



Employee Handbook

Adopted by the McFarland School Board

on May 20, 2024

Our Mission

Meeting the needs of every learner, every day.

Our Vision

An equitable and inclusive community
committed to student belonging, achievement, and growth.

Our Commitments

- **Belonging:** We commit to providing welcoming and inclusive space for learners to be seen, heard, and valued as their authentic selves.
- **Growth:** We support each other in taking risks to grow professionally and positively, with the belief that all students can learn at high levels.
- **Safety:** We create an environment where all members of the school community feel physically, mentally, and emotionally safe.
- **Celebration:** We acknowledge the positive and the possible in our students, our staff, our community, and one another.
- **Continuous Improvement:** We strategically use data and high-quality instruction to advance student belonging, achievement, and growth.
- **Relationships:** We collaborate and build positive, trusting partnerships with our district and our community.
- **Communication:** We engage in clear, comprehensive, and consistent communication to make informed decisions.
- **Compassion:** We strive to teach empathy and kindness to create a community of acceptance for our differences and respect for ourselves and others.

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PART 1 – APPLICABLE TO ALL STAFF

1.01 STATEMENT OF PURPOSE

It is recognized that the best interests of public education will be served by establishing procedures to promote an orderly method for the School District of McFarland to provide information to staff on matters of employment.

The School District of McFarland recognizes that education is a profession requiring specialized and educational qualifications and that the success of the educational program conducted in the public schools of this District depends on the services of qualified staff.

The School District of McFarland recognizes that staff service in this school district is a profession requiring dedication and commitment. The success of the educational program of this district depends on the services of an outstanding staff team.

Employee Relations Committee

The School Board recognizes that the efficient operation of our school system requires a cooperative and constructive relationship with its staff. The Board's desire is to create a productive and harmonious relationship and will strive to maintain and improve our standards for the benefit of our students. To this end, an Employee Relations Committee will be established.

- A. **Committee Purpose or Mission:** The Employee Relations Committee was formed by the School District of McFarland in conjunction with the McFarland Federation of Teachers (MFT) and Support Staff Federation to serve as a means of representing staff regarding concerns, suggestions and the overall satisfaction of the work environment. Its purpose shall be to allow representatives from each school within the district the opportunity to listen, respond, make recommendations, and act as a "voice" on behalf of the employees when meeting and conferring with the board and administration. All members view this engagement as essential to our overall success as a learning organization. It is our priority to ensure professional and personal growth, create excellent working conditions for teaching and learning, and to provide outstanding "customer service" to our families and school community. Our collaborative work together is essential to providing a quality education that each and every child deserves.
- B. **Meeting Schedule:** An ongoing meeting schedule between administrative representatives and employee representatives will take place quarterly unless the committee decides by a majority vote to hold additional meetings.

- C. Committee Make-up: One professional staff member from each building (grades Kindergarten through second grade, grades three through five, grades six through eight, grades nine through twelve) one additional professional staff member, the MFT Union President, 10-12 Support Staff members with representation from all job roles across the buildings and central office. These 10-12 committee members will also represent a cross section of the job roles within the support staff, two School Board members, three administrative team members (at least one principal), and the District Administrator. All staff members are invited to volunteer to serve on the committee. If more than one member expresses interest the District Administrator in consultation with the Employee Relations Committee will select the member. Efforts will be made to ensure the committee is representative of the staff in terms of roles, experience, and perspectives. A typical term for a committee member is three years; however, committee members may resign at any time and members may continue after three years if necessary.

The Board on its own behalf, retains and reserves unto itself all powers, rights, authority, duties and responsibilities conferred upon and vested in it by applicable law, to establish the framework of school policies and projects. The exercise of the powers, rights, authority, duties and responsibilities vested in the Board include but are not limited to the right to manage and control school properties and facilities; maintain the efficiency of the school plant; select, determine, direct, and manage personnel; take action, use judgment and discretion, and manage personnel; take action, use judgment and discretion in connection with the furtherance of policies, rules, regulations, practices, and functions will be limited only to the extent such specific and express terms allow within the terms of board policy, this handbook, and in conformance with the Constitution and Laws of the United States and the State of Wisconsin.

1.02 SICK, LEAVES OF ABSENCE, PERSONAL LEAVE, FAMILY AND MEDICAL LEAVE, SHORT TERM LEAVE OF ABSENCE, ORGAN DONOR LEAVE

Sick Leave Use

- A. Sick Leave shall be paid for any absence from work due to items such as personal illness, injury, serious health condition, medical and dental appointments of the teacher or a member of the staff member's family. You may submit a request to use sick time to attend to someone under your care in the event of a care issue when no other option exists (i.e., childcare closure).
 - 1. Staff members shall notify their immediate supervisor five (5) days prior to the absence or, as soon as reasonably possible.
- B. Definitions:

1. Family: as defined by the staff member.

Sick Leave Provisions for Professional Staff members:

- A. Sick leave benefits will be determined by FTE of the individual professional staff member's contract and be pro-rated accordingly, based upon the 100% FTE rate of 96 hours per 190 contract days.
- B. Full sick leave benefits will be available at the beginning of each professional staff member contract. This number is pro-rated based on number of contract days fulfilled and FTE of the professional staff member contract, subject to the limitations per letter C below. Sick leave used beyond the full sick leave benefits available at the beginning of each professional staff member contract will be deducted at the per diem rate of the individual professional staff member contract, unless the professional staff member has carried over sick leave from prior years.
- C. Sick leave benefits will continue to accrue on approved leaves of absence where sick leave is used. Once the sick leave bank is exhausted, sick leave benefits will accrue for an additional 60 contract days of leave, or the cessation of leave, whichever occurs first. This 12-week extension of sick leave accrual will only apply to a single continuous leave in any single school year or a single continuous leave bridging two school years.
- D. A maximum of one hundred sixty (160) sick leave credit days could be accumulated.
 1. Professional Staff members who accumulate more than 160 sick leave credit days will receive compensation consistent with the following formula: 1.0 times the number of days accumulated in excess of 160 times the daily substitute teacher rate for that school year. This will be paid in December of the ensuing school year. This provision does not apply to teachers who resign after the previous school year.
 2. Professional Staff members who have not accumulated more than 160 sick leave credit days will receive compensation at the rate of \$20.00 per unused sick leave day credited during the previous school year. This will be paid in December of the ensuing school year. This provision does not apply to Professional Staff members who resign after the previous school year.

Sick Leave Provisions for Support Staff members:

- A. Compensation for sick leave will be based upon the employee's workday schedule without overtime, exclusive of sub time.

- B. Sick leave calculation is based on Support Staff member's primary job function only.
- C. School Year Support Staff members who work at least 10 hours per week will receive sick leave on a prorated basis according to the following calculation:
Contracted Hours/1460x80= Annual Sick Leave
- D. Sick leave shall be a total of 12 days for full-time Support Staff members.
- E. The maximum accumulation of sick leave to be one hundred and sixty (160) sick leave days.
- F. Sick leave benefits are accrued on the first payroll of each month.
- G. Accumulated sick leave may be used for personal illness or, to the extent provided in paragraphs (2) and (3) for family illness.
 - 1. Up to 80 days of accumulated sick leave may be used for illness of spouse or children.
 - 2. Up to 40 days of accumulated sick leave may be used for illness of parents, siblings, or any other individual as approved by the District Administrator or their designated representative.
 - 3. A Support Staff member who is eligible for retirement benefits as defined by the Wisconsin Retirement System, and who is eligible to retire from the district under section 6.a., shall be reimbursed at the rate of one day for every two days of unused sick leave. This reimbursement shall be paid upon retirement. Payments shall be paid into a Health Reimbursement Arrangement (HRA).
 - 4. Support Staff members may elect to use earned vacation to extend their sick leave with pay when required for the purposes specified.
 - 5. The District will compensate Support Staff members at a rate of \$1.88 per unused sick leave hour credited during the time period of July 1 through June 30. A Support Staff member must have a minimum of five (5) hours unused to be eligible for this reimbursement. This compensation is calculated by using the June 30th balance of the previous fiscal year sick leave and is payable prior to the end of the current calendar year.
 - 6. Any Support Staff member who is absent for more than three (3) consecutive days or has trends of consistent usage due to personal illness or injury may be required to submit a Return to Work/Fitness-for-Duty Certification Form to the administration from their doctor certifying they are able to safely return to work.

7. Staff injured on the job by a student can request administrative paid leave to seek treatment for injuries or to replace personal property damaged in incident.

Bereavement Leave

Professional Staff members, full-time Support Staff employees (40 hours/week, 12 months), full-time Support Staff school year employees (Minimum of 35 hours/week), and part-time Support Staff employees (12 month and School Year 20-35 hours/week) receive the following bereavement benefit. Staff members are required to enter an absence request and identify the relationship of the deceased.

Casual Employees are not eligible for bereavement leave, but may take unpaid leave. If unpaid leave is greater than one day for casual employees, additional days may be granted by District Administrator in unusual or exceptional cases.

Staff members may be absent without loss of pay for the number of days as identified below. Additional days may be granted by the District Administrator in unusual or exceptional cases and will be deducted from sick leave.

5 days: Immediately before or after the death of:

- Parent
- Parent-in-Law
- Stepparent
- Spouse
- Domestic Partner
- Child
- Stepchild

3 days: Immediately before or after the death of:

- Brother
- Sister

1 day: Immediately before or after the death of:

- Grandparent
- Grandchild
- Brother-in-Law
- Sister-in-Law
- Son-in-Law
- Daughter-in-Law
- Uncle
- Aunt

- Nephew
- Niece
- First Cousin
- Fellow Employee
- Student
- Friend

PERSONAL LEAVE

Personal Leave Provisions for Professional Staff members:

- A. 96 hours of sick leave are allocated each school year. Of these 96 hours, a maximum of 24 hours can be used as personal time each school year. Personal hours that are unused in a school year remain as sick leave hours for the following year(s).
- B. Hours must be taken in two-hour increments.
- C. Employees are encouraged to notify their immediate supervisor five (5) days prior to the absence or, as soon as reasonably possible.
- D. Personal hours are subject to substitute availability.
 - 1. Substitute availability criteria – A combination of 10 personal leave slots will be available on any day during the school year. Additional requests, which exceed the maximum of 10 slots, must be approved by the District Administrator or designee.

Personal Leave Provisions for Support Staff members:

- A. A maximum of two personal leave days per contract year will be granted without loss of pay. Personal leave absence requests require a 48 hour notice. Days must be taken in two hour increments. Employees are encouraged to notify their immediate supervisor five (5) days prior to the absence or, as soon as reasonably possible.
- B. Personal leave can only be taken during normally scheduled work hours.
- C. Probationary employees will be awarded personal days upon hire. If employee terminates employment within 6 months of hire, employee will be docked for any personal days used on their final paycheck.
- D. Unused personal leave is forfeited at the end of the fiscal year for Support Staff that have contracts greater than 186.5 day contracts.

- E. Support Staff with 186.5 (or less) day contracts may use their personal days on scheduled Professional Staff Development Days. If a balance remains of unused personal leave days at the end of the contract year, those days will be paid out on the last paycheck in June after the school calendar is complete.

Family and Medical Leaves

- A. Employees should contact the Human Resources Department to request Family and Medical Leave or to discuss their options for time off under the State and Federal laws.
- B. See Links to Required Employment Posters: Employees Rights and Responsibilities under the Family Medical Leave Act.

Organ Donor Leave

- A. Employees may take leave for the purpose of serving as a bone marrow or organ donor as provided by the Wisconsin Bone Marrow and Organ Donation Leave Act.

Leave Due to Injury From a Student

Staff requiring time off due to being injured by a student will be placed on paid administrative leave for the first three days until worker's compensation is applied. Staff requiring time off to replace personal property damaged by a student will be provided paid administrative leave for this time.

Short Term Unpaid Leave Provisions for Professional Staff members:

- A. A professional staff member may request up to five total days of unpaid leave in a school year. The District Administrator will be able to make exceptions to the 5-day limit due to extenuating circumstances.
- B. Any request for unpaid leave must be received, in writing, at least fifteen (15) school days before the leave is to commence. Unpaid leave may be granted only at the discretion of the District Administrator.
- C. Employees with greater than 5 cumulative days that are unpaid in a school year will be responsible for 100% of the daily costs related to health and dental insurances beginning on the sixth day.

Short Term Unpaid Leave Provisions for Support Staff members:

- A. A support staff member may request unpaid leave.
- B. An employee receiving unpaid leave must exhaust all other leave options prior to using unpaid leave.

- C. Any request for unpaid leave in excess of 3 consecutive days must be received, in writing, at least fifteen (15) school days before the leave is to commence. Unpaid leave may be granted only at the discretion of the District Administrator.
- D. Any absence of more than three days that qualifies as Family and Medical Leave may be counted as Family and Medical Leave.
- E. Employees should contact the Human Resources Department to request Family and Medical Leave or to discuss their options for time off under the State and Federal laws.
- F. Employees with greater than 5 cumulative days that are unpaid in a school year will be responsible for 100% of the daily costs related to health and dental insurances beginning on the sixth day.

Court Appearances

Professional Staff members will not lose pay status for court appearances which are compelled by lawful subpoena, or where other documentation of the required appearance is submitted in advance, provided:

- A. That the employee gave prior notice to the District,
- B. The employee furnished the District with satisfactory evidence of their service on jury during or as a witness.
- C. The employee provides a copy of any court compensation to payroll.
- D. The employee, each day reports for work for the time not needed as a juror or witness.

1.03 EXTENDED LEAVE OF ABSENCE, LEAVE OF ABSENCE OUTSIDE OF FAMILY MEDICAL LEAVE

Leave of Absence Provisions for Professional Staff members:

- A. Requirements for all Leaves of Absence for Professional Staff members
 - 1. Unless specifically stated in this section, all leave of absences are granted without pay.
 - 2. A teacher on leave of absence will be excluded from all benefits for full-time and part time teachers effective during the duration of the leave of absence. A teacher may be eligible under COBRA regulations to continue health and dental insurance at their own expense.

