



# **SAUK PRAIRIE SCHOOL DISTRICT**

## **EMPLOYMENT HANDBOOK for PROFESSIONAL STAFF MEMBERS**

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# INTRODUCTION

## INTRODUCTORY STATEMENT

This Employment Handbook for Professional Staff Members has been prepared for professional staff members including certified teachers, school counselors, media specialists, psychologists, school nurse, social worker, pathologists, and therapists. The provisions described herein, Board policies and the District Administrator's administrative guidelines are the terms and conditions governing employment in the Sauk Prairie School District and compliance with them is required.

This Employment Handbook is a collection of selected employment policies and administrative guidelines, as well as rules and regulations of Sauk Prairie School District ("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 which are available electronically on the District website at <http://www.neola.com/sauk-wi/>, 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 herein, please direct them to your immediate supervisor and/or the District Administrator.

For purposes of this Handbook, Board policies and District Administrator's administrative guidelines the following will apply:

"Staff member" shall have the same meaning as "employee" and may be used interchangeably.

"Building administrator" shall have the same meaning as "principal, assistant principal or lead teacher" and may be used interchangeably.

"Superintendent" shall have the same meaning as "District Administrator" and may be used interchangeably.

## RECOGNITION

The Board recognizes the Sauk Prairie Education Association, hereafter referred to as the Association, as the exclusive representative for staff members of the Sauk Prairie School District engaged in teaching. This shall encompass all contracted and certified teachers, lead teachers, guidance counselors, media specialists, psychologists, AOD Coordinator, At Risk Coordinator, School Nurse, and Social Worker. Excluded from the bargaining unit are district administrators, principals, assistant principals, teaching principals, supervisors whose duties include evaluating personnel, and substitute teachers.

The Association recognizes the Board as the elected representatives of the people of Sauk Prairie Public Schools as the employer of the certificated personnel of the Sauk Prairie School District.

The purpose of this recognition is the mutual agreement that the parties will negotiate in good faith on subjects for which bargaining is allowed under section 111.70 of the current Wisconsin Statutes.

## DISCLAIMER STATEMENT

This Employment Handbook has been prepared for informational purposes only. None of the statements, policies and administrative guidelines, rules, or guidelines contained herein constitutes a guarantee of employment, a guarantee of any other right or benefit, or a contract of employment, express or implied. The District's professional staff members shall be employed under individual contracts with the Board. Individual contracts may only be created by the Board and shall be in writing. All teachers will be employed under written contracts pursuant section 118.21, Wis. Stats. During the term of the contract, termination or disciplinary action may occur only for just cause.

Any professional staff member who violates any of the terms and conditions of employment set forth in this Employment Handbook for Professional Staff Members, Board policies and/or administrative guidelines may be subject to disciplinary action in accordance with 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 proper notice to and affording an opportunity for input from appropriate representatives from employee groups. This Employment Handbook supersedes any and all previous handbooks, statements, policies and administrative guidelines, rules, or regulations given to staff members, whether verbal or written.

## STATEMENT OF PHILOSOPHY

Recognizing that the faithful nurturing of children today promotes a society of productive citizens tomorrow, it shall be the philosophy of the Sauk Prairie Schools that education be child-centered, and toward that end, we dedicate the human and economic resources of our community.

Policy 2110 – Statement of Philosophy

## CHAIN OF COMMAND – ORGANIZATIONAL CHART

The chain of command is the formal line of authority, communication, and responsibility within the District.

Policy 3112 – Board-Staff Communications

## SAVINGS CLAUSE

If any provision of this Handbook is held to be invalid by operation of law or by any tribunal of competent jurisdiction, or if compliance with or enforcement of any sections should be restrained by such tribunal, the remainder of this Handbook shall not be affected thereby; and shall remain in full force and effect for the duration of the Handbook.

## DURATION OF HANDBOOK

The provisions of this Handbook shall be in force and effect from the date on which it is adopted by the Board and they shall continue in effect unless and until modified by the Board.



## **II. EMPLOYMENT**

### EQUAL EMPLOYMENT OPPORTUNITY

Except as specifically authorized by statute, the Board of Education does not discriminate in the employment of professional staff on the basis of any characteristic protected under local, 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.

Any staff member who violates this policy or knowingly retaliates against a staff member reporting or complaining of a violation of this policy shall be subject to immediate disciplinary action, up to and including discharge.

