

SCHOOL DISTRICT OF CRIVITZ

EMPLOYMENT HANDBOOK
for
PROFESSIONAL STAFF MEMBERS

July 1, 2013
Updated March, 2014
Updated June, 2016
Updated July, 2016

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I. INTRODUCTION

INTRODUCTORY STATEMENT

This Employee Handbook has been prepared for professional staff members including PreK-12 teachers and specialists. The provisions described herein are the terms and conditions governing employment in the School District of Crivitz and compliance with them is required.

This Employee Handbook is a collection of selected employment policies and administrative guidelines, as well as rules and regulations of School District of Crivitz ("District"). It has been prepared to acquaint all professional staff members with the policies and administrative guidelines, rules, and regulations that govern their employment in the District, and to provide for the orderly and efficient operation of the District.

It is each professional staff member's responsibility to read and become familiar with this information and to comply with the policies adopted by the Board and/or the administrative guidelines promulgated by the District Administrator that are available electronically on the District website, as well as the rules and regulations contained herein.

If you have questions regarding any of the Board policies and/or District Administrator's administrative guidelines, and/or the rules or regulations set forth in this Handbook, or about matters which are not covered, please direct them to your immediate supervisor.

DISCLAIMER STATEMENT

This Employee Handbook has been prepared for informational purposes only. None of the statements, policies and administrative guidelines, rules, or regulations contained herein constitutes a guarantee of employment, a guarantee of any other right or benefit, or a contract of employment, express or implied. All of the District's employees are employed, "at-will", and employment is not for any definite period, unless otherwise provided by individual contract. Termination of employment may occur at any time, with or without notice, and with or without cause, at the option of the District or the employee. The District's professional staff members employed under individual contracts with the Board may be terminated or nonrenewed consistent with the terms of the contract and consistent with Board Policy.

Furthermore, any professional staff member who violates any of the terms and conditions of employment set forth in this Employee Handbook may be subject to disciplinary action in accordance with Policy 3139 – Staff Discipline.

Policy 3139 – Staff Discipline

The provisions set forth in this Handbook may be altered, modified, changed, or eliminated at any time by the District, with or without notice. This Employee Handbook supersedes any and all previous handbooks, statements, policies and administrative guidelines, rules, or regulations given to employees, whether verbal or written.

STATEMENT OF PHILOSOPHY

The Board of Education believes that the purpose of education is to facilitate the development of the potential of each student. In a free society, every individual has both the right and responsibility to make choices and decisions for himself/herself and for society. A prerequisite for every member of such a society in meeting those responsibilities is competence in the use of the rational thought processes needed to make intelligent, ethical choices and decisions. If our society, as originally conceived, is to survive and function effectively, its young people need to be prepared to exercise their rights and their responsibilities in ways that benefit them and the society. Likewise, if individuals are to be able to achieve their life goals in a free society, they need to be competent to choose among the myriad alternatives that are and continue to be available to them. The enculturation process in our society focuses on preparing the young to meet certain expectations and to avail themselves of opportunities to attain personal goals within that society. The District's program should reflect the formal aspect of the enculturation process, and, therefore, needs to focus on both the areas of societal expectations and personal opportunity available in our society.

With regard to societal expectations, people in this society are expected to:

- A. be self-sufficient – that is, to meet their own needs, to the extent they are able, in their own way and without inhibiting others' opportunity to do the same;
- B. fulfill their responsibilities to contribute to the “common good” by actively participating in the affairs affecting all members of society.

Today there is ample evidence that many students are not learning how to make effective, rational, responsible, or ethical choices or decisions in regard to how they treat their minds and bodies, how they plan their futures, how they cope with frustration, or how they solve personal, social, and economic problems.

The Board and staff believe that the thought and action process involved in taking intelligent, ethical action can be learned just as any other set of procedures can be learned, providing students are given consistent, appropriate opportunities to:

- A. see the procedures modeled;
- B. learn what the procedures are;
- C. practice using the procedures and correct ineffective use of them;
- D. apply the procedures to a variety of relevant situations.

The District is committed to ensuring adequate provisions for such opportunities and to the applications of these processes to achieving the other educational goals associated with the District's mission.

CHAIN OF COMMAND – ORGANIZATIONAL CHART

The chain of command is the formal line of authority, communication, and responsibility within the District. The chain of command depicted on the organizational chart identifies the relationships in the District.

[Policy 3112](#) – *Board-Staff Communications*
[Policy 8205](#) – *Administrative Organizational Plan/Chart*

II. EMPLOYMENT

EMPLOYEE CODE OF CONDUCT/ETHICS

All professional staff members are expected to conduct themselves in accordance with the District's Code of Conduct/Ethics for Professional and Support Staff.

Employee Code of Conduct/Ethics

Employees involved in any capacity in the education of young people must represent the highest standards and values of the community. The purpose of this document is to establish ethical standards for the conduct of all district employees. Following these standards will ensure the highest principals of behavior and uphold the trust vested in us by our community.