3. Illness and /or injuries incurred or occurring during the time that the teacher is on leave of absence will not be covered with sick leave benefits.
 4. Advancement on the experience level of the teacher salary schedule will be provided for experience gained while on a leave of absence for exchange teaching, and involuntary military leave.
 5. The board agrees to allow any employee to continue their medical insurance coverage if permissible with the insurance carrier. Employees with greater than 5 cumulative days that are unpaid in a school year will be responsible for 100% of the daily costs related to health and dental insurances beginning with day 6.
- B. A leave of absence may be granted when qualified replacements can be hired for such leave of absence and the granting of such leave of absence is in the best interest of McFarland Schools.
 - C. Requests for such leave will be made at least one hundred and eighty (180) days prior to the commencing of such leave, and shall be directed to the District Administrator. The District Administrator may make exceptions to the 180-day notice due to extenuating circumstances. This 180-day notice does not apply to situations where the Family Medical Leave Act applies.
 - D. The District Administrator and the School Board will determine the approval and duration of such leave. Professional Staff members who are denied a leave may request the board reconsider this decision.
 - E. Professional Staff members applying for a leave of absence must have compiled three full years of teaching experience with McFarland Professional Staff contracts.
 - F. No more than one leave will be granted every seven years. Appropriate leaves of absence include: Travel (maximum - one year), Exchange Teaching Programs (maximum - one year), Scholarships (maximum - one year), Advanced Education (maximum - one year), Involuntary Military Leave (maximum - two years).
 - G. A co-curricular contract may not be held during a leave of absence.
 - H. An employee on involuntary Military Leave will receive their regular salary minus that which they will receive from the government for each school day spent in government service.
 - I. The District will abide by all State and Federal laws regarding paid or unpaid leaves of absence that employee's request. Guidelines explaining the laws will be provided to employees by the District upon request.

- F. Leave of Absence Outside of Family Medical Leave Provisions for Professional Staff members:
1. Credited sick leave days must be used for all such leave.
 2. Professional Staff who have completed three years of service in the District may be approved for a leave not to exceed one year for the birth, adoption, or placement of a child provided a qualified substitute is secured.
 3. Professional Staff who have not completed three years of service in the District may be approved for a leave for up to twelve (12) weeks for the birth, adoption, or placement of a child provided a qualified substitute is secured.
 4. Leaves of absence for illness/injury may be considered upon request of the Professional Staff member for a period not to exceed one year. Credited sick leave days must be used for all such leave.

Leave of Absence Provisions for Support Staff members:

- A. Requirements for all Leaves of Absence for Support Staff members
1. The District Administrator, with the approval of the school board, may grant a leave of absence without pay to any employee who has worked two continuous years for the school system, upon their request, for the following situations: to further their education; for a long continuous illness after accumulated sick leave is exhausted; for birth or adoption; or where the school district will directly benefit. In no case shall a leave of absence be granted for the purpose of accepting other employment or self-employment.
 2. Such leave may be approved for a period not to exceed one year for any one request.
 3. Upon expiration of the leave of absence without pay, the employee shall be offered full employment with the system in some capacity.
 4. During the period of the leave of absence, no vacation or other benefits shall accrue to the employee.
 5. The board agrees to allow any employee to continue their medical insurance coverage if permissible with the insurance carrier. Employees with greater than 5 cumulative days that are unpaid in a school year will be responsible for 100% of the daily costs related to health and dental insurances beginning with day 6.

- B. Leave of Absence Outside of Family Medical Leave Provisions for Support Staff members:
 - 1. Credited sick leave days must be used for all such leave
 - 2. Support Staff who have completed two years of service in the district may be approved for a leave not to exceed one year for the birth, adoption, or placement of a child provided a qualified substitute is secured.
 - 3. Support Staff who have not completed two years of service in the district may be approved for a leave for up to twelve (12) weeks for the birth, adoption, or placement of a child provided a qualified substitute is secured.
 - 4. Leaves of absence for illness/injury may be considered upon request of the Support Staff member for a period not to exceed one year. Credited sick leave days must be used for all of such leave.
 - 5. The board agrees to allow any employee to continue their medical insurance coverage if permissible with the insurance carrier. Employees with greater than 5 cumulative days that are unpaid in a school year will be responsible for 100% of the daily costs related to health and dental insurances beginning with day 6.

1.04 TIMBER-LEE COMPENSATION PLAN

- A. District staff members, who are also parents of 6th grade students, must use a personal day if they choose to volunteer at Timber-lee.
- B. Support Staff members are compensated at the hourly rate when performing duties (i.e., assisting a student vs. sleeping) and this compensation occurs through true time.

1.05 EMPLOYEE CONDUCT

- A. Accident Reporting

Employees who are injured on the job must fill out an accident report within 24 hours. All injuries, regardless of severity, must be reported. Accident report forms can be found in the school office and on the district website under Staff / Staff Forms / Employee Report of Injury.

- B. Attendance Expectations

The district expects all employees to assume responsibility for their attendance and punctuality as an integral part of their employment. Continuity of staffing is

important to student success and building operations. Absences are disruptive to the work environment. Therefore, regular attendance is expected of every employee. In order for schools to operate effectively, employees are expected to perform all assigned duties and work all scheduled hours during each designated workday, unless the employee has received approved leave. Any deviation from assigned hours must have prior approval from the employee's supervisor or building administrator. Staff should not make personal commitments during the day that may be scheduled at an alternative time.

Employees who are absent or tardy in excess or without a valid reason may be subject to corrective counseling and/or, when appropriate, disciplinary action. In cases where absence has been for three (3) or more consecutive workdays due to illness, the employee may need to bring a doctor's note or physician's release before being allowed to return to work. Absences of three (3) consecutive workdays without proper notification and approval will be construed as job abandonment and will constitute your resignation from the district without proper notice.

When unable to work because of illness, injury, or any other reason, employees are required to notify their supervisor or their designee as far in advance as possible, but no later than one (1) hour before the normal starting time on each day of absence. If the District has reason to believe that sick leave abuse or misuse is occurring, the district may require medical evidence to support a sick leave claim. Teachers, secretaries, and support staff should enter their absence requests into Aesop. Those employees requiring a substitute should enter their absences into the Aesop system by 6:00 a.m. or earlier. All employees requesting planned days off from work need to enter time-off requests into Aesop for their supervisor's approval.

PART 2 – PROFESSIONAL STAFF

2.01 PROFESSIONAL DEVELOPMENT

1. Introduction

- a. The District recognizes that ongoing professional growth is an essential component of a high-quality educational program. To that end, professional development that is pre-approved by the District and occurs outside of the school day will be recognized for the purpose of salary advancement under the following system.
- b. Professional Development is defined as “an educational gathering sponsored by educational institutions or organizations that provide information sharing, experiences or instruction that is related to education, teaching assignment or co-curricular assignment. Examples include but are not limited to workshops, seminars, conferences, and credit-bearing coursework at an institute of higher education.”

2. Key points

- a. For the purposes of salary advancement, 1 Lane = 100 points
- b. 1 semester credit = 20 points. Coursework must be pre-approved in the teacher’s major or related area of preparation from an approved college or university. Teachers must earn a B or higher to earn points.
- c. 1 hour of professional development = 1 point. Portions of an hour will always be rounded up to the next whole number of hours/points for approval. Professional development must be pre-approved and directly related to the teaching assignment.

3. Procedures

- a. All professional development activities must be pre-approved by the District Administrator and Building Principal or District Administrator and Director of Teaching and Learning two weeks prior to the beginning of the activity. The District Administrator or designee may waive this two-week requirement.
- b. Decisions about if an activity is eligible for points or the number of points for an activity can be appealed to the District Administrator.

- c. Teachers must mark activities as complete and submit verification within thirty days after the event is concluded. The District Administrator or designee may waive this requirement.
 - d. Professional development activities below must take place outside of the contracted time to be eligible for point acquisition unless the District Administrator makes a specific exemption. Conference Release Days and Personal Days are outside of contracted time.
 - e. Points acquisition is only available for teachers who are on paid status under a regular contract unless otherwise approved by the District Administrator.
 - f. A teacher must be in good standing with respect to job performance to be eligible for lane advancement. A teacher who is on a plan of improvement may continue to accrue Professional Development points but may not use those points to advance in the salary structure until the improvement plan requirements are satisfied. Once the improvement plan requirements are satisfied, the teacher will be eligible for lane advancement at the start of the next fiscal year (July 1).
4. Deadlines:
- a. For points earned through non-credit-bearing professional development: All professional development activities must be pre-approved, completed, and points recorded in the District’s record-keeping system by June 30.
 - b. For points earned through credit-bearing coursework: Teachers must have submitted a points request, completed registration with proof of payment uploaded into the system by June 30 AND the end of the course is before the first teacher contracted day in August. If credits earned between June 30 and the first contracted day in August would result in a lane change, the District will:
 - i. Proactively award points for those credits on June 30th and apply points for salary placement in the upcoming contract year.
 - ii. Look at all applications for points based on credits and make a comment on each one listing if they will have lane movement or not. This will take place while the system is “read-only” in July.
 - iii. Keep a list of the people who we proactively assigned points to and follow up on grade reports.
 - iv. Employees must turn in a course grade by September 30th.
 - v. Failure to complete the course and submit a grade by September 30th will result in a revised contract with overpayment of contract docked within the next payroll cycle.
 - vi. There will be NO exceptions on the June 30th and September 30th deadlines.
 - vii. Note: Credit reimbursement will not be paid until completion of the course even though points are awarded proactively.
4. Examples of Activities Approved for Point Acquisition include but are not limited to:
- a. **Clinics/Conferences/Conventions/Workshops** - Educational gatherings sponsored by educational institutions or organizations that provide information

sharing, experiences or instruction that is related to education or teaching assignment.

- b. **Local In-Service Activities** - In-service activities offered by the local District outside of the contracted school day are eligible for points acquisition. Examples include the District’s Restorative Practices and Initial Non-Violent Crisis Intervention trainings held in August, outside of the contracted school year.
- c. **Teacher Study Groups (TSG’s):** TSG members will earn professional development points as follows:
 - i. Compensation for Participants

Length of TSG	Points for Participants*
8-hour TSG	10 points
16-hour TSG	20 points

*A teacher in the last lane of the salary schedule may choose to receive a \$100 stipend in lieu of points for an 8-hour TSG or a \$200 stipend in lieu of points for a 16-hour TSG

- ii. Compensation for facilitators

Length of TSG	Points for Participants
8-hour TSG	10 points*
16-hour TSG	20 points**

d. **Service to the Profession:** Recognizing that teachers also grow professionally by providing professional development for colleagues, the following examples of “Service to the Profession” are eligible for points:

- i. Presenting a professional development session of at least 60 minutes at a District or Building in-service. The 60 minutes of PD may be split over several PD sessions as long as it is a series of ongoing PD and still qualify for points which will be awarded at the conclusion of the series of PD. Preparation time will be approved on a one-time basis and will be awarded points equal to five (5) points for every one (1) hour of presentation. Points will not be awarded for preparation for the second and subsequent presentation of the same program, but presenters will be awarded two (2) points for each subsequent presentation. Professional Staff who provide professional development that is beyond the scope of the job description (including teacher, coordinator, and academic co-curricular assignment) are eligible to be considered for points. In cases of multiple presenters, the PD supervisor and teachers involved will discuss and agree on an equitable division of points that only includes whole numbers of points prior to planning the PD. If an agreement cannot be reached, decisions can be

appealed to (first) the Director of Teaching and Learning or (second) the District Administrator.

- ii. Supporting a pre-service student teacher by serving as a cooperating teacher in coordination with an accredited, District-approved pre-service program. Teachers will be awarded 20 points for each one-semester student teacher placement. The building principal will make the final decision on which teacher(s) will serve as a cooperating teacher. The building principal will make a reasonable effort to provide equitable opportunity for professional staff members to serve as cooperating teachers.

6. Examples of Activities Not Approved for Point Acquisition include but are not limited to:

- i. Activities, if taken for points, cannot take place during normal contract hours unless the teacher uses a personal day, or an exemption is granted by the District Administrator or a designee.
- ii. Department Business/Meetings - If a department wishes to provide a workshop that is beyond normal department business, it could request approval from the building principal and Director of Teaching and Learning. Regular department business and meetings are not applicable for points.
- iii. Curriculum Orientation - McFarland School District curriculum orientation is the responsibility of the teacher and school District and is not eligible for points.
- iv. Travel and Lodging - Travel and Lodging itself will not be eligible for points.
- v. Webinars that last less than two hours and are not a part of a larger series of learnings. Online coursework, taken for credit or not for credit, could be eligible for points – but viewing webinars that last less than two hours and take place in the absence of a sustained learning opportunity, will no longer be approved for points beginning July 1, 2019.
- vi. Other Professional Development - Teachers may apply to the District Administrator or his/her designee for points for an activity that is not outlined above. The District Administrator has discretionary authority to grant points for such requests.

7. Reimbursement for District-approved graduate credits

- a. Upon completion of the approved course, credit reimbursement for approved graduate credits will be paid at a rate of \$110 per credit. A course grade of a B or better is required to obtain credit reimbursement.
- b. If the cost of a course is less than the rate listed above, reimbursement will be at the actual rate per credit of that course.

- c. For the purposes of reimbursement, approval will be given to courses which meets one of the following criteria:
 - i. Is within a teacher’s current subject area or curricular responsibility.
 - ii. Is related to broadening or improving instruction.
 - iii. Is within a graduate degree program in the field of education. A graduate degree program in administration will not be eligible for reimbursement. (Specific courses within a program may be approved if they are related to classroom objectives.)
 - iv. Is taken at the formal request or to meet a requirement of the school District. In this case credit reimbursement will be paid in full with the approval of the professional staff member’s direct supervisor and the District Administrator. No more than 6 college credits will be compulsory per year.
- d. Credit reimbursement will only be made for teachers who are on paid status under a regular contract at the time the credit reimbursement request and grade report are submitted, unless otherwise approved by the District Administrator.