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 3122a – Federal Regulations for Section 504

AG 3122b – Complaint Procedures for Nondiscrimination and Equal Opportunity/Access

AG 3122c – Comparative Analysis of Employment Related Provisions of ADA and Section 504

### 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 or knowingly retaliates against a staff member reporting or complaining of a violation of 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 staff members.

For purposes of anti-harassment, “School District community” means all 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, employee-to-student, 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, staff members shall refer to:

- Policy 3362 – Employee Anti-Harassment
- Policy 3362.01 – Threatening Behavior Toward Staff Members
- 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/AG 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 Administrative Office and request a duplicate copy.

Policy 1400 – Job Descriptions  
Policy 3120.01 – Job Descriptions  
AG 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 staff members.

Policy 3111 – Creating a Position  
AG 3111a – Creating a Position  
AG 3111b – Verification of Employment Eligibility

#### 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 or another 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
- AG 3231a – Participation in Political Activities
- AG 3231b – Research and Publishing

### COMMUNICATIONS AND SUGGESTIONS

The District values the comments and suggestions of its staff members concerning work methods and operations. The District asks that its staff members follow the chain-of-command when offering a suggestion or comment if possible.

Professional staff members should refer to the detailed procedure regarding communication with the Board set forth in

- Policy 3112 – Board-Staff Communications

### 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.

- Policy 3231 – Outside Activities of Staff
- 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. Staff members will be identified as professional staff pursuant Policy 3120 – Employment of Professional Staff/AG 3120a – Selection of Professional Personnel. All other staff members will be identified as support staff pursuant Policy 4120 – Employment of Support Staff/AG 4120 – Employment of Support Staff.

Policy 3120 – Employment of Professional Staff  
AG 3120a – Selection of Professional Personnel

#### 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. The District shall maintain personnel records for professional staff members and grant access to inspect or review those records in accordance with Policy 8320 – Personnel Records/AG 8320 – Personnel Records and State law.

Policy 8320 – Personnel Records  
AG 8320 – Personnel Records

#### PERSONNEL FILE RECORD CORRECTION

If there is any disagreement with the content or information contained in a staff member's personnel record, the staff member shall follow the process established in Policy 8320 – Personnel Records/AG 8320 – Personnel Records to address the issue.

Policy 8320 – Personnel Records  
AG 8320 – Personnel Records

## 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. State statutes
- B. Policy 3220 – Staff Evaluation
- C. AG 3220a – Evaluation of Professional Staff Members

The building administrator and/or District Administrator may, at his/her own discretion, evaluate a staff member on a more frequent basis than that required by the state statute or called for by District policies or administrative guidelines.

## PROFESSIONAL GROWTH REQUIREMENTS

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

- Policy 3242 – Professional Growth Requirements
- AG 3242 – Six Questions for Determining the Effectiveness of 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 staff member'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/AG 3213 – Liability of Staff for Student Welfare.

- Policy 1213 – Student Supervision and Welfare
- Policy 3213 – Student Supervision and Welfare
- AG 3213 – Liability of Staff for Student Welfare

## ASSIGNMENT AND TRANSFERS

The District Administrator is responsible for the assignment of all professional staff members in conformance with any legal requirements or certification requirements.

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.

Assignments for the forthcoming school year and any transfers will be made in accordance with Policy 3130 – Assignment and Transfer/AG 3130 – Assignment and Transfer of Professional Staff.

Assignments and transfers are not subject to review under the grievance procedure.

Policy 3130 – Assignment and Transfer  
AG 3130 – Assignment and Transfer of Professional Staff  
AG 3130a – Internal Applications

## REDUCTION IN STAFF

The Board may eliminate professional staff positions and/or reduce the administrative and/or professional staff as necessary. Such staff reductions will be made in compliance with Federal and State statutes and Policy 3131 – Reduction in Staff.

Policy 3131 – Reduction in Staff

## TERMINATION, NON-RENEWAL AND RESIGNATION

Professional staff members employed under individual contracts with the Board may be terminated or may resign consistent with the terms of the contract and by a majority vote of the full membership of the Board.

Any decision to terminate or non-renew a staff member's employment contract shall be consistent with Policy 3140 – Termination, Non-Renewal and Resignation.