All employees shall:

- Treat students, parents, fellow employees and community members with dignity and respect, demonstrating fairness and sensitivity for ethnic, religious, and cultural heritage.
- Promote a safe, nurturing and positive school and work environment.
- Establish and maintain open and positive communication with patrons and fellow employees.
- Maintain confidentiality concerning students, families and employees and avoid spreading rumors.
- Address problems and grievances in an appropriate manner, beginning with the person closest to the problem.
- Demonstrate knowledge of and act in accordance with district policies and procedures, as well as legal and contractual standards, responsibilities and obligations.
- Support the district mission statement.
- Demonstrate a commitment to learning and professional growth.
- Dress appropriately.
- Model and promote the use of appropriate language.
- Use facilities and equipment in a manner that protects the resources and property of the district.
- Protect district assets and financial resources by following accepted accounting practices and district policy.

As employees of the School District of Crivitz, we assume the responsibility for representing the District in a manner characterized by trust, morality and ethical principles.

EQUAL EMPLOYMENT OPPORTUNITY

The Board of Education does not discriminate in the employment of professional staff on the basis of any characteristic protected under State or Federal law including, but not limited to: race, color, age, creed or religion, genetic information, handicap or disability, marital status, citizenship status, veteran status, military service (as defined in Section 111.32, Wisconsin Statutes), sexual orientation, national origin, ancestry, arrest record, conviction record, use or non-use of lawful products off the District's premises during non-working hours, or declining to attend an employer-sponsored meeting or to participate in any communication with the employer about religious matters or political matters or any other characteristic protected by law in its employment practices.

If the professional staff member has questions regarding Equal Employment Opportunity or how to file a complaint regarding equal employment (s)he should refer to:

[Policy 3122](#) - *Nondiscrimination and Equal Employment Opportunity*

[AG 3122](#) - *Nondiscrimination and Equal Employment Opportunity*

[AG 3122B](#) - *Complaint Procedures for Nondiscrimination and Equal Opportunity/Access*

ANTI-HARASSMENT POLICY

The Board of Education is committed to a work environment that is free of harassment of any form. The Board will not tolerate any form of harassment and will take all necessary and appropriate action to eliminate it. Any member of the School District community who violates this policy will be subject to disciplinary action, up to and including termination of employment. Additionally, appropriate action will be taken to stop and otherwise deal with any third party who engages in harassment against our employees.

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

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

The District Administrator has prepared written administrative guidelines for professional staff members to follow when reporting alleged harassment. The process that will be followed when conducting an investigation regarding alleged harassment that is prohibited is also set forth in these administrative guidelines.

For more information employees shall refer to:

- [*Policy 3362 - Employee Anti-Harassment*](#)
- [*Policy 3362.01 - Threatening Behavior Toward Staff Members*](#)
- [*Policy 5517.01 - Bullying*](#)
- [*AG 3362 - Employee Anti-Harassment*](#)
- [*AG 3362A - Reporting Threatening Behaviors*](#)

JOB DESCRIPTIONS

The Board of Education recognizes that it is essential for professional staff member accountability that each professional staff member is fully aware of the duties and responsibilities of his/her position. Job descriptions document and describe the essential functions for professional staff positions and thereby promote organizational effectiveness and efficiency.

For more information regarding job descriptions, professional staff members shall refer to [Policy 3120.01](#) – Job Descriptions. Further, if a copy of a job description is required or desired, the professional staff member shall ask their immediate supervisor or go to the District Office and request a duplicate copy.

- [*Policy 1400 - Job Descriptions*](#)
- [*Policy 3120.01 - Job Descriptions*](#)

HIRING OF RELATIVES (NEPOTISM)

The District has established clear rules regarding the employment of relatives (nepotism) that can be found in:

[*Policy 3120 - Employment of Professional Staff*](#)

IMMIGRATION REFORM ACT COMPLIANCE

The District complies with the provisions of the Federal Immigration Reform and Control Act of 1986, including, but not limited to, requiring verification of authorization to accept employment in the United States from all employees.

For more information regarding this compliance, please refer to the following:

[*Policy 3111 - Creating a Position*](#)

CONFLICT OF INTEREST

Professional staff members are expected to maintain high standards of honesty, integrity, impartiality, and professional conduct. Further, professional staff members are expected to perform their duties in a manner free from conflict of interest pursuant to Section 19.59 Wisconsin Statutes.

[*Policy 1130 - Conflict of Interest – Private Practice*](#)

[*Policy 3210 - Staff Ethics*](#)

OUTSIDE ACTIVITIES OF STAFF

It is imperative that professional staff members avoid situations in which their personal interests, activities, and associations may conflict with the interests of the District. If a professional staff member is involved in an activity that threatens that staff member's effectiveness within the school system, the District Administrator shall evaluate the impact of such interest, activity, or association upon the professional staff member's responsibilities.

For more information regarding the Board's expectations concerning interests, activities or associations that may conflict with the interests of the District, professional staff members should review the following:

[*Policy 3231 - Outside Activities of Staff*](#)

COMMUNICATIONS AND SUGGESTIONS

The District values the comments and suggestions of its employees concerning work methods and operations. Employees should follow the chain-of-command when offering a suggestion or comment.

Professional staff members should refer to the detailed procedure regarding communication set forth in [Policy 3112](#) - Board-Staff Communication.

