



Teacher Employment Handbook

**This handbook pertains to all School District of Chilton
Teachers/licensed educators.**

Board Approved
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Disclaimer:
TEACHER HANDBOOK PROVISIONS

The terms described in this Teacher Employment Handbook may be altered, modified, changed, or eliminated by the School District at any time, with or without prior notice, upon a majority vote of the Board of Education.

This Teacher Employment Handbook and all provisions contained herein do not establish conditions of employment, are not a guarantee of employment, and are not an employment contract, express or implied.

INTRODUCTION

The Board of Education for the School District of Chilton recognizes that the individuals employed by the District are the most important resource for effectively conducting a quality educational program. Important contributions are made to a successful educational program by both professional and support staff employees. The District functions best when it employs highly qualified staff, conducts appropriate staff development activities, and establishes policies and work conditions which enable each staff member to make the fullest contribution to the District's programs and services. It is the policy of the Board to select the most qualified professional staff available.

District Mission Statement:

We, the Chilton Public School District, believe that preparing students to achieve their potential is our highest priority. In partnership with all members of our community, we are committed to inspiring our students to be life-long learners and responsible, contributing members in a global society.

District Vision Statement:

- Be an innovative school system recognized for every student's demonstration of the skills necessary to succeed in a rapidly changing world.
- Demonstrate continuous improvement through the delivery of a challenging educational program that fosters student achievement, accommodates individual learning styles, and values personal integrity.
- Develop an interactive partnership between the School District and the community that is mutually beneficial.

District Core Values:

1. Honesty
2. Integrity
3. Community Service
4. Respect for all
5. School facilities that support safe learning environments
6. Financial stability
7. The teaching and learning process: they are the core business of our schools
8. Continuous improvement in delivering an excellent educational program
9. A highly trained, professional staff
10. Our reputation as a high performing School District
11. All students succeeding at high levels

District Belief Statements:

1. We believe that all students can learn at high levels.
2. We believe that all students are entitled to a rigorous curriculum that challenges each student's capacity to learn.
3. We believe that teacher effectiveness and expertise have a significant impact on student learning.
4. We believe that our financial and human resources must directly support student learning.
5. We believe that the success of every student is critical to the future of our school, our community, our nation and the global marketplace in which they will work.

This handbook includes a great deal of information that will be helpful to you as an employee of the School District of Chilton. Other policies and/or regulations of the Board of Education are referenced in sections of this handbook.

You will find the full, up-to-date text of all District policies and regulations at the District Office at 530 W. Main Street, Chilton WI 53014 and on the district website at www.chilton.k12.wi.us. Should you have additional questions or concerns about the contents of this handbook, please contact the District Administrator.

PART I BENEFITS

It is the Board of Education's policy to provide a competitive and comprehensive benefit's package to effectively attract and retain high quality employees. The Board of Education reserves the right to add, eliminate, modify and/or adjust employment benefits at any time providing a minimum of 30 calendar day notice to employees.

INSURANCE:

DETERMINATION OF INSURANCE CARRIERS

The final selection of insurance carrier(s), program(s), coverage(s), plan design and employee contribution will be determined by the Board of Education.

HEALTH INSURANCE

The District will provide a plan of health insurance and will pay a determined dollar amount of the family or single medical insurance premium for all full-time teachers. The employee will pay the remaining portion of the premium cost through monthly payroll deductions. Insurance benefits are effective for eligible employees on the first day of the month following the first day of active and continuous, full-time employment.

The Board will pay pro-rata premiums for part-time employees who are enrolled in the health insurance plan and who work at least 30 hours per week and 120 days per year. Part-time employees will pay the balance of the premiums through payroll deduction. Any employee who does not meet the employment criteria above will be ineligible for district group insurance.

Employees, who resign from employment effective at the end of the school year, will continue coverage under the health insurance plan through August 31. The District will pay a determined dollar amount of the applicable monthly premiums. The individual must pay the balance of the premiums through payroll deduction during the last pay period of the school year. Thereafter, employees may continue in the group plan under the COBRA insurance continuation law.

DENTAL INSURANCE

The District will provide a plan of dental insurance and will pay a determined dollar amount of the family or single dental premium for all full-time teachers. The employee will pay the remaining portion of the premium cost through monthly payroll deductions. Insurance benefits are effective for eligible employees on the first day of the month following the first day of active and continuous, full-time employment.