Policy 3140 – Termination, Non-Renewal and Resignation  
AG 3141 – Resignation

## **IV. STAFF MEMBER PAY AND BENEFITS**

### PAY PERIODS

All professional staff members shall be paid in accordance with the provisions established in Policy 6510 – Payroll Authorizations and Policy 6520 – Payroll Deductions.

See also:

- AG 6510a – Time Card
- AG 6510b – Payroll Authorization
- Policy 6700 – Fair Labor Standards Act (FLSA)
- AG 6700 – Fair Labor Standards Act (FLSA)

### BENEFITS

The Board provides a competitive and comprehensive package of benefits to its staff members. The Board retains the final authority to establish, modify, rescind, add or in any way affect staff member benefits. Annually, in conjunction with the budget process, the anticipated share cost of all staff member benefits, specifying both the staff member and employer share shall be approved through Board action.

- Policy 3420 – Benefits for Professional Staff
- 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 staff member to return to work. This policy does not serve as a guarantee of any job protection for leave beyond otherwise legally-protected leave.

Leaves will be granted in accordance with Policy 3430 – Leaves of Absence.



## STAFF MEMBER LEAVES

Professional staff members may request leave for several qualifying circumstances. Qualifying circumstances include the following:

- A. military leave so that the staff member may perform his/her obligations to the United States Armed Forces, or
- B. leave for jury duty when called to perform their civic responsibility as a potential juror or to serve on a jury, or
- C. special consideration leave.
- D. quarantine of a teacher for amount of time prescribed by doctor or statute.

Professional staff members that have approved leave under these specific circumstances, may be provided job protection, and in some circumstances compensation, during such absence from their assigned job duties for the District. These leaves will be granted pursuant to Policy 3431 – Staff Member Leaves.

## STAFF MEMBER SICK LEAVE

Professional staff members may use paid sick leave and must follow the protocol established in Policy 3432 – Staff Member Sick Leave/AG 3432 – Distribution of Sick Leave Benefits at End of Employment.

## 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 Leaves of Absence (FMLA)/AG 3430.01a – Family Leave/AG 3430.01b – Family/Medical Leave Act.

## HEALTH INSURANCE BENEFITS

Health Insurance will be offered to professional staff members in accordance with the District's Health Insurance Plan and Policy 3420 – Benefits for Professional Staff.

## PRIVACY PROTECTIONS OF SELF-FUNDED GROUP HEALTH AND DENTAL PLANS

Eligible professional staff members who are provided coverage under self-funded group health plans are assured the privacy protections required by Federal and State law.

Policy 3419.01 – Privacy Protections of Self-Funded Group Dental Plans  
AG 3419.01 – Privacy Protections of Self-Funded Group Dental Plan

## 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

## PROFESSIONAL GROWTH REIMBURSEMENT

Tuition will be reimbursed for college credit courses upon successful completion of the course. Courses must be approved in advance by the District Administrator. Reimbursement will be at the cost of the credit but shall not exceed \$150 per graduate credit or \$115 per undergraduate credit or Technical college credit, unless otherwise provided in the staff member's individual written employment contract. If the professional staff member is receiving reimbursement from a third party, i.e., a state or federal grant, the District will not provide duplicate payments. The District will allow a total of twelve (12) credits for reimbursement per year. The reimbursement year for the twelve (12) credits begins the day school starts in the Fall until the day school starts the following Fall. Any credits for reimbursement in the respective year would have to start during that time.

Only professional staff members employed for the forthcoming school year will be compensated for credits taken in the summer by the September 30 regular processing date.

Tuition will be prorated for part-time staff members.

Technical College Credit will be allowed with the approval of the District Administrator. The undergraduate credits would only be considered if they are offered as either undergraduate or graduate credits from the university.

Credit reimbursement will not be paid:

- If the District is already paying registration fees, travel or other expenses of the course.
- If the course is taken during the school day for which the staff member is being paid a salary.

Professional staff members employed under PI 34 licensure shall be reimbursed at a rate of \$150 for each 20 hours of professional development that has received prior approval by the District Administrator. Reference Section IX, PI-34 Definitions.

### EXTRA-CURRICULAR AND SUMMER SCHOOL EMPLOYMENT

The Board of Education may find it necessary to employ, on a part-time basis, coaches or activity sponsors.

