructional coach as his/her mentor. To the extent legally permissible, communication between the mentor and mentee shall remain confidential (i.e. exclusively between them). The mentor will not be required to provide information to support the non-renewal or discharge of the mentee. Teachers who are in their first year of teaching, will not be required to have more than one extracurricular assignment per school year during his/her first year in the district.

A Professional Partner will be matched to every teacher who is new to the district through the joint effort of the district administrator and principal of the building at which the new teacher is primarily located. The Professional Partner will be compensated at the rate of \$200.00 per school year. Any Professional Partner serving less than a full year will be compensated on a pro-rated basis. No Professional Partner will be required to evaluate or have supervisory duties over their mentee. Should a Professional Partner also need to provide support for developing IEPs for the new teacher, that Professional Partner will receive \$100.00 additional compensation for this assistance.

PEER SUB

If it is necessary to require a teacher to substitute for another teacher he/she shall be reimbursed at the rate of \$26 (twenty-six) per ninety (90) minute period, \$14 (fourteen) per fifty (50) minute class period, \$12 (twelve) per forty (40) minute class period and \$10 (ten) per thirty (30) minute class period. The reimbursement for peer substituting will take place twice annually on December 1 and June 15.

WELLNESS PAY

For each employee who has accumulated one hundred (100) sick days, the employee may choose to sell back up to ten (10) sick days from the current contract year's unused sick leave. The rate will be \$40 (forty) per day. This benefit will be paid only if the employee returns to the district the following school year. Payment for this benefit will be paid to a Tax Sheltered Annuity (TSA) Plan on the October 1st payroll.

LICENSING

Teachers shall maintain any license that is possessed at the time of hire or is acquired during their period of employment. Failure to maintain license may result in consequences up to and including termination.

SUMMER SCHOOL COMPENSATION

Summer School teaching will be paid on an hourly basis at the rate of \$29.50 per hour. Payments for summer school teaching shall be made within thirty (30) days of service. Leave policies will not apply to summer school teaching.

TEACHER IN CHARGE

A Teacher in Charge is designated to fill in for the school principal in their absence. Compensation for the Teacher in Charge position is calculated as the total of the following:

- a. A flat dollar amount of \$1,300 plus,
- b. Six (6) days at the individual employee's daily salary (annual salary divided by 190)

CUSTODIAL & MAINTENANCE

HEALTH INSURANCE

The District agrees to contribute eighty-five percent (85%) toward the cost of monthly health insurance premiums for employees assigned to work thirty (30) hours per week. Employee and spouse participation in the biometric screening will allow for a three percent (3%) decrease in the employee's premium contribution.

POST EMPLOYMENT BENEFIT

Employees who have completed twenty (20) years of service with the District, who will be age fifty-five (55), and who apply for retirement under the Wisconsin Retirement System are eligible for the post-employment benefit.

The benefit amount will be determined by the accumulated sick leave days up to the maximum number of accumulated sick leave days multiplied by the employee's pay rate at the time of retirement. Such amount will be paid to a tax shelter annuity on behalf of the employee.

DENTAL INSURANCE

The District agrees to contribute eighty-eight percent (88%) toward the cost of monthly dental insurance premiums to employees assigned to work 30 hours or more per week.

VACATION

Paid vacation for Custodial and Maintenance employees will include:

1 Year	1 Week
2 Years	2 Weeks
7 Years	3 Weeks
15 Years	4 Weeks

NOTE: Staff that have earned beyond the new schedule of vacation time will be grand-fathered at their present level or until the new schedule allows for a change.

SICK DAYS

Custodians and Maintenance employees are eligible for twelve (12) sick days per year with an accumulation of up to one hundred (100) sick days.

HOLIDAYS

Paid holidays for Custodial and Maintenance employees will include:

New Year's Day, Good Friday, Memorial Day, 4th of July, Labor Day, Thanksgiving, Day after Thanksgiving, Christmas Eve, Christmas, and New Year's Eve.