2.02 GRIEVANCE PROCEDURE

The following is the link to [Policy 3340](#) the District’s informal and formal grievance procedure for all employees concerning grieving final administrative decisions related to termination, discipline, or workplace safety violated, misapplied, or misinterpreted a local Board policy, administrative regulation or procedure, or specified federal or State law or rule, or in the case of an employee with a written employment contract, the terms of such written employment contract.

Employee concerns not covered by the grievance policy: Employees with a concern relating to this handbook but not relating to termination, discipline, or workplace safety as defined in the grievance policy, should follow this procedure for resolution:

- A. Discuss the concern with your immediate supervisor. If still unresolved;
- B. Discuss the concern with the District Administrator. If still unresolved;
- C. Make a written request to the School Board in order to discuss the concern. The School Board may choose to honor or deny the request.

2.03 SCHOOL CALENDAR

The school calendar shall consist of 190 teacher contract days. Teachers new to the school District shall be required to complete two days of New Staff In-service and will be compensated at the large group rate of pay (80% of 1/190th of Step 0 of the Base). Any additional days new staff are asked to report for content-specific training, staff will be compensated at the large group rate.

The 190 teacher contract days shall include the following:

- A. 3 Holidays (Labor Day, Thanksgiving Day, and Memorial Day)
- B. 2 Parent-Teacher Conference Days or Parent-Teacher Conference Release Days
- C. 1 Teacher Classroom Day
- D. 184 Days designated as Student Face to Face Days and Professional Development/Workdays which includes a minimum of 24 hours (equivalent of 3 days) staff self-directed work time

A committee including staff representatives will develop a calendar proposal and present it to the board for consideration. Efforts will be made to ensure the committee is representative of the staff in terms of roles, experience, and perspectives. Staff will be invited to volunteer for the committee.

The School Board reserves the right to determine any adjustment in the school calendar that would be necessary due to emergency school closings, late starts, or DPI compliance. Any days over three on which an individual school or the school District is canceled will be added to the calendar. If minimum hours are still met by an individual school or District after three cancellation days, these additional days may be waived by the school board.

In collaboration with staff and their building leadership team, each principal will develop a format (procedures, times, etc.) for conducting at least two conferences with parents throughout the school year.

2.04 EXTENDED CONTRACTS

A contract will be issued for any extension of the regular school year. Compensation for Extended Contracts will be at the rate of 100% of 1/190 of a teacher's previous year's contracted amount, pro-rated on an eight-hour day. Compensation for Summer School Contracts and curriculum writing will be at the rate of 1/190 of a teacher's previous year's contracted amount, pro-rated on an eight-hour day.

All summer team or large group meetings for which compensation is offered (e.g., Leadership Retreat; District Goal Setting; and Team Data Meetings) will be paid at the rate of 80% of 1/190th of Step 0 of the Base.

When qualifications are equal, teachers presently employed by the McFarland School District will be given first consideration for extended summer employment.

2.05 SALARY AND RELATED CONSIDERATIONS

All full-time and part time teachers in the School District of McFarland will be offered a teaching contract as follows:

- A. Each teacher will be hired at the academic training level and base salary in accordance with the salary schedule, which is part of this agreement.

- B. Salary progression from one year to the next and within each training level will be the normal increase as stipulated in the salary schedule.
- C. Teachers issued contracts for less than 50% will receive one-half year's teaching experience. Teachers with accumulated partial teaching experience which equals one half or more of a full year will be allowed credit for one full year on the salary schedule experience level subject to the above stated limitations.
- D. Summer work completed prior to contract start date will be paid at previous year's hourly rate.

The School Board reserves the right to make adjustments in the interest and welfare of the school District and to place new teacher(s) on any level of the salary schedule that they deem appropriate and necessary. New staff members will be placed on the salary schedule at a level no higher than the level of current staff members with equivalent experience and training in similar roles.

Teachers with National Board Certification: - Add 480 points to placement as long as certification is current and teacher is not on a plan of improvement.

The School Board reserves the right to hire inexperienced teachers new to the District at any or lane they deem appropriate to the teacher's degree and number of credits.

Teachers will be paid biweekly beginning on the second contracted Friday or before. Teachers will indicate their payment preferences on the Contract Payment Election Form. Teachers may elect payment over 26 or 22 payrolls, which will begin on the second contracted Friday or before and end at the end of June.

Physical Examinations

- A. Full cost of the required physical examination will be borne by the School Board if the employee goes to the designated physician or clinic. However, any teacher may go to a physician of their choice provided that any cost above that charged by the School Board's designated physician or clinic will be paid by the teacher.

If a teacher would receive a higher salary by being placed on the salary schedule at their assigned educational lane in lieu of receiving the prescribed percentage, they will receive the higher salary.

Tax Deferred Annuity Programs

Teachers, upon their request, may participate in tax deferred annuity programs provided by the District.

- A. The employee will pay half of all actuarially required contributions under the Wisconsin Retirement System. The employer may not pay on behalf of an employee any of the employee's share of the actuarially required contributions.
- B. The structure of the salary schedule and related distribution of salary within the salary schedule will come from a proposal developed the Professional Staff Employee Relations Committee and recommended to the board.
- C. The projected salary schedule is in Appendix A.

2.06 RETIREMENT

Eligibility: In order to be eligible for the retirement benefits described herein, the Teacher must meet all the following eligibility criteria:

- A. The Teacher must be employed by the District as a regular non-administrative certified professional staff member on January 1 of the year in which they submit notification of retirement. Substitute teachers are not eligible for retirement benefits.
- B. The Teacher must be at least fifty-seven (57) years of age at the time of retirement.
- C. **Years of Service:** The Teacher must complete a minimum of fifteen (15) consecutive years of service in the District as a non-administrative certified professional staff member at the time of retirement with no breaks in consecutive years of service greater than two (2) years.
- D. The Board, at its discretion, may waive any of the above-listed eligibility criteria.

Conditions: In order for the Board to approve the Teacher to receive retirement benefits set forth herein, the Teacher must meet all the following conditions:

- A. The Teacher must unequivocally and explicitly waive any rights or claims as they may have under the Federal Age Discrimination in Employment Act of 1967 (29 USC § 6621, et seq.) as amended by the Older Work Benefits Protection Act of 1990, and the Wisconsin Fair Employment Act (Wis. Stat. § 111.321, et seq.). Such waiver shall be demonstrated only by the execution of a Retirement Benefits Agreement and Waiver/Release of Claims (Agreement) provided by the District.
- B. The Teacher must sign and return the Agreement to the District Administrator on or before February 1 of the Teacher's final year in the District. Signing and returning this Agreement creates a voluntary and irrevocable resignation for purposes of retirement.
- C. The Teacher must retire from the District at the end of the school year.

- D. The Teacher shall not be eligible for retirement benefits (or their eligibility shall terminate) if they are facing a discharge and/or non-renewal recommendation at the time in which Teacher submits their Agreement (or at any time between the date they submits their Agreement and the effective date of the retirement).

Benefits: Eligible retiring Teachers shall receive the following retirement benefits upon satisfying the eligibility and conditions set forth hereinabove:

- A. For teachers who retired from a full-time teaching position (1.0 FTE) in the District, the District shall deposit \$8,000.00 annually into a retirement only, premium only Health Reimbursement Arrangement (HRA) commencing with the August immediately following the Teacher's retirement. For teachers who retired from a part-time teaching position in the District, the District shall deposit a prorated amount based on the Teacher's FTE in their final year of employment with the District ($\$8,000 \times \text{FTE}$) annually into an HRA commencing with the August immediately following the Teacher's retirement.
- B. In addition to the HRA deposits referenced in Paragraph 1, above, the District shall also deposit an additional amount into the Teacher's HRA based on the following formula:
 - 1. For teachers who retire with at least twenty (20) consecutive years of service, the District shall deposit an amount equal to the Teacher's per diem during their final year of employment with the District multiplied by the number of the Teacher's accrued but unused sick leave days at retirement and divided by two (2).
 - 2. For teachers who retire with at least at least fifteen (15) years of service, the District shall deposit an amount equal to the Teacher's per diem during their final year of employment with the District multiplied by the number of the Teacher's accrued but unused sick leave days at retirement and divided by three (3).
- C. However, if the formula results in an amount in excess of \$25,000, only \$25,000 shall be deposited in the HRA. This additional HRA deposit shall be made at the time of the first HRA deposit described in Paragraph 1, above.
- D. The benefits described herein may not be delayed by the Teacher. The District shall provide the benefits as described herein, including determining the timing for any contributions/deposits/etc.
- E. The benefits described herein shall cease upon:
 - 1. A period of eight (8) years from the date of the Teacher's retirement.

2. The Teacher accepting employment in a Wisconsin Retirement System benefit eligible position.
 3. The Teacher receiving Unemployment Insurance benefits from the District's account.
 4. The Teacher becoming eligible for Medicare.
 5. The Teacher's death, or
 6. The expiration of the benefits as described herein, whichever occurs first. The Teacher or their family has an affirmative obligation to notify the District if any of the above-referenced events occur while the Teacher is receiving retirement benefits as described herein.
- F. The retirement benefits do not contain a health insurance continuation benefit. Health insurance coverage beyond the Teacher's retirement effective date is subject to the rules and regulations of the insurance carrier, as well as the state and federal laws governing continuation of health insurance coverage upon separation from employment. The District has made no guarantees or promises regarding the Teacher's eligibility for continued health insurance coverage after their employment with the District ceases.
- G. The Board has the discretion to modify the benefits described herein if the Board discovers that the benefits as described herein have negative tax implications for the District and/or the Teacher, and/or if the Board discovers that the plan is discriminatory otherwise a violation of state or federal law.

2.07 INSURANCE

Group Life Insurance

Eligible teachers who wish to enroll in the State Group Life Insurance Plan must make formal application with the business office. The School Board shall pay the stipulated 20% of the required pool funding and an additional 15% of the teacher premium.

Group Health Insurance

- A. Teachers who wish to have health insurance coverage must make formal application to the business office.
- B. The School Board will offer health insurance for single or family coverage. The board will cover 88% of the premium cost based on 1.0 FTE (Full Time Equivalency) for professional staff and prorated as applicable to a minimum of .7 FTE.

Disability or Long-Term Income Protection

Employees who are eligible for the state teacher retirement plan will be provided with disability/long-term income protection. The School Board will pay the total premium.

Group Dental Insurance

- A. Teachers who wish to have group dental insurance coverage must make formal application to the business office.
- B. The School Board will offer dental insurance for single or family coverage. The board will cover 88% of the premium cost based on 1.0 FTE (Full Time Equivalency) for professional staff and prorated as applicable to a minimum of .7 FTE.

The School Board shall pay an amount proportionate to the contract time for part-time teachers, as allowed by the insurance provider.

Any proposed adjustment of insurance benefits will come from a committee including staff representatives. Efforts will be made to ensure the committee is representative of the staff in terms of roles, experience, and perspectives. Staff will be invited to volunteer for the committee.

2.08 WORK DAY

Normal teaching assignments will provide, to the extent possible, equal distribution among the staff of classroom instruction, student supervision, and free periods of preparation. To the extent possible, teachers will be given on average ninety (90) minutes of preparation time per day. Preparation time includes non-student time before school, during school and after school. Teachers shall comply with the schedule assigned by the building principal or their designee based on the building start and end time.

All teachers will be granted a daily lunch period without duty per day. This will not be less than thirty (30) consecutive minutes.

Any teacher who accepts an administrative request to cover another teacher's class will be paid at the district base salary rate multiplied by 1.5, rounded to the nearest five minutes.

2.09 MISCELLANEOUS

Reimbursed Expenses

- A. Employees authorized to attend workshops, institutes or to carry on the business of the school District, will be reimbursed actual normal expenses, such as housing, meals and mileage, for such time as they may be in attendance. Payment will be made upon presentation of itemized invoices covering expenses. No reimbursement will be paid without the corresponding receipt(s).

- B. Employees who are authorized to use their personal automobile to carry on school business will be reimbursed for mileage at the same rate used in Federal Tax Returns. Mileage will be calculated from the point of origin to destination and return.

Teacher Files

- A. The School Board reserves the right to place any information in the teacher's file. The teacher shall receive a copy of new material before it is formally placed in their file.
- B. The teacher may inspect their personal file except pre-employment information such as credentials under the supervision of the District Administrator or their designee. The school District will copy any material requested by the teacher (less the aforementioned exceptions) at the individual teacher's request and expense, except where such copy has already been provided to the teacher.
- C. The teacher may submit clarifications, explanations or any other pertinent information to the administration for placement in their file.

Job Sharing

Job sharing may be allowed between any two voluntary participants for one full-time position. If the job share is one year or less in duration, the teachers will have the right to return to their previous teaching assignment. Each job share position will be reviewed and approved for recommendation to the board annually by the building principal(s) involved. Requests to continue a job share must be submitted in writing at least 180 days prior to each school year or the date the change would go into effect.

- A. Teachers requesting job sharing must do so in writing at least 180 days prior to the school year or the date the change would go into effect. The written request is to include rationale, impact upon students and the educational program, department or school level and shall include those procedures to include effective communication between job sharers and others.
- B. Requests must be consistent with the mission, purposes and strategic goals of the District.
- C. Job sharers must be willing to attend reasonable position-related commitments that may occur outside their daily schedule. Specifically, job shares will:
 - 1. Conduct parent/teacher conferences together.
 - 2. Attend all in-service and staff development meetings even on those that are conducted outside of the daily schedule or on the half-day opposite of the teaching assignment over the course of the school year.

3. Attend weekly team meetings.
 4. Attend regularly scheduled faculty meetings.
- D. Recommendations concerning job-share requests shall be solicited from the appropriate team/department and administrative level.
 - E. Specific needs of the petitioning job-share staff members may be a consideration but shall be secondary to the delivery of instructional services to students.
 - F. Financial considerations shall also be reviewed to assess any possible adverse economic impact upon the District.
 - G. No more than one job-share shall be approved per grade level.
 - H. The Board shall inform the staff members in writing of its decision.