The Board will pay pro-rata premiums for part-time employees who are enrolled in the dental insurance plan and who work at least 30 hours per week and 120 days per year. Part-time employees will pay the balance of the premiums through payroll deduction. Any employee who does not meet the employment criteria above will be ineligible for district group insurance.

Employees, who resign from employment effective at the end of the school year, will continue coverage under the dental insurance plan through August 31. The District will pay a determined dollar amount of the applicable monthly premiums. The individual must pay the balance of the premiums through payroll deduction during the last pay period of the school year. Thereafter, employees may continue in the group plan under the COBRA insurance continuation law.

LIFE INSURANCE

After 1 month of creditable employment with any State employer, term life insurance for the employee, their spouse and dependents is available for purchase by the employee.

SHORT TERM DISABILITY

Short-term disability insurance is provided for employees who work a minimum of 30 hours a week and at least 9 months a year. The District pays 100% of the required premium.

LONG TERM DISABILITY

Long-term disability insurance is provided for employees who work a minimum of 30 hours a week and at least 9 months a year. The District pays 100% of the required premium.

FLEXIBLE BENEFIT PLAN (Section 125/Cafeteria Plan)

Section 125 of the Internal Revenue Code makes it possible for employees to pay certain qualifying expenses without paying taxes on the income used to pay the expenses. The District Flexible Benefit Plan provides an opportunity to use specific tax advantages when paying for medical and/or dental insurance premiums, dependent care expenses paid by the employee or a spouse of the employee, as well as medical, dental, vision, etc... out-of-pocket expenses. Money is saved by not paying Federal, State, and FICA taxes on amounts of income set aside for qualifying expenses. The District automatically processes the employee contribution to medical and dental insurance premiums through the Flex Benefit Plan. Please refer to the Employee Guide to Pre-Tax Savings for more information.

VOLUNTARY BENEFITS

The district offers a vision plan on a voluntary basis that an employee may elect to participate in. Voluntary insurance options available will be provided upon hire during orientation or by contact the Business Office. The employee pays 100% of the premium.

INSURANCE OPEN ENROLLMENT

The district will annually provide an opportunity for employees to choose insurance benefits in November with a January 1 coverage start date.

RETIREMENT BENEFITS:

WISCONSIN RETIREMENT SYSTEM (WRS) CONTRIBUTION

The Board will contribute one half of the total required contribution share to the Wisconsin Retirement System (WRS) for all employees who work 880 or more hours. Employees will pay the remaining half of the total required contribution to the Wisconsin Retirement System, as required by state law, through payroll deduction. Under no circumstance may the Board pay the employee's required WRS contribution. The payment of employee WRS contributions is made pre-tax and thus exempt from state and federal taxes, but subject to FICA taxes. Please refer to ETF document ER-4930 or contact ETF directly for more information.

Employees may also make additional contributions to their WRS account through **after-tax** payroll deductions. Please refer to ETF document ET-2123 for more information. **The District does not match any additional WRS contributions made by the employee.**

TAX SHELTERED ANNUITY (403(b) PLAN)

Tax Sheltered Annuity plans are available to all employees. While the District does not contribute to, or match employee contributions, employees may participate as they wish. Please refer to the Tax Sheltered Annuity information packet for additional information as well as a list of approved vendors.

RETIREMENT AGE

A teacher who retires from the district at the end of the school year during which she/he attains the age of 55 or greater may remain in the District's Medical and/or Dental Insurance group under the conditions of the insurance policies and as enumerated in Board Policy, until he or she becomes eligible for Medicare. When this occurs, the retiree shall be responsible for obtaining his/her own medical and/or dental supplemental insurance. Except as provided in this handbook, the premiums for all post retirement insurance shall be paid by the retiree. Failure of a retired employee to pay monthly premiums to the School District will terminate the eligibility of the employee to continue to participate in the School District medical and dental insurance plans.