PARAPROFESSIONALS (TEACHING ASSISTANTS)

HEALTH INSURANCE

The District shall contribute seventy-two percent (72%) toward the cost of family monthly health insurance premiums and eighty-five percent (85%) toward the cost of single monthly health insurance premiums for eligible employees assigned to work thirty (30) hours per week. Employee and spouse participation in the biometric screening will allow for a three percent (3%) decrease in the employee's premium contribution.

POST EMPLOYMENT BENEFIT

Employees who have completed twenty (20) years of service with the District, who will be age fifty-five (55) and who apply for retirement under the Wisconsin Retirement System are eligible for the post employment benefit.

The benefit amount will be determined by the accumulated sick leave days up to the maximum number of accumulated sick leave days multiplied by the employee's pay rate at the time of retirement. Such amount will be paid to a tax shelter annuity on behalf of the employee.

PERSONAL LEAVE

Each employee with less than fifteen (15) years of service shall be entitled to one (1) personal leave day per year. Each employee with fifteen (15) or more years of service shall be entitled to two (2) personal leave days per year. Unused days are not cumulative. Employees may use personal leave time in increments of fifteen (15) minute increments.

SICK DAYS

Paraprofessional employees are eligible for ten (10) sick days per year with an accumulation of up to one hundred (100) sick days.

HOLIDAYS

Paid holidays for Paraprofessional employees will include:

New Year's Day, Good Friday, Memorial Day, Labor Day, Thanksgiving, Day after Thanksgiving, Christmas Eve, and Christmas.

FOOD SERVICE

HEALTH INSURANCE

The District shall contribute seventy-two percent (72%) toward the cost of family monthly health insurance premiums and eighty-five percent (85%) toward the cost of single monthly health insurance premiums for eligible employees assigned to work thirty (30) hours per week. Employee and spouse participation in the biometric screening will allow for a three percent (3%) decrease in the employee's premium contribution.

POST EMPLOYMENT BENEFIT

Employees who have completed twenty (20) years of service with the District, who will be age fifty-five (55) and who apply for retirement under the Wisconsin Retirement System are eligible for the post employment benefit.

The benefit amount will be determined by the accumulated sick leave days up to the maximum number of accumulated sick leave days multiplied by the employee's pay rate at the time of retirement. Such amount will be paid to a tax shelter annuity on behalf of the employee.

ATTENDANCE BONUS

Employees will receive an attendance bonus of one hundred dollars (\$100) per semester for perfect attendance with up to three (3) days of emergency leave allowed.

LONGEVITY BONUS

1. Food Service Personnel employed by the School District of Reedsburg prior to 7/01/91 shall receive longevity pay for each full year of service in the District, commencing with completion of the 3rd year of employment.
 - a. Employees assigned to work eight hundred and forty (840) hours or more per year will receive a longevity payment of \$16 for each full year of employment.
 - b. Employees assigned to work at least five hundred (500) hours, but less than eight hundred and forty (840) hours per year will receive a longevity payment of \$13 for each year of full employment.
2. Food Service Personnel hired by the School District of Reedsburg after 7/01/91 are not eligible for longevity pay as provided for in this provision.

SICK DAYS

Food Service employees are eligible for ten (10) sick days per year with an accumulation of up to one hundred (100) sick days.

HOLIDAYS

Paid holidays for Food Service employees will include:
New Year's Day, Good Friday, Memorial Day, Labor Day, Thanksgiving, Day after Thanksgiving, Christmas Eve, and Christmas.

BUS DRIVERS

HEALTH INSURANCE

The District shall contribute seventy-two percent (72%) toward the cost of family monthly health insurance premiums and eighty-five percent (85%) toward the cost of single monthly health insurance premiums for eligible employees assigned to work thirty (30) hours per week. Employee and spouse participation in the biometric screening will allow for a three percent (3%) decrease in the employee's premium contribution.

POST EMPLOYMENT BENEFIT

Employees who have completed twenty (20) years of service with the District, who will be age fifty-five (55) and who apply for retirement under the Wisconsin Retirement System are eligible for the post employment benefit.