Student Teachers, Practicum Students, Internships, and Observations

Student Teachers, Practicum Students, Internships, and Observations require approval by the Department of Teaching and Learning and Business Services prior to start date. Approval forms are available through the Department of Teaching and Learning.

Transporting Students

Transporting students or employees in privately owned vehicles or vehicles owned by the McFarland School District is permitted provided:

- A. The driver completes a driver form (expires every 12 months)
- B. Is approved to drive by an immediate supervisor
- C. Provides proof of insurance
- D. Has a safe driving record

Accident Reporting

Employees who are injured on the job must fill out an incident report within twenty-four (24) hours. All injuries, regardless of severity, must be reported. Incident report forms can be found in the school office of each building and on the District website under Staff/Staff Forms/Employee Report of Injury.

Attendance Expectations

- E. The District expects all employees to assume responsibility for their attendance and punctuality as an integral part of their employment. Continuity of staffing is important to student success and building operations. Absences are disruptive to the work environment. Therefore, regular attendance is expected of every

employee. For schools to operate effectively, employees are expected to perform all assigned duties and work all scheduled hours during each designated workday, unless the employee has received approved leave. Any deviation from assigned hours must have prior approval from the employee's supervisor or building administrator. Staff should not make personal commitments during the day that may be scheduled at an alternative time.

- F. Employees who are absent or tardy in excess or without a valid reason may be subject to corrective counseling and/or, when appropriate, disciplinary action. In cases where absences have been for three (3) or more consecutive workdays due to illness, or where a building or district office administrator and the district administrator has reasonable suspicion that the absence is improper, the employee may be required to bring a doctor's note or physician's release before being allowed to return to work. This does not apply to absences covered under FMLA as documentation has already been provided. Absences of three (3) consecutive workdays without proper notification and approval will be construed as job abandonment and will constitute your resignation from the District without proper notice.
- G. When unable to work because of illness, injury, or any other reason, employees are required to notify their supervisor or their designee as far in advance as possible, but no later than one (1) hour before the normal starting time on each day of absence. Employees should enter their absence requests into Skyward and their requests for substitute teachers in Frontline. Those employees requiring a substitute should enter their absences in the Aesop system by 6:00 a.m. or earlier. All employees requesting planned days off from work need to enter time-off requests in Aesop for their supervisor's approval.

2.10 HIRING PRACTICES

Positions are posted simultaneously internally and externally. If a current employee has an interest within the first five (5) days of the posting, they are encouraged to contact their supervisor and the hiring supervisor to share their interest and intent to apply. Staff should apply according to District procedures.

Breaches of Contract

A \$750 administrative cost will be assessed to a teacher who resigns their position or breaches their contract between July 1 and the teacher's first day to report for the contract year or \$1000 if the resignation or breach occurs thereafter. A \$500 administrative cost will be assessed to a teacher who resigns their position prior to June 30. The Board may deduct any such liquidated damages from any monies due the teacher. Teachers who request release from their individual contracts shall understand that any release granted by the Board shall be

effective on the 30th calendar day following receipt by the Board of the written request for release. This provision will be pro-rated based on the FTE of the teacher's contract. This provision may be waived by the Board of Education for extraordinary circumstances.

Unless otherwise specified, all benefits described in this Handbook apply to full-time staff. For staff working less than full time, subject to limitations set by state statute or benefit providers, benefits will be pro-rated in accordance with the percent time worked.

2.11 TEACHER EVALUATION PROGRAM

McFarland's Teacher Evaluation Program will follow the requirements provided by the Department of Public Instruction (DPI) in relation to the documents and observations that must be completed.

2.12 REDUCTION IN FORCE

Whenever the School Board determines to decrease the number of teachers in the District, the Board will make such staff reduction according to the procedures set forth in this section. To the extent practical, these procedures will also be followed in determining staff reductions of less than a one FTE teacher (i.e.: reductions from full to less than full time).

The Board will first determine the grade level or subject areas and number of positions to be reduced.

The District Administrator will solicit volunteers in the affected grade level/subject area. This will include requesting written commitments from teachers considering leave of absence, retirement or resignation. At least five (5) days will be extended for volunteers to come forward and submit written commitments.

If the number of written commitments from volunteers is insufficient, the District Administrator, in consultation with the principal(s) in the area(s) to be affected, will determine which teacher(s) will be reduced/laid off in accordance with the following ordered criteria

- A. Performance - A teacher who is currently on a plan of improvement under the District's evaluation procedures for 180 or more consecutive school days if the layoff is in the teacher's area of assignment and certification.
- B. Certification(s) held by the professional employee as determined by the Wisconsin Department of Public Instruction. This certification must be in a certification area in which the teacher has had District experience. (For example: A 1-8 classroom teacher who currently teaches at grade 4 would be considered eligible for all positions grades 1-8. However, if the same teacher was still scheduled for layoff, but had a Media Specialist certification and seniority over a Media Specialist, the teacher would not be allowed to "move" into that certification area unless the teacher had served in that position in the District at some point prior to the reduction in force.)

- C. Number of years of local experience
 - 1. Any contract for 50% or greater will constitute a full year of experience and any contract less than 50% will constitute a half year of experience.
 - 2. Any teacher(s) who change(s) divisions will carry all their local experience to their new division.

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

Recall Procedure

- A. The order of recall of teachers who are non-renewed for “reduction in force” will be determined by utilizing the same criteria used to determine the layoff in inverse order.
- B. The Board or its designee will send the recall notice to the teacher's last known address.
 - 1. It will be the teacher's responsibility to keep the Board informed as to their current address.
 - 2. If the Board does not receive written confirmation of the teacher's acceptance of recall within fourteen (14) calendar days from date of mailing, the teacher loses all rights to be recalled.
 - 3. Any teacher not recalled within twenty-four (24) months will no longer remain on the recall list and will have no further recall rights.
- C. Such recall will not result in loss of credit for years of service.

2.13 SUSPENSION, DISCHARGE, NON-RENEWAL

Suspension and Discharge

No teacher in the District will be suspended without pay, or discharged during the term of an individual contract, without just cause.

Non-renewal for Teachers

- A. The following is the procedure for nonrenewal:
 - 1. A teacher who has not been placed on a plan of assistance under the District's evaluation procedures for two (2) consecutive semesters may only be non-renewed for just cause.

- B. A nonrenewal shall not be deemed a “termination” under the grievance procedure in District Policy. Such nonrenewal shall be exclusively subject to the provisions of section 118.22, Wis. Stats.

PART 3 – SUPPORT STAFF

3.01 POLICIES AND REGULATIONS

Employee Selection

All full and part-time employees shall be hired and terminated by the District Administrator or by their designated representative.

Physical Examination

Upon original appointment to the positions of Special Education Teaching Assistants, Custodians, and Food Service Staff, each employee shall have a physical examination by a licensed physician and have such reported on the proper form.

The Board of Education shall pay for physical examinations, x-rays and tuberculin tests, and hepatitis B vaccinations required for all school employees as provided in S 118.25, Wis. Stats., at the following rates:

- A. If administered by the health providers with whom the district has a financial agreement, the full cost will be paid by the district.
- B. If administered by an employee's own physician, the district shall pay the cost thereof up to a maximum the district would pay its contracted provider.

Definitions

- A. Regular Full-time Employee: Employees who are scheduled to work 2080 hours per year. This equates to forty (40) hours per week for twelve (12) months per year.
- B. Regular School Year Employee: Employees who are scheduled to work a minimum of thirty-five (35) hours per week, approximately a nine (9) month position and who only works when students are in session.
- C. Regular Part-time Employee: Employees who are scheduled to work less than forty (40) hours per week but at least 20 hours per week for a minimum of twelve (12) months per year.
- D. Part-Time School Year Employee: Employees who work less than thirty-five (35) hours per week but at least ten (10) hours per week for each school year, approximately a nine (9) month position and who only works when students are in session.

- E. Casual Part-Time Employee: Employees who work less than ten (10) hours per week.
- F. Seasonal Employee: Full and Part-time Employee: Employees who are hired as emergencies arise or summer work.
- G. Substitute Employee: Employee who substitutes on an irregular basis, or is called in to work on a specific project for a period of time not to exceed to 60 consecutive calendar days in the same position.
- H. Temporary Employee: Employee hired to fill in for an employee for the length of the leave of absence or to fill a position necessitated by increased or decreased enrollments, and lasting no longer than 26 weeks. This temporary, part-time work shall be offered to existing part-time employees and employees on layoff who shall be paid at their current rate. Under no circumstances will temporary help be used to displace current employees or cause current employees to suffer a cut in hours.
- I. Seniority: An employee's seniority date (date of hire) is the period of continuous employment in the District. Employment is not considered interrupted by school recess.

Hours of Work

- A. The hours of work for each employee shall be determined by the employee's supervisor and be approved by the District Administrator.
- B. Employees called in to start work earlier than normally scheduled, have the option to leave after an eight-hour shift or when the regularly scheduled eight-hour shift ends.
- C. Employees who work more than six hours per day are entitled to an unpaid, uninterrupted lunch period of one-half hour. If the needs of the District can be met and if mutually agreeable to the employee and the immediate supervisor, breaks may be combined to allow for a longer lunch period. Lunch will be scheduled by the employee's immediate supervisor.
- D. Employees working six or more hours per day shall be entitled to, but not required to take, two fifteen-minute breaks per day. Employees working four or more hours per day but less than six hours per day shall be entitled to, but not required to take, one fifteen minute break per day. Breaks will be scheduled by the employee's immediate supervisor.
- E. Hours worked in excess of forty hours per week, including holiday, vacation, personal leave, and sick pay shall be compensated at the rate of time and one-

half. Such compensation shall, at the employee's option and supervisor approval, be either salary or compensatory time off.

- F. Special Assignments: Employees called in on special assignments for unpredicted work shall be guaranteed a minimum of two (2) hours of compensation. Compensation may be in the form of salary or compensatory time, whichever is mutually agreeable to employee and their supervisor.
- G. Overnight chaperone compensation will be based on the needs of the student, payable at your primary job rate and approved by the employee's supervisor.
- H. Bus Drivers: Part time bus drivers scheduled solely as bus drivers shall be paid a minimum of 2 hours for each shift worked.
- I. Overtime work must be authorized by the employee's supervisor and approved by the District Administrator or their designated representative.

Compensation

- A. Employees shall be paid every two weeks.
- B. If employee accepts a new position in a different classification, said employee will be paid at level 1 of new classification.
- C. Employees from outside of the classification who substitute in a different (higher) classification for over five consecutive days shall then be paid the employee's current step wage rate for the different classification beginning on the sixth day.
- D. Accrued Benefits: As of the payroll period, which included the effective date of termination, the employee or, in the case of death, their surviving spouse shall receive all accrued earnings from regular/overtime hours and earned vacation pay.
- E. Overtime pay or compensatory time off may be allowed with prior approval of the employee's supervisor, pursuant to Section 2.E.5 of this handbook. Supervisors will deny overtime/compensatory time unless an acceptable rationale is provided for the additional time.
- F. The amount of compensatory time earned shall be one to one and one-half times the amount of actual hours worked in excess of 40 hours per week. Employees cannot accumulate more than one (1) week of compensatory time. Compensatory time must be used by December 31st of the current year, or the balance will be paid out on the last payroll in December.

- G. Support Staff rates will advance on July 1st, with the exception of summer school work. Summer School rates are based on the previous year rates. Any additional work outside of Summer School will be at the new rate.

Clothing Allowance

All custodial and kitchen staff will be required to wear uniforms. The Board agrees to provide a reimbursement of \$175 annually for all non-probationary custodial and all non-probationary kitchen staff. The type, color and model of uniforms will be consistent throughout the district and approved by the District Administrator or their designated representative.

Probationary Period

- A. All newly hired employees shall be on probation for the first six months of employment.
- B. Before the end of the probationary period, a written evaluation will be completed by the appropriate administrator.

Written Review

Once an employee's probationary period is complete, the employee will receive a written review, in person with the employee's supervisor, at least once every three years.

Termination of Employment

Termination of employment initiated by the employee will be submitted in written form two weeks (10 working days) prior to the termination date. Upon mutual agreement, this time period may be shortened or waived.

Assurance of Re-employment

A letter of intent to re-employ will be sent by April 30th of each year to regular part-time employees and will include the employee's anticipated number of scheduled hours for the following school year. This letter of the intent will be signed and returned within one month after distribution.

School Delays and Closing due to Emergency Situation (Inclement Weather Days)

- A. School Year Support Staff (ie-SEA's, EA's, Food Service Staff) with 186.5 Day contracts do not report, no dock in pay for up to two (2) canceled school days.
- B. Support staff members with more than 186.5 Day Contracts will be required to report to work per the supervisors direction (this may include remote work or altered schedule). Vacation or personal days may be used if not working on emergency school closings.

Summer Employment

All employees shall be eligible to apply for summer employment.

- A. Employees will submit a letter of interest by April 1st of each year to the district office.
- B. Positions will be filled with the most senior (as defined by Section 2.C) non-probationary applicant provided the applicant is available for the duration of summer school and is qualified as determined by the hiring administrator.
- C. Notwithstanding this procedure, the District may contract out any work during the summer.
- D. Summer work shall not be deemed part of the employee's regular assignment for purposes of continuing employment: rather, summer work or the contracting thereof is at the annual discretion of the District.
- E. Employees from the applicable classification who fill summer employment positions will be paid the employee's current step wage rate. Employees from outside of the classification who fill summer employment positions will be paid the employee's current step wage rate for the position. Under no circumstance shall summer employment pursuant to this procedure be considered for the accrual or qualification of any benefits in this handbook except for those required by law.