RETIREMENT SERVICE AWARD

- Teachers who meet the following qualifications will receive a retirement service award:
 - Have attained age fifty-five.
 - Have completed twenty years of employment with the School District of Chilton.
 - Have at least thirty years of teaching or teaching and active military service.
 - Have provided written notice of retirement to the School District not later than March 1st with retirement within the same calendar year.
 - Have elected to enroll within the School District medical insurance plan having the lowest monthly premium of all plans in force, with coverage to be effective not later than the first day of retirement.
- The service award is an authorization to continue participation within the lowest premium cost single medical insurance plan in force within the School District, with the School District contributing on a monthly basis, the full applicable monthly premium in effect on the date of retirement for the number of months, determined on the basis of the following formula:

$$\frac{\text{One-half the value of the Accumulated sick leave as of June 30 of the last school Year worked, not to exceed ninety.} \times \$170.36}{\text{Full applicable monthly single premium of the Lowest premium cost medical plan in effect On the first day of retirement.}} = \text{Number of months of School District contribution toward medical insurance premiums on behalf of retiring employees.}$$

- Dual Household Benefit: The number of years of coverage for Retirement Couple Health Insurance is determined by the employee who has the greatest number of years of service. In the event of the death of the retiree, the surviving spouse and/or surviving dependent(s) shall continue to receive the benefits stated above until exhausted.
- Teachers who wish to qualify for the retirement service award must provide a written retirement notice (Appendix A) to the School District not later than March 1st of the calendar year of retirement.

ABSENCE/LEAVE BENEFITS:

ABSENCE DUE TO ILLNESS

Sick leave will be used in conjunction with Short Term Disability (STD) or for other reasons allowed by the District Administrator (doctor appointments, illness of self, spouse, domestic partner, child under the age of 18 or parent, and childbirth).

Sick leave will be granted at a rate of eight (8) days per year with no accumulation. At the end of each school year, any unused sick days will be deleted and on the first date of the next contract, a new allocation of eight (8) days will be granted.

Staff employed prior to 7/1/2013 with accumulated sick leave balance will not lose their sick days, but no additional days will be added to the accumulated balance. As accumulated sick leave is used by the employee, they will not be replenished.

The District Administrator or designee may question an employee about the use of sick leave time. The District Administrator or designee may require an employee to present a statement from a licensed physician certifying that the employee qualified for sick leave, and as appropriate, whether the employee has fully recovered from illness or injury and is capable of resuming regular duties. Payment will not be made for fraudulent use of sick days.

Pre-arranged sick leave should be entered into the District's online system as early as possible, but at least ten (10) business days prior to the requested date. Approval of any absence may be rescinded if a substitute cannot be attained. If by two (2) days prior to the requested leave date a substitute cannot be attained, the employee may be informed and the request may be denied.

Yearly sick leave credit is granted to the teacher on the first working day of the contract year. Such leave is earned only if the teacher is able to report for work and perform work prior to making a claim against the sick days granted by this provision. Should a teacher leave the employment of the district before the completion of the individual contract term, a prorated amount of sick leave shall be removed from the teacher. In a case where the teacher exceeded the sick leave credit, the amount exceeded shall be deducted from the final amount of salary due.

Employees who exhaust all of their available sick days and do not qualify for STD may submit a written request to the District Administrator for additional unpaid days. The request must be made at least 10 working days in advance, if possible.

Sick days may only be taken in half or full day increments.

ABSENCE DUE TO ILLNESS IN THE FAMILY/EMERGENCY LEAVE

Emergency leave for the serious health condition of father, mother, spouse or dependent child will be authorized in conformance with Federal and State Family and Medical Leave Acts (FMLA). Available sick leave as well as personal days may be substituted for otherwise unpaid Family Leave.

ABSENCE DUE TO DEATH IN THE FAMILY (BEREAVEMENT LEAVE)

Death in the Family: A three (3) day leave with pay shall be granted without deduction from sick leave in the event of the death of a parent, brother, sister, husband, wife, domestic partner, child, or grandchild. A one (1) day leave shall be granted in the event of the death of a grandparent, aunt or uncle, niece or nephew, or cousin. These provisions shall also apply to "in-law" and "step" relationships.

The District Administrator may grant additional days under this provision. If so granted, additional leave shall not establish a precedent.

ABSENCE DUE TO INJURY - WORKER'S COMPENSATION

All employees are eligible for benefits under the State of Wisconsin Workers Compensation statute if they are injured on the job. Accidents must be reported to the building principal or designee immediately. When this is not possible, accidents must be reported within 24 hours of the occurrence. Even though no medical care or hospitalization may be required at the time of injury, it is essential that workers compensation forms be completed and on file in the business office in the event medical attention is needed or disability occurs at a later date.