[Policy 3112](#) - Board-Staff Communication

POLITICAL ACTIVITIES

Political activities that do not contribute to a positive learning climate may be disruptive, divisive and distracting. Therefore, the Board has concluded that such activities are not appropriate within the school setting. It is the intention of the Board of Education to regulate such activities on all Board owned or used property, within all school buildings and at all school sponsored activities.

[AG 3231A](#) – Participation in Political Activities

III. EMPLOYMENT STATUS AND RECORDS

EMPLOYMENT CATEGORIES

The Board establishes the specific categories of employment by which staff are identified as members of the professional staff if they fall into a category established in [Policy 3120](#) – Employment of Professional Staff, or are identified as members of the support staff if they fall into a category established in [Policy 4120](#) – Employment of Support Staff.

[Policy 3120](#) – Employment of Professional Staff

[Policy 4120](#) – Employment of Support Staff

PERSONNEL FILES

It is critical to effective human resource management and necessary for satisfaction of legal obligations that the Board maintains accurate personnel records. Further, the access granted for review and inspection of a personnel file must be completed in accordance with state law () and applicable collective bargaining agreements. The District shall maintain personnel records of professional staff members and grant access to inspect or review those records in accordance with [Policy 8320](#) – Personnel Records and State law.

[Policy 8320](#) – Personnel Records and State law

PERSONNEL FILE RECORD CORRECTION

If there is any disagreement with the content or information contained in an employee’s personnel record, the employee will follow the process established in [Policy 8320](#) – Personnel Records to either have a correction made to the information in question, or to have the content in question removed from the file.

PERFORMANCE EVALUATION

The District Administrator has established and will implement a program of staff evaluation.

This program shall focus upon the early identification of specific areas in which the professional staff member needs improvement so that appropriate assistance may be provided in a systematic way. The evaluations shall be consistent with the following:

- A. applicable State statutes
- B. [Policy 3220](#) - Staff Evaluation
- C. [AG 3220A](#) - Evaluation of Staff

[Policy 3220](#) - Staff Evaluation
[AG 3220A](#) - Evaluation of Staff

PROFESSIONAL GROWTH REQUIREMENTS

Professional staff members are expected to comply with the Professional Development Plan requirements of their license and provide timely verification of progress towards fulfilling this responsibility.

[Policy 3242](#) – Professional Growth Requirements

STUDENT SUPERVISION AND WELFARE

The Board requires each professional staff member to maintain a standard of care for supervision, control and protection of students commensurate with the employee's assigned duties and responsibilities.

For the Board's expectations in this regard, administrators should refer to [Policy 1213](#) – Student Supervision and Welfare, and other professional staff members should refer to [Policy 3213](#) - Student Supervision and Welfare.

[Policy 3213](#) - Student Supervision and Welfare

ASSIGNMENT AND TRANSFERS

The District Administrator is responsible for the proper assignment of all professional staff members in conformance with any legal requirements or certification requirements. Assignments for the forthcoming school year will be made in accordance with [AG 3130](#) – Assignment and Transfer of Professional Staff.

Further, professional staff members may be transferred between schools when the District Administrator determines that the needs of the students, the school or District so require.

[AG 3130](#) - Assignment and Transfer of Professional Staff

STAFF DISCIPLINE

Staff discipline and required investigations regarding potential wrongdoings of an administrator or a professional staff member shall be consistent with the terms established in [Policy 3139](#) – Staff Discipline.

[Policy 3139](#) – Staff Discipline

REDUCTION IN STAFF

The Board may abolish professional staff positions and/or reduce the administrative and/or professional staff as necessary. Such staff reductions will be made in compliance with [Policy 3131](#) – Reduction in Staff.

[Policy 3131](#) – Reduction in Staff
[AG 3131](#) – Reduction in Staff

TERMINATION AND RESIGNATION

Individual employment contracts may be terminated or non-renewed upon a majority vote of the full membership of the Board.

Any decision to terminate a professional staff member's employment contract shall be subject to review consistent with [Policy 3340](#) - Grievance Procedure.

Finally, a staff member may resign in accordance with the terms of his/her individual employment contract.

*[Policy 3140](#) – Termination, Non-Renewal and Resignation
[Policy 3340](#) - Grievance Procedure*

BREACH OF CONTRACT/LIQUIDATED DAMAGES

Should an employee breach his/her individual contract by resigning or failing to fulfill the terms of the contract during the term of the contract, a liquidated damage in the respective amount set forth below shall be paid or forfeited by the employee at the option of the District. The acceptance of the instructional employee's resignation by the Board does not relieve the individual from the liquidated damages set forth herein.

If the instructional employee resigns after June 1, the employee will incur liquidated damages in the sum of \$500.

At the District's option, the liquidated damages, pursuant to the above, shall be deducted from the employee's last paycheck or paid directly to the District by the instructional employee.

This express intent to liquidate the damages arising out of a breach of contract is not the exclusive remedy or right of the Board but is, rather, an alternative right and remedy and shall not, unless the Board elects to rely on the same, preclude the Board from seeking and recovering the actual amount of damages resulting from such a breach by the teacher.

The Board, for reasons it deems appropriate, may, at its sole discretion, waive the \$500 cost to the employee for breach of contract.

IV. EMPLOYEE PAY AND BENEFITS

PAY PERIODS

All professional staff members shall be paid in accordance with the provisions established in [AG 6510B](#) – Payroll Authorization.