Miscellaneous

- A. The district will pay state-mandated certification fees for any employee for which certification becomes required after employment by the district.
- B. Employees who drive school vehicles may be subject to random alcohol and drug testing.
- C. Transporting students or employees in privately owned vehicles or vehicles owned by the McFarland School District is permitted provided:
 - 1. Driver Completes a Driver Form (expires every 12 months)
 - 2. Approved by Immediate Supervisor
 - 3. Approved Proof of Insurance
 - 4. Approved Driving Record
 - 5. Approved Background Check

Summons/Court Appearances

- A. Employees will be excused from work and will not lose pay for required court appearances (including jury duty) subpoena cases, (assuming the school district is not involved in the litigation) estates and probates. Part-time employees shall receive such pay on a pro-rata basis.
- B. The District will pay the difference between the jury or witness fees paid the employee (not including monies for mileage, or for Saturday or Sunday jury or witness fees) and the employee's regular daily rate provided:
 - 1. That the employee gave prior notice to the District;
 - 2. The employee furnished the District with satisfactory evidence of their service on jury duty, or as a witness;
 - 3. The employee provides a copy of any court compensation to payroll; and,
 - 4. The employee each day reports for work for the time not needed as a juror, or witness.
- C. The employee is not entitled to receive salary or other compensation if the employee initiates civil action or personal involvement in criminal/traffic violations.

3.02 REDUCTION IN FORCE

In the event of the elimination of a position in the work force, the district will first pursue obtaining a voluntary layoff(s) in the affected category. After this, the procedures set forth below shall apply:

For the purpose of the elimination of a position in the work force, there shall be two separate hour classifications defined as follows:

Full-time employee (position scheduled for at least 1900 hours per year).

Part-time employee (position scheduled for less than 1900 hours per year).

Seniority will be honored within each category, that is, displaced full-time employees may bump into the least senior full-time position identified by the employer for which they are qualified in the same category. Displaced part-time employees may bump into the least senior full-time position identified by the employer for which they are qualified in the same category.

Employees being laid off shall receive a three-week written notice thereof. Displaced employees will be given their options in writing with the layoff notice and will have up to four calendar days after the date of receipt to submit their choice of either bumping or layoff in writing to the district human resources office.

The employer shall determine in all instances if the employee is qualified for the position.

In the case of a tie in seniority, management will select the employee to be laid off.

For the purpose of this Section, seniority shall be determined as defined in Section 2.C of this handbook.

Layoff Groupings (individual groups are shown in tan and combined groups are shown in blue):

Teaching Assistant - Instruction	1
Educational Assistant	1
Office Assistant	1
Administrative Assistant III	1
Guidance Assistant	1
IMC Assistant	1
Administrative Assistant	1
Food Service Worker	1
Custodian	2
Special Education Teaching Assistant	3
Administrative Assistant and Recreation Assistant	3
Administrative Assistant II	3
Food Service Lead Production Worker	4
Health Assistant/CAN	4
Head Groundskeeper	5
Special Education Bus Coordinator	5
Chief Custodian	5
Building Administrative Assistant	5
Administrative Assistant I	5

3.03 HOLIDAYS AND ANNUAL PAID VACATIONS

Regular full-time employees whose work schedule normally covers an identified holiday shall receive "paid holiday compensation" on the basis of their typical workday. Holiday allocations are based on employees primary job function only. Employees must be in paid status the day before and after a holiday to receive holiday pay. The paid holidays for various support groups are as follows:

- A. Employees who are scheduled to work 2080 hours, or have a 12-month work schedule, exclusive of sub time: The ten (10) paid holidays are as follows: New Year's Eve Day, New Year's Day, Martin Luther King, Jr. Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve Day, Christmas Day.
- B. Employees who are defined as Regular School Year employee, Regular Part-Time employee, Part-Time School Year employee: The nine (9) paid holidays are as follows: Memorial Day, Labor Day, Thanksgiving, Day After Thanksgiving, Martin Luther King, Jr. Day, Christmas Eve Day, Christmas Day, New Year's Eve Day, New Year's Day.

- C. In the event that July 4th or December 24th and December 31st fall on Saturday or Sunday, the proceeding Friday shall be observed as the holiday.
- D. Holiday must fall on scheduled work day(s) to receive compensation for holiday.
- E. If Easter Monday is included in the school calendar as a non-work day for teachers, regular part-time employees may take the day off without or charge such time to personal leave.

Annual Paid Vacations

- A. Employees shall be eligible for annual vacation based on their seniority date (date of hire).
- B. Annual paid vacations shall be based on scheduled hours as follows:

<p>Employees scheduled to work 2080 hours per year receive full vacation benefits</p>	<p>After 6 months (one year) = 20 paid hours After 12 months (one year) = 20 paid hours After 24 months (two years) = 80 paid hours After 60 months (five years) = 120 paid hours After 156 months (thirteen years) = 160 paid hours Employees hired before January 1, 2008 will be eligible for 40 additional hours after 20 years of service.</p>
<p>Employees scheduled to work 1700 – 2079 hours per year receive .75 of full vacation benefits</p>	<p>After 6 months (one year) = 15 paid hours After 12 months (one year) = 15 paid hours After 24 months (two years) = 60 paid hours After 60 months (five years) = 90 paid hours After 156 months (thirteen years) = 120 paid hours Employees hired before January 1, 2008 will be eligible for 30 additional hours after 20 years of service.</p>

- C. All other employees are not eligible for vacation benefits.
- D. Vacations shall be taken as approved by the employee’s supervisor.
- E. If an employee terminates employment, the amount of vacation used shall be adjusted to amount earned and either party shall pay the other for unused

(employee) or used (advancement by the district) vacation time to be adjusted on last paycheck.

- F. Unused vacation accumulation will be capped at 160 hours. Exceptions to the vacation accumulation cap may be granted by the District Administrator.

3.04 INSURANCE

Health Insurance

An eligible employee is a person who: is scheduled to work at least the minimum number of hours needed for eligibility based on the employee's primary job assignment, exclusive of sub time. The School Board agrees to provide applicable health insurance based on the following schedule:

- A. For employees who are scheduled to work 1500 or more hours per year, the Board agrees to contribute 88% of the lowest cost annual family and single plan premiums. This "base plan" will be the lowest premium cost HMO that is presently offered. If an employee chooses a plan other than the base plan, the employee will be responsible for paying the difference between the base plan premium and the premium of the plan they choose.
- B. For employees who are scheduled to work between 1064 and 1499 hours per year, the Board agrees to contribute 80% of the lowest cost annual family and single plan premiums. This "base plan" will be the lowest premium cost HMO that is presently offered. If an employee chooses a plan other than the base plan, the employee will be responsible for paying the difference between the base plan premium and the premium of the plan they choose.

Dental Insurance

An eligible employee is a person who is scheduled to work at least the minimum number of hours needed for eligibility based on the employee's primary job assignment. The School Board agrees to provide applicable dental insurance based on the following schedule.

- A. For employees who are scheduled to work 1500 or more hours per year, the Board agrees to contribute 88% of the annual single or family plan
- B. For Employees who are scheduled to work between 1064 and 1499 hours per year, the Board agrees to contribute 80% of the annual single or family plan.
- C. Employees less than 1064 hours are not eligible for dental insurance.

Group Life Insurance

Life Insurance is available with the Wisconsin State Group policy, following WRS guidelines. The School Board shall pay the stipulated 20% of the required pool funding and an additional 15% of

the employee's premium for all full-time employees who are scheduled to work 2080 hours annually.

Disability or Long-Term Income Protection

The Board agrees to pay the full premium cost of disability/long term income protection to employees who are in a position scheduled for at least 440 hours of annual work.

3.04 RETIREMENT

Wisconsin Retirement System

- A. All eligible support staff shall participate in the Wisconsin Retirement Plan. Information on eligibility will be provided by the district to all new employees.
- B. The employee will pay half of all actuarially required contributions under the Wisconsin Retirement System. The employer may not pay on behalf of an employee any of the employee's share of the actuarially required contributions.

Retirement

- A. Eligibility. Support staff members must have a combination of (1) a minimum of 15 consecutive years of experience in the School District of McFarland, (2) have no breaks in consecutive service over two years, and (3) be at least 57 years of age in order to exercise their option to take early retirement benefits under this provision.
- B. Election of Benefits. All requests should be submitted in writing one month prior to the effective retirement date. Those selecting retirement under this provision shall be permitted to participate in the health insurance plan and dental insurance plan then in effect if approved by the insurance carriers. This participation shall be at the employee's expense.
- C. Benefits. The maximum amount of annual benefit provided to each retiree pursuant to this Section shall be \$4,000 per year if that retiree was scheduled to work 1900 to 2080 hours per year in the last three years of employment and \$2,000 per year if that retiree was scheduled to work 1400 to 1899 hours per year in the last three years of employment and \$1000 per year if the retiree was scheduled to work 1080 to 1399 hours in the last three years of employment.
- D. A retiree that was scheduled to work 1900 to 2080 hours per year in the last three years of employment shall receive an annual stipend equal to the annualized value of their unreduced social security retirement benefit that they would receive at the time they are first eligible for said benefit or \$4,000, whichever is less. A retiree that was scheduled to work 1400 to 1899 hours per year in the last three years of employment shall receive an annual stipend equal to the annualized value of their unreduced social security retirement benefit that

they would receive at the time they are first eligible for said benefit or \$2,000, whichever is less. A retiree that was scheduled to work 1080 to 1399 hours per year in the last three years of employment shall receive an annual stipend equal to the annualized value of their unreduced social security retirement benefit that they would receive at the time they are first eligible for said benefit or \$2,000, whichever is less. (Evidence of the annualized value of a retiree's unreduced social security benefit amount will be constituted by a copy of the retiree's Social Security Statement being provided to the District's Business Services office by the retiree in the year they are first eligible for said benefit.)

- E. The benefits described herein shall cease upon:
 - 1. The support staff member accepting employment in a Wisconsin Retirement System benefit eligible position,
 - 2. The support staff member receiving Unemployment Insurance benefits from the District's account,
 - 3. The support staff member becoming eligible for Medicare,
 - 4. The support staff member's death, or
 - 5. The expiration of the benefits as described herein, whichever occurs first. The support staff member or their family has an affirmative obligation to notify the District if any of the above-referenced events occur while the support staff member is receiving retirement benefits as described herein.
- F. This program shall not apply to any support staff member who is receiving benefits under the Boards long-term disability income program.
- G. See Section 5.A.4, for sick leave benefits available upon retirement.
- H. Waiver Form. In order to receive the retirement benefits provided pursuant to this Section, any individual who retires from District service must waive any right or claim as permitted by law to back pay, reinstatement, or other damages to which the individual may have under the Federal Age Discrimination in Employment Act of 1967 (29 U.S.C. Section 621 et seq.) as amended by the Older Worker Benefit Protection Act of 1990 and the Wisconsin Fair Employment Act (Wis. Stat. Sections 111.31 and 111.33). Such waiver shall be demonstrated only by the individual's signature on a waiver and release form provided by the District. The benefits described herein shall cease upon:
 - 1. The Support Staff member receiving Unemployment Insurance benefits from the District's account,

2. The Support Staff member becoming eligible for Medicare,
3. The Support Staff member death, or
4. The expiration of the benefits as described herein, whichever occurs first. The Support Staff member or their family has an affirmative obligation to notify the District if any of the above-referenced events occur while the Support Staff member is receiving retirement benefits as described herein.

3.05 WARNINGS FOR UNSATISFACTORY WORK AND TERMINATION

No employee who has completed their probationary period will be discharged except for reasons that are not arbitrary or capricious. Where an employee's performance in their normal duties is unsatisfactory, the employee will be informed of this fact and given an opportunity to improve such performance prior to the imposition of any formal disciplinary measure.

When appropriate, the following discipline procedure shall be progressively followed:

- A. Oral reprimand with appropriate written notice to the employee.
- B. Written reprimand, with recommendations to assist the employee to improve by their immediate supervisor.
- D. Up to five (5) day suspension.
- E. Discharge, pursuant to Board Policy 4140.

Violations of a flagrant nature such as theft, drinking alcoholic beverages or being under the influence of alcohol beverages on the job, using illegal drugs or being under the influence of illegal drugs on the job, displaying physical violence, job abandonment beyond two scheduled working days, or gross insubordination to an immediate supervisor shall be reason for immediate discharge.

After a period of two (2) years, if no other infractions have occurred, past violations – excluding suspensions – will be expunged from the employee's personnel file at the employee's request.

3.06 GRIEVANCE PROCEDURE

The following is the link to Policy 4340 the district's informal and formal grievance procedure for all employees concerning grieving final administrative decisions related to termination, discipline, or workplace safety violated, misapplied, or misinterpreted a local Board policy, administrative regulation or procedure, or specified federal or State law or rule, or in the case of an employee with a written employment contract, the terms of such written employment contract.

[Link to Policy 4340](#)

Employee concerns not covered by the grievance policy: Employees with a concern relating to this handbook but not relating termination, discipline, or workplace safety as defined in the grievance policy, should follow this procedure for resolution:

- A. Discuss the concern with your immediate supervisor. If still unresolved;
- B. Discuss the concern with the District Administrator. If still unresolved;
- C. Make a written request to the Support Staff Employee Relations Committee that the concern be placed on an agenda for further consideration and resolution.