Staff may also be needed for summer and community education programs. These assignments will be contingent upon having a minimum enrollment for the courses scheduled. The minimum enrollment for a course shall normally be that number of students necessary to cover the costs of the course, and is determined by the Board in each instance. Compensation for summer school staff member duties shall be set by the Board.

These assignments do not carry over automatically from year to year. All such positions will be re-opened annually. There shall be no expectation of reassignment.

Policy 3120.05 – Employment of Personnel in Community Education Programs

AG 3120.05 – Employment of Summer School Staff

Policy 3120.08 – Employment of Personnel for Co-Curricular/Extra-Curricular Activities

AG 3120b – Appointment of Personnel to Compensated Co-Curricular and Extra-Curricular Activities

### INSERVICE/CURRICULUM WORK

Inservice will be paid at \$15.00 per hour up to a total of \$90.00 per course if the District is not already reimbursing the staff member in another manner.

Examples where inservice will not be paid are:

1. If the District is already paying registration fees, travel, or other expenses of the course.

2. If the course is taken during the school day for which the staff member is being paid a salary.

Inservice/credit requirements will be prorated for part-time staff members.

Professional staff members teaching inservice will be compensated at \$20.00 per hour. Inservice credit reimbursement will be made four times per year on a quarterly basis on payroll.

Curriculum work will be paid at \$18.00 per hour.

## **V. WORKING CONDITIONS AND HOURS OF WORK**

### 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.

### ATTENDANCE AND REPORTING ABSENCES

Staff members are expected to report for work daily; however, when a staff member must be absent, s/he shall call in to his/her supervisor and/or the building administrator to report their absence.

In addition, the following procedure shall be followed for education classroom teachers including art, music, physical education, ELL, Title I, reading resource, K4, and special education.

- Subs are called whenever a teacher is absent. Minimum sub time for a classroom teacher is one-half day. If there are no subs available, someone within the building will cover that teacher. If a teacher needs to leave for less than a half day for an appointment, etc., every effort is made to find someone to cover for the classroom teacher (i.e., another classroom teacher, counselor, psychologist, principal) while they are gone rather than having to have the teacher commit to an entire half day sub.
- Regular teachers who do substitute during a free or preparation period will be paid at the rate of \$20.00 per class period or can accumulate comp time which can be used under the same provisions of the private leave day. If it is requested in the last two weeks of school, a two week notification would be required. Time will be computed to the nearest tenth hour for substitute work during any given month. This substituting must be approved in advance by the building principal.
- Occupational therapy – No subs are used for this program when the teacher is absent unless it is for an extended period of time. Classes may also be cancelled for assessments and parent requested IEP meetings.
- Physical therapy – No subs are used for this program when the teacher is absent unless it is for an extended period of time. Classes may also be cancelled for assessments and parent requested IEP meetings.

- Hearing specialist – No subs are used for this program when the teacher is absent unless it is for an extended period of time. Classes may also be cancelled for assessments and parent requested IEP meetings.
- Vision specialist – No subs are used for this program when the teacher is absent unless it is for an extended period of time. Classes may also be cancelled for assessments and parent requested IEP meetings.
- Psychologist – No subs are used for this program when the psychologist is absent unless it is for an extended period of time.
- Counselor – No subs are used for this program when the counselor is absent unless it is for an extended period of time.

### Time Off And Substitute Requests (2 Steps)

The following procedure shall be followed:

#### STEP 1: Time Off Requests

Illness and Personal Days – the teacher shall enter the absence in Skyward Employee Access under the Sick code and choose the appropriate reason such as Sick-Sick, Sick-Doctor, Sick-Personal, etc. The request then goes automatically to the building administrator for approval.

The absence entry into Skyward Employee Access can be entered before the absent day or after if need be. It is the teacher's responsibility to enter the absence into Skyward Employee Access.

Private Days – the teacher shall enter the absence in Skyward Employee Access. The request must be approved in advance by the building principal and the District Administrator. Policy 3432 - Staff Member Sick Leave.

Attending a Meeting – the teacher shall enter the request in Skyward Employee Access under the Other code and choose the appropriate reason as Other – Professional Development. AG 3243 - Attendance at Educational Meetings.

The teacher will, also, complete the Request to Attend form and send to the building administrator and District Administrator for approval.