The benefit amount will be determined by the accumulated sick leave days up to the maximum number of accumulated sick leave days multiplied by the employee's pay rate at the time of retirement. Such amount will be paid to a tax shelter annuity on behalf of the employee.

ATTENDANCE BONUS

1. The following bonuses shall be paid to qualifying drivers:
 - a. Bonus A - Regular bus drivers that physically drive one hundred percent (100%) of their assigned routes shall receive a bonus payment of \$2.00 for each route driven. This would be \$720.00 maximum bonus for one hundred eighty (180) days. Regular bus drivers that physically drive ninety-five percent (95%) of their assigned routes shall receive a bonus payment of \$1.00 for each route driven. This bonus is for regular school year morning and afternoon routes only. Bereavement leave does not affect this bonus.
 - b. Bonus B- Regular bus drivers shall receive a bonus payment according to the schedule below for attending the scheduled bus driver training meetings.
 - Attending 1 = \$ 15.00
 - Attending 2 = \$ 35.00
 - Attending 3 = \$ 65.00
 - Attending 4 = \$100.00
 - c. Bonus C - Regular bus drivers that drive the full school term and hold current First Aid and CPR certification prior to the start of the school year shall receive a bonus payment of \$100.00. Drivers must provide appropriate documentation to verify certification to the Transportation Director.
2. All bonus payments to qualifying drivers shall be made on July 1, following the conclusion of the school year.

LONGEVITY PAY

1. Longevity pay will be granted on the following basis:
 - a. Regular bus driving personnel must drive a full school year, with not more than three (3) non-paid absences to earn one (1) year of longevity. Longevity earned prior to the 1989-90 contract shall not be affected by this provision.
 - b. Any absence that would normally be a paid absence under the sick or emergency leave provisions of this agreement, but are non-paid absences due to a lack of available leave shall not be counted as a non-paid absence for the purpose of earning a year of longevity or receiving longevity pay.
 - c. A driver must have completed three (3) full years of service to become eligible for longevity pay.
 - d. Longevity pay is \$18.00 for each earned year of longevity.
 - e. When a medical condition causes a driver to retire from bus driving prior to the end of the school year and the driver has fewer than five (5) non-paid absences for the school year, the retiring driver shall receive a longevity payment for years of longevity earned prior to the year of retirement.
2. Longevity payments to qualifying drivers shall be made on July 1, following the conclusion of the school year.

SICK LEAVE COMPENSATION

1. If no sick leave days are used the year after forty (40) days is accumulated, a bonus of \$50.00 shall be paid to the driver on July 1.
2. If no more than three (3) sick days are used the year after forty (40) days is accumulated, a bonus of \$30.00 shall be paid to the driver on July 1.
3. If no more than four (4) sick days are used the year after forty (40) days is accumulated a bonus of \$20.00 shall be paid to the driver on July 1.

SICK DAYS

Bus Drivers are eligible for nine (9) sick days per year with an accumulation of up to one hundred (100) sick days.

ADMINISTRATIVE SUPPORT STAFF:

ACCOUNTING SPECIALIST, ADMINISTRATIVE ASSISTANTS, BUS MECHANICS, CLC COORDINATOR, COTA (CERTIFIED OCCUPATIONAL THERAPY ASSISTANT), DISPATCHERS, HUMAN RESOURCE ASSISTANT, & PAYROLL ASSISTANT

HEALTH INSURANCE (CALENDAR YEAR EMPLOYEES)

The District agrees to contribute eighty-five percent (85%) toward the cost of monthly health insurance premiums for employees assigned to work thirty (30) hours or more per week. Employee and spouse participation in the biometric screening will allow for a three percent (3%) decrease in the employee's premium.

HEALTH INSURANCE (SCHOOL YEAR EMPLOYEES)

The District shall contribute seventy-two percent (72%) toward the cost of family monthly health insurance premiums and eighty-five percent (85%) toward the cost of single monthly health insurance premiums for eligible employees assigned to work thirty (30) hours or more per week for school year employees. Employee and spouse participation in the biometric screening will allow for a three percent (3%) decrease in the employee's premium.