Compensation to and medical expenses on behalf of the injured employee shall be paid as required by the workers compensation law. Additional information can be obtained by contacting the Business Manager.

It is a crime to knowingly provide false, incomplete, or misleading information to any party to a workers compensation transaction for the purpose of committing fraud. Penalties may include imprisonment, fines, and/or denial of insurance benefits.

ABSENCE /LEAVE FOR JURY DUTY OR SUBPOENA

Staff members that are called to perform their civic responsibility as a potential juror, or summoned to appear in court based on a subpoena, shall be excused for any days or portion of days on which the staff member is required to report. Any staff member that receives a notice of jury duty (or subpoena) shall provide such notice to the building principal, and shall call in on each morning to report whether he or she is required to report to jury duty that day. Staff members that miss work due to jury duty must provide verification from the court that they attended on that date. If the employee complies with the instructions for authorizing such appearances, there will be no loss of pay or other benefits. The employee will receive the employee's normal daily salary for each day the employee is absent because of being on a jury panel or serving jury duty. The employee will pay to the District the jury or witness fee paid to the employee for serving on a jury or appearing as a witness up to the value of employee's normal daily salary. Meal and travel allowances provided will be retained by the employee.

If the employee is released from court prior to the end of a scheduled work day, the employee is expected to report to work even if the District has secured a substitute.

ABSENCE DUE TO MILITARY LEAVE

Employees will be granted Military Duty leave in conformance with the Uniformed Services Employment and Reemployment Rights Act (USERRA), section 45.50 of the Wisconsin Statutes, and implementing regulations.

Employees requesting Military Duty leave must provide notice to the School District of the requirement for leave. Notice must be given as far in advance as is reasonable under the circumstances, unless impossible or prevented by military necessity. If the employee is unable to provide advance notice, notice will be provided as soon as possible.

If military duty is performed pursuant to individual or group written military orders, the employee must provide a copy, or arrange to have a copy of the orders provided, to the School District as soon as possible

FAMILY AND MEDICAL LEAVE

All employees of the School District of Chilton who meet applicable Federal and/or State requirements will be covered by Family Medical Leave Acts (FMLA) in affect at the time of request. These acts allow an employee to take up to 12 weeks of unpaid job protected leave per year for reasons including:

1. Serious health conditions;
2. A family member's serious health condition;
3. Parental leave to care for a newborn or newly adopted or placed child;
4. Because of any qualifying exigency arising out of the fact that the employee's family member is on active duty in the Armed Forces in support of a contingency operation.

The FMLA statutes contain requirements that an employee notify the employer 30 days in advance for anticipated or scheduled medical treatment, intermittent leave, leave on a reduced schedule, and of requests for leave near the end of an academic term. Please contact the district office for additional information regarding rights and responsibilities under the FMLA.

For more information, employees shall refer to the District Policies.

ADDITIONAL AUTHORIZED LEAVE OF ABSENCE

Additional leave may be authorized for compelling personal reasons, or upon receipt of special circumstances or for other good cause. Such leave may be granted with the pay of the substitute deducted from the teacher's salary. Leave requests that are primarily for pleasure or are vacation oriented will not be approved.

The employee must request a leave of absence in writing stating the reason for the request and anticipated date of return. Requests for a leave of absence must be approved by the District Administrator.

Board of Education contribution toward the cost of all employment benefits will be discontinued during an approved leave of absence. The teacher may remain a member of the group insurance plans during leave; however, he/she must pay the applicable premiums to the School District during the leave of absence. Sick leave will not be granted during a leave of absence; however, accumulated sick leave, if any, at the time leave begins, will be restored upon return to work from a leave of absence.

Benefits accrued at the beginning of a leave will not be lost, but none will accrue during an approved leave of absence.

Leaves of absence under this subsection will begin and end on dates which are mutually agreed upon by the administration and the employee.

PERSONAL DAYS

Two (2) days leave of absence per year shall be granted at full pay for personal reasons which require absence during school hours.

Pre-arranged personal leave should be entered into the District's online system as early as possible, but at least ten (10) business days prior to the requested date. Approval of all requests made less than ten (10) business days in advance may be rescinded if a substitute cannot be attained. If by two (2) days prior to the requested leave date a substitute cannot be attained, the employee will be informed and the request may be denied.

A minimum request for leave arranged in advance shall be 1/2 day.