PART 4 – CO-CURRICULAR

4.01 CO-CURRICULAR CONTRACTS

- A. Co-curricular salaries are intended to be reasonable and in line with current practices aligned with fiscal responsibility and reflect the purpose of adequately compensating staff members for conducting programs with staff and students.
- B. The talent, training, experience, and service required by the co-curricular program is of a professional nature and responsibility and should be recognized as such. The co-curricular program is considered as an extension of, but secondary to, the academic program of the school. Compensation is based on time and service beyond the usual instructional school day/week.
- C. Activities that develop in response to student interests and needs may be added to this schedule upon the recommendation of the building principal and the approval of the District Administrator.
- D. The listing of a position and the accompanying compensation does not imply that the position or a specific number of positions need to be filled. In other words, the schedule does not dictate program or staffing needs. A co-curricular contract may be prorated if the activity or assignment is canceled.
- E. The Athletic Director, building principals, Director of Business and District Administrator will annually review and if necessary, revise existing co-curricular contracts. Appropriate contract addenda will be sent to each staff member as approved prior to the beginning of the assignment or activity.
- F. When a co-curricular position becomes available the District will make all reasonable efforts to hire current qualified District Staff members, including notifying current staff of vacancies. After these reasonable efforts, co-curricular contracts may be issued to those who are not current staff members.
- G. Staff members assuming co-curricular assignments/responsibilities as listed on the assignment schedule will be paid a percent in one of four levels based on years of experience in that activity. The amounts for this school year are as follows:

		Example CC % Levels for 24-25					
Level	Years of Experience	Base Salary \$48,000+	1%	2%	3%	5%	10%

A	0-3	\$0	\$480	\$960	\$1,440	\$2,400	\$4,800
B	4-7	\$4,200	\$522	\$1,044	\$1,566	\$2,610	\$5,220
C	8-11	\$8,400	\$564	\$1,128	\$1,692	\$2,820	\$5,640
D	12+	\$12,600	\$606	\$1,212	\$1,818	\$3,030	\$6,060

2. Base rates change on the effective date of salary schedule change. Compensation will be computed for said periods of co-curricular assignments consistent with base rates.
3. Previous experience in McFarland in the appropriate activity will be calculated at full value and become effective immediately in establishing the placement.
4. The placement on this schedule is solely determined by the co-curricular experience. Similar experience, regardless of level administered, in the same general activity, (i.e. football, basketball, drama, etc.) will receive full experience credit in the new position.
5. All new employees will receive credit for previous co-curricular experience in the same activity from another school District in determining the base salary for co-curricular positions.
6. A complete listing of co-curricular assignments can be found in the appendix. Please note that these assignments change frequently. As a result, the information included in the appendix may be out of date.

Staff Compensation for Other Duties

See the appendix for additional information

- A. Chaperones for events as approved by the principal will be paid \$18 per hour.
- B. The District will process payments for extra duty compensation in as timely and efficient manner as possible.
- C. Workers/helpers at athletic events will be compensated at the rate of \$25.00 per high school event and \$20.00 per middle school event. Other assigned events will be compensated at the rate of \$18.00 per hour.
- H. Compensation for non-athletic co-curricular activities will be included with and divided equally among the regular teacher payrolls remaining after the co-curricular contract is signed. Compensation for athletic co-curricular activities will be paid during the sports season.

- E. Staff members who are assigned as chaperones by the building principal to supervise and control students on non-school time are to be paid as per extra duty schedule for each assigned chaperone. Volunteers may elect not to be paid.
- F. All teachers may be assigned as advisors or supervisors of one non-scheduled student club, class, organization, or determined responsibility as an integral part of the regular teacher's contract without added compensation for non-school time supervision required as a chaperone of those activities associated with the assigned duty (e.g.: class advisor, club advisor, morning/afternoon bus duty, recess supervision, hall supervision, lunch duty, etc.).
- G. Teacher chaperoning students overnight for outdoor education will be paid for eight hours chaperone time for each night such duty is performed.
- H. Co-curricular overnight is paid 8 hours of time at a rate of 80% of base pay for up to 8 hours per night.

PART 5 – APPENDIX

APPENDIX A PROFESSIONAL STAFF SALARY GRID

Professional Staff Salary Matrix 2024-2025

Professional Staff Salary Schedule 2024-2025																	
Points	0-99	100-199	200-299	300-399	400-499	500-599	600-699	700-799	800-899	900-999	1000-1099	1100-1199	1200-1299	1300-1399	1400-1499	1500+	
Step	BS	BS+6	BS+12	BS+18	BS+24	BS+30	BS+36 MS	BS+42 M+6	BS+48 MS+12	BS+54 MS+18	BS+60 MS+24	BS+66 MS+30	BS+72 MS+36 Doct.	BS+78 MS+42 Doct.+6	BS+84 MS+48 Doct.+12	BS+90 MS+54 Doct.+18	
0	48,000	48,350	48,700	49,050	49,400	49,750	50,100	50,450	50,800	51,150	51,500	51,850	52,200	52,550	52,900	53,250	
1	48,694	49,051	49,408	49,765	50,122	50,480	50,837	51,194	51,551	51,908	52,265	52,623	52,980	53,337	53,694	54,051	
2	49,419	49,784	50,148	50,513	50,878	51,242	51,607	51,972	52,336	52,701	53,066	53,430	53,795	54,160	54,524	54,889	
3	50,177	50,550	50,922	51,295	51,667	52,040	52,412	52,785	53,157	53,530	53,902	54,275	54,647	55,020	55,392	55,765	
4	50,969	51,350	51,731	52,112	52,492	52,873	53,254	53,634	54,015	54,396	54,776	55,157	55,538	55,919	56,299	56,680	
5	51,798	52,187	52,576	52,965	53,355	53,744	54,133	54,523	54,912	55,301	55,690	56,080	56,469	56,858	57,247	57,637	
6	52,663	53,061	53,460	53,858	54,256	54,654	55,053	55,451	55,849	56,247	56,646	57,044	57,442	57,840	58,238	58,637	
7	53,568	53,976	54,383	54,791	55,198	55,606	56,014	56,421	56,829	57,236	57,644	58,052	58,459	58,867	59,274	59,682	
8	54,514	54,931	55,349	55,766	56,183	56,601	57,018	57,435	57,853	58,270	58,688	59,105	59,522	59,940	60,357	60,774	
9	55,503	55,930	56,358	56,785	57,213	57,641	58,068	58,496	58,923	59,351	59,779	60,206	60,634	61,061	61,489	61,916	
10	56,536	56,974	57,413	57,851	58,289	58,728	59,166	59,604	60,042	60,481	60,919	61,357	61,796	62,234	62,672	63,110	
11	57,617	58,066	58,516	58,965	59,415	59,864	60,313	60,763	61,212	61,662	62,111	62,561	63,010	63,460	63,909	64,359	
12	58,747	59,208	59,669	60,130	60,591	61,052	61,513	61,975	62,436	62,897	63,358	63,819	64,280	64,742	65,203	65,664	
13	3.50%	3.50%	60,875	61,348	61,822	62,295	62,768	63,242	63,715	64,188	64,662	65,135	65,609	66,082	66,555	67,029	
14	3.50%	3.50%	3.50%	3.50%	63,108	63,595	64,081	64,567	65,053	65,539	66,025	66,512	66,998	67,484	67,970	68,456	
15	3.50%	3.50%	3.50%	3.50%	3.50%	3.50%	65,454	65,953	66,453	66,952	67,452	67,951	68,451	68,950	69,450	69,949	
16	3.50%	3.50%	3.50%	3.50%	3.50%	3.50%	3.50%	3.50%	67,917	68,430	68,944	69,457	69,971	70,484	70,998	71,511	
17	3.50%	3.50%	3.50%	3.50%	3.50%	3.50%	3.50%	3.50%	3.50%	3.50%	70,505	71,033	71,561	72,090	72,618	73,146	
18	3.50%	3.50%	3.50%	3.50%	3.50%	3.50%	3.50%	3.50%	3.50%	3.50%	72,139	72,683	73,226	73,770	74,313	74,856	
19	3.50%	3.50%	3.50%	3.50%	3.50%	3.50%	3.50%	3.50%	3.50%	3.50%	3.50%	3.50%	74,969	75,528	76,088	76,647	
20	3.50%	3.50%	3.50%	3.50%	3.50%	3.50%	3.50%	3.50%	3.50%	3.50%	3.50%	3.50%	76,793	77,369	77,945	78,522	
99	3.50%	3.50%	3.50%	3.50%	3.50%	3.50%	3.50%	3.50%	3.50%	3.50%	3.50%	3.50%	3.50%	3.50%	3.50%	3.50%	

APPENDIX B SUPPORT STAFF WAGE SCHEDULE

2024-2025 McFarland School District Support Staff Wage Schedule-updated 6-5-23										
	Step									Longevity
	1	2	3	4	5	6	7	8	9	
GROUP 1										
Food Service	17.05	17.47	17.91	18.35	18.80	19.27	19.73	20.22	20.72	4.7%
GROUP 2										
Educational Assistant										
Teaching Assistant										
Office Assistant	18.38	18.81	19.25	19.70	20.16	20.64	21.14	21.64	22.15	4.7%
Guidance Assistant										
Administrative Assistant										
IMC Assistant										
Food Service- Lead worker										
GROUP 3										
SPED Asst										
Child-Find Coordinator	19.17	19.62	20.07	20.53	21.01	21.51	22.01	22.52	23.05	4.7%
Campus & Student Support										
GROUP 4										
Custodian	19.94	20.39	20.84	21.31	21.78	22.28	22.78	23.29	23.82	4.7%
GROUP 5										
Bldg Admin Asst										
Health Assistant	22.70	23.16	23.65	24.13	24.64	25.17	25.71	26.26	26.82	4.7%
Summer School Coordinator										
C.N.A										
GROUP 6										
Special Education Assistant-Lead	20.80	21.24	21.70	22.16	22.64	23.13	23.64	24.15	24.68	4.7%
GROUP 7										
Head Custodian	24.50	24.96	25.45	25.93	26.45	26.96	27.51	28.05	28.62	4.7%

APPENDIX C PERSONNEL POLICIES

This Handbook is subservient to, and does not supersede, the provisions set forth in the School District of McFarland Board Policies and Administrative Guidelines– [Link to Section 3000: Professional Staff Policies](#) / [Link to Section 4000: Support Staff Staff Policies](#). It is important for employees to review these policies annually.

[3362 - EMPLOYEE ANTI-HARASSMENT](#)

[4362 - EMPLOYEE ANTI-HARASSMENT](#)

[5517 - STUDENT ANTI-HARASSMENT](#)

[5517.01 - BULLYING](#)

APPENDIX D JOB DESCRIPTIONS

Teacher Job Description

Job Summary

Under the direction of the Building Principal, the Licensed Teacher develops and provides instruction to meet the unique needs of all students; evaluates and assesses student progress towards instructional objectives, and collaborates with colleagues to identify essential learning outcomes, establish common expectations, and plan instruction.

Qualifications

Teachers are required to hold the certification required by the State of Wisconsin to teach at the assigned grade level and/or content area.

General Position Description

A teacher is responsible for ensuring an educational atmosphere where students have both the opportunity and the instructional support needed to develop knowledge, skills, and dispositions consistent with their personal goals and individual learning needs, the District's strategic goals and priorities, and the academic standards of the State of Wisconsin. Because of the range of specific assignments included under the general description of a teacher, the following responsibilities are intended to be representative, but not inclusive.

Responsibilities

1. Planning and Preparation

The teacher:

- a. Demonstrates knowledge of content and pedagogy by:
 - i. Identifies, selects, and/or modifies curriculum, assessment, and instructional resources as necessary to meet the needs of students with varying backgrounds, learning styles, and special challenges and talents.
 - ii. Differentiates materials and instructional strategies to meet the specific needs of individual students.

- b. Demonstrates knowledge of students.
 - i. Plans and teaches a program of study consistent with the principles of child growth and development, state standards, and the District curriculum scope and sequence.
 - ii. Follows and implements students' IEP and 504 plans to fidelity.
 - iii. Consults with specialists regarding classroom adaptations, instructional modifications, adaptive equipment, behavior modification plans, and other similar instructional interventions to meet the needs of students.
 - iv. Understands the unique learning needs of all students.

- c. Sets instructional outcomes.
 - i. Implements instructional activities that contribute to a climate of high standards and individual support where students are actively engaged in meaningful learning experiences.

- ii. Frequently reviews student academic and behavioral data to inform instruction.
- d. Demonstrates knowledge of resources.
 - i. Maintains an understanding and knowledge of what resources are available for classroom use, student use and for family use.
 - ii. Demonstrates knowledge of resources for classroom and professional skills to facilitate high levels of student learning.
- e. Designs coherent instruction.
 - i. Aligns sequence of learning activities with instructional goals.
 - ii. Demonstrates planned learning targets for the student to meet high level cognitive activity.
 - iii. Differentiates lesson plans to meet the unique needs of all learners.
- f. Designs student assessments.
 - i. Demonstrates understanding of the uses of a range of formative and summative assessment techniques by implementing them in the classroom and providing timely feedback.
 - ii. Provides students with approved testing accommodations.

2. The Classroom Environment

The teacher:

- a. Creates an environment of respect and rapport
 - i. Promotes and maintains a safe, respectful and healthy environment in the classroom and school building.
 - ii. Establishes a classroom where students are comfortable taking intellectual risks.
- b. Establishes a culture for learning
 - i. Establishes and communicates high expectations for all students, where the teacher and students value learning and hard work.
 - ii. Implement student plans (behavior, accommodation, health language plans) with specialists.
- c. Manages classroom procedures
 - i. Employs and implements a classroom structure and consistency to encourage student responsibility, cooperation and mutual respect consistent with District goals, policies and procedures.
- d. Manages student behavior
 - i. Establishes reasonable standards of classroom conduct and administers them in a fair and consistent way appropriate to the maturity level and interests of the students.
 - ii. Monitoring of student behavior is subtle and preventive.
 - iii. Responses to student misbehavior are sensitive to individual student needs and respects students' dignity.

- iv. Provides student supervision in non-classroom areas and situations, including at school-sponsored events, in accordance with school and District plans, practices, and procedures.
- e. Organizes physical space
 - i. Organizes classrooms space to account for safety and accessibility.
 - ii. Ensures that the physical arrangement is appropriate to the learning activities.
 - iii. Promotes effective use of electronics and other technology that are being utilized.

3. Instruction

The teacher:

- a. Communicates with students
 - i. Provides clear expectations for learning.
 - ii. Provides accurate information to students while encouraging them to think on their own.
- b. Uses questioning and discussion techniques
 - i. Facilitates student higher level thinking through classroom discussions and encourages participation from all students.
 - ii. Values student responses
- c. Engages students in learning
 - i. Intellectually engages all students in challenging content through well-designed learning tasks and activities that require complex thinking by students
 - ii. Provides suitable scaffolding and challenges students to explain their thinking
- d. Uses assessment in instruction
 - i. Fully integrates assessment into instruction through extensive use of formative assessment.
 - ii. Provides opportunities for a variety of forms of feedback, from both teacher and peers, that is accurate and specific and advances learning.
- e. Demonstrates flexibility and responsiveness
 - i. Adjusts lessons based on student needs.
 - ii. Demonstrates persistence in seeking effective approaches for students who need help.