POST EMPLOYMENT BENEFIT

Employees who have completed twenty (20) years of service with the District, who will be age fifty-five (55), and who apply for retirement under the Wisconsin Retirement System.

The benefit amount will be determined by the accumulated sick leave days up to the maximum number of accumulated sick leave days multiplied by the employee's pay rate at the time of retirement. Such amount will be paid to a tax shelter annuity on behalf of the employee.

DENTAL INSURANCE (CALENDAR YEAR EMPLOYEE)

The District agrees to contribute eighty-eight percent (88%) toward the cost of monthly dental insurance premiums to employees assigned to work 30 hours or more per week.

VACATION (CALENDAR YEAR EMPLOYEE)

Paid vacation for those who are classified as Calendar year Employees will include:

1 Year	1 Week
2 Years	2 Weeks
7 Years	3 Weeks
15 Years	4 Weeks

NOTE: Staff that have earned beyond the new schedule of vacation time will be grand-fathered at their present level or until the new schedule allows for a change.

PERSONAL DAYS (SCHOOL YEAR EMPLOYEES)

Bookkeepers, Bus Mechanics, Dispatchers, Payroll, Human Resources and Secretaries classified as School Year Employees are eligible for personal days. Each employee with less than fifteen (15) years of service shall be entitled to one (1) personal leave day per year. Each employee with fifteen (15) or more years of service shall be entitled to two (2) personal leave days per year. Unused days are not cumulative. Employees may use personal leave time in increments of fifteen (15) minutes.

SICK DAYS

Bookkeepers, Bus Mechanics, Dispatchers, Payroll, Human Resources and Secretaries classified as Calendar Year Employees are eligible for twelve (12) sick days per year with an accumulation of up to one hundred (100) sick days. Bookkeepers, Bus Mechanics, Dispatchers, Payroll, Human Resources and Secretaries classified as School Year Employees are eligible for ten (10) sick days per year with an accumulation of up to one hundred (100) sick days.

COMP TIME

The time off received by an employee who worked extra hours instead of receiving overtime pay. Comp time that is accumulated and is not used by August 31 will be paid out as time and a half at the current pay rate on the September 15th check.

HOLIDAYS

Paid holidays for Bookkeepers, Bus Mechanics, Dispatchers, Payroll, Human Resources and Secretaries will include:

New Year's Day, Good Friday, Memorial Day, 4th of July(if working), Labor Day, Thanksgiving, Day after Thanksgiving, Christmas Eve, Christmas, and New Year's Eve.

CONTACT INFORMATION

TOPIC OF QUESTION	DEPARTMENT	LOCATION / PHONE
Change of Address	Payroll	Central Office 608-524-2016 Ext. 2001
Human Resources Topics	Human Resources	Central Office 608-524-2016 Ext. 2002
Insurance (Health & Dental)	Human Resources	Central Office 608-524-2016 Ext. 2002
Employee Discrimination / Sexual Harassment	Human Resources	Central Office 608-524-2016 Ext.2004
Family Medical Leave	Human Resources	Central Office 608-524-2016 Ext. 2002
Leave Requests (personal or serious illness)	Human Resources	Central Office 608-524-2016 Ext. 2002
Disability Insurance	Human Resources	Central Office 608-524-2016 Ext. 2002
Name Change	Payroll	Central Office 608-524-2016 Ext. 2001
Pay	Payroll	Central Office 608-524-2016 Ext. 2001
Retirement	Human Resources	Central Office 608-524-2016 Ext.2004
Skyward Employee Access	Human Resources	Central Office 608-524-2016 Ext. 2002
Substitutes	Follow your building / department procedures	
Teacher Licensing	Central Office	Central Office 608-524-2016 Ext. 2030
Time Cards/True Time	Payroll	Central Office 608-524-2016 Ext. 2001
Time Off	Human Resources	Central Office 608-524-2016 Ext. 2002
Worker's Compensation	Human Resources	Central Office 608-524-2016 Ext. 2002

***Employees are expected to notify their school/building secretary of any changes to their home phone number, address, and cell phone number.**

DISTRICT EMERGENCY PROCEDURES

When it is necessary to close or delay the opening of school, one of the plans listed below will be followed to the extent practicable. School closing or delay information will be announced over the Reedsburg radio stations, Reedsburg Utility Commission TV channels, and Madison television stations as early as possible.