Personal leave may be cumulative up to three (3) days and may be used consecutively. Such leave shall not be allowed on the day immediately before or after scheduled week-long breaks, scheduled district parent-teacher conference days, professional development days or during the last week of school, except in extraordinary cases approved by the District Administrator. Administration has the right to deny requests based upon substitute availability. Leave will be granted on a first come, first served basis. Teachers are not required to provide a reason for the use of a personal day, however, specific requests must be made as provided above. Teachers are not charged for the cost of a substitute teacher when personal days are used.

If for any reason school is canceled on a day for which a teacher previously scheduled a personal day, the day will not count as a personal leave day. There will be no deduction of pay and the teacher will be allowed to schedule another personal leave day.

HOLIDAYS

Legal paid holidays for all teachers include the following.

Memorial Day
Labor Day
Thanksgiving

PART II PROCEDURES/WORKING CONDITIONS

BOARD OF EDUCATION AUTHORITY

The Board of Education of the School District, under authority specifically conferred by the Wisconsin Statutes, exercises all rights of possession, care, control and management of the property, affairs, and operations of the School District, and may do all things reasonable to promote the cause of education in the District, including, but not limited by enumeration to the following:

1. To direct all operations of the District;
2. To establish reasonable workloads, work rules, and schedules of work;
3. To hire, promote, transfer, schedule and assign employees in positions within the school system;
4. To place employees on layoff from employment;
5. To maintain efficiency of school system operations;
6. To take whatever action is necessary to comply with State and Federal law;
7. To create new positions or departments and to introduce new or improved operations, work practices, methods or facilities and to permanently or temporarily terminate, consolidate, transfer or modify existing positions, departments, operations or work practices;
8. To select employees, establish job criteria and evaluate employee performance;
9. To determine the methods, means and personnel by which school system operations are to be conducted;
10. To take whatever action is necessary to carry out the functions of the school system in situations of emergency;
11. To contract out for goods or services as the Board of Education may determine appropriate;
12. To create, combine, modify and eliminate positions within the School District;
13. To warn, reprimand, suspend, demote, discharge and take other disciplinary action against employees;
14. To determine the size and composition of the work force, to determine the work to be performed by work force and each employee; and to determine the competence and qualifications of employees;
15. To establish or alter the number of shifts, hours of work and work schedules and to schedule overtime when required.
16. To establish grades and courses of instruction, including special programs, and to provide for athletic, recreational and social events for students, all as deemed necessary or advisable by the Board.
17. To decide upon the means and methods of instruction, the selection of textbooks and other teaching materials, and the use of teaching aids of every kind and nature.

18. To determine class schedules, the hours of instruction, the hours and schedules of work, and the duties, responsibilities, and assignments of teachers with respect thereto, and with respect to administrative and non-teaching activities, and the terms and conditions of employment.

EMPLOYEE ASSOCIATION

Employees may designate representation of their own choosing to negotiate with the District over base wages, as authorized by the Wisconsin Statutes.

No employee association activity shall interfere with the regularly assigned duties of the staff or the instructional programs within the District.

The employee association may use the school buildings for meetings related to base wage collective bargaining, outside of the school day, provided such use does not interfere with the educational program, and there is no conflict with a previously scheduled meeting. The Association will pay necessary costs, if any, for use of materials and equipment, and for evening and weekend meetings. Request in advance for use of the facilities shall be presented to the District Administrator.

The employee association and its representatives shall have the right to post notices of official association activities on teacher bulletin boards and may use the district mail services and teacher mail boxes for such communication to teachers. Nothing which is derogatory of the Board, School District, Administration, or any of its employees will be placed in mailboxes.

REPORTING REQUIREMENTS

All district employees are obligated to report child abuse or neglect. Further, employees must report any threats of abuse or neglect that become known. Employees are required to report an incident in situations when the victim of the abuse or neglect is a child that is seen in the course of the employee's professional duties. This does not limit the reporting obligation to information obtained in the classroom.

Teachers should contact immediately the building principal or District Administrator with fact-specific questions about whether a report must be filed with the proper authority. The District will keep such information confidential and will not make any employment decision based on a teacher report of child abuse or neglect.

SCHOOL CALENDAR

Teachers will be employed for the school year as set forth in the calendar on the School District of Chilton website (www.chilton.k12.wi.us).