4. Professional Responsibilities

The teacher:

- a. Reflects on teaching
 - i. Thinks reflectively and critically while analyzing instruction through the lens of student learning.
 - ii. Thoughtfully and accurately assesses a lesson's effectiveness and the extent to which it achieves its instructional outcomes

- b. Maintains accurate records
 - i. Maintains effective and efficient record-keeping procedures, including lessons that reflect a logical, standards-based sequence of learning objectives and activities.
 - ii. Fulfills professional obligations related to meeting deadlines, schedules, and requests from administrators, parents, and or students.
 - iii. Keeps accurate records, files required reports on a timely basis, and provides them for District use as required.

- c. Communicates with families
 - i. Communicates frequently with families in a culturally sensitive manner.
 - ii. Responds to family concerns with professional and cultural sensitivity.

- d. Participates in a professional community
 - i. Relationships with colleagues are characterized by mutual support and cooperation.
 - ii. Collaborate with team, department, and grade-level colleagues to enhance the instructional program and learning environment.
 - iii. Works cooperatively with general education, other special education staff, English Learner, and Advanced Learner colleagues in identifying, planning, and implementing appropriately challenging learning opportunities and providing support, including participating on the building Student Support Team.
 - iv. Assists in meeting school improvement and department goals, including participation in school improvement tactics and activities.

- e. Grows and develops professionally
 - i. Strives to improve professional skills through participation in professional staff development opportunities that reflect research and best practices.
 - ii. Participates on committees related to student needs, in school programs, and in other school and District events and responsibilities as appropriate in a professional position.
 - iii. Attends and participates in staff, team and/or department meetings and other related District meetings, as necessary.

- f. Shows professionalism
 - i. Demonstrates willingness to share expertise and professional knowledge with other staff.
 - ii. Develops and maintains a positive and cooperative working relationship with other District colleagues, students, families, and community members.
 - iii. Models professional and ethical standards when dealing with colleagues, administration, students, families, and the community.
 - iv. Accepts constructive criticism and direction and demonstrates understanding through the appropriate changes in attitude and/or behavior.
 - v. Is knowledgeable of and adheres to all procedures and policies articulated in the District's handbooks and other publications

5. Specific Physical and Sensory Requirements:

- a. This job is classified as medium work but depending on the assignment could be classified as medium/heavy. This job primarily involves:
 - i. Walking
 - ii. Bending, stooping, twisting
 - iii. Kneeling, sitting and standing
 - iv. Reaching overhead
 - v. Pushing up to 30 pounds
 - vi. Pulling up to 30 pounds
 - vii. Lifting to 30 pounds
 - viii. Verbal and auditory communication is frequently involved
 - ix. Near and far vision acuity
6. The School Board is committed to providing an equal educational opportunity for all students in the District. The Board does not discriminate on the basis of race, color, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, sex (including transgender status, change of sex or gender identity), or physical, mental, emotional, or learning disability ("Protected Classes") in any of its student program and activities.
7. The employee must be able to perform the functions of the position to the satisfaction and expectations of the District. However, the District is committed to providing equal access and opportunity for qualified individuals with disabilities in employment. Upon request, the District shall provide an employee with a disability(ies) with reasonable accommodation(s) to enable the employee to perform the functions of their job, absent an undue hardship. To request reasonable accommodation(s), the employee should contact the District Business Office.

Legal Ref: Sections 118.19 Wisconsin Statutes
 121.02 (i)(a)
 PI 8.01(2)(a)(q) Wisconsin Administrative Code
 PI 3
 PI 34

Adopted:

Revised: 2/11/2020

Special Education Teacher Job Description

Job Summary

Under the direction of the Building Principal and Director of Student Services, the Licensed Special Education Teacher develops and provides specialized instruction to meet the unique needs of students with disabilities; evaluates and assesses student progress towards instructional objectives; follows State mandated due process procedures, and functions as IEP case manager to assigned students.

Qualifications

District Special Education Teachers are required to hold the certification required by the State of Wisconsin for the assignment in which they serve.

General Position Description

A special education teacher is responsible for ensuring an educational atmosphere where students have both the opportunity and the instructional support needed to develop knowledge, skills, and dispositions consistent with their IEP goals and individual learning needs, the District's strategic goals and priorities, and the academic standards of the State of Wisconsin. Because of the range of specific assignments included under the general description of a special education teacher, the following responsibilities are intended to be representative, but not inclusive.

Responsibilities

1. Planning and Preparation

The teacher:

- a. Demonstrates knowledge of content and pedagogy by:
 - i. Identifies, selects, and/or modifies curriculum, assessment, and instructional resources as necessary to meet the needs of students with varying (dis)abilities, cultural backgrounds, learning styles, and special challenges and talents.
 - ii. Differentiates materials and instructional strategies to meet the specific needs of individual students.
- b. Demonstrates knowledge of students.
 - i. Plans and teaches a program of study consistent with the principles of child growth and development, state standards, and the District curriculum scope and sequence.
 - ii. Coordinates the delivery of special education services in each student's IEP.
 - iii. Provides consultation to classroom teachers regarding classroom adaptations, instructional modifications, adaptive equipment, behavior modification plans and other similar instructional interventions to meet the needs of students with disabilities.
 - iv. Understands each students' unique learning needs and IEP goals and objectives.
- c. Sets instructional outcomes.
 - i. Implements instructional activities that contribute to a climate of high standards and individual support where students are actively engaged in meaningful learning experiences.
 - ii. Reviews academic and behavioral data to establish achievable goals.
- d. Demonstrates knowledge of resources.
 - i. Maintains an understanding and knowledge of what resources are available for classroom use, student use and for family use.
 - ii. Invites, when permission is granted, outside agencies to IEP meetings when appropriate.
 - iii. Demonstrates and implements knowledge regarding alternative ways for students to access the general education curriculum.

- e. Designs coherent instruction.
 - i. Plans and teaches learning activities aligned with students' IEP goals and objectives.
 - ii. Demonstrates planned learning targets for the student to meet grade level standards.

- f. Designs student assessments.
 - i. Demonstrates understanding of the uses of a range of formative and summative assessment techniques by implementing them in the classroom and providing progress reports as required.
 - ii. Provides students with approved testing accommodations.

2. The Classroom Environment

The teacher:

- a. Creates an environment of respect and rapport
 - i. Promotes and maintains a safe and healthy environment in the classroom and school building.
 - ii. Establishes a classroom where students are comfortable taking intellectual risks.

- b. Establishes a culture for learning
 - i. Establishes high expectations for all students, where the teacher and students value learning and hard work.
 - ii. Ability to plan and communicate student plans (behavior plans, accommodation plans) to the general education teacher.
 - iii. Communicates expectations for learning and achievement.

- c. Manages classroom procedures
 - i. Establishes reasonable standards of classroom conduct and administers them in a fair and consistent way appropriate to the maturity level and interests of the students.
 - ii. Employs and implements a classroom structure and consistency to encourage student responsibility, cooperation and mutual respect consistent with District policies and procedures.

- d. Manage student behavior
 - i. Provides student supervision in non-classroom areas and situations, including at school-sponsored events, in accordance with school and District plans, practices, and procedures.

- e. Organizes physical space
 - i. Organizes classrooms space to account for safety and accessibility.
 - ii. Promotes effective use of electronics and other technology are being utilized.

3. Instruction

The teacher:

- a. Communicates with students
 - i. Provides clear expectations for learning.
 - ii. Provides accurate information to students while encouraging them to think on their own.
- b. Uses questioning and discussion techniques
 - i. Facilitates student participation through classroom discussions and encourages student participation.
 - ii. Values student responses
- c. Engages students in learning
 - i. Provides research-based specialized instruction to address the instructional goals and objectives contained within each student's IEP.
- d. Uses assessment in instruction
 - i. Assesses student progress and determines the need for additional reinforcement or adjustments to instructional techniques.
- e. Demonstrates flexibility and responsiveness
 - i. Adjusts lessons based on student needs.
 - ii. Demonstrates persistence.

4. Professional Responsibilities

The teacher:

- a. Reflects on teaching
 - i. Thinks reflectively and critically while analyzing instruction through the lens of student learning.
- b. Maintains accurate records
 - i. Maintains effective and efficient record-keeping procedures, including lessons that reflect a logical, standards-based sequence of learning objectives and activities.
 - ii. Fulfills professional obligations related to meeting deadlines, schedules, and requests from administrators, parents, and or students.
 - iii. Keeps accurate records, files required reports on a timely basis, and provides them for District use as required.
 - iv. Creates and maintains a current folder of procedures, plans, and responsibilities for the use of substitute teachers.
 - v. Develops and implements annual Individualized Educational Program (IEP) plans for students to include: present levels of educational performance, special education needs, instructional goals and objectives, and the special education and related services required to meet those goals.
 - vi. Conducts special education evaluations and reevaluations.
- c. Communicates with families
 - i. Schedules meetings and works cooperatively with IEP team members and others in developing instructional goals and strategies.
 - ii. Serves as primary contact for the parent.
- d. Participates in a professional community
 - i. Collaborates with team, department, and grade-level colleagues to enhance the instructional program and learning environment.

- ii. Works cooperatively with general education, special education, English Language Learner, and Advanced Learner colleagues in identifying, planning, and implementing appropriately challenging learning opportunities and provides support, including participating on the building PST Team.
 - iii. Assists in meeting school improvement and department goals, including participation in school improvement tactics and activities.
 - e. Grows and develops professionally
 - i. Strives to improve professional skills through participation in professional staff development opportunities that reflect research and best practices.
 - ii. Participates on committees related to student needs, in school programs, and in other school and District events and responsibilities as appropriate in a professional position.
 - iii. Attends and participates in staff, team and/or department meetings and other related District meetings, as necessary.
 - f. Shows professionalism
 - i. Demonstrates willingness to share expertise and professional knowledge with other staff.
 - ii. Develops and maintains a positive and cooperative working relationship with other District colleagues, students, families, and community members.
 - iii. Models professional and ethical standards when dealing with colleagues, administration, students, families, and the community.
 - iv. Accepts constructive criticism and direction and demonstrates understanding through the appropriate changes in attitude and/or behavior.
 - v. Is knowledgeable of and adheres to all procedures and policies articulated in the District's handbooks and other publications

5. Specific Physical and Sensory Requirements:

- a. This job is classified as medium work but depending on the assignment could be classified as medium/heavy. This job primarily involves:
 - i. Walking
 - ii. Bending
 - iii. Stooping
 - iv. Occasional sitting and standing
 - v. Twisting
 - vi. Squatting/crouching
 - vii. Kneeling
 - viii. Pushing exerting forces up to 30 pounds- frequently performed
 - ix. Crawling
 - x. Reaching overhead
 - xi. Pulling force up to 30 pounds
 - xii. Lifting/Carrying up to 50 pounds- occasionally performed
 - xiii. Verbal and auditory communication is frequently involved
 - xiv. Near and far vision acuity
 - xv. Depth perception/accommodation, and field of vision are frequently utilized
 - xvi. Handling with both hands is frequent

6. The School Board is committed to providing an equal educational opportunity for all students in the District. The Board does not discriminate on the basis of race, color, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, sex (including transgender status, change of sex or gender identity), or physical, mental, emotional, or learning disability ("Protected Classes") in any of its student program and activities.

7. The employee must be able to perform the functions of the position to the satisfaction and expectations of the District. However, the District is committed to providing equal access and opportunity for qualified individuals with disabilities in employment. Upon request, the District shall provide an employee with a disability(ies) with reasonable accommodation(s) to enable the employee to perform the functions of their job, absent an undue hardship. To request reasonable accommodation(s), the employee should contact the District Business Office.

Legal Ref: Sections 118.19 Wisconsin Statutes
 121.02 (i)(a)
 PI 8.01(2)(a)(q) Wisconsin Administrative Code
 PI 3
 PI 34

Adopted: June 15, 2009

Revised: May 6, 2019

APPENDIX E LINKS TO REQUIRED EMPLOYMENT POSTERS

Employee Protections Against Use of Honesty Testing Devices

English http://dwd.wisconsin.gov/dwd/publications/erd/pdf/erd_10861_p.pdf

Employee Rights and Responsibilities Under the Family and Medical Leave Act

English <http://www.dol.gov/whd/regs/compliance/posters/fmlaen.pdf>

Employee Rights Under the Fair Labor Standards Act

English <http://www.dol.gov/whd/regs/compliance/posters/minwagep.pdf>

Employee Rights under Wisconsin's Business Closing/Mass Layoff Notification Law

English http://dwd.wisconsin.gov/dwd/publications/erd/pdf/erd_9006_p.pdf

Federal Fair Labor Standards Act

<http://www.dol.gov/whd/regs/compliance/posters/wh1385State.pdf>

Hazardous Chemicals in the Workplace?