WRDB 1400 (AM) Reedsburg	WNFM 104.9 (FM) Reedsburg	WBDL 102.9 (FM) Reedsburg	WCNP 89.5 (FM) Reedsburg
Reedsburg Utility Commission - TV Channels		TV-Channels – Madison: 3, 15, 27, 47	

School closing: (ALL REEDSBURG PUBLIC AND PAROCHIAL SCHOOLS WILL BE CLOSED TODAY)

1. Schools **WILL NOT** be open for instruction.
2. Students **ARE NOT** to report.
3. Teachers, food service employees, secretaries/aides (who work less than calendar year) **DO NOT** report to work.
4. Custodian(s) and maintenance employees are to report to their respective work areas, or as assigned by the Director of Buildings & Grounds, as soon as conditions will allow for safe travel.
5. Calendar year employees assigned to the following locations will report to work as soon as conditions allow: Central Office, High School, Webb Middle Schools, Ironton-LaValle, Loganville, Pineview, South, and Westside Elementary Schools.
6. All extra-curricular or evening activities will be canceled with exceptions approved by the District Administrator.

School Delayed Start / Early Release: IN THE EVENT OF A DELAYED START / EARLY RELEASE, REEDSBURG PUBLIC AND PAROCHIAL SCHOOLS MAY BE OPEN ONE (1) OR TWO (2) HOURS LATE. BUSES WILL BEGIN THEIR ROUTES ONE (1) OR TWO (2) HOURS LATE. EARLY RELEASE TIMES WILL BE ANNOUNCED.

1. **ALL STAFF WILL REPORT** to their respective schools/buildings fifteen (15) minutes prior to the delayed start time.
2. Four-year-old Kindergarten will be cancelled in the morning with any delay and cancelled in the afternoon with any early release.
3. All Early Childhood classes will be cancelled in the morning with any delay and cancelled in the afternoon with any early release.
4. Students will report to their respective schools at the delayed start time.
5. Breakfast will be cancelled for any delay and school lunches will be served per each school's adjusted schedule.
6. School dismissal will be at the regular time for a delayed start.
7. All parents should be sure that their children are instructed where to go in case it is necessary for them to arrive home from school early.
8. District wide emergency dismissal information will be announced on the radio and television stations listed above.
9. A mechanical breakdown in one school will not affect regular dismissal of the remaining schools in the District.

ANY ANNOUNCED SCHOOL DELAY / CLOSING IS FOR THAT DAY ONLY.