[AG 6510B](#) – *Payroll Authorization*

BENEFITS

The Board provides a competitive and comprehensive package of benefits to its employees. The Board retains the final authority to establish, modify, rescind, add or in any way affect employee benefits. Annually, in conjunction with the budget process, the anticipated share cost of all employee benefits, specifying both the employee and employer share shall be approved through Board action. See [Policy 3425](#) – Benefits.

2013-2014 Schedule of Benefits

Full time school year professional staff is provided a single or family health insurance policy with the District paying 90% of the premium and the employee paying 10% of the premium.

Full time school year professional staff is provided a single or family dental policy with the District paying 90% of the premium and the employee paying 10% of the premium.

The District provides long term disability insurance to professional staff at a rate of \$.38 per hundred on base salary, paid to each member.

The District provides a \$20,000 term life insurance policy to professional staff members who are acceptable to the policy carrier.

Professional staff is reimbursed at the federal reimbursement rate for school related travel in their own vehicle. The use of a personal vehicle for such travel must be pre-approved by administration.

Professional staff may apply for pre-approval of credit reimbursement at \$125 per credit. Such credit reimbursement will only be approved if the coursework is significantly related to the staff member's teaching assignment and is deemed as beneficial to fulfilling a need for the School District of Crivitz. The staff member must show proof of attaining a grade of "B" or higher in order to be reimbursed if approved. If a teacher is reimbursed for the coursework by an outside agency or grant, he/she will not be eligible for reimbursement by the District.

Professional staff is admitted to all school functions without charge (except WIAA tournament games).

[Policy 3425](#) – *Benefits*

LEAVES OF ABSENCE (extended leave)

Any professional staff member may request a voluntary leave of absence from employment by the Board. All requests for unpaid leaves shall be presented to the Board for approval and will provide the reason for the leave and the expected duration of the leave.

If the leave is approved, the Board action will also provide the conditions applicable for the employee to return to work. Leaves will be granted in accordance with [Policy 3430](#) - Leaves of Absence.

[Policy 3430](#) - *Leaves of Absence*

EMPLOYEE LEAVES

A professional staff member may request leave for the qualifying circumstances as set forth in [Policy 3431](#) – Employee Leaves. Those circumstances include:

- A. Bereavement leave
- B. Personal leave
- C. Leave without pay
- D. Jury duty
- E. Military leave

If a professional staff member has approved leave under the specific circumstances set forth in Board policy, the employee may be provided compensation or job protection during such absence from their assigned job duties for the District. These leaves will be granted pursuant to [Policy 3431](#)-Employee Leaves.

[Policy 3431](#) – Employee Leaves

EMPLOYEE SICK LEAVE

Professional staff members may use paid sick leave and are expected to follow the protocol established in [Policy 3432](#) – Employee Sick Leave.

[Policy 3432](#) – Employee Sick Leave

FAMILY AND MEDICAL LEAVE

In accordance with Federal and State law, the Board of Education will provide family and medical leave for professional staff members. The provisions of both the Federal and State family and medical leave provisions require specific eligibility and qualifying reasons to access this leave; to determine if you are eligible or qualify for family and medical leave refer to [Policy 3430.01](#) – Family and Medical Leave of Absence (FMLA).

[Policy 3430.01](#) – Family and Medical Leave of Absence (FMLA)

HEALTH INSURANCE BENEFITS

Health Insurance will be provided to all full-time professional staff members in accordance with the District's Health Insurance Plan and [Policy 3420](#) – Health Insurance Benefit.

Those employees who have coverage through the employer of a working spouse may waive the District's health insurance coverage. Those staff members who waive the insurance will be paid an additional \$5000.00 towards the cost of an annuity, with the understanding that this additional compensation is subject to FICA, FUTA, and Federal, State, and local income tax. The waiver must be in writing and be accompanied by evidence of other health insurance coverage. Staff members may either waive insurance coverage or revoke a previous waiver on an annual basis and in accordance with procedure described in the plan.

Retired professional staff receiving the health/dental insurance benefit at time of retirement may continue to participate in the group plan at his/her own expense until eligibility for Medicare, provided this is acceptable to the insurance carrier(s).

[Policy 3420](#) – Health Insurance Benefit

HRA Based Retirement Incentives

HRA (health reimbursement account) based retirement incentives only apply to employees hired and teaching in the School District of Crivitz prior to the 2013-2014 school year and are as follows:

- A. Current (as of July 1, 2013) teachers, who were hired and teaching for the School District of Crivitz during the 1998-1999 school year, or prior, will receive an amount placed into an HRA equal to the value of the District's portion of the employee's health insurance premium for the year prior to retirement. The amount placed into the HRA will be based on the following:
- For every year of consecutive employment, as a teacher, with the School District of Crivitz beyond 15 years, the teacher will receive half the amount of the cost of the District's portion of the teacher's health insurance policy for the year immediately prior to retirement. Years of consecutive employment for this calculation shall stop accruing and will be frozen as of the end of the 2012-2013 school year.
 - Individuals with 15 years of consecutive employment with the District as a teacher, as of the conclusion of the 2012-2013 school year, will receive an amount equal to one year's worth of the District's portion of the employee's health insurance policy for the year immediately prior to retirement.
 - The value of the HRA will not exceed four (4) years, nor be less than one (1) year worth of the District's portion of the employee's annual health insurance premium for qualified employees described above.
 - For those teachers hired for the 1999-2000 school year through the 2009-2010 school year who chose not to switch to the Health Reimbursement Account early retirement option, an amount equal to the value of the District's portion of the employee's health insurance premium for the year prior to retirement, will be placed in an HRA for one year only.
 - To be eligible for the above early retirement benefit the teacher must retire from the School District of Crivitz after having served as a teacher for the School District of Crivitz for a minimum of 20 consecutive years from his/her first date of hire through retirement.
 - If any benefit remains at eligibility for Medicare, the District will pay only the cost of a Medicare supplement plan for the retiree.