Curriculum Work - the teacher must have prior approval of the Director of Curriculum & Instruction and building administrator then the teacher shall enter the request in Skyward Employee Access with a reason code of Other-Curriculum.

Regular or Special Education Testing – the teacher shall enter the request in Skyward Employee Access under the Other code and choose the appropriate reason as Other – Spec Ed Testing or Other – Testing, etc.

#### STEP 2: Substitute Requests

For all time off requests, the teacher shall enter the absence into Aesop. Aesop is the automated sub calling system that will set up the sub for the appropriate day and at the appropriate school building. Aesop can be used via phone or internet. The absence needs to be entered into Aesop by the teacher if a sub is required or not. When requesting a sub the day of the absence the teacher

must call the Aesop number by 6:45 AM. If the call is after 6:45 AM, the teacher will need to contact their building secretary.

### TEACHING HOURS AND CLASS LOADS

This section applies to professional staff members that are teachers.

A regular teacher school year will be 190 days. The School Board will determine the annual district calendar. The teacher day will consist of an average of 330 minutes of instruction, supervision of students and student support as assigned by the building administrator. The remainder of the teacher day is for planning and preparation.

All teachers shall be provided with a daily minimum of thirty (30) continuous minutes of a duty-free lunch period. During their lunch period teachers may, at their option, leave the school grounds.

The School Board will follow the practice of Professional Hours for the teaching staff. Professional Hours is a concept that is unique among school districts. This concept offers flexibility in working conditions/hours and fosters a professional working environment between staff and administration. These guidelines will assist teachers and administrators to use each teacher's time in a manner that ensures maximum benefits to students and in a way that supports teachers to meet their personal and professional needs.

#### Professional Hours Guidelines:

The teacher will not have specified hours to be at school. The District has a right to expect the teacher to meet the needs of their students. This means that the teacher should be in school when a student or parent requests their help. If the teacher does not have students requiring/requesting their help and the teacher wishes to leave the building, they may. It is important, however, that the teacher inform someone in the office when they leave and when they expect to return. If the teacher leaves school early, it is good practice to check their voice mail that evening so that they may return important calls.

The District can schedule meetings at reasonable times before and after school. The teacher is expected to attend these meetings even if the meeting starts early and/or runs late. It is expected that administrators will use good judgment when scheduling meetings and the teacher in turn has a professional obligation to attend those meetings.

If there are meetings scheduled outside of "reasonable times" for such things as IEP's, 504's, open houses, back-to-school nights, or freshmen parent nights,

the teacher should make every effort to attend those functions. If they cannot attend, they must let the principal know in advance.

The teacher should do the job with the time available to the best of their ability. The concept of Professional Hours was implemented in order for the teacher to use time in a way that will benefit their students and, at the same time, allow them to meet their own personal needs. Professional Hours is a two-way street. Professional Hours does not mean that the teacher may neglect their responsibilities; it is not a justification to leave the building anytime the teacher chooses. At the same time, if the teacher is fulfilling their professional responsibilities, they can use Professional Hours to meet their personal needs.

If an administrator has concerns regarding the teacher's use of Professional Hours, s/he is expected to approach the teacher on the issue. Abuse of Professional Hours may result in discipline and/or revocation of the individual's practice of Professional Hours.

AG 6700 – Fair Labor Standards Act (FLSA)

#### NEW TEACHERS

All teachers who will be teaching in the district for the first time will report for work two days earlier than the returning staff for an orientation/in-service program.

#### JOB SHARING

The District may consider professional staff members' requests for half-time job sharing. For more information of job sharing, refer to:

Policy 3120.10 – Job Sharing  
AG 3120.10 – Job Sharing

#### 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 staff member productivity, distract others, and/or set a bad example for students. Staff members are expected to use discretion in using personal WCDs while at work. Staff members 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 – Wireless Communication Allowance and Staff Use of Wireless Communication Devices



## USE OF EMPLOYER PROPERTY/EQUIPMENT

Personal use of District equipment or facilities by staff members will be in accordance with the Board's policy and District Administrator's guidelines.

- Policy 7530 – Lending of District-Owned Equipment
- AG 7530 – Personal Use of District Equipment/Facilities
- AG 7530a – Technology Equipment Security Procedures
- AG 7530c – Cellular Phones

## USE OF PERSONAL PROPERTY AT SCHOOL

Staff members 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.