DISTRICT SCHOOLS AND SITES

Central Office Building 501 K Street Reedsburg, WI 53959-1825	District	Phone: 608-524-2016 FAX: 608-768-8927
Head Start (Renewal Unlimited Inc.) 400 Alexander Ave Reedsburg, WI 53959	4K	Phone: 608-524-2700
My Place 1111 Industrial Street Reedsburg, WI 53959	4K	Phone: 608-524-1915
Sacred Heart Catholic School (p.m. only) 545 N. Oak Street Reedsburg, WI 53959	4K	Phone: 608-524-3611 FAX: 608-524-3831
St. Peter's Lutheran School (p.m. only) 346 N. Locust Street Reedsburg, WI 53959	4K	Phone: 608-524-4066
Ironton-LaValle Elementary 109 River Road LaValle, WI 53941	K-3	Phone: 608-985-7716 FAX: 608-985-7719
Loganville Elementary S5864 Highway 23 Loganville, WI 53943	K-3	Phone: 608-727-3401 FAX: 608-727-2715
Pineview Elementary 1121 8 th Street Reedsburg, WI 53959-1399	4K-5	Phone: 608-768-8932 FAX: 608-768-8933
Prairie Ridge Intermediate School 2400 8 th Street Reedsburg, WI 53959	3-5	Phone: 608-768-8942 FAX: 608-768-8943
Westside Elementary 401 Alexander Avenue Reedsburg, WI 53959-1509	4K-3	Phone: 608-768-8934 FAX: 608-768-8935
Webb Middle School 707 N. Webb Avenue Reedsburg, WI 53959-1199	6-8	Phone: 608-768-8930 FAX: 608-768-8931
Reedsburg Area High School (RAHS) 1100 S. Albert Avenue Reedsburg, WI 53959-	9-12	Phone: 608-768-8928 FAX: 608-768-8929
Buildings & Grounds 711 N. Webb Avenue Reedsburg, WI 53959	District	Phone: 608-768-8939 FAX: 608-768-8941
Food Service 1121 8 th Street Reedsburg, WI 53959	District	Phone: 608-768-8938 FAX: 608-524-0622
Transportation 729 N. Webb Avenue Reedsburg, WI 53959	District	Phone: 608-768-8940 FAX: 608-524-9854

TEACHER’S COMPENSATION MODULE (Appendix #2)

SDR Teacher 1	SDR Teacher 2	SDR Teacher 3	SDR Teacher 4
Teacher must hold an active/current Initial Educator, Professional Educator, or Master Educator License.	Teacher must hold an active/current Initial Educator, Professional Educator, or Master Educator License.	Teacher must hold an active/current Professional Educator or Master Educator License. Also, a preapproved Master’s Degree, or satisfactory completion of a preapproved Action Research project is required.	Teacher must hold an active/current Professional Educator or Master Educator license. Also, a PhD is required, or the teacher must obtain a Master’s Degree plus either NBPTS or WMEAP certification.
190-Day Contract (see comment #10, a)	190-Day Contract (see comment #10, a)	190-Day Contract (see comment #10, a)	190-Day Contract (see comment #10, a)
First 5 years of successful* Teaching in Reedsburg (*see comment #7)	No sooner than after 5 consecutive years of successful* teaching in Reedsburg (* see comment #7)	No sooner than after 12 consecutive years of successful* teaching in Reedsburg (* see comment #7)	No sooner than after 12 years of teaching experience, including at least 5 consecutive years of successful* teaching in Reedsburg (* see comment #7)
Minimum Salary: \$40,000	Minimum Salary: \$50,000 Additional Salary: \$2,000 (minimum) increase beginning the school year following the completion of a preapproved Master’s Degree (see comment #8)	Minimum Salary: \$65,000	Additional Salary: \$5,000 Whatever the teacher’s salary is without National Board certification, will be increased by \$5,000. <i>(This does not necessarily mean \$70,000.)</i>

- We will calculate base wage percentage, then move employee to appropriate employment category, then add previously calculated base wage percentage.
- National Board exams must be taken no later than August 31 to be counted for that school year.

Additional information:

- 1.) At the discretion of administration any teacher with less than four years of full time teaching experience, any teacher on a plan of improvement, or any teacher who is new to the district may be assigned up to five (5) additional work days and/or additional work sessions designed to prepare and support a successful experience for the teacher, our students and the district.
- 2.) Any Teacher with less than four years of full- time teaching experience will be assigned a mentor period of time covering the first three years of teaching.