B. For those teachers hired and teaching for the School District of Crivitz between August 2009 and the 2012-2013 school year, who had \$2500 put into an HRA for each year of employment with the District, the amount in the HRA will be capped and the District will add no additional funds after the 2012-2013 school year. The above will also control the group of teachers hired prior to August 2009, who voluntarily switched to the HRA.

- After fifteen (15) years of service in the Crivitz School District, employees will retain the full amount of money placed into the HRA. Employees with less than 10 full years of service to the School District of Crivitz, at time of termination of service to the District, will receive no HRA benefit. Employees with 10 to 14 years of service in the School District of Crivitz, at time of termination of service to the District, will receive the HRA benefit described in B. on the sliding scale as follows:

10 years of service = .166 of the HRA

11 years of service = .333 of the HRA

12 years of service = .50 of the HRA

13 years of service = .666 of the HRA

14 years of service = .833 of the HRA

- Though the District will cease placing any funds into the HRA described in B., as of the end of the 2012-2013 school year, the years of service for the HRA qualification scale above will continue for current (2012 – 2013 or prior) participating employees.
- If an employee dies, he/she would need the required years of service to receive the percent of applicable funds from the HRA. IRS rules shall determine the disbursement of funds.
- For teachers hired to teach beginning with the 2013-2014 school year and beyond, there will be no early retirement incentive benefit. If in the future, funds become available for such a program, the Board may at its sole discretion, consider such benefits.

PRIVACY PROTECTIONS OF FULLY INSURED GROUP HEALTH PLANS

Eligible Professional Staff members who are provided coverage under fully insured group health plans are assured the privacy protections required by Federal and State law.

[*Policy 3419.02 - Privacy Protections of Fully Insured Group Health Plans*](#)

V. WORKING CONDITIONS AND HOURS OF WORK

NORMAL HOURS OF WORK

Teachers are professional employees as defined by the federal Fair Labor Standards Act and the Wisconsin Municipal Employee Relations Act, § 111.70(1)(L), Wis. Stats.

Although professionals' work is not limited to any specified number of hours or days per week, the "normal" hours of work for full-time employees in positions authorized as "40 hours per week" are considered to be eight (8) hours per day Monday through Friday including a duty-free thirty (30) minute lunch period. The normal workday for each building, as established by the Board, shall be 7:30 a.m. to 3:30 p.m.

COMPENSATION FOR TEACHING AN OVERLOAD SCHEDULE

When a teacher is asked to teach an overload schedule (teach a class during his/her preparation period), the compensation for this additional class will be 1/8 of the District's base teacher pay. For example, if the District's annual starting teacher pay is \$33,000, then compensation for teaching an overload class would be 1/8 of \$33,000 = \$2,063/semester in which the class was taught.

TEACHER MENTORS

Teachers who are appointed and serve as a mentor to new teachers will receive a \$500 stipend. The stipend will be paid upon completion of the mentor's duties as outlined in the Mentor document. The building principal will review and document that the expected mentor duties have been carried out by the mentor.

ADMINISTRATIVELY CALLED MEETINGS

Staff meetings: Teachers are required to attend all mandatory administratively called staff meetings. The administration shall attempt to provide reasonable notice of all such meetings. Teachers who are required to attend all administratively called meetings will receive no additional remuneration, above their regularly paid salaries, for attendance at such meetings.

Other Administratively Called Meetings: The notification and durations provisions of the above section do not include nor shall they apply to meetings of individual educational plan teams, the preparation of individual education plans, parent-teacher conferences, department meetings or activities of similar nature, which are normally conducted at other times. Teachers are required to attend such meetings regardless of the date, time or duration of said meetings. Teachers who are required to attend other administratively called meetings will receive no additional remuneration, above their regularly paid salary, for attending such meetings.

REQUIREMENT TO REMAIN CURRENT

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

NON-REMUNERATED ADVISORSHIPS

The advisorship of one non-remunerated extracurricular activity is to be considered a part of the normal teacher workload and assigned on a rotational basis. The advising of any additional extracurricular activities (beyond one) shall be on a voluntary basis.

ATTENDANCE AT SCHOOL EVENTS

Teachers are required to attend all mandatory administratively required school events. These events, though not limited by enumeration, may be an open house, music program, art show, 8th grade recognition, District high school graduation or other District or building events that occur after the normal workday. Teachers who have a co-curricular conflict or have pre-approved coursework to attend may be excused at the discretion of the District Administrator and or his/her designee. Such conflict should be communicated to the applicable administrator as soon as possible before the date of the school event.