Staff members shall have no expectation of privacy when storing personal property on District premises.

- AG 3281 – Personal Property of Staff Members

## EMERGENCY CLOSINGS

The District Administrator shall make the decision regarding emergency closings in accordance with the Plan for Emergency Preparedness as established in accordance with the District Crisis Plan.

## 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 which 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.

- Policy 3440 – Job-Related Expenses
- AG 3440 – Job-Related Expenses
- AG 3440b – Use of Private Car for School Business
- AG 3440c – Use of School Vehicle for School Business

## EXTENDED EMPLOYMENT

Teachers and professional staff members under contract for extended summer work beyond the established one hundred ninety (190) days shall receive 80 percent (80%) per diem pay rate for full time work and 40 percent (40%) per diem pay rate for half time work. This policy refers to professional staff members whose employment extends beyond the normal school year assignments into or through the summer months. It does not include professional staff members hired for summer school classes, recreational work, or special extra summer assignments. Individual contracts will be issued for summer school classes, recreational work, or the special summer assignments with the Board establishing the salary or pay scale.

## SIXTH CLASS

A payment of \$1,250 per semester will be paid for a sixth class assignment as recommended by the building leader and approved by the School Board. If an additional sixth class is assigned, a second payment of \$1,250 per semester will be issued.

## **VI. WORKPLACE ENVIRONMENT**

### TOBACCO POLICY

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

AG 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 AED/AG 8452 – Use of Automatic External Defibrillators AED)
- B. the control of blood borne pathogens (Policy 8453.01 – Control of Blood-Borne Pathogens/AG 8453.01 – Control of Blood-Borne Pathogens)
- C. understanding the method of transmission, prevention, and control of communicable diseases (Policy 8453 – Control of Communicable Diseases/AG 8453 – Exposure Control Plan for Handling and Disposing of Body Fluids)
- D. administration of medication/health care procedures (Policy 5330 – Administration of Medication/Health Care Procedures/AG 5330 – Administration of Medication/Health Care Procedures)

### REPORTING WORK RELATED INJURY

Any incident that results in an injury, however slight, to a staff member of the District, must be reported promptly and in writing to the District Business Office in compliance with Policy 8442 – Reporting Accidents/AG 8442 – On-the-Job Injury. The injured staff member 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.

## **VII. STAFF MEMBER 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 District Administrator shall conduct an investigation in the event there is a suspicion of inappropriate use of the District's Technologies, including its Network and Internet.

The District retains the right to monitor or access any staff member activity while on the District Network. Users should not expect that their communications sent or received or the sites visited with the use of District technologies, including its Network and Internet will remain confidential and personal.

See also:

AG 7540 – Computer Technology and Networks

AG 7540.01a – Personal Use of District Technology

AG 7540.01b – At-Home Access to District Technology

AG 7540.04 Staff Network and Internet Acceptable Use and Safety

### EMAIL

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

Staff members 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 staff members 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.

Staff members should be aware of the framework for the proper use of e-mail established in Policy 7540.07 – Electronic Mail/AG 7540.06 – Proper Use of E-mail Account.

### SOCIAL MEDIA

In accordance with Policy 1213 – Student Supervision and Welfare and Policy 3213 – Student Supervision and Welfare/AG 3213 – Liability of Staff for Student Welfare, professional staff members are discouraged from engaging students in social media and online networking media, such as Facebook, Twitter, MySpace, etc.

## **VIII. STAFF MEMBER CONDUCT AND DISCIPLINARY ACTION**

### STAFF DISCIPLINE

Staff discipline and required investigations regarding potential wrongdoings or problems of a staff member shall be consistent with 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 staff member believes to be unjust to the extent provided in Policy 3340 – Grievance Procedure.

All staff member grievances must be filed by the aggrieved staff member(s). The grievance must be filed within ten (10) working days after the staff member 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.

### 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 AG 3122.01 – Drug-Free Workplace shall be subject to disciplinary action in accordance with Policy 3139 – Staff Discipline.

### WEAPONS

The Board of Education prohibits professional staff members from possessing, storing, making, or using a weapon in any setting that is under the control and supervision of the District for the purpose of school activities approved and authorized by the District including, but not limited to, property leased, owned, or contracted for by the District, a school-sponsored event, or in a District vehicle without the permission of the District Administrator.