- 3.) The District may, at its sole discretion, assign a salary greater than the minimum for the assigned employment category.
- 4.) The district may approve salary increases that reflect Total Base Wage negotiations, Board approved supplemental pay, and/or a onetime stipend. These increases may be provided on either a recurring or nonrecurring basis.
- 5.) Placement into a new employment category resulting from a teacher providing the district with evidence of the successful completion of any/all necessary requirements will begin the following school year.
- 6.) Unless otherwise approved, all Professional Development requirements are met outside of the student day. The District will prescribe some of these requirements, and others will be chosen by each individual teacher, based on his/her developmental needs/interests, and/or the needs of the district.
- 7.) “Successful Teaching” is defined as: A district administrator confirms that the teacher has developed (preapproved) and carried out (confirmed completion of) the essential elements of a plan of Professional Development, and the teacher has not been placed on a Plan of Improvement.
- 8.) For purposes of employment category designation and/or district provided compensation, the teacher must apply for and receive prior approval to pursue and obtain:
 - a.) a Master’s Degree;
 - b.) a PhD;
 - c.) National Board for Professional Teaching Standards (NBPTS) certification; or
 - d.) Wisconsin Master Educator Assessment Process (WMEAP) certification.

Note: Once obtained, the teacher is responsible for keeping DPI issued license(s) current, or risk nonrenewal.

- 9) In migrating current staff to this new model, a Master’s Degree that was previously obtained will count toward placement into one of the new employment categories, if all of the following conditions are true:
 - a.) The teacher worked for the School District of Reedsburg as a contracted teacher during the 2014-15 school year;
 - b.) The Master’s Degree was obtained prior to the start of the 2015-16 school year; and
 - c.) The Master’s Degree was previously applied to the teacher’s placement on the District’s (“old”) salary schedule.

SDR Teacher 1

- 190-day base contract.
- Beyond the base contract, at the discretion of the administration, teachers new to the teaching profession and/or to the district will serve up to five additional days.
- Annually, each teacher develops and completes a plan of Professional Development, subject to administrative approval.
 - Plan will include a number of nonstudent days, some prescribed by the district and others chosen by each teacher.
- Salary will not be less than \$40,000
 - The district may, in its sole discretion, determine a different (greater) salary through supplemental pay, if it is determined that the person/position warrants (“hard to fill position”, previous experience, additional certification, etc.), or if the employee has an advanced degree relevant to the assigned position.

SDR Teacher 2

- 190-day base contract starting no sooner than after five years of successful teaching experience in the Reedsburg School District.
- Beyond the base contract, at the discretion of the administration, teachers new to the teaching profession and/or to the district will serve up to five additional days.
- Annually, each teacher develops and completes a plan of Professional Development, subject to administrative approval.
 - Plan will include a number of nonstudent days, some prescribed by the district and others chosen by each teacher.
- Salary will not be less than \$50,000 (BS Degree), or \$52,000 (preapproved MS Degree).
 - District may, in its sole discretion, determine a different (greater) salary through supplemental pay, if it is determined that the person/position warrants (“hard to fill position”, previous experience, additional certification, etc.), or if the employee has an advanced degree relevant to the assigned position.

SDR Teacher 3

- 190-day base contract starting no sooner than after 12 consecutive years of successful teaching experience in the Reedsburg School District.
- To qualify for inclusion in this category, the teacher must have either a preapproved Master's Degree relevant to the work that is being performed, or satisfactorily complete a preapproved Action Research project relevant to the work of the District, and the result of that work becomes the property of the District.
- Beyond the base contract, at the discretion of the administration, teachers new to the teaching profession and/or to the district will serve up to five additional days.
- Annually, each teacher develops and completes a plan of Professional Development, subject to administrative approval.
 - Plan will include a number of nonstudent days, some prescribed by the district and others chosen by each teacher.
- Salary will not be less than \$65,000
 - District may, in its sole discretion, determine a different (greater) salary through supplemental pay, if it is determined that the person/position warrants ("hard to fill position", previous experience, additional certification, etc.), or if the employee has an advanced degree relevant to the assigned position.

SDR Teacher 4

- 190-day base contract, starting no sooner than after 12 years of teaching experience, including at least 5 consecutive years of successful* teaching in the Reedsburg School District.
- For purposes of additional compensation, must apply for, receive prior approval to pursue, and successfully obtain and retain either:
 - PhD in content significantly related to the work assigned by the district; or
 - Relevant Master's Degree, plus
 - National Board certification (NBPTS); or
 - Certification through the Wisconsin Master Educator Assessment Process (WMEAP)
- Annually, each teacher develops and completes a plan of Professional Development, subject to administrative approval.
 - Plan will include a number of nonstudent days, some prescribed by the district and others chosen by each teacher.
- The SDR Teacher 4 will receive an additional salary of \$5,000.
 - District may, in its sole discretion, determine a different (greater) salary through supplemental pay, if it is determined that the person/position warrants ("hard to fill position", previous experience, additional certification, etc.).