CONSULTATION WITH PARENTS

Each teacher shall consult with parents so that parents recognize the important role they play in shaping the attitudes of their children and assume greater responsibility for the performance of their children and for the excellence of our schools. Such consultation may be in the form of phone contacts, home visitations, progress reports, in-person appointments, etc, in addition to the normally scheduled parent-teacher conferences. Such meetings may take place at times outside the normal workday. Teachers will document such consultations and maintain the documentation as a record.

PROFESSIONAL STAFF WEBPAGES

Professional staff members will maintain and keep updated a webpage linked to the District webpage with the following minimum information:

1. Name of staff member
2. School picture of staff member
3. School phone number with extension
4. School email address
5. Name of classes taught
6. Daily schedule including times available for parent consultation
7. Daily homework
8. Schedule of tests, quizzes and projects
9. Syllabus for each middle/high school class taught
10. At least 3 links to specific curriculum related websites

EMERGENCY SCHOOL CLOSURES

The District Administrator shall make the decision regarding emergency closings in accordance with the Plan for Emergency Preparedness as established in accordance with [Policy 8420](#) – Emergency Evacuation of Schools.

In the event the District is closed or an individual building is closed, full or partial day closures may be made up at the discretion of the District. The District shall, at a minimum make up all days/hours necessary to guarantee the receipt of state aids and or necessary to meet the minimum annual school year requirements (days and hours) of the State of Wisconsin. Teachers shall not receive additional compensation in the event the District requires such day(s)/time to be made up with or without pupils. In any case one school closure day may, at the discretion of the administration, be scheduled as a staff in-service day to take place the next day after the last student attendance day.

[Policy 8420](#) – Emergency Evacuation of Schools

SCHOOL CALENDAR

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

DRESS CODE

The Board has exercised its authority to specify dress and grooming guidelines for staff.

When on duty, professional staff members are expected to dress in a manner that is consistent with the expectations described in [Policy 3216](#)-Staff Dress and Grooming.

[Policy 3216](#) - Staff Dress and Grooming

ATTENDANCE AND REPORTING ABSENCES

Staff members are expected to report for duty daily; however, when a staff member must be absent, the following procedure shall be followed:

Reporting Absences on the Day of the Absence

Unless it is an emergency staff members are to call their immediate supervisor and notify him/her of the absence no later than 6:00 a.m. the day of the absence. In the case of an emergency the staff member should call his/her immediate supervisor to report the absence as soon as possible before the start of the school day on the day of the absence. If the staff member's immediate supervisor cannot be reached, the staff member shall contact the District Administrator as soon as possible after 7:30 a.m. on the day of the absence.

Pre-Approved Absences

Staff members are expected to use the Skyward system for requesting pre-approved leaves. Questions on the use of the Skyward system for requesting leave should be directed to the Technology Coordinator.

PERFORMANCE EVALUATION

The District Administrator has established and will implement a program of staff evaluation. This program shall aim at the early identification of specific areas in which the staff member needs help so that appropriate assistance may be provided or arranged for. The evaluations shall be consistent with applicable State statutes, and [Policy 3220](#) – Staff Evaluations and [AG 3220A](#) –Evaluation of Staff.

[Policy 3220](#) – *Staff Evaluations*
[AG 3220A](#) –*Evaluation of Staff*

PERSONAL COMMUNICATIONS

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

[Policy 7530.01](#) - *Use of Wireless Communication Devices*

USE OF EMPLOYER PROPERTY/EQUIPMENT

Personal use of District equipment or facilities by employees will be in accordance with the District Administrator's guidelines.

[Policy 7530](#) – *Lending of District-Owned Equipment*
[AG 7530](#) – *Personal use of District Equipment/Facilities*

USE OF PERSONAL PROPERTY AT SCHOOL

Employees may wish to bring personal property to school either for reasons associated with their professional responsibilities or for use during off-duty time. This practice is authorized provided it is understood that the District will not be responsible for any loss, damage, or misuse of such property.

[AG 3281](#) – *Personal Property of Staff Members*

TRAVEL EXPENSES

The Board of Education may provide for the payment of the actual and necessary expenses, including travel expenses, of any professional staff member that is incurred in the course of performing services for the District, whether within or outside the District, under the direction of the Board and in accordance with the District Administrator's administrative guidelines.

All such expenses require pre-approval for consideration of reimbursement.

[Policy 3440](#) – *Job-Related Expenses*
[AG 3440A](#) – *Job-Related Expenses*
[AG 3440B](#) – *Use of Private Car for School Business*

EXTRA AND CO-CURRICULAR DUTY

Extra and co-curricular duty is any duty that a professional staff member is contracted to perform as outlined in the remuneration schedule in Appendix A. Professional staff with an extra or co-curricular contract for those items listed in Appendix A, will be paid in lump sum payments on November 15, March 15 and June 15 (depending on season of item listed) of the contract year. The professional staff member may elect (in writing prior to August 31st of the contract year) to be paid in equal bi-monthly installments beginning on September 15 and ending on the following June 15 of the contract year. No changes in method of payment will be made after August 31st of the contract year.

Professional staff working games or contests will be paid \$25 per day for non-invitational contests and \$50 per day for invitational (4 or more teams) contests.