Policy 3217 – Weapons

Policy 7217 – Weapons

## IX. POST EMPLOYMENT BENEFITS

The Sauk Prairie School District Board of Education will provide the following postemployment benefits to certified professional staff members who meet the eligibility requirements and who retire at the end of the 2016-2017 school year. In special circumstances approved by the Board, the benefits may apply to a retirement before the end of the school year. These terms apply only so long as the retiree (or survivor(s)) is enrolled in at least one of the District's post-employment benefits. The normal retirement age is 65 years, but certified professional staff may retire earlier and still be eligible for benefits under this policy.

1. **Eligibility:** To be eligible for any post-employment benefit under this policy, a certified professional staff member must meet each of the following conditions:
  - A. **Years of Service:** The certified professional staff member must have attained the age of at least fifty-five (55) years on or before September 1 in the year that the retirement will commence. The staff member must have at least fifteen (15) years of full-time equivalent teaching service in the District; and
  - B. **Coordination of Benefits:** The staff member shall not receive compensation from any disability insurance provided by the District for the duration of the benefits provided under this policy; and
  - C. **Notice:** The staff member must have submitted a written letter of intent to retire to the school district administrator by no later than March 1 of the year in which the staff member plans to retire, unless the District, at its sole discretion, has agreed in writing to allow less notice.
  
2. **Schedule of Coverage:** Post-employment benefits, identified in the following sections, will be available to the eligible retiree based on the number of years of full-time equivalent service with the District as outlined in Figure 1, subject to section 2b.

*Figure 1. Schedule of Coverage*

Years of Service with the District		Post-Employment Benefits
Years of Service (FTE) From	Years of Service (FTE) To	Years of Coverage
15.00	15.50	2
15.51	16.50	2.5
16.51	17.50	3
17.51	18.50	3.5
18.51	19.50	4
19.51	20.50	4.5

**Figure 1. Schedule of Coverage**

Years of Service with the District		Post-Employment Benefits
Years of Service (FTE) From	Years of Service (FTE) To	Years of Coverage
20.51	21.50	5
21.51	22.50	5.5
22.51	23.25	6
23.26	23.75	6.5
23.76	24.25	7
24.26	24.75	7.5
24.76	25.25	8
25.26	25.75	8.5
25.76	26.25	9
26.26	26.75	9.5
26.76	and over	10

- A. Eligible retirees may receive post-employment benefits up to the number of years of coverage as determined by Figure 1, subject to section 2b.
  - B. In the event the eligible retiree has a spouse that is still actively working for the District, the retiree’s years of coverage as determined in Figure 1 will be reduced by the same number of years his or her spouse remains actively employed by the District
3. **Annual Health Insurance Contribution:** An eligible retiree may continue on the District’s group health insurance at retirement with the following understanding and requirements:
- A. A retiree may continue his or her coverage under the District’s health insurance program subject to the eligibility rules and regulations of the insurance carrier.
  - B. For a retiree not eligible for Medicare/Medicaid, the District will contribute a fixed monthly amount to the group health insurance based on the retiree’s plan type as defined in Figure 2.

<b>Figure 2. Health Insurance Contribution For Retiree Not Eligible for Medicare</b>	
<b>Plan Type</b>	<b>Fixed Monthly Amount</b>
Single: Retiree only	\$425.00
Limited: Retiree + Spouse	\$900.00



Limited: Retiree + Child(ren)	\$900.00
Family: Retiree + Family	\$1,230.00

- C. When a retiree becomes eligible for Medicare/Medicaid, the retiree shall enroll in Parts A & B.
- D. When the retiree enrolls in Medicare Parts A & B, the District will contribute a fixed monthly amount to the supplemental insurance based on the retiree’s plan type as defined in Figure 3.