Addendum to the Employee Handbook Concerning COVID-19

The following provisions will be in effect for all employees until modified or eliminated by the District. These provisions are designed to mitigate exposure to COVID-19 in the workplace. The following provisions may be amended from time to time at the discretion of the District Administrator as COVID-19 guidance and recommendations continue to evolve and/or circumstances dictate.

1. BEFORE ARRIVING AT WORK SITE (SCHOOL DISTRICT FACILITY, MEETING LOCATION, OFF-SITE LOCATION, ETC.)

a. Employees are required to do all the following before arriving at the worksite each day:

i. Monitoring health : Employees must monitor their personal health prior to coming to the work site.

1) **Employees must stay home from their work site and should consult with their healthcare provider and/or the Sauk County Health Department if they exhibit any symptoms of COVID-19, including but not limited to the following symptoms in isolation or combination** : Fever of 100.4° F or more, chills, cough, shortness of breath or sore throat, loss of sense of smell/taste; muscle fatigue/body aches, nausea, vomiting, or diarrhea. * *This is not a complete list of possible COVID-19 symptoms, which continue to evolve.*

For a complete list of COVID-19 symptoms, please review the CDC's website at: <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

2) **Employees must stay home from their worksite if they are diagnosed with COVID-19.**

ii. Stay home if someone at home has COVID-19 : Employees who are not experiencing symptoms of COVID-19 or have not been diagnosed with COVID-19, but have a family member or individual they reside with at home who has been diagnosed with COVID-19, must stay home from their work site.

iii. Stay home if directed to do so by a public health agency : Employees who have been instructed by a public health agency to self-isolate must stay home from their work site.

iv. Notification of the District : Employees should notify their supervisor and the District's Human Resource Department if they are required to stay home from their work site under Sections 1.a.i through 1.a.iii above. Families First Coronavirus Response Emergency Leave, Family and Medical Leave, or other applicable leaves provided may be used upon request while an employee is staying home under Sections 1.a.i through 1.a.iii above, consistent with the provisions of those laws and policies. Additionally, in the District's sole discretion, an employee may be permitted to work remotely under these circumstances.

v. Specific period of leave : Employees who are required to stay home under Sections 1.a.i through 1.a.iii above must stay home and may not come to work until cleared to return to work by a health care provider or a public health official as indicated in Section 3 below.

b. If an employee shares with the District that they have been diagnosed with COVID-19, the District will inform local public health officials, as required by law, and notify other individuals of their possible exposure to COVID-19, but the District will maintain the confidentiality of the employee's medical information to the extent required by the Americans with Disabilities Act (ADA).

2. ILLNESS WHILE AT THE WORKSITE

Employees who become ill with COVID-19 symptoms will be directed to immediately go home. If they are unable to go home, they will be isolated until such time as they can return home or will be referred for medical assistance including potentially calling an ambulance.

3. RETURN TO WORK

An employee who intends to return to work following a COVID-19 related absence, must (a) notify the District's Human Resource Department of the date he/she intends to return at least two (2) work days in advance of the intended return date, and (b) submit with his/her request to return a doctor's note certifying that the employee is fit for duty or documentation from a public health official that the employee has complied with the instructions of the public health agency.

4. WORKSPACE/BUILDING CLOSURE

In the event that the District has an individual with a suspected or confirmed case of COVID-19 in a District facility, the District will contact the Sauk County Health Department for direction. If a workspace or building is closed off as a result, employees who work in that area/building will be expected to continue working in another area in the District or work remotely, unless otherwise indicated by the District. Workspace relocation will be assigned by the District.