English <http://commerce.wi.gov/sb/docs/SB-PubSectSafHazardousPoster6894.pdf>

Hours and Times of Day Minors May Work in Wisconsin

English http://dwd.wisconsin.gov/dwd/publications/erd/pdf/erd_9212_p.pdf

Notice to Employees About Applying for Wisconsin Unemployment Benefits

English <http://dwd.wisconsin.gov/dwd/publications/ui/ucb7e.pdf>

Notice to Wisconsin Workers with Disabilities Paid at Special Minimum Wage

English http://dwd.wisconsin.gov/dwd/publications/erd/pdf/erd_9116_p.pdf

Notification Required When Employers Decide to Cease Providing a Health Care Benefit Plan

English http://dwd.wisconsin.gov/dwd/publications/erd/pdf/erd_11054_p.pdf

OSHA Job Safety and Health

English <http://www.osha.gov/Publications/osha3165.pdf>

Public Employee Safety and Health

English <http://commerce.wi.gov/sb/docs/SB-PubSectSafEmployeePoster9301.pdf>

Retaliation Protection for Health Care Workers

English http://dwd.wisconsin.gov/dwd/publications/erd/pdf/erd_12210_p.pdf

U.S. DEPARTMENT OF LABOR WORKPLACE POSTER REQUIREMENTS FOR SMALL BUSINESSES AND OTHER EMPLOYERS

<http://www.dol.gov/oasam/programs/osdbu/sbrefa/poster/matrix.htm>

Your Rights Under USERRA: The Uniformed Services Employment and Reemployment Act (complete information from Dept. of Labor)

English http://www.dol.gov/vets/programs/userra/USERRA_Private.pdf#Non-Federal

Your Rights Under USERRA - The Uniformed Services Employment and Reemployment Rights Act

English http://www.dol.gov/vets/programs/userra/userra_private.pdf

Wisconsin Fair Employment Law

English http://dwd.wisconsin.gov/dwd/publications/erd/pdf/erd_4531_p.pdf

Wisconsin Family and Medical Leave Act

English http://dwd.wisconsin.gov/dwd/publications/erd/pdf/erd_7983_p.pdf

Wisconsin Minimum Wage Rates

English http://dwd.wisconsin.gov/dwd/publications/erd/pdf/erd_9247_p.pdf

APPENDIX F STAFF COMPENSATION FOR OTHER DUTIES

Definitions:

- **Large Group rate:** The base rate on the professional staff salary schedule converted to an hourly rate by dividing by 190 contracted days and 8 hours per day.
- **Per diem rate:** The individual's salary is converted to an hourly rate by dividing by 190 contracted days and 8 hours per day.
- **Curriculum writing rate:** The same as per diem rate.
- **DTL: Department of Teaching and Learning**

Notes:

- **Support Staff - Punch/Clock in for all working hours**
- **Professional Staff - See table below**

Category	Activity Description	Paid?	Rate	Reasoning or Notes	Budget
Activity Supervision	Student activities such as dances, homecoming float building, kickball, parade, pep rally, IMMS musical	Yes	Supervision rate outlined in handbook	The event could not occur safely without the supervision of additional staff.	Site
	Timberlee preparation and overnight pay	Yes	See separate agreement	The event could not occur safely without the supervision of additional staff.	Site
	Athletic events (supervisor and chaperones)	Yes	Supervision rate outlined in handbook	The event could not occur safely without the supervision of additional staff.	Site
Additional hours for part-time staff	If additional hours are required, staff are compensated by being paid their per diem or by flexing their hours	Yes	Per diem rate	Part-time staff attending professional development on a day that they typically do not work. Part-time staff attending a meeting on a day that they typically do not work.	District

Arrival/ Dismissal/ Lunch/ Recess Supervision	Staff who supervise at arrival or dismissal beyond their contracted day outside of supervision assignments that are shared and rotated among staff as is indicated in the handbook	Yes	Large group rate	Professional staff are compensated via a time tracking sheet that is submitted to their building principal. Support staff punch in	Site
Co-curricular position	Supervisors and coaches for academic and athletic co-curricular activities	Yes	See co-curricular payment schedule in handbook		District
Committees	Building Committees (Lit Design, Math Design, Equity Action Team, SPEAR teams)	No		Occur during contracted time or are voluntary	
	Cross-building committees that are not voluntary (curriculum review teams, specially designed instruction)	Yes	Large Group Rate	Committee meetings that take place during work time on PD days will be paid. Administrator sends list of names and hours to Department of DTL Administrative Assistant (AA).	District (DTL)
	Interview Committees that meet outside of the school day	Yes	Large Group Rate	Professional staff: Administrator sends list of names, building budget code and hours to DTL Administrative	Site District

				Assistant (AA). Support staff will punch in.	
	Summer Leadership and School Improvement team meetings	Yes	Large Group Rate	Administrator sends list of names and hours to DTL Administrative Assistant (AA) DTL pays for the first 10 people per building and Sites pay for additional participants.	District (DTL) and sites
	Transition meetings between grades or buildings	No		These meetings are typically built into scheduled time.	
	Voluntary District meetings (PSERC, Calendar Committee...)	No		Participation in these committees are voluntary.	
Conferences and Family Communication	Parent/Teacher Conferences	Yes	Two Conference Release Days	8 hours of conferences twice a year are compensated by two conference release days	
	Family Communication - emails, phone calls, follow-up meetings after conferences	No		Part of a teacher's professional responsibilities	
Curriculum Writing (includes Summer)	As pre-assigned and pre-approved by the Director of Teaching and Learning and/or Principal.	Yes	Per diem rate	Individual timesheets are submitted to the Department of Teaching and Learning (DTL)	District (DTL)

				Administrative Assistant (AA).	
Family Events organized by schools	High School Open House and Advising Night	No		This event is a replacement for some of the Parent-Teacher conference time for the high school. That time is already compensated with a Conference release day	
	K-3 Open House events	Yes	Supervision rate outlined in handbook	Due to the age of the children and nature of the event, teachers have to attend for the event to be successful. The Building Administrator sends a list of names and hours to the DTL Administrative Assistant.	Site
	Family Fun Night	No		Staff participation is voluntary.	
	Music Programs	See Music Program Category			
	Welcome Back Night in August	Yes	Time	The working day on Open House Night is adjusted to include the time of the event	

<p>IEP/504 Meetings</p>	<p>IEPs/504s meetings that occur outside of the typical scheduled staff hours or during prep time.</p> <p>Notes: This does not include IEPs/504s that occur during the instructional time and a substitute is provided.</p>	<p>Yes (start 24-25 school year)</p>	<p>Large Group Rate</p>	<p>Pay all required team members (professional staff) including 1 general education representative . This includes student services staff members.</p> <p>The LEA will be responsible for completing and submitting the timesheets for all professional staff who attend the IEP to the Student Services Admin Assistant.</p> <p>504 Case Managers will be responsible for completing and submitting the timesheets for all professional staff who attend the 504 to the Student Services Admin Assistant.</p>	<p>District (Federal IDEA Funds Grant 341, AKA- Flowthrough)/Fund 10</p>
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				Support staff will punch in for the time of the IEP meeting.	
IEP support for students during a co-curricular	Staff provide support to a student outside of the contracted day for participation in an extracurricular activity	Yes	Large group rate	Support Staff will punch in Professional staff: complete a timesheet and submit to the Department of Student Services Admin Assistant	District
Interpreters	Staff who are asked to interpret for a family to attend a meeting (emergency calls do not apply)	Yes	Large group rate	Support Staff will punch in Professional Staff will submit a timesheet to the Department of Student Services Admin Assistant	District
	Staff who translate documents outside of contract/prep time	Yes	Large group rate	Support Staff will punch in Professional Staff will submit a timesheet to the Department of Student Services Admin Assistant	District

Interviews	See Committees Category (Interview Committee)				
Mentors	Mentors of New Teachers (in years 1-3 of the profession) and Partner Teachers for veteran new colleagues	Yes	See right	<p>Pay is prorated based on the experience of the new colleague, the frequency of meetings expected, and expectations for high leverage tool usage.</p> <p>Mentors of new teachers are paid via a co-curricular contract.</p> <p>Mentors of teachers in year 3+ are paid via a stipend in December and May.</p>	District (DTL)
Music Program	K-2 Music Programs	Yes	Supervision rate outlined in handbook	<p>Due to the age of the children and nature of the event, teachers have to attend for the event to be successful.</p> <p>The Building Administrator sends a list of names and hours to the Department of Teaching and Learning Administrative Assistant.</p>	Site
	3-12 Music Programs	No		Students are able to independently	

	(3rd grade Open House see Family Events above)			attend and participate in these events without support from homeroom teachers	
	K-5 related arts teachers for music programs	Yes in time		K-5 related teachers have reduced conferences responsibilities and attend these music programs instead.	
	6-12 music teachers for music programs	Yes		6-12 band, orchestra and choir teachers are compensated for concerts via co-curricular contracts	District
New Staff Orientation	New teachers attend up to 2 days of training prior to the start of the year	Yes	Large group rate	Orientation may be face-to-face, virtual, or a combination.	District (DTL)
Other Staff Member Responsibilities	Writing letters of reference for students	No		This is an expected part of professional responsibilities	
	Grading papers for any course (including for AP courses)	No		This is an expected part of professional responsibilities	
Overloads	Staff who are scheduled to teach a class during their prep time Staff who case manage more students than the district's guidance	Yes	Per diem rate	Separate contract	District and sometimes Site

	(EC-8th: 10 students, 9-12: 12 students)				
SSTs	Student Support Team meetings	No		SSTs attendance may be voluntary, meetings can be short, and participation is an expected part of professional responsibilities. This is different from attending IEP meetings which is a legal process with specific requirements	
Substitute Teaching Coverage	Any professional staff member (including teachers, student services and coordinators) providing substitute teaching coverage when other coverage is not available	Yes	Large Group Rate x 1.5	Complete a personally filled vacancy form and turn it into the building administrative assistant.	District
Summer Extended Contracts	As pre-assigned and pre-approved by the Superintendent and approved by the School Board for work completed outside of contracted time.	Yes	Per diem rate	Separate contract, paid in full at the completion of the hours	District and sometimes site (if more hours are added)
Summer School	Summer School teachers - including Camp Kindergarten	Yes	Per diem	Teachers who are not current employees at the time of summer school are paid at the	Summer School

				large group rate.	
	Support staff and recess supervision	Yes	See right	Pay is at the individual's school year hourly rate, or the rate of the job they are performing for summer school, whichever is higher. (For example, if a teachers is a regular ed EA during the year and is working summer school as a special ed EA, they would earn the higher rate for the summer)	District
Team Meetings	Content or Grade Level Team Meetings	No		Team meetings are an expected part of professional responsibilities . Teams have an expected number of meetings per week and may choose to meet more frequently.	
	K-12 Related Arts Meetings	No		Team meetings are an expected part of professional responsibilities . Typically these meetings are taking place in	

				lieu of building professional development or building related arts team meetings	
Training/ Staff Development	Professional development that takes place outside of the contracted day or during work time on a PD day.	Yes	Large group rate	Individual timesheets are submitted to the Department of Teaching and Learning (DTL) Administrative Assistant (AA). Must be pre-assigned and pre-approved by the Director of Teaching and Learning and/or Principal.	Site or DTL
	Professional development that takes place during the contracted day (not including independent work time)	No		This is an expected part of professional responsibilities .	
	Training or education that is individually arranged	Yes	PD Points	See the PD Points section of the District website for more details Note: Any related costs are paid by the individual.	

APPENDIX G CO-CURRICULAR PERCENT ASSIGNMENTS

Please note that these contract amounts change frequently. As a result, the information below may be out of date.

Title	Contract Amt
MHS Special Education Scheduler	20.0%
IMMS Special Education Scheduler	20.0%
Band Director	12.0%
Assistant Director of Bands	11.0%
IMMS Math Curriculum Coordinator	10.0%
WIS Math Curriculum Coordinator	10.0%
CEPS Math Curriculum Coordinator	10.0%
MHS Team Leader – English	10.0%
MHS Team Leader – Social Studies	10.0%
Team Leader –Special Ed – Elementary	10.0%
Team Leader – Spartan Headquarters	10.0%
9-12 Career & Tech Ed Dept. Chair	10.0%
MHS Team Leader – Science	10.0%
Team Leader – K-8	10.0%
MHS Team Leader – Fine Arts	10.0%
MHS Team Leader – Math	10.0%
Team Leaders – Special Ed EC/3-5/6-8/9-12	10.0%
DECA Advisor	10.0%
MHS Musical Artistic Director	9.0%
MHS Student Council – Homecoming Advisor	8.6%
MHS Spring Play Director	8.5%
HS Schedule Coordinator	7.0%
WIS Word Advisor	6.5%
SKILLS USA	6.0%
Choral Director	6.0%
Middle School Band	6.0%
IMMS Advisory Coordinator	6.0%
Orchestra – IMMS	5.5%
MHS Team Leader – Foreign Language	5.0%
Student Services Team Lead	5.0%
Team Leader – Physical Education	5.0%
Team Leaders –Related Arts EC-2 / 3-5 / 6-8	5.0%
MHS Model UN Advisor	5.0%
Student Services Rep. to Building Leader	5.0%
IMMS Scheduling Coordinator	5.0%
Student Services Building Level Team Leader	5.0%
MHS Robotics Team	5.0%

MHS PAC Pack Advisor	5.0%
MHS/IMMS Scene Shop Manager	5.0%
MHS Musical Music Director	4.3%
IMMS Robotics Club	4.1%
IMMS Musical Technical Director	4.0%
Girl Up	4.0%
Driftwood Advisor	4.0%
MHS Prom Advisor	4.0%
IMMS WEB	4.0%
IMMS Alliance of Allies	3.6%
IMMS Newspaper Advisor	3.0%
IMMS Choral Director	3.0%
MHS Black Student Union	3.0%
MHS Forensics Coach	3.0%
MHS GSA Advisor	3.0%
IMMS Yearbook Advisor	3.0%
MHS HOPE Squad	3.0%
Student Council Advisor Grades 6-8	3.0%
Student Council Advisor – Grades 3-5	3.0%
MHS AASA Club Advisor	3.0%
IMMS Art Club	2.6%
IMMS Game Club Advisor	2.6%
MHS Chemical Hygiene Officer	2.6%
IMMS GSA Advisor	2.0%
MHS Art Club	2.0%
MHS Language & Immersion Club Advisor	2.0%
IMMS Forensics Club	2.0%
IMMS Social Studies Coordinator	2.0%
IMMS Science Coordinator	2.0%
IMMS People of Color Union Advisor	2.0%
MHS Ambassadors Club	2.0%
MHS Global Ed. Achievement Coordinator	2.0%
MHS National Honor Society	2.0%
WIS Safety Patrol	2.0%
Senior Exit Interview/Portfolio Coordinator	2.0%
MHS Connect Club Advisor	2.0%
MHS Eco Club Advisor	1.5%

MHS Unified Club Advisor	1.0%
MHS E-Sports Club Advisor	1.0%
MHS Visual Arts Classic	1.0%
Reality Zone Coordinator	1.0%