HOURS OF WORK

Normal working hours for teachers are 7:50 a.m. to 4:00 p.m. On the last work day of the week, teachers are free to leave after 3:10 p.m. unless otherwise informed. It is understood that as professionals, teachers will be at their work place sufficiently prior to and following their assignment to prepare and be available to meet student needs and to provide time for administrative, colleague, and parent interaction. Under ordinary circumstances, unless excused by their building administrator, teachers are expected to be present at school during all normal hours and to satisfy all professional obligations which include, but are not limited to: staff meetings, IEP meetings, student planning meetings, parent-teacher meetings, department meetings, professional development or activities of a similar nature, which may not occur during "normal" working hours. In this event, teachers receive no additional remuneration above their regular salary. Normal working hours are subject to change by the Board of Education.

The administration will also work with staff, whenever possible, to allow flexibility if a staff person needs to leave school for personal business prior to 4:00 p.m. Building principal approval and sign out at the office are required.

Each teacher shall have a duty free lunch period of thirty (30) consecutive minutes daily. Variances from the foregoing may be agreed upon with individual teachers in extraordinary circumstances.

For part-time teachers, all work time, including student instructional time and related assignments will be prorated as closely to the percentage of full-time employment assigned to the teacher through an individual employment contract.

INCLEMENT WEATHER DAYS/EMERGENCY SCHOOL CLOSING

In response to inclement weather or other emergencies, schools may be closed on a building-by-building basis at the discretion of the District Administrator. All inclement weather/emergency school closing days (hours) will be made up by professional staff members. The District will notify the professional staff when work day(s) will be rescheduled. Teachers may use personal days in lieu of making up workdays with the exception of in-service days.

VACANCIES

The administration shall post, in each of the buildings, all teaching and coaching vacancies as they occur during the course of the school year. Vacancies which occur at the end of the school year as a result of retirements or resignation shall also be posted.

Teachers, presently employed, may apply for all vacancies and will be granted an interview. If a teacher is not selected for appointment to a vacancy, the teacher may request a private conference with the District Administrator to discuss the decision.

Teachers must apply for vacant positions within five (5) school days of the posting. The teacher must be certified by the Wisconsin Department of Public Instruction for the position, or confirm that he or she will be certified by the date work will begin in the position. Should the teacher fail to obtain certification after selection for the vacant position, the teacher will be referred to the Board of Education for dismissal.

It shall be the policy of the Board of Education to employ the person best suited to perform the duties of a particular District vacancy at any level.

TEACHER TRANSFER

The Board of Education believes that the appropriate placement of qualified and competent staff is essential to the successful functioning of the District.

The District Administrator shall be responsible for the proper assignment and transfer of all professional staff members and shall attempt to effect the optimum assignment of the professional staff in conformance with any applicable contractual or legal requirements and certification requirements. S/He shall establish an audit procedure to ensure that each instructional staff member's teaching certificate is currently in compliance with appropriate State certification criteria and has not been nullified.

Any teacher may request a transfer to a different building, grade level, or subject area for the following school year. Requests must be presented to the building principal by April 1st.

Teachers who are involuntarily transferred by the administration shall be advised of the reasons for transfer at the time the notice of transfer is given. The notice of transfer and reason(s) therefore will be communicated to the teacher as soon as possible and before the issuance of contracts on May 15,

whenever possible. After the issuance of contracts and up to June 1, any teacher selected for transfer may request and be granted the opportunity to discuss the transfer with the District Administrator and the department and/or grade level teachers with whom the transferred teacher will work after the transfer.

TEACHER LICENSURE REQUIREMENTS

Certified persons offered employment by the School District of Chilton must present an original or copy of their Wisconsin Department of Public Instruction License to the Business Office. New hires who fail to present their license prior to the first day of employment, will not begin work until the license is submitted. It is the responsibility of each certified teacher to keep his/her license and all certifications current. **Teachers are cautioned that failure to maintain license and certification will render their contract with the school system void, and result in suspension and referral to the Board of Education for dismissal.**

Licensing status can be verified on the state website at <https://elo.wieducatorlicensing.org/datamart/publicSearchMenu.do>.

INDIVIDUAL CONTRACTS

Each year, on or before May 15th, the teacher shall receive a contract for the coming school term. Teachers are required to sign and return, or refuse to sign such contract through written notice to the District Administrator as the agent for the Board, prior to June 15th. The contract shall generally identify an assignment for which the teacher is certified and the salary to be paid to the teacher for the school year.