<b>Figure 3. Supplemental Insurance Contribution For Retiree Eligible for Medicare</b>	
<b>Supplemental Plan Type</b>	<b>Fixed Monthly Amount</b>
Single: Retiree Only, Medicare	\$400.00
Limited: Retiree, 1 with Medicare	\$825.00
Limited: Retiree, 2 with Medicare	\$800.00
Family: Retiree, 1 with Medicare	\$1,100.00
Family: Retiree, 2 or more with Medicare	\$1,075.00

- E. During the years of coverage for post-employment benefits, when an eligible retiree has a qualifying event that changes the insurance plan type, the retiree shall notify the District and the District’s contribution will change to the designated amount of the new plan type.
  - F. **Changes in Group Health Insurance Policy:** If the current health insurance carrier changes its eligibility rules and regulations in such a manner so as to cause the retiree to lose health insurance coverage or if the District changes health insurance carriers and such new carrier will not provide health insurance to the retiree, where such retiree would have been covered absent the health insurance carrier change, the District shall pay to the retiree an amount equal to the fixed monthly amount for the appropriate plan type under sections 3b and 3d. This provision does not apply to those retirees who voluntarily end coverage under the District’s health insurance plan.
4. **Dental Benefit:** An eligible retiree may continue on the District’s dental insurance at retirement with the following understanding and requirements:
- A. A retiree may continue his or her coverage under the District's dental insurance program subject to the eligibility rules and regulations of the insurance carrier.
  - B. The District will contribute toward the dental cost formula an amount equal to seventy-five percent (75%) of the actual yearly rate of the cost formula for that retiree.

C. The dental plan does not include contributions or payments for orthodontia expenses.

5. **Dual Household Benefit:** When an employee and his or her spouse both work for the District, they may be eligible for Retirement Couple Health Insurance coverage under this section.

A. To become eligible for Dual Household Benefits, the following applies:

- (1) Both employees must be eligible for post-employment benefits as provided under Figure 1; and
- (2) Both employees must retire.
- (3) The number of years of coverage for Retirement Couple Health Insurance is determined by the employee who has the greatest number of years of service. Coverage is provided for those years as determined from Schedule of Coverage in Figure 1.

B. For those retirees not eligible for Medicare/Medicaid, the District will contribute a fixed monthly amount to the Retirement Couple Health Insurance based on the retiree’s plan type as defined in Figure 4.

<b>Figure 4. Retirement Couple Health Insurance Contributions – Not Eligible for Medicare</b>	
<b>Plan Type</b>	<b>Fixed Monthly Amount</b>
<b>Both spouses retired</b>	
Limited: Retiree + Spouse	\$1,200.00
Family: Retiree + Family	\$1,650.00

C. When a retired employee becomes eligible for Medicare/Medicaid, the retiree must enroll in Parts A & B.

D. When the retiree enrolls in Medicare Parts A & B, the District will contribute a fixed monthly amount to the supplemental insurance based on the retiree’s plan type as defined in Figure 5.

<b>Figure 5. Retirement Couple Health Insurance Contributions – Medicare Eligible</b>	
<b>Supplemental Plan Type</b>	<b>Fixed Monthly Amount</b>
<b>Both Spouses Retired</b>	
Limited: Retiree, 1 with Medicare	\$1,100.00
Limited: Retiree, 2 with Medicare	\$1,070.00
Family: Retiree, 1 with Medicare	\$1,460.00
Family: Retiree, 2 or more with Medicare	\$1,430.00

6. **Survivorship Benefit:** If a retiree or an employee eligible for retirement dies, his or her spouse and minor dependent(s) shall be eligible to receive any unused portion of the retiree's benefits under this policy.
  - A. The provision of health and dental insurance benefits to the surviving spouse or dependent are contingent upon the eligibility rules and regulations of the District's health and dental insurance carrier(s).
  - B. Benefits payable to the spouse and minor dependent(s) shall not exceed, in combination with those already provided to the retiree before his or her death, those that would have been available to the retiree if he or she had survived.
7. **Continuation:** Continuation of post-employment benefits under this policy shall not be extended when retiree coverage ends.
8. **Severance Pay:** An eligible staff member under this policy with ten (10) or more years of service in the District shall be paid at a rate of \$75 per day for his or her accumulated but unused sick leave days. The maximum payment under this section will be for one hundred ten (110) leave days, not to exceed \$8,250. Accumulated but unused leave days includes unused leave bought back under Policy 3432 - Staff Member Sick Leave.
9. **Obligation:** The Board is not obligated to provide these post-employment benefits to professional staff members who retire after the end of the 2016-2017 school year.

**Validity:** If any aspect of this policy is found to be discriminatory or in violation of the Federal Age Discrimination in Employment Act, the Wisconsin Fair Employment Act, or any other state or federal law by any court of competent jurisdiction or administrative agency, then the entire policy shall be considered null