VI. SAFETY AND HEALTH

SMOKING

The Board of Education is committed to providing students, professional staff, and visitors with a tobacco and smoke-free environment. Accordingly, the Board prohibits professional staff members from using tobacco in any form on District premises, in District vehicles within any indoor facility owned or leased or contracted for by the District and used to provide education or library services to children, and at all District-sponsored events.

[Policy 3215](#) – Use of Tobacco by Professional Staff

TRAINING

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

- A. the use of automated external defibrillators ([Policy 8452](#) – Automated External Defibrillators),
- B. the control of blood borne pathogens ([Policy 8453.01](#) - Control of Blood-Borne Pathogens),

- C. the control of casual-contact communicable diseases ([Policy 8450](#) –Control of Casual Contact Communicable Diseases), and
- D. understanding the method of transmission and prevention of diseases that are direct contact communicable diseases ([Policy 8453](#) – Direct Contact Communicable Diseases).

[Policy 8452](#) – Automated External Defibrillators
[Policy 8453.01](#) - Control of Blood-Borne Pathogens
[Policy 8450](#) –Control of Casual Contact Communicable Diseases
[Policy 8453](#) – Direct Contact Communicable Diseases

REPORTING WORK RELATED INJURY

Any accident that results in an injury, however slight, to an employee of the Board, must be reported promptly and in writing to the District Business Office in compliance with [Policy 8442](#) – Reporting Accidents. The injured employee shall complete a form that includes the date, time and place of the incident; the names of persons involved; the nature of the injury to the extent that it is known; and a description of all relevant circumstances.

[Policy 8442](#) – Reporting Accidents

VII. EMPLOYEE COMMUNICATION & TECHNOLOGY

ACCEPTABLE USE OF DISTRICT TECHNOLOGY, THE INTERNET AND THE DISTRICT'S NETWORK

Staff use of the District's Network will be governed by [Policy 7540.04](#) – Staff Network and Internet Acceptable Use and Safety and the related administrative guidelines.

The due process rights of all users will be respected in the event there is a suspicion of inappropriate use of the Network. Users have a limited privacy expectation in the content of their personal files and records of their online activity while on the Network.

[Policy 7540.04](#) – Staff Network and Internet Acceptable Use and Safety

EMAIL

When available, the District's e-mail system must be used by employees for any official District e-mail communications.

Employees are required to keep their inbox and folders organized by regularly reviewing e-mail messages, appropriately saving e-mails that constitute a public record or student record and e-mails that are subject to a litigation hold, and purging all other e-mails that have been read.

The District complies with all Federal and State laws pertaining to electronic mail. Accordingly, e-mails written by or sent to District employees may be public records or education records if their content includes personally identifiable information about a student. E-mails that are public records are subject to retention and disclosure, upon request, in accordance with [Policy 8310](#) – Public Records.

The District retains the right to monitor or access any District e-mail accounts at any time. Users should not expect that their communications sent or received through the District e-mail system will remain confidential and personal.

Employees should be aware of the framework for the proper use of e-mail established in [Policy 7540.06](#) – Electronic Mail and the District Administrator's established guidelines regarding e-mail.

*[Policy 8310](#) – Public Records
[Policy 7540.06](#) – Electronic Mail*

SOCIAL MEDIA

In accordance with [Policy 1213](#) – Student Supervision and Welfare and [Policy 3213](#) - Student Supervision and Welfare, professional staff members shall not engage students in social media and online networking media, such as Facebook, Twitter, MySpace, etc.

This provision is not meant to preclude professional staff members from communicating with students via the internet for the purposes of legitimate class related communications. Examples of legitimate student – teacher communication via the internet would include but are not limited to, “Blackboard” class discussions, “moodle” or “survey monkey” surveys, curriculum related teacher websites links, etc.

*[Policy 1213](#) – Student Supervision and Welfare
[Policy 3213](#) - Student Supervision and Welfare*

VIII. EMPLOYEE CONDUCT AND DISCIPLINARY ACTION

STAFF DISCIPLINE

Staff discipline and required investigations regarding potential wrongdoings of a staff member shall be consistent with [Policy 3139](#) – Staff Discipline.

[Policy 3139](#) – Staff Discipline

GRIEVANCE PROCEDURE

Each professional staff member of the District shall be provided an opportunity to understand and resolve matters affecting employment that the employee believes to be unjust as provided in [Policy 3340](#) – Grievance Procedure.

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

All employee grievances must be filed by the aggrieved employee(s). The grievance must be filed within five (5) working days after the employee knew or should have known of the cause of such grievance. The procedures detailed in [Policy 3340](#) – Grievance Procedure shall be followed when a grievance has been filed.

[Policy 3340](#) – Grievance Procedure

DRUG AND ALCOHOL USE

Consistent with the Drug-Free Workplace Act, the Board prohibits the manufacture, possession, use, distribution, or dispensing of any controlled substance, including alcohol, by any member of the District's administrative and/or professional staff at any time while on District property or while involved in any District-related activity or event. Any staff member who violates [Policy 3122.01](#) – Drug-Free Workplace shall be subject to disciplinary action in accordance with [Policy 3139](#) – Staff Discipline and the District Administrator's guidelines.