Extra-curricular assignments will be performed under a letter of assignment and are not subject to Wisconsin State Statute 118.22.

TERMINATION OF CONTRACTS

A professional staff member may resign in accordance with the terms of his/her employment contract. A resignation, once submitted and accepted by the District Administrator, is final and may not be rescinded.

The following dates will be adhered to for the purpose of determining liquidated damages imposed on any member of the professional staff for initiating and receiving permission to terminate their individual professional employment contract.

<u>Month of Notice</u>	<u>Amount of Liquidated Damages</u>
June	\$0
July	\$600
August or after	\$1,200

Full payment of liquidated damages, along with completion of district checkout procedures, will result in termination of the teacher individual contract.

Contract terminations requested in response to circumstances beyond the staff member's control may be cause to waive all or part of liquidated damages as determined by the Board, upon request of the teacher.

LETTER OF ASSIGNMENT

Employees shall assume responsibility for the supervision of the extra-curricular activities that are included in their letter of assignment. Such activities shall be governed according to the following guidelines:

1. Activity assignments will be offered to the individual who, in the sole discretion of the District, is the most qualified applicant.
2. The stipend for extra-curricular activities shall be specified in the letter of assignment.

3. If no applicants for an extra-curricular activity is received, the administration may assign the activity to a qualified employee.
4. The letter of assignment shall not be deemed a contract and individuals holding extra-curricular positions are at-will employees.

PROFESSIONAL DEVELOPMENT/IMPROVEMENT

All professional improvement must be submitted through Skyward's Professional Development requests for the approval of the administration. The district will not recognize or reimburse for any course not approved prior to the course start date.

All graduate and additional DPI license certification programs must be pre-approved by the District Administrator upon submission of the completed form Appendix B of this handbook. If a teacher has already attained their master's degree, they may submit requests for undergraduate and/or graduate courses that are related to their certification or a district or building initiative.

The Board encourages professional improvement and for those credits taken in an approved master's or DPI certification program, the board will reimburse teachers for up to \$150 per graduate credit and up to \$75 per undergraduate credit up to three (3) credits each fiscal year (July 1 – June 30). In no case will payment exceed the actual cost to the teacher. Payments will be credited to the fiscal year in which the course was completed based on the grade report or transcripts noted course end date.

Credits may not be reimbursed if taken through a workshop or seminar program unless specifically pre-authorized by the Administration. If a workshop/seminar is approved for credit, the employee will be responsible for the full cost (workshop registration fee as well as credit fee). If the workshop/seminar is during a scheduled contracted day, personal leave must be used for attendance.

For teachers who have already attained their master's degree, the district will reimburse up to \$150 per graduate credit and up to \$75 per undergraduate credit up to six (6) credits within the five (5) year period of their current DPI license. In no case will payment exceed the actual cost to the teacher.

Requests for course credit reimbursement must be submitted to the Business Office within 60 days of the completion of the course. The completed request must include a copy of the grade report or unofficial transcript and documentation showing the fee for the course.

PROFESSIONAL EXPENSE REIMBURSEMENTS

1. Funding for instructional and student learning is intended to support attendance at non-credit programs that enhance academics.
2. Sharing transportation and/or lodging is expected and encouraged where appropriate. The cost of mileage should only be requested by the person who does the driving. If other staff members are signed up for the same conference, they should be contacted by you to help keep the costs low for mileage and/or lodging. The less spent on these items means more available for workshops, etc. Employees in travel status are reminded that they are doing the public's business and are obligated to be extremely conservative in expenses.
 - a. The following guidelines for meals (including tip) have established by the District:
 - **DETAILED RECEIPTS REQUIRED**
 - Breakfast \$7 (allowable when departing prior to 6 am)
 - Lunch \$10 (allowable when departing prior to 10:30am and returning after 2:30 pm)
 - Dinner \$18 (allowable when returning after 7 pm)

The following guidelines for mileage reimbursement:

- Mileage is currently reimbursed according to IRS guidelines.

- Mileage is only reimbursable when the district van is not available for use and the van usage guidelines have been followed.
 - Mileage is calculated as the distance from work to the business event. In the event an employee travels to the event from another location, the shorter distance (