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**SCHOOL DISTRICT OF SHIOCTON**

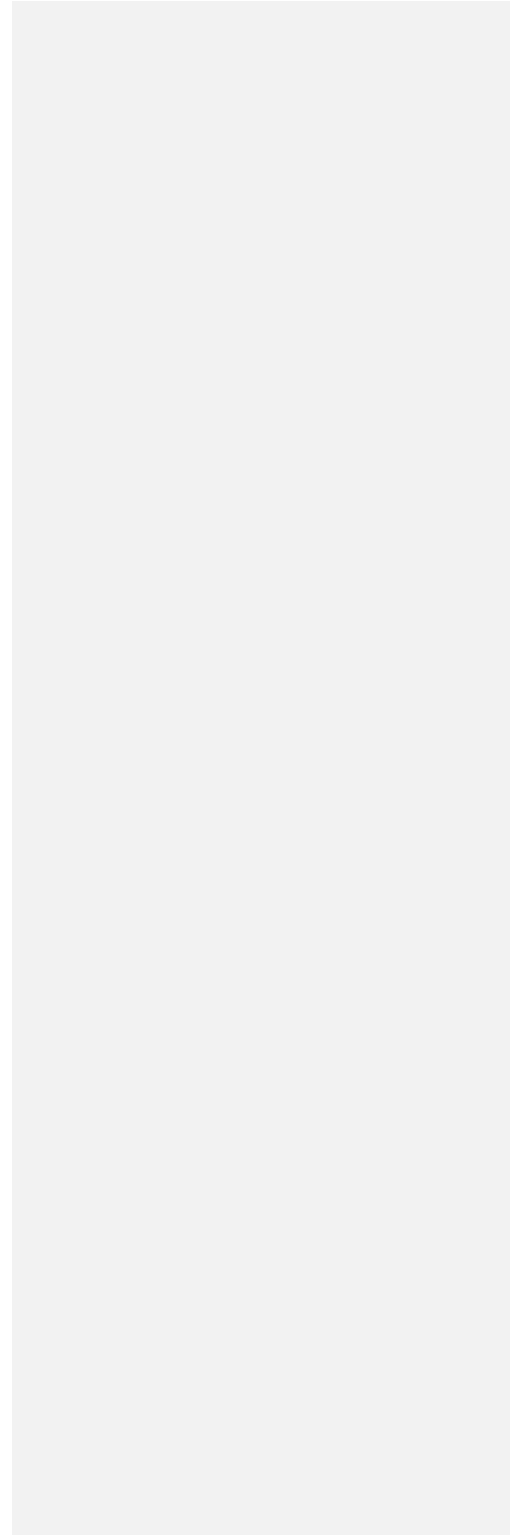
**EMPLOYMENT HANDBOOK**  
**for**  
**PROFESSIONAL STAFF MEMBERS**

EFFECTIVE July 1, ~~2018~~2020 – June 30, ~~2019~~2021

**SCHOOL DISTRICT OF SHIOCTON  
EMPLOYEE HANDBOOK  
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## **SCHOOL DISTRICT OF SHIOCTON EMPLOYEE HANDBOOK**

**This Employee Handbook is a summary** of employment policies, procedures, rules, and regulations of the Board of Education of the School District of Shiocton ("District"). It has been prepared to acquaint employees with the policies, procedures, rules, and regulations to provide for the orderly and efficient operation of the District. If you have questions regarding any of the information set forth in this Handbook, or about matters which are not covered, please direct them to the District Administrator.

**This Employee Handbook has been prepared for informational purposes only.** None of the statements, policies, procedures, rules, or regulations contained herein constitutes a guarantee of employment, a guarantee of any other right or benefit, or a contract of employment, expressed or implied. All of the District's employees are employed "at-will", and employment is not for any definite period, unless otherwise provided by individual written contract or by statute. The provisions set forth in this Handbook may be altered, modified, changed, or eliminated at any time by the District, as it feels necessary for the good of the School District of Shiocton.

**Any employee with problems or concerns** regarding matters not subject to the grievance procedure is encouraged to discuss the matter with their direct supervisor. If the matter is not resolved, they should discuss their problem or concern with the District Administrator.

If an employee believes a discrepancy has been made regarding their pay, insurance premiums payment, WRS payment, or leave day computation or any other monetary issue they may discuss this directly with the Business Manager or District Administrator. Any discrepancy will be resolved in a timely manner.

**The term "employee"** is given to mean and refer to persons including teachers and professionals staff members, including counselors, and Library Media Specialist. The terms "employee", "teacher", and "(professional) staff member" may be used interchangeably throughout this document.

### **Board-Staff Communications (Policy #3112)**

The Board of Education has a legitimate interest in maintaining order by directing that employee communications to the School Board move initially through the chain of command to the District Administrator. Employees are expected to follow the established chain of communication as described in this policy. Failure to do so may result in employee discipline.

### **SHIOCTON MISSION STATEMENT**

The mission of the School District of Shiocton is to provide an exceptional education to secure the future of our children and our families. "Where Excellence Is Expected"

### **SHIOCTON SCHOOL BOARD POLICIES**

All District policies are available on our school website, <http://www.shiocton.k12.wi.us/> under the "School Board" tab located on the right side of the home page or visit the NEOLA site directly at <http://www.neola.com/shiocton-wi/>.

## **EMPLOYMENT**

### **Personnel Positions (Policy #3120)**

This document refers to the following positions: See attached policy.

- Teachers
- Counselors
- Library Media Specialists

Full-time (1.0 FTE) is defined as forty (40) hours per week.

Part-time (<1.0 FTE) is defined as less than forty (40) hours per week.

### **Teacher Certification (Policy #3120)**

The term “teacher” means any person who holds a teacher certification issued by the Department of Public Instruction (Chapter 118.19). A teaching contract cannot be issued to any person not legally authorized to teach. All teaching contracts shall be terminated if and when the authority to teach terminates. Evidence of such authorization to teach must be filed with the District Administrator before the effective date of contract.

### **Physical Examination and TB Test (Policy #3160)**

As a requirement for employment, new teachers will be required to furnish evidence of a physical examination and either a tuberculosis (TB) screening symptom questionnaire or ~~skin~~-tuberculin skin test in accordance with the Board Policy. An employment physical will be offered through a selected clinic and paid for by the district.

### **Criminal History Record Check (Policy #3121)**

To more adequately safeguard students and staff members, the Board of Education requires an inquiry into the background of each applicant the District Administrator recommends for employment. All information and records obtained are to be considered confidential and shall not be released.

### **Employee Identification Badges (Policy #3216)**

The District shall provide employees with an employee identification badge. Employee identification badges are an important part of employee work attire. They allow students, parents, coworkers, vendors and the public to know who employees are. They are an important part of providing a secure environment for our students. Employees must wear their employee identification badges in a visible spot during their contracted work time.

## **EMPLOYMENT STATUS AND RECORDS**

### **Non Discrimination and Equal Employment Opportunity (Policy #3122)**

The Board of Education does not discriminate in the employment of professional staff on the basis of any characteristic protected under State and Federal law.

### **Contracts for Employment (Policy #3124)**

It will be the responsibility of the District Administrator to ensure that all members of the professional staff execute a written employment contract in accordance with the legal requirements related to their position in the District. Whenever possible, it is the intent of the District to provide contracts for the new school year to staff member on or before the last day of the current school year. Summer School Work agreements will be at the consortium rate of pay.

Extended Contracts may be offered as a separate agreement.

Non-Renewals will be according to the State Law.

**Seniority (Policy #3131)**

In order for the District to have maximum flexibility with staff placements, seniority is only one factor in lay-offs or recalls. The Board reserves the right to eliminate positions in District and to reduce the staff whenever reasons warrant. Where appropriate, attrition may be used to achieve the necessary number of position reductions.

Selection of staff for reduction, once positions have been identified, may be based on the following considerations:

- Qualifications of the employees being considered for reduction
- Experience of the employees being considered for reduction
- Performance of employees, based on performance evaluations
- Input from direct supervisors
- What is in the best interests of the District

No employee that is reduced shall have any right to a future position, but, shall not be prevented from applying.

**Vacancies (Policy #3132)**

The School Board will employ the person best suited to perform the duties of a particular vacancy at any level. Vacancies shall be posted internally and externally at the same time. Internal posting does not provide any preference for internal candidates.

**Extended Contracts**

The District may continue to issue summer extended contracts to certain professional staff. These will be issued on an annual basis.

**Summer School Work Agreements**

The District may continue summer school programming as long as the state issues reimbursement opportunities within the funding formula. All summer school staff will be paid according to the Summer School Consortium Guidelines.

Summer school staff will be issued separate summer work agreements.

**Co-Curricular/Extra-Curricular (Policy #3120.08)**

Members of the district professional staff will be afforded first opportunity for open coaching positions, provided they are the most qualified for the position. Coaching contracts shall be issued to cover the period of one season of that assignment. Compensation for Co-Curricular and Extra Curricular coaches and advisors will be determined by the Board of Education and will be a separate contract. See Appendix D.

**Resignation or Retirement (Policy #3140)**

Employees must provide written notification of resignation within thirty (30) days or retirement within ninety (90) days of the final day of the school year. A resignation received between July 1 and July 31 will result in liquidation damages of \$750.00; a resignation received after July 31 will result in liquidation damages of \$1500 and the educator may be delayed in leaving until an acceptable replacement can be hired. Such amount shall be levied at the option of the Board. A resignation, once submitted and accepted by the Board, is final and may not be rescinded without approval by the Board. Benefits are prorated at time of resignation or retirement; where more benefits have been taken (and thus paid out) than have been earned, a repayment will be necessary.

**Termination, Non-Renewal (Policy #3140)**

All employees are at will employees that may be terminated or whose contracts may be non-renewed for any reason provided that the decision is not arbitrary or capricious, or in violation of any applicable law. The non-renewal of a teacher contract shall comply with applicable statutory non-renewal procedures. No staff member shall be terminated or non-renewed solely on the basis of the results of mandatory student examinations. Any decision to terminate a staff member's employment contract shall be subject to review consistent with the grievance procedure policy.

**Evaluation (Policy #3220)**

All professional staff shall be evaluated on a regular basis. Administration will use the Educator Effectiveness evaluation instrument.

**EMPLOYEE PAY AND BENEFITS****Payroll (Policy #6510)**

All employees will be paid in equal bi-weekly payments. All pay deposits scheduled through the summer will be bundled into one deposit in late June.

Direct Deposit: All employees will have their pay checks directly deposited into their bank accounts on the designated payday.

**Base Salary**

The Board will negotiate base salary according to what the Law allows. If this is not accomplished before the new school year begins, all teachers and professional staff will begin with the salary they received for the previous school year except where (a) a decrease in percentage of full-time status will occur for the new school year or (b) as otherwise provided for through agreement or renewal notice. Back pay, if applicable, will be calculated when negotiations are complete and employees will receive an updated contract. For the ~~2018-2019 school year~~, 2020-2021 school year, the base salary has been set according to the Compensation Plan: Tier A = \$38,750; Tier B = \$41,000; Tier C = \$46,250.

**Tier Advancement**

~~Beginning July 1, 2015,~~ E-employees must follow the guidelines and steps laid out in the Compensation Plan, including prior approval of all advanced coursework they wish to take for the purpose of tier advancement and credit reimbursement. Courses taken must be part of a pre-approved course of study (complete the Professional Growth Plan: Shiocton School District) the end result of which will be an advanced degree or additional certification in an area deemed to be "in need of" within the Shiocton School District. The employee's immediate administrator/supervisor and the District Administrator must approve the Professional Growth Plan: Shiocton School District before any credit reimbursement or tier advancement will be considered.

**Credit Reimbursement**

~~Beginning July 1, 2015, employees~~ Employees must follow the guidelines and steps laid out in the Compensation Plan for credit reimbursement. Payment will be made upon evidence of successful completion (grade C- or better) of the course provided that the Compensation Plan was followed, including District Administrator approval of Credit Reimbursement Form and Professional Growth Plan: Shiocton School District.

**WRS (Policy #6520)**

All qualified employees will participate in Social Security and the Wisconsin Retirement System (WRS), and the Board of Education supports these plans by making the employer contribution.



Employees will be responsible for 100% of the employee share of the total WRS contribution.

**Benefit Plans (Policy #3419 & #3419.02)**

The specific design and development of employee benefit plans shall be determined by the District Administrator with approval by the board. These programs shall be reviewed annually and when necessary the District Administrator shall solicit bids from potential vendors to provide the employee benefits. The District will provide part time employees fringe benefit payments equal to the percentage of their individual contract.

**BENEFITS**

**Health Insurance:**

The District will provide staff members with a health insurance plan. Where possible, the Plan and its premiums will be tiered (ex: single, employee & spouse, employee & children, and family). As of July 1, 2017, the District will also provide a Health Reimbursement Account (HRA) with contributions of \$2,500(single) and \$5,000 (all others) respectively. This contribution will be prorated for those hired after July 1 of the current school year.

Employees who participate in the group health plan shall continue to be required to pay 12% toward the premium. The amount of the monthly premium paid by the staff member will be prorated for part-time employees.

Per ACA, an employee must be contracted for a minimum of thirty (30) hours per week to be eligible for health insurance benefits.

**Cash in Lieu of Insurance:** A full-time employee, hired prior to July 1, 2014, may elect to have \$315 per month added as cash onto their check provided they have proof of other health insurance. The amount will be pro-rated for part-time employees hired prior to July 1, 2014. This benefit will not be offered to employees hired to begin employment on or after July 1, 2014. NOTE: The District reserves the right to end this benefit with 30 days' notice in the event that this benefit becomes cost prohibitive per the Affordable Health Care Act (ACA).

**Dental:** The Board will pay 88% of dental insurance premiums. To be eligible for dental insurance benefits, an employee must be contracted for a minimum of thirty (30) hours per week. The amount will be pro-rated for part-time employees.

**Long Term Disability:** The Board shall assume the full expense for coverage for each teacher. To be eligible for long-term disability insurance benefits, an employee must be contracted for a minimum of thirty (30) hours per week.

**Short Term Disability:** The District will provide the opportunity for members to be covered by a short term disability plan. The member will pay the full cost of the premium through a payroll deduction. This insurance program shall continue to be offered as long as the number of participants meets the specifications of the plan.

**Life Insurance:** The Board shall pay 95 percent of the cost of a \$10,000 life insurance policy. To be eligible for life insurance, an employee must be contracted for a minimum of thirty (30) hours per week. Part-time employees will have their rates pro-rated.

**Vision Insurance:** When available through the health care provider, the District will make available

Vision Insurance that is optional and for which the employee shall pay 100 percent of the cost of the policy.

**Flexible Benefit Plan:** The District will provide an IRS Section 125 (pretax) flexible benefit plan for all employees.

**Death of a Professional Staff Member or Retiree:** In the event that a member of the professional staff still receiving benefits should die, the spouse and dependents of that member shall be allowed to remain a part of the insurance group for a period of three (3) months. During the three (3) month period, the District will continue paying the same percentage of the premiums for health and dental, as it had prior to the member's death. NOTE: the three month time period runs concurrent with COBRA eligibility.

**Leave Days (Policy #3430 - 3432)**

**Personal Health Days (re:Employee Sick Leave):** Each full-time professional staff member shall be granted ten (10) personal health days per year as of the first day of employment of each contract year. A member will accumulate all unused personal health days\*. Less than full-time employees will be granted one full personal health day for each 10% of time actually contracted.

Personal health days may be taken in half day or full day increments. These days may be used for illness and doctor's appointments of the employee and illness and doctor's appointments of family members. Upon the third consecutive day of absence, a doctor's note confirming the staff member's ability to return to work will be required.

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In the event of separation (retirement or resignation) prior to the completion of the full year, Personal Health Days will be prorated for the period worked. Any overpayment as a result of unearned sick days used will be deducted from the employee's last check(s).

\* Professional staff hired prior to July 1, 2011 may accumulate up to 120 unused personal health days (sick leave). Professional staff hired on or after July 1, 2011 may accumulate up to 100 unused personal health days (sick leave).

**EPSLA (Emergency Paid Sick Leave Act) (Policy #3430.03) - This emergency act is effective through December 31, 2020 and is related to the coronavirus pandemic and related public health emergency.**

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**Funeral/ Bereavement:** A professional staff member may be allowed up to three (3) days leave due to death of a member of his/her immediate family\* (and/or significant others). More days may be added at the discretion of the District Administrator. Any additional days that may be approved will be charged against the individual's personal health days.

\* "Immediate family" is commonly defined as one generation up and one generation down, including in-laws.

**Personal Leave:** All personal leave will be granted based on the number of personal health days each teacher has accrued. Teachers will be granted personal leave according to the following:

1 – 49 personal health days	2 days personal leave with deductions from personal health days.
50-99 personal health days	1 day personal leave without deductions and 1 day personal leave with deduction from personal health days.
100-119 personal health days	2 days personal leave without deduction

120 or more personal health days

3 days personal leave without deduction

Employees must request personal leave at least three (3) school days before the leave is taken unless an emergency situation exists; a reasonable time of advance notice shall be allowed.

All personal leave not subject to deduction from personal health days will accumulate up to a maximum of six (6) days. Non-deduct Personal Days will be reduced first as personal days are used throughout the school year. In the event of separation (retirement or resignation) prior to the completion of the full year, Personal Leave will be prorated for the period worked. Any overpayment as a result of unearned Personal Leave used will be deducted from the employee's last check(s).

Personal leave is not guaranteed and must be approved by the immediate supervisor and the District Administrator. Personal leave and may be limited to three (3) employees per day. The use of personal day(s) in conjunction with a planned break (EX: spring break, extended weekend) is strongly discouraged and may result in the request being denied.

~~Employees must request personal leave at least three (3) days before the leave is taken unless an emergency situation exists; a reasonable time of advance notice shall be allowed.~~

For professional staff hired prior to July 1, 2020, all personal leave not subject to deduction from personal health days will accumulate up to a maximum of six (6) days. Non-deduct personal days will be reduced first as personal days are used throughout the school year. For professional staff hired after July 1, 2020, there will be no accumulation of Personal Leave. In the event of separation (retirement or resignation) prior to the completion of the full year, Personal Leave will be prorated for the period worked. Any overpayment as a result of unearned Personal Leave used will be deducted from the employee's last check(s).

**Military Leave:** Leaves of absence for service in the Armed Forces of the United States shall be granted in accordance with s.45.50 Wis. Stats.

**Jury Duty:** Each employee will be released to serve jury duty without loss of pay or other benefits. At the discretion of the District Administrator, subpoenas may be treated in the same way. The employee will turn over to the District the fee paid by the court to the employee for serving on a jury up to the value of the employee's normal daily wage. Meal and travel allowance provided by the court shall be retained by the employee. NOTE: If Jury Duty is cancelled, the employee is expected to report to school for work.

#### Leaves of Absence

**Leave of Absence (Policy #3430)** All requests for unpaid leaves of absence by a staff member for five (5) or more consecutive days shall be presented to the Board of Education for approval except those leaves qualifying under Policy 3430.01: Family & Medical Leave of Absence ("FMLA").

**Leave without Pay:** While not encouraged, the District recognizes that there may be times when an employee needs to be off work for reasons other than illness as covered by FMLA and for a period of time that is greater than the number of Personal Leave days they have earned. This should be the exception and not the rule.

For days where the employee is seeking to be on leave without pay:

a) a written request/Leave without Pay form must be submitted to the District Administrator

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and his/her immediate supervisor at least one (1) week prior to the requested start date of the leave without pay

- b) all leaves of absence, including those without pay, for five (5) or more consecutive days shall be presented to the Board of Education for approval, in which case the written request must be submitted at least one full week prior to the next scheduled Board of Education meeting
- c) all personal days must be used before leave without pay will be granted.

Approval of a request for leave without pay is not guaranteed. All staff members are encouraged to plan time off/vacations around the school calendar. Leave without pay is not encouraged to be used for vacations or extended weekends.

Additionally, leave taken without pay as part of an FMLA absence is governed by Policy #3430.01.

**FMLA (Family Medical Leave Act) (Policy #3430.01):** According to Law, if the staff member satisfies the eligibility requirements, s/he is entitled to a total of twelve (12) work weeks [60 work days] of leave in a **calendar year** for any of the reasons stated. See Policy for further details.

**EFMLEA (Emergency Family Medical Leave Expansion Act) (Policy #3430.02) - This emergency leave act is effective through December 31, 2020 and is related to the coronavirus pandemic and related public health emergency.**

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#### **RETIREMENT**

Currently employed teachers who have taught a minimum of fifteen (15) years in the Shiocton School District and who are at least fifty-five (55) years of age shall be eligible for retirement.

Employees must provide written notification of retirement within ninety (90) calendar days of the final day of the school year.

For teachers hired before June 1, 2011 who become WRS eligible and choose to retire from the District, the District will provide a payout amount to a Retiree-Only Health Retirement Account (RO-HRA) to be used toward health and/or dental insurance costs. The payout is based on date of hire and the benefit package (i.e. family, single, cash-in-lieu) in place at the end of the 2012-13 school year when this arrangement was put in place. See Appendix F. The payments to the RO-HRA will be made in two (2) annual payments if the amount is \$45,000 or less. Any amounts over \$45,000 will be paid in three (3) annual installments. This payment will be made no earlier than September 1 and no later than September 15 of the school year following the one in which the staff member retired.

**TSA Payments:** Teachers retiring from the District who were hired before June 1, 2011 shall be credited with three hundred and sixty dollars (\$360.00) per year from date of hire to be paid as a non-elective contribution into a TSA. The amount for teachers hired after June 1, 2011 will be five hundred dollars (\$500.00). This payment will be made over two (2) years. In each of those two years, it will be paid in the first part of January. In the event of death, contributions will be paid to the former employee's TSA account. The total non-elective TSA District contributions may not exceed the maximum permitted by law (i.e. IRC Section 415 limits).

#### **WORKING CONDITIONS AND HOURS OF WORK School Calendar (Policy #8210)**

The District will design and set the school year calendar.

#### **Contracted Days of Work**

The District will require up to 188 days of work for the current school year. Summer work time and /or extended work agreements will be a separate arrangement. The District will design a calendar with ~~179-178~~ - 180 instructional, student contact days. Of those ~~179-178~~ -180 days, the District will allocate up to two days to be used for inclement weather. If not made-up, these would be paid days.

~~Only if~~ Teachers will be required to make up time beyond two (2) days ~~unless State hours and minutes have not been met. In the event of this occurrence, teachers~~ In the event that teachers need to make up contract days, teachers will be able to make up time in hour increments before or after the contract day and weekends. All make-up time will be documented and submitted to one's direct supervisor for approval.

Digital Learning Days, or DLDs, will be used whenever possible beyond the two (2) days allocated to inclement weather.

The Board of Education will pay for 180 instructional days and eight (8) in-service days unless a calendar designating otherwise is approved by the Board

#### **Work Hours**

Teachers shall work an eight (8) hour workday. This workday must be between 7:20 a.m. and 3:40 p.m. On Fridays and days preceding holidays the staff may be dismissed at 3:10 p.m. Teachers can be required to arrive early or stay late with at least five (5) days' notice from the administration. Emergency meetings can be called and held as necessary.

Digital Learning Days, DLDs, are days on which teachers and/or students are not able to be physically present in the classroom or on school grounds. On DLDs, teachers will provide instruction from remote locations, often times their home, for all courses taught in that day using digital means such as Google Classroom, Classroom Dojo, and email. Virtual meeting platforms such as Google Meets and ZOOM may also be used in order to meet the instructional needs of students.

#### **Job Related Expenses (Policy #3440)**

The Board of Education may provide for the payment of the actual and necessary expenses of professional staff members incurred in the course of performing services for the District. No mileage reimbursement will be paid for travel within the school district. Mileage will be paid at the IRS rate approved travel outside the District.

NOTE: Reimbursement rates for meals are limited to: breakfast - ~~\$8~~10; lunch - ~~\$12~~15; dinner - ~~\$18~~20 except where the meal is included in the registration fee. In order to be reimbursed, staff will need to turn in a detailed register tape or receipt showing the exact items order and not just a sum total. Otherwise, the employee will not be reimbursed.

#### **Job Assignments**

**Annually:** The District will assign employees to whatever position the system needs and deems as best as long as the proper state license is in place. These yearly job assignments will be made in a timely manner each school year to allow for appropriate planning and training.

**Daily:** A minimum of one (1) prep period, one (1) extended learning, study hall, or related assignment, team meeting, or additional prep, and six (6) class periods per day will be assigned to instructors in Grades 6-12. If mutually agreed upon, the District may assign a teacher to a seventh class period in lieu of the one (1) extended learning, study hall, or related assignment. A teacher teaching a class period beyond six (6) teaching periods shall be compensated at 12.5% (1/8) of that teacher's contracted salary per teaching period beyond six (6) unless a teacher requests a seventh (7th) teaching period in lieu of a study hall. A minimum of three and one-half (3 1/2) hours per week of prep time will be granted to instructors in Grades K-5.

**Coverage of classes:** Teachers will be compensated at the rate of \$~~2225~~.00 for each 46 minute class period in which they take another teacher's classroom duty. This will only apply when the replacing teacher has a preparation period at that time.

**Special Education Meetings:** Teachers will be compensated at a rate of \$~~2225~~.00 per hour for required meetings under the Individual with Disability Education Act (IDEA) and Section 504. For before-school meetings, paid time will end at 8:00AM unless the meeting flows over into a prep period; for after-school meetings, paid time will begin no earlier than 3:30PM. Payments will be made for meetings held before and after school, as well as for meetings held during prep or lunch hours except when a substitute or other arrangements are provided during the regular school day.

NOTE: educators are not paid the \$~~2225~~/hour if s/he attends the special education meeting during a regular class time or instructional period.

#### **Mentor Incentives**

Mentor teachers will be compensated at a rate of \$~~2225~~.00 per hour for all mentor time outside the eight-hour workday of 7:20 a.m. to 3:40 p.m. All such time must have prior approval by the mentor's supervising administrator and District Administrator. Each mentor will receive one personal day without deduction in a given year in which they serve as a mentor; this day must be used within the current school year and does not accumulate. On the rare occasion that an employee is responsible to mentor more than one new staff member in a given year, the mentor will receive one (1) personal day without deduction and one (1) paid day at per diem rate.

*Note: Mentors will do so on a voluntary basis. All communications between the mentor and protégé shall remain confidential subject to state and federal law. The District agrees that the mentor teacher shall not be required, subpoenaed, or called to testify as a witness in any Board or administrative meeting, grievance, or arbitration on behalf of the District against the protégé on contractual issues.*

#### **WORK ENVIRONMENT**

##### **Staff Dress Code (Policy #3216)**

The Board of Education believes that staff members set an example in dress and grooming for students to follow. Monday through Thursday professional dress is expected. Friday can be casual dress day.

##### **Drug-Free Workplace (Policy #3122.01)**

The Board shall not permit the manufacture, possession, distribution, or dispensing of any controlled substance, including alcohol, and any drug paraphernalia, by any staff member at any

time while on District property or while involved in any District-related activity or event.

**Use of Tobacco by Professional Staff (Policy #3215)**

The Board of Education is committed to providing a tobacco free environment on District premises, in District vehicles and at all District- sponsored events.

**Substance Abuse (Policy #3170)**

The Board of Education recognizes alcoholism and drug abuse as treatable illnesses.

**Weapons (Policy #3217)**

The Board of Education prohibits professional staff members from possessing, storing, making or using a weapon in any setting that is under the control and supervision of the District for the purpose of school activities approved and authorized by the District.

**Employee Anti-Harassment (Policy #3362)**

The Board of Education is committed to a work environment that is free of harassment of any form.

**Threatening Behavior toward Staff Members (Policy #3362.01)**

The Board of Education believes that a staff member should be able to work in an environment free of threatening speech or actions.

**Bullying and Other Forms of Aggressive Behavior (Policy #5517.01)**

The Board of Education is committed to providing a safe, positive, productive and nurturing educational environment for all of its students and staff. Every staff member is required to stop and report any bullying behaviors they may see.

**Staff Ethics (Policy #3210)**

The Board of Education expects all professional staff members to maintain high standards in their working relationships, and in the performance of their professional duties.

**Outside Activities of Staff (Policy #3231)**

The Board of Education has set guidelines to help clarify and avoid situations in which in which their personal interests, activities, and associations may conflict with the interest of the District.

**Freedom of Speech in Non-Instructional Settings (Policy #3310)**

The Board of Education has adopted guidelines to help clarify and avoid situations in which the staff member's expression could conflict with the District's interests.

**EMPLOYEE RESPONSIBILITIES****Confidentiality (Policy #8350)**

State and Federal law requires that student education records be maintained as confidential. Individuals who have access to confidential information and records while employed by the Board of Education are reminded that their legal obligation to maintain such confidences extends beyond their term of employment in the District.

**Receipt of Legal Documents by District Employees (Policy #3236)**

The District Administrator shall be immediately informed of the receipt of any legal documents by a District staff member naming a District staff member in their official capacity or the District as a party to a legal action or otherwise implicating the District staff member's official duties as a subject of a lawsuit or legal proceeding.

**Student Abuse and Neglect (Policy #8462)**

The Board of Education is concerned with the physical and mental well-being of the students of this District and will cooperate in the identification and reporting of cases of child abuse or neglect in accordance with the law.

**Corporal Punishment (Policy #5630)**

While recognizing that students may require disciplinary action in various forms, the Board of Education cannot condone the use of unreasonable force and fear as an appropriate procedure in student discipline.

**Student Supervision and Welfare (Policy #3213)**

Professional staff members are held to a higher level of care regarding student supervision, control, and protection.

**School Health/ Wellness (Policy #8510)**

The School District of Shiocton recognizes its responsibility to promote a healthy learning environment by supporting wellness, good nutrition, and regular physical activity as part of the total learning environment.

[As part of our commitment to staff members' health and wellness, staff member are afforded free membership to the Shiocton Fitness Center.](#)

**Field and Other District Sponsored Trips (Policy #2340)**

The Board shall approve those field trips and other District sponsored trips which are planned to keep students out of the District overnight or longer or out of the State.

**EMPLOYEE COMMUNICATION AND TECHNOLOGY (7540 – 7540.06)****Staff Education Technology Acceptable Use and Safety (Policy #7540.04)**

The District's Internet system has a limited educational purpose. The Board has the right to place restrictions on its use to assure that use of the District's computers, network, and Internet services is in accord with its limited educational purpose. Users have a limited privacy expectation.





**Technology Privacy (Policy #7540.01)**

This policy serves to inform staff members of the Board's position with respect to staff member privacy in the educational and workplace setting and to protect the Board's interests. All computers, telephone systems, electronic mail systems, voice mail systems, are Board's property and are to be used primarily for business purposes. Staff members should have no expectation that any information contained on such systems is confidential or private.

**Electronic Mail (Policy #7540.06)**

The Board of education establishes the use of e-mail as an official business tool. The District retains the right to monitor or access any District e-mail accounts at any time. Unauthorized use of the network in connection with the transmission of unsolicited bulk e-mail may result in civil and criminal penalties against the sender.

**District Web Page (Policy #7540.02)**

The Board of Education authorizes staff members and students to create web pages/ sites that will be hosted on the District's servers and published on the Internet. The web pages/ sites must reflect the professional image of the District, its employees, and students.

**Personal Communication Devices (Policy #5136)**

Students may use wireless communication devices during the school day with the teacher's permission and supervision.

**EMPLOYEE CONDUCT AND DISCIPLINARY ACTION****Staff Discipline (Policy #3139)**

Staff may be disciplined for violations of Board policy or other failure to meet the expectations and obligations of their position. No staff member may be subject to arbitrary or capricious disciplinary action. The District Administrator may issue discipline to staff members when he/ she deems appropriate. The levels may range from oral reprimands to suspension or termination. Progressive discipline will generally progress as follows:

- Oral reprimand, with a written record placed in the employee file
- Written reprimand, also placed in the employee file
- Suspension, length of which would be determined
- Termination

The District Administrator may skip one or all the steps in the progressive discipline model. In a case that the conduct is so egregious, immediate termination of employment may be recommended. The level of discipline shall be consistent with the seriousness of the offense as determined by the District Administrator. All instances of staff discipline are subject to the employee grievance procedure if the staff member chooses to file.

**Personnel Records (Policy #8320)**

Maintaining accurate personnel records is critical to effective human resource management and to the Board of Education satisfying its legal obligations. In addition, such records frequently contain confidential information that must be managed appropriately. Accordingly, the Board has developed the policy relating to personnel records.

**Grievance (Policy #3340)**

**A grievance shall mean a dispute concerning an employee's discipline or termination of employment, or a dispute concerning workplace safety.** Only one subject matter shall be covered in any one grievance. A written grievance shall contain:

- The name and position of the grievant
- A clear and concise statement of the grievant
- The issue involved
- The relief sought
- The date the incident or violation took place
- The specific section of the Policy or Handbook alleged to have been violated
- The signature of the grievant and the date

All employee grievances must be filed by the aggrieved employee. The grievance must be filed within five (5) working days after the employee knew or should have known of the cause of such grievance. Such grievance must be filed in writing to the District Administrator, who shall, within five (5) working days of receipt of the grievance, meet and discuss the grievance with the employee and then reply within ten (10) working days.

In the event that the matter is not resolved to the employee's satisfaction by the District Administrator, the employee may, within five (5) working days of the date of the written decision of the District Administrator, request in writing that the matter be referred for a hearing before an impartial hearing officer. The Board of Education shall appoint a hearing officer for the purpose of conducting the hearing. Each grievance shall be heard by a single hearing officer and such hearings shall be private. The employee and the District may present witnesses, and each side may select one individual to attend the hearing as a representative. Any employee representative selected shall be at no expense to the District. The hearing officer may only consider the matter presented to him/ her in the initial grievance filed by the employee. The decision will apply exclusively to the employee presenting the grievance. In the event that either party is dissatisfied with the hearing officer's decision, that party may within ten (10) working days, present the grievance in writing to the Board, who shall hear the matter within thirty (30) working days after its receipt, unless postponed by mutual agreement. The Board shall, after discussion with appropriate personnel and after hearing the grievance, make a decision by majority vote, which shall be final.

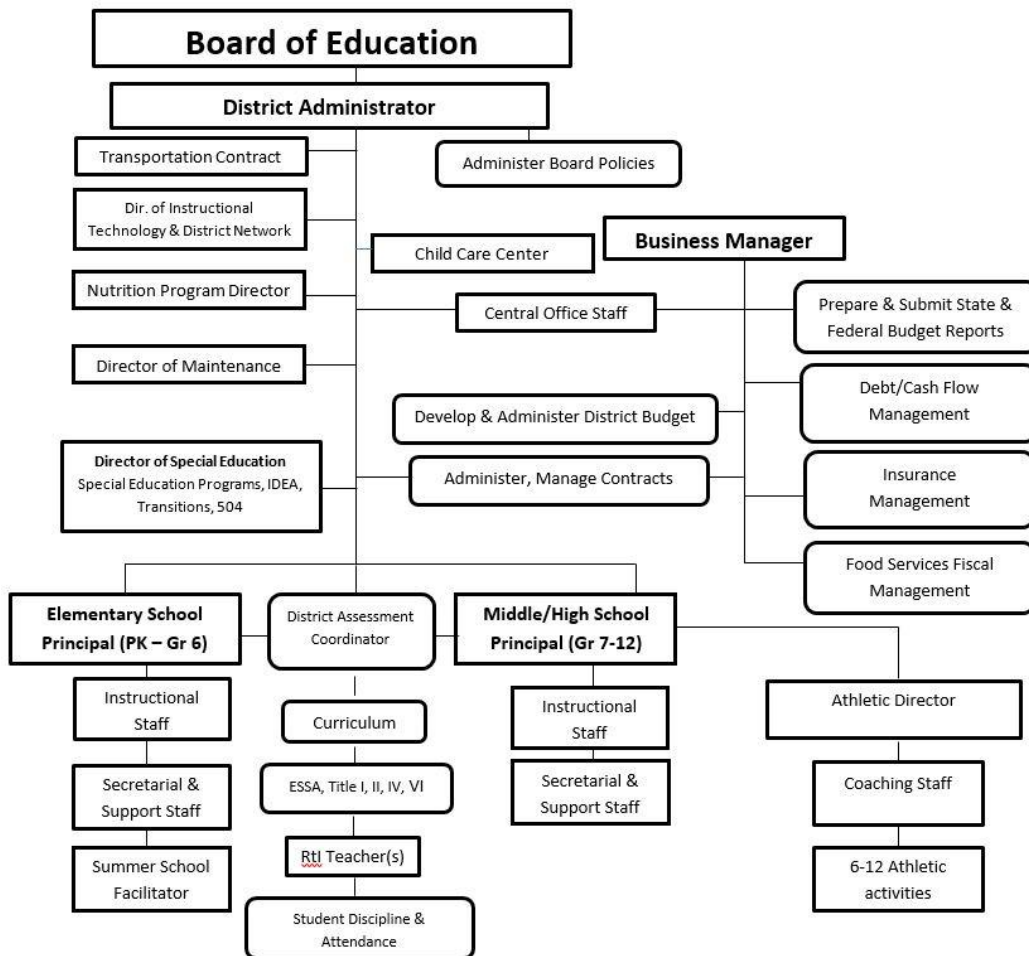
## Appendix A

### AESOP Access Information

To register with the AESOP System, call 1-800-942-3767 (1-800-94-AESOP). Enter your ID and PIN. Once you are logged in, you will be given prompts for various menu choices. When you access the system over the phone for the first time, it is very important that you record your name and assignment for substitutes to hear. Please keep in mind that only your name and assignment should be recorded, (e.g. John Doe, 3<sup>rd</sup> Grade) as the system will play this to potential substitutes for all future absences you register. You will not be asked to record this information each time you register an absence. When entering an absence, please wait until you receive a confirmation number before you terminate the call. Your transaction is not complete until you receive a confirmation number.

You may also access the system on the Internet at <http://www.aesoponline.com>. Here you will be able to enter absences, check your Absence schedule, update personal information, and exercise other features. If you have any questions, concerns, or comments; please feel free to contact ~~the your school District Contact~~ AESOP Coordinator at 986-3351 ext. 713 or select Frontline Support on your personal Aesop homepage.

## Appendix B Organizational Chart



## Appendix C

### Teacher Job Description

**Purpose of Position:** The purpose of this position is to assist in the learning process, which may take place in the traditional classroom or, in the employment of Digital Learning Days, this learning process may take place to/from a remote location.

**Supervisory Responsibility:** Students in the classroom, hallways, site and at school events.

**Primary Responsibility:** These duties and responsibilities are illustrative only and may include other duties and responsibilities as assigned and appropriate.

#### **Instructional**

1. Understands the central concepts, tools of inquiry, and structures of disciplines being taught and can create learning experiences that make these aspects of subject matter meaningful for students.
2. Understands how students with broad ranges of ability learn and provides instruction that supports their intellectual, social and personal development.
3. Understands how students differ in their approaches to learning and the barriers that impede learning and adapts instruction to meet the diverse needs of students, including those with disabilities and exceptionalities.
4. Understands and uses a variety of instructional strategies, including the use of technology, to encourage student's development of critical thinking, problem solving and performance skills.
5. Uses an understanding of individual and group motivation and behavior to create a learning environment that encourages positive social interaction, active engagement in learning and self-motivation.
6. Uses effective verbal and non-verbal communication techniques as well as instructional media and technology to foster active inquiry, collaboration, and supportive interaction in the classroom.
7. Organizes and plans systematic instruction based upon knowledge of subject matter, students, and the community and curriculum goals.
8. Understands and uses formal and informal assessment strategies to evaluate and ensure the continuous intellectual, social, and physical development of the pupil.
9. Reflects on and evaluates the effects of their choices and actions on students, parents, professionals, in the learning community and who actively seeks out opportunities to grow professionally.
10. Fosters a relationship with school colleagues, parents and agencies in the larger community to support student learning and well-being and acts with integrity, fairness and in an ethical manner.

#### **Professional Characteristics Growth**

1. Participates in professional growth activities.
2. Updates materials, methods, skills and knowledge.
3. Becomes aware of related District endeavors.
4. Creates a favorable impact on students, parents, and other employees.
5. Seeks constructive criticism for positive growth.
- 5-6. Exhibits a commitment to being a lifelong learner for the purpose of continued improvement.

#### **Interpersonal Relationships**

1. Demonstrates empathy toward students and strives for positive student relationships.
2. Displays honest, fair, and consistent interaction with students.
3. Interacts effectively with parents.
4. Works well with and supports other employees.

#### **Occupational Responsibilities**

1. Completes and submits required reports promptly, legibly, and accurately.
2. Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities.

3. Confer with appropriate staff regarding building and individual student needs.
4. Complies with and enforces District policies, State, Federal and school rules and regulations.
5. Confers with parents and students regarding student progress and needs.

**Minimum Education, Experience, Certifications: Wisconsin DPI Teaching Certificate**

**Essential Skills, Knowledge, and Abilities:**

1. Ability to demonstrate competence in the ten teacher standards.
2. Ability to facilitate the development, articulation, implementation, and stewardship of a vision of learning that is shared by the school community.
3. Ability to manage by advocating, nurturing and sustaining a school culture and instructional program conducive to student learning and staff professional growth.
4. Ability to manage the organization, operations, finances and resources for a safe and effective learning environment.
5. Ability to collaborate with families and community members responding to diverse community interests and needs, and mobilizes community resources.
6. Ability to act with integrity, fairness and in an ethical manner
7. Ability to understand, responds to, and interacts with the larger political, social, economic, legal and cultural context that affects schooling.

**Working Environment Conditions**

Work is performed primarily in the classroom environment where the professional educator may be exposed to students who express inappropriate types of behavior in feelings under normal circumstances and/or a general pervasive mood of unhappiness and depression and/or a tendency to develop physical symptoms or fears associated with personal or school problems. The teacher may be exposed to sick and/or injured students or staff.

**Physical and Sensory Requirements:**

The position requires the educator to:

1. Sit and walk throughout the day
2. Lift and/or carry books, computer paper or other teaching materials.
3. Climb stairs.
4. Reach, stoop, and bend to perform classroom activities.
5. Use of hand and legs are required to perform classroom activities.
6. Use general hearing, speaking and visual skills.
7. Use of cognitive reasoning to interpret report, compare, edit, organize and evaluate.

**Problem Solving:**

Examples of typical problem solving include a variety of choices. Daily situations require analysis and judgment to apply the best solution.

**Judgment and Decisions:**

Examples of typical independent judgments include evaluating students according to District, State, and Federal policies, procedures and appropriate regulations.

**Communication and Interaction:**

Position requires various contacts and interactions with co-workers, professional educators, students, school-site administrators, cluster or District-level supervisors or administrators, parents, general public, vendors, bidders, service providers, outside agencies (Federal, state, local government), uncooperative, angry or hostile individuals, special interests groups such as education, community, parent, union, superintendent, board

members, and state or federal elected/appointed officers.

Appendix D  
Extra-Curricular Activities

Athletics

<u>POSITIONS</u>	<u>% OF BASE SALARY</u>
<b>Athletic Director</b> .....	8%
<b>Head Coaches</b>	
Football.....	10%
Basketball.....	10%
Wrestling.....	10%
Volleyball .....	8%
Golf.....	6%
Baseball .....	8%
Softball .....	8%
Track .....	8%
Dance Team .....	5%
<b>Assistant Coaches (JV &amp; JV2 Team)</b>	
Football.....	6%
Basketball.....	6%
Wrestling.....	6%
Freshman Basketball .....	6%
Baseball .....	6%
Softball .....	6%
Track .....	6%
Volleyball .....	6%
<b>Middle School</b>	
Head Football.....	5%
Assistant Football .....	5%
7th Grade Basketball .....	5%
8th Grade Basketball .....	5%
Head Track (Boys & Girls) .....	5%
Volleyball .....	5%
Wrestling.....	5%

For all coaches of varsity sports, the Shiocton School District will recognize and provide compensation for WIAA tournament play in the following manner:

Head Coach will be paid \$50 per day of practice or play; each Assistant Coach will be paid \$35 per day of practice or play. The following are the maximum number of days tournament pay will be provided for per sport, as well as the maximum number of Assistant Coaches that will be paid per sport:



<b>SPORT</b>	<b>Maximum Days: Tournament Pay</b>	<b># of Paid Assistant Coaches</b>
Volleyball	15	2
Football	25	3
Wrestling	18	1
Girls Basketball	16	1
Boys Basketball	16	2
Track and Field	9	0
Baseball	14	1
Softball	17	1
Golf	10	0
Dance	6	0

Should WIAA change procedures or dates for tournament play, the Superintendent may alter tournament play compensation in any way s/he sees fit.

#### **Other Contracted Duties \***

##### POSITIONS

##### % OF BASE SALARY

Academic Quiz Bowl.....	1.5%
<u>ACT Preparation Coordinator .....</u>	<u>2.5%</u>
Art Club .....	2.5%
Chess Club .....	2.5%
<b>Class Advisors:</b>	
Seniors (1) .....	1.0%
Juniors (1) Lead.....	2.0%
Juniors (3) Support.....	0.5%
Sophomores (2) .....	0.5%
Freshmen (2) .....	0.5%
CLINICS AND CONTESTS .....	3.0%
<u>Digital Learning Days (DLD) Coordinator .....</u>	<u>2.5%</u>
Drama (per act) .....	1.0%
Drama Assistant .....	1.0%
FBLA.....	0.5%
Forensics (High School) .....	3.5%
Forensics (Middle School).....	3.5%
Foreign Language Advisor .....	0.5%
Math League .....	0.5%
Paradigm 21 Advisor .....	0.5%
School Paper (High School).....	2.0%
Swing Choir .....	0.5%
National Honor Society.....	1.0%
High School Student Council .....	4.0%
HIGH SCHOOL YEARBOOK .....	5.0%
SWAT Advisor .....	1.5%
Middle School Student Council .....	2.5%

Middle School Yearbook .....	2.5%
Pep Club .....	0.5%

Concession Stand (not to duplicate class advisor responsibilities) .....	\$22.00
Pep Band .....	\$40.00
Chaperone .....	\$22.00
Supervisor Middle School Activities .....	\$22.00
Ticket Seller .....	\$22.00
Video Taping .....	\$22.00
Elementary Inclement Weather Supervisor - per day .....	\$6.00
Middle School Lunchroom Supervisor - per day .....	\$6.00
Middle School Playground Supervisor - per day .....	\$8.00
High School Lunchroom Supervisor - per day .....	\$6.00
High School gym supervisor – per day .....	\$8.00
Curriculum Work (pre-approved per hour) .....	\$22.00

\* For clubs and organizations, there must be at least 5 full time student participants signed up and actively participating the full season/year in order for the advisor to receive the stated compensation.

#### **Non-Contracted Services**

##### Game/Event Workers:

##### VOLLEYBALL

Clock or Book (HS) .....	\$22.00/game
Clock or Book (MS) .....	\$35.00/game
Line Judge .....	\$22.00/game
Ticket Taker/Supervisor (HS) .....	\$44.00/event
Ticket Taker/Supervisor (MS) .....	\$35.00/event
Game Manager (Varsity) .....	\$50.00/event

##### FOOTBALL

Clock (HS) .....	\$35.00/game
Clock (MS) .....	\$35.00/event
Statistician (HS varsity only, no mileage) .....	\$40.00/game
Announcer .....	\$35.00/game
Chains (HS) .....	\$35.00/game
Chains (MS) .....	\$35.00/game
Supervisor (MS) .....	\$35.00/game
Ticket Taker/Supervisor (HS) .....	\$44.00/game
Game Manager (Varsity) .....	\$50.00/game

##### BASKETBALL

Clock or Book (HS) .....	\$22.00/game
Clock or Book (MS) .....	\$35.00/event
Announcer .....	\$35.00/game

Ticket Taker/Supervisor (HS) .....\$44.00/event  
Ticket Taker/Supervisor (MS).....\$35.00/event  
Game Manager (Varsity) .....\$50.00/event

**WRESTLING**

Clock or Book .....\$35.00/game  
Announcer .....\$35.00/game  
Ticket Taker/Supervisor .....\$35.00/game  
Game Manager (Varsity) .....\$40.00/game

**SOFTBALL/BASEBALL**

Clock (JV/V) .....\$35.00/game  
Game Manager (Varsity) .....40.00/game

**TRACK**

Timing Coordinators (meet) .....\$45.00  
Timing Coordinators (invitational) .....\$55.00  
Scorer (meet) .....\$45.00  
Scorer (invitational) .....\$55.00  
Announcer (meet) .....\$40.00  
Announcer (invitational) .....\$50.00  
Clerk of Course (meet) .....\$40.00  
Clerk of Course (invitational) .....\$50.00  
Event Judge (meet) .....\$35.00  
Event Judge (invitational) .....\$44.00  
Timer (meet) .....\$35.00  
Timer (invitational) .....\$44.00  
Meet Director (meet) .....\$45.00  
Meet Director (invitation) .....\$55.00

**Coaches Longevity Pay Scale**

To be eligible for longevity compensation, a coach must have consecutive and continuous years of coaching service in the School District of Shiocton. The longevity compensation only applies to consecutive and cumulative years of coaching service in one particular sport. A coach may have longevity years established in more than one sport but may not add years of coaching service in multiple sports to receive longevity compensation.

<b>POSITION</b>	<b>4-6 Yrs. of Service</b>	<b>7-9 Yrs. of Service</b>	<b>10+ Yrs. of Service</b>
<b>H.S. Head Coach</b>	\$150.00	\$300.00	\$450.00
<b>H.S. Assistant Coach</b>	\$100.00	\$200.00	\$300.00
<b>Middle School Coach (all)</b>	\$75.00	\$150.00	\$250.00

Extra-Curricular contracts shall be contingent on adequate recommendations from the Athletic Director and High School Principal. Association members shall be given the opportunity to fill vacant extra-curricular positions, however, shall not have the right to bump non-Association extra-curricular coaches/advisors from their present positions.

It is understood that the opportunities to work any of the non-contracted services be extended to

Professional Personnel members first. Realizing that there may be occasions when it is necessary to go beyond the Professional Personnel membership to secure coverage for events, available positions should be extended in the following order: Support Personnel, parents and community members, and students. The pay rate for students will be \$7.50/hour, not to exceed the stipulated event payment listed above.

## Appendix E Compensation Plan

### SHIOCTON SCHOOL DISTRICT PROFESSIONAL PERSONNEL COMPENSATION PLAN

#### I. Overview and Purpose

The Shiocton School District Compensation Plan is the result of collaborative efforts between teachers, administrators and the school board. The Plan was designed over a two-year period with student achievement and educator effectiveness at the forefront of our efforts.

In developing this compensation model, we focused on two actions that we felt were instrumental to the end results:

- recognize educator performance *and*
- promote educator retention *so as to*
- improve student achievement *and*
- improve educator effectiveness through consistent education and incorporation of instructional best practices.

Through the Plan, we seek to more accurately align that which we value to the practice in which we compensation educators.

## II. Compensation Grid

TIER LEVEL	GENERAL GUIDELINES	COMPENSATION LEVEL
<b>Tier A: Initial (Provisional) Educators</b>	<p>Designed for initial educators who are in their first three years (six semesters) of successful experience, as defined by DPI, in the category (i.e. subject or position) of the provisional license OR who are teaching under a 1-year or 3-year License with Stipulations or alternative licensure <i>and</i> do not qualify for Tier B or Tier C</p> <p>NOTE: if not progressing to Tier B by end of Year 3, then may be placed on (a) on Plan of Improvement AND (b) frozen in salary [no annual increase earned]</p>	<p>Salary begins at \$38,750</p> <p>(Annual increases are cumulative)</p>
<b>Tier B: Professional (Lifetime) Educators</b>	<p>Designed for educators upon completion of six (6) semesters of successful experience, as defined by DPI, or as granted by DPI during the licensing conversion*</p> <p>*the licensing conversion process is expected to be completed by August 30, 2018</p>	<p>Salary begins at \$41,000</p> <p>Tier Promotion (one-time stipend) of \$1,000</p> <p>Continue to earn annual increase <b>if</b> meet evaluation criteria (see Annual Compensation Grid)</p>
<b>Tier C: Master Educator</b>	<p>Designed for:</p> <ul style="list-style-type: none"> <li>educators who meet Tier B criteria AND</li> <li>who have completed a Master's Degree AND</li> <li>who show evidence of application of this new learning AND</li> <li>who maintain an "effective" evaluation status</li> </ul> <p>Promotion Review process is required</p>	<p>Salary begins at \$46,250</p> <p>Tier Promotion (one-time stipend) of \$1,000</p> <p>Continue to earn annual increase <b>if</b> meet evaluation criteria (see Annual Compensation Grid)</p>

**III. Salary Increases**  
**A. Earning Annual Salary Increases -- Evaluation Year**

Sections	Tier A – Years 1 & 2	Tier A – Years 3 to 5	Tier B	Tier C
<b>Evaluation Component</b> (Summative Evaluation)	<input type="checkbox"/> 0-2 Effective ratings <input type="checkbox"/> 5-6 Developing or Needs Improvement ratings <input type="checkbox"/> 0-2 Unacceptable ratings  <input type="checkbox"/> Not on a Plan of Improvement <sup>1</sup>	<input type="checkbox"/> 5-6 Effective ratings <input type="checkbox"/> 0-1 Developing or Needs Improvement ratings <input type="checkbox"/> 0 Unacceptable ratings  <input type="checkbox"/> Not on a Plan of Improvement <sup>1</sup>	<input type="checkbox"/> 5 -6 Effective ratings <input type="checkbox"/> 0-1 Developing or Needs Improvement ratings <input type="checkbox"/> 0 Unacceptable ratings  <input type="checkbox"/> Not on a Plan of Improvement <sup>1</sup>	<input type="checkbox"/> 5 -6 Effective ratings <input type="checkbox"/> 0-1 Developing or Needs Improvement ratings <input type="checkbox"/> 0 Unacceptable ratings  <input type="checkbox"/> Not on a Plan of Improvement <sup>1</sup>
<b>Professional Growth Component</b>	<input type="checkbox"/> Annual SLO or SMART Goal Completed <sup>2</sup> <input type="checkbox"/> Portfolio up-to-date in MLP <input type="checkbox"/> PDP in process	<input type="checkbox"/> Annual SLO or SMART Goal Completed <sup>2</sup> <input type="checkbox"/> Portfolio up-to-date in MLP <input type="checkbox"/> PDP in process	<input type="checkbox"/> Annual SLO or SMART Goal Completed <sup>2</sup> <input type="checkbox"/> Portfolio up-to-date in MLP <input type="checkbox"/> PDP or Professional License Completed	<input type="checkbox"/> Annual SLO or SMART Goal Completed <sup>2</sup> <input type="checkbox"/> Portfolio up-to-date in MLP <input type="checkbox"/> Master Degree, Certificate, or Course of Study in process
<b>Total Required</b>	7 Check Marks	7 Check Marks	7 Check Marks	7 Check Marks

NOTE: Teachers receive a checkmark in the Evaluation section according to their Tier as per their Summative Evaluation if their rating falls within the indicated range; teachers receive checkmarks in the Growth section by fulfilling the indicated requirements

<sup>1</sup> this box may *not* be checked if the employee has been on a Plan of Improvement for any part of the current school year OR if the employee will be on a Plan of Improvement for the next school year

<sup>2</sup> completed means: SLO results AND reflection have been submitted via MLP AND supervising administrator has signed-off/approved

## B. Earning Annual Salary Increases -- Non-Evaluation Year

Tiers	A – Years 1 & 2	A – Years 3 to 5	B	C
<b>Evaluation Component</b> (Summative Evaluation)	<input type="checkbox"/> Not on a Plan of Improvement <sup>1</sup>	<input type="checkbox"/> Not on a Plan of Improvement <sup>1</sup>	<input type="checkbox"/> Not on a Plan of Improvement <sup>1</sup>	<input type="checkbox"/> Not on a Plan of Improvement <sup>1</sup>
<b>Professional Growth Component</b>	<input type="checkbox"/> Annual SLO or SMART Goal Completed <sup>2</sup> <input type="checkbox"/> Portfolio up-to-date in MLP <input type="checkbox"/> PDP in process	<input type="checkbox"/> Annual SLO or SMART Goal Completed <sup>2</sup> <input type="checkbox"/> Portfolio up-to-date in MLP <input type="checkbox"/> PDP in process	<input type="checkbox"/> Annual SLO or SMART Goal Completed <sup>2</sup> <input type="checkbox"/> Portfolio up-to-date in MLP <input type="checkbox"/> PDP or Professional License Completed	<input type="checkbox"/> Annual SLO or SMART Goal Completed <sup>2</sup> <input type="checkbox"/> Portfolio up-to-date in MLP <input type="checkbox"/> Master Degree, Certificate, or Course of Study in process
<b>Total Required</b>	4 Check Marks	4 Check Marks	4 Check Marks	4 Check Marks

<sup>1</sup> this box may *not* be checked this box if the employee has been on a Plan of Improvement for any part of the current school year OR if the employee will be on a Plan of Improvement for the next school year

<sup>2</sup> completed means: SLO results AND reflection have been submitted via MLP AND supervising administrator has signed-off/approved

## IV. Additional Guidelines for Compensation and Annual Salary Increases

- Educators will move to the next Tier based upon the General Guidelines criteria as noted in the Compensation Grid. All advancements, including eligibility for the payment of any stipends and/or increase in annual compensation, shall occur July 1<sup>st</sup> following the successful completion of a year of service during which the educator was formally evaluated. Educators must be employed by the District as of July 1<sup>st</sup> and have the intent of remaining employed by the district for the school year commencing July 1<sup>st</sup> in order to be eligible for any stipend and/or increase in annual compensation. The Tier Promotion stipend will be paid out on the check for the calendar year (December), provided that the Educator is employed at the time by the District.
- Educators who begin their first day of teaching no later than October 1 and whom complete the school year in a paid status shall be considered as having met the 'year of service' requirement noted in Number 1 above.
- Salary increases earned as a result of Number 1 above will take effect with the start of the new school year.
- Any educator who has two (2) or more "Needs Improvements" or one (1) or more "Unacceptable" ratings as per their Summative Evaluation will be placed on a "Plan of Improvement" for the following school year, with the exception of employees in Tier A, Years 1 & 2. (EX: if, according to the 2014-2015 Summative Evaluation, Teacher X in Tier A, Years 3 – 5 earns 2 "unacceptable" ratings; s/he is placed on a Plan of Improvement for the following school year of 2015-2016)
- Any educator who does not meet the Total Required number of check marks per the Salary Increase criteria will be placed on a Plan of Improvement.



6. Any educator who is unable to progress from Tier A to Tier B by the end of their fifth year in the initial PDP stage\* will be placed on a Plan of Improvement.
7. Any educator who is placed on a Plan of Improvement will be frozen at his/her current salary for the following school year (i.e. s/he will not receive the Annual Salary Increase)
8. Any educator who is unable to meet the requirements of their individual Plan of Improvement in the following year will face non-renewal or termination. *(EX: according to the 2014-2015 Summative Evaluation, Teacher X is placed on Plan of Improvement for the following school year of 2015-2016; if, at the end of the 2015-2016 school year, Teacher X has not met the requirements of his/her Plan, Teacher X would receive a non-renewal or termination)*
9. Administrators will continue to provide on-going and timely feedback through the Educator Effectiveness evaluation process (also referred to as Effectiveness Project). Administrators will use a variety of informal and formal observations so as to provide constructive feedback on multiple aspects of instruction so as to assist educators in their development of best practices and effective instruction.

\* this may not necessarily be equivalent to the end of the educator's fifth year with the District

#### **V. Transition Guidelines: from “Lanes and Steps” to the new Compensation Plan**

The Shiocton School District is committed to providing a just and equitable transition for its educators such that no educator will see a decrease in his/her salary as the transition is made from “lanes and steps” to this new salary structure.

The Compensation Plan provides for three Tiers based first upon the level of licensure held by the educator and second upon the level of education attained.

- Educators working to complete their initial licensure will be placed in Tier A.
- Educators who have successfully completed their initial licensure requirements *and* have received a ‘professional educator’ or ‘lifetime educator’ license *and* who are not on a Plan of Improvement will be placed in Tier B.
- Educators who have successfully completed the requirement for Tier B and who have earned a master’s degree *and* who are not on a Plan of Improvement will be placed in Tier C.

It is understood that the amounts indicated in each of the tiers as “salary begins at” is

- the new base wage *and*
- is not the required starting salary for an employee

## **VI. Annual Reimbursements, Stipends, and Other Compensation**

The Shiocton School District is committed to providing motivation and support to our educators as they seek to improve their instructional practice and pedagogical understanding, as well as overall knowledge of education. This includes the acquisition of new skills, strategies, and techniques, as well as more in-depth knowledge of current subject matter. Too, the District is committed to supporting our educators as they seek higher education and the learning of new of advanced educational topics.

### **Prior Approval, Preference**

To this end, the following annual stipends and methods of compensation have been developed. All employees seeking the stipends and reimbursements as noted below are required to have prior approval by his/her evaluating Administrator. For all compensation listed below, preference will be given to continued education:

- in district-determined areas of need including, but not limited to, STEM, STEAM, special education, CTE, Rtl, and instruction/curriculum OR
- that leads to the attainment of an advanced degree or additional certification/license, especially those in district-determined areas of need OR
- as requested of the educator by the District

## **A. Credit Reimbursement**

The Shiocton School District recognizes the value of continued education, which can occur in multiple formats. Within the district, Tech Tuesdays and Wired Wednesdays offer educators a variety of topics to learn more about. More often than not, the topics are determined by staff request and taught by in house “experts”, which provides Shiocton educators continued access and support to someone “in-the-know”.

Where continued education is needed at a formal level, the District seeks to support educators in their endeavors at institutions of higher education. Recognizing that the cost of courses – bachelor and graduate level – continue to rise, the District seeks to assist educators as they complete their course work to the extent funds will allow.

To that end, the following guidelines will apply:

- Follow guidelines as noted above in Prior Approval, Preference section
- Submit application (see below) for approval
- Credit reimbursement is limited to 3 credits per semester per educator
- Educator must not be on a Plan of Improvement
- The District will reimburse a maximum of 30 credits in total for the 2015-2016 school year with the intent, as funding allows, to increase the maximum number of credits by 6 each year after
- Upon successful completion of the course (ie: Grade of C- or better) and submission as stated above, the District will reimburse the educator \$100 for each course credit to a maximum of 3 credits per semester per educator payable within 30 days

### **Application**

An application process was implemented on July 1, 2015 for all educators interested in having coursework/credits reimbursed.

- Educators will submit application no later than May 1 of the current school year for credits to be earned no earlier than the start of the summer session beginning no earlier than June 1 of the current calendar year.
- Educators will receive notification of approval (or denial) by June 1 of the current calendar year.
- Where approved, teachers will need to submit proof of payment and transcript for course approved within 45 days of the completion of the course

**B. Master/Advanced Degree Stipend**

AREA	LICENSE #	MONETARY STIPEND*	GRADE LEVEL	ANNUAL STIPEND
General Master Degree (ex: Ed Admin; Curric; Instruc; Reading, etc)	10, 51, 54, 62, 92, 80, 316, etc	\$200 per year for 5 years	K-12	(See NOTE below)
Reading Specialist Master Degree	317	\$200 per year for 5 years	K-12	(See NOTE below)
Special Education Master Degree	810, 811, 830	\$200 per year for 5 years	K-12	(See NOTE below)
Doctoral Degree in educational field		\$300 per year for 5 years	K-12	(See NOTE below)

\* Stipend is earned annually *provided that* the teacher meets the Tier evaluation criteria AND the Special/Advanced Degree is earned while an active employee at Shiocton AND received prior Administrative approval to pursue said degree.

**C. Certification Stipends**

AREA	LICENSE #	MONETARY STIPEND	ANNUAL STIPEND
National Board Certification		\$200 per year for 5 years	(See NOTE 1 & 2 below)
CAPP Certification		\$100 per year each year Cert is actively used	(See NOTE 1 & 2 below)
AP Certification		\$100 per year each year Cert is actively used	(See NOTE 1 & 2 below)
Advanced Standing or Transcript Credit Certification (FVTC, NWTC, etc)		\$100 per year each year Cert is actively used	(See NOTE 1 & 2 below)
STEM Certification (ex: PLTW; STEM Academy)		\$100 per year each year Cert is actively used	(See NOTE 1 & 2 below)
Other (as approved by Administration)		Not to exceed \$100 per year each year Cert is actively used	(See NOTE 1 & 2 below)

**D. Committee Chair Stipends**

AREA	MONETARY STIPEND	ANNUAL STIPEND
<b>Committee Chair</b> ( EX: Wellness, Technology, Curriculum, Assessment, Salary, Other)	\$200 per year	Whether there is a Committee Chair is determined annually by administration; application and interview process may be utilized

NOTE 1: Stipends are earned annually *provided that* the teacher meets the Tier evaluation criteria AND the Certification is earned while an active employee at Shiocton AND had prior Administrative approval.

NOTE 2: These supplemental payments shall not be considered part of the individual employee's salary as delineated on the employee's individual contract as required under Wisconsin State Statute Section 118.21 and shall not be considered as part of the employee's total base wages (as term is defined by Wisconsin Administrative Code ERC 90 as of September 13, 2012).

**E. Professional Growth Activities Stipends**

NUMBER OF PROFESSIONAL GROWTH ACTIVITY POINTS *	1 - 3	3.5 - 7	7.5 - 10
STIPEND	\$100	\$200	\$300

\* The number of Professional Activity Points to be considered for a stipend *cannot* be a duplicate count of any points earned from conferences, trainings, workshops, Tech Tuesdays/Wired Wednesdays, or other for which compensation – either monetary or compensatory time – is already received. (EX: cannot count the points earned through participation in a Tech Tuesday session as both time off on a staff development day AND points towards the stipend)

**NOTE:** Professional Activities listed below are only those that (a) are unpaid and (b) occur during unpaid time such as outside of the school day, school week, and/or school year.

ACTIVITY #	PROFESSIONAL ACTIVITY TITLES	POINTS (annual)
1	Building or District Committee - formal/informal (ex: Vision, Salary, Technology, etc; curriculum review, interview team, etc)	.5 points for each meeting outside school hours or as completed during an unpaid lunch period
2	School-based, academic-oriented evening activity participation [unpaid] (ex:SPICE meetings, Parent Night, Literacy Night, Fine Arts Fair, etc)	1 point each
3	Educator Awards (recognized education organization; DPI/State of WI; national, etc)	1 point each
4	Club/Organization Advisor or Co-curricular Coach [unpaid]	1 point each
5	Academic-related presentations to organizations, Boards, etc	.5 points each
6	Formal Workshop, Training, or Conference presenter	1 point for each session
7	Formal Workshop, Conference, or Training attendance	.5 for each half-day (3 - 4 hours)
8	In-district workshop presenter or trainer (EX: Tech Tues/Wired Wed, SMARTboard, Google, Daily 5, Café, etc)	1 point for each hour-long session
9	In-district workshop or training attendance (outside of regular school day)	.5 for each hour-long session
10	Other -- as approved by Administration	TBA

### XIII. Additional Services and Factors for Compensation

- Mentoring (1 additional Personal Day)
- Extended Contract (working beyond regular school year)
- Summer School instruction (paid at rate determined by the Consortium)
- Summer Professional development or curriculum work (paid at the rate of \$22/hour)

### XIV. Definitions

- **Educator** -- regular education classroom teacher (core and specials), special education teacher, school counselor, library media specialist, and school psychologist (if employed directly through the district)
- **Tiers** -- levels of advancement intended to acknowledge educator growth and development
- **Evaluation** -- the Shiocton School District utilizes the CESA 6 Educator Effectiveness System based upon the Stronge Model to accurately measure and reflect teacher performance to determine educator proficiency

### XV. Promotion Review Process (none at this time)(to be discussed during the 18-19 school year)

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**XVI. Timeline for Implementation (historic)**

July - November 2014	Draft, refine, and formalize tentative compensation plan; include Board members on committee -- language, compensation and transition between current schedule and new model (Tiers, Compensation, and Eval cycle)
December	Present to Professional Personnel Committee
January 2015	Refine, revise w/Salary Team; Final presentation to Professional Personnel Committee w/recommendation to Board
February	Present to Board; Initial presentation to Staff
March	Refine, revise w/Salary Team; presentation of revised Plan to Board
April	Approval by Board of Education
May	Presentation of Plan to staff
July 1, 2015	Implementation of new compensation plan begins

**XVII. Frequently Asked Questions (FAQ)**

**XVIII. Appendix**  
**1. Credit Reimbursement Application**  
**2. Stipend Application**



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## APPENDIX F

Name	Hire Yr	%	Payout
McNichols	1985	100	63,630
Funk, J	1986	100	63,630
Malesa	1987	100	63,630
Singler	1988	100	63,630
Huebner	1988	100	18,900
Scott	1988	100	63,630
Bellin	1989	100	63,630
Hoppe, J	1990	100	63,630
Krohlow	1990	100	63,630
Otto	1991	100	63,630
Hauser	1994	85	54,086
Zdanovec	1995	80	50,904
Morris	1995	80	50,904
Beecher (90%)	1995	80	45,814
Greider	1996	75	47,723
Ver Voort	1996	75	47,723
Romenesko	1997	70	44,541
Ludick, G	1998	65	41,360
Schmidt, C	1998	65	41,360
Ludick, E	1998	65	12,285
Pigsley	1999	60	38,178
Heinemeyer	2000	55	34,997
Hendrickson	2001	50	14,481
Behnke	2002	45	28,634
Streblow	2002	45	28,634
Schwaller	2003	40	25,452
Anderson	2004	35	22,271
Yenor	2005	30	8,689
Sixel	2005	30	19,089
Schneider	2007	20	5,793
Peterson (Tetzlaff)	2008	15	4,344
Backman	2009	10	1,890

## APPENDIX F

Commented [NS1]: May need to be revised pending any changes in employment.

Name	Hire Yr	%	Payout
McNichols	1985	100	63,630
Funk, J	1986	100	63,630
Malesa	1987	100	63,630
Singler	1988	100	63,630
Huebner	1988	100	18,900
Scott	1988	100	63,630
Bellin	1989	100	63,630
Hoppe, J	1990	100	63,630

Krohlow	1990	100	63,630
Otto	1991	100	63,630
Hauser	1994	85	54,086
Zdanevec	1995	80	50,904
Morris	1995	80	50,904
Beecher (90%)	1995	80	45,814
Greider	1996	75	47,723
Ver Voort	1996	75	47,723
Romenesko	1997	70	44,541
Ludick, G	1998	65	41,360
Schmidt	1998	65	41,360
Ludick, E	1998	65	12,285
Pigsley	1999	60	38,178
Heinemeyer	2000	55	34,997
Hendrickson	2001	50	14,481
Behnke	2002	45	28,634
Streblow	2002	45	28,634
Schwaller	2003	40	25,452
Anderson	2004	35	22,271
Yenor	2005	30	8,689
Sixel	2006	30	19,089
Schneider	2007	20	5,793
(Tetzlaff) Peterson	2008	15	4,344
Backman	2010	5	945

See “Retirement” on Page 8 for more details.

School District of Shiocton  
Non-Discrimination and Grievance Notice  
2020 - 2021

**Non Discrimination**

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

Consult Board Policy #3122 to read the full policy language.

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**Grievance Procedure**

It is the policy of the District to treat all employees equitably and fairly in matters affecting their employment. Each employee of the District shall be provided an opportunity to understand and resolve matters affecting employment that the employee believes to be unjust. A grievance shall mean a dispute concerning an employee's discipline or termination of employment, or a dispute concerning workplace conditions that affect workplace safety.

Consult Board Policy #3340 to read the full policy language, including the procedure available in the case of any employee's disagreement with discipline or termination of employment, as well as any matter relating to workplace safety.

**School Board Policies**

District Policies are accessible through the School District of Shiocton's website at [www.shiocton.k12.wi.us](http://www.shiocton.k12.wi.us). Click on the DISTRICT tab and then School Board link.

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School District of Shiocton  
Receipt of Professional Employee Handbook  
~~2018-2019~~2020 - 2021

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

I understand that it is my responsibility to become familiar with all of the information contained in this handbook as well as any other rules, regulations, policies, or practices promulgated by the School District of Shiocton pertaining to my employment. I may ask the District Administrator to clarify any information in this employee handbook that I do not understand.

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

\_\_\_\_\_  
Name (Print)

\_\_\_\_\_  
Name (~~Employee~~ Signature)

\_\_\_\_\_  
(Date)

Please sign both copies. One copy stays in this manual for you; return the other to the District Office to be kept in your personnel file.

School District of Shiocton  
Receipt of Professional Employee Handbook  
~~2018-2019~~2020-2021

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

I understand that it is my responsibility to become familiar with all of the information contained in this handbook as well as any other rules, regulations, policies, or practices promulgated by the School District of Shiocton pertaining to my employment. I may ask the District Administrator to clarify any information in this employee handbook that I do not understand.

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\_\_\_\_\_  
Name (Print)

\_\_\_\_\_  
Name (Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Employee Signature)

\_\_\_\_\_  
\_\_\_\_\_  
(Date)

Please sign both copies. One copy stays in this manual for you; return the other to the District Office to be kept in your personnel file.

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