*[Policy 3122.01](#) – Drug-Free Workplace
[Policy 3139](#) – Staff Discipline*

IX. NONDISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY

The Board of Education does not discriminate in the employment of professional staff on the basis of the Protected Classes of race, color, national origin, age, sex (including transgender status, change of sex, sexual orientation, or gender identity), pregnancy, creed or religion, genetic information, handicap or disability, marital status, citizenship status, veteran status, military service (as defined in 111.32, Wis. Stats.), national origin, ancestry, arrest record, conviction record, use or non-use of lawful products off the District's premises during non-working hours, declining to attend an employer-sponsored meeting or to participate in any communication with the employer about religious matters or political matters, or any other characteristic protected by law in its employment practices.

[Policy 3122](#) - Nondiscrimination and Equal Employment Opportunity

DISTRICT COMPLIANCE OFFICERS

The Board designates the following individuals to serve as the District's "Compliance Officers" (also known as "Civil Rights Coordinators") (hereinafter referred to as the "COs"):

Jeff Walsh
Principal
718 Hall Hay
715-854-2721
walsh@crivitz.k12.wi.us

Jeff Baumann
Principal
400 South Avenue
715-854-2721
baumann@crivitz.k12.wi.us

APPENDIX A

Extra and Co-curricular Remuneration Schedule

An extra and co-curricular duty is any duty that a professional staff member is contracted to perform as outlined in the remuneration schedule. Payments for co-curricular and extracurricular shall be in accordance with the remuneration schedule below.

1. Forensics and dramatics	
a. Forensics – 6/15	\$3188
b. Assistant forensics (20 or more students) - 6/15	\$725
c. Middle School Forensics – 6/15	\$725
d. Assistant Middle School Forensics (20 or more students) – 6/15	\$561
2. Yearbook Advisor (if not part of photo journalism Class) – 6/15	\$1591
3. Student Council – 6/15	
a. High School	\$1558
b. Middle School	\$248
4. Music	
a. Athletic and special community events 6/15	\$3188
b. Assistant – athletic and special community events – 6/15	\$725
5. HI-Q – 6/15	\$3188
6. Cheerleading, Drill Team and Dance	
a. Cheerleader Advisor – 3/15	\$3188
b. Middle School Cheerleader Advisor – 3/15	\$1044
c. Drill Team Advisor – 3/15	\$561
d. Dance Team Advisor - 3/15	\$3188

7. Athletics – Boys	
a. Head Basketball – 3/15	\$3188
b. Assistant Basketball – 3/15	\$2133
c. Freshman Basketball – 3/15	\$1596
d. 8 th Grade Basketball – 3/15	\$1044
e. 7 th Grade Basketball – 3/15	\$1044
f. Head Football including preseason – 11/15	\$3188
g. Assistant Football including preseason – 11/15	\$2133
h. 8 th Grade Football – 11/15	\$1044
i. 7 th Grade Football – 11/15	\$1044
j. Head Track – 6/15	\$3188
k. Assistant Track – 6/15	\$2133
l. Middle School Track (up to 2 positions) 6/15	\$1044
m. Wrestling	
1. Head Wrestling – 3/15	\$3188
2. Assistant Wrestling – 3/15	\$2133
3. 7 th & 8 th Wrestling – 3/15	\$1044
n. Head Golf Coach – 6/15	\$3188
o. Baseball Coach – 6/15	\$3188
p. Assistant Baseball - 6/15	\$2133
q. Cross Country Coach - 11/15	\$3188
8. Athletics – Girls	
a. Head Basketball – 3/15	\$3188
b. Assistant Basketball – 3/15	\$2133
c. 8 th Grade Basketball – 3-15	\$1044
d. 7 th Grade Basketball – 3/15	\$1044
e. Head Volleyball including preseason – 11/15	\$3188
f. Assistant Volleyball including preseason – 11/15	\$2133
g. Freshman Volleyball – 11/15	\$1596
h. 8 th Grade Volleyball – 11/15	\$1044
i. 7 th Grade Volleyball – 11/15	\$1044
j. Softball Coach – 6/15	\$3188
k. Assistant Softball - 6/15	\$2133

Professional staff with an extra or co-curricular contract for those items listed in Appendix A, will be paid in lump sum payments on November 15, March 15 and June 15 (depending on the season of item listed) of the contract year. The professional staff member may elect (in writing prior to August 31st of the contract year) to be paid in equal bi-monthly installments beginning on September 15 and ending on the following June 15 of the contract year. No changes in method of payment will be made after August 31st of the contract year.

X. EMPLOYEE RECEIPT AND ACKNOWLEDGMENT

I acknowledge that I have received and read The School District of Crivitz Employee Handbook for Professional Staff Members and understand the provisions contained herein. I understand that the terms described in the Employee Handbook for Professional Staff Members may be altered, modified, changed, or eliminated by the Board at any time, with or without prior notice.

I further understand that the Employee Handbook for Professional Staff Members and any other provisions contained therein do not constitute a guarantee of employment or an employment contract, express or implied. I understand that my employment is at-will unless governed by my individual employment contract and that my employment may be terminated at any time with or without cause or terminated or not renewed consistent with the terms of my individual contract.

(Employee Name - Printed)

(Employee Signature)

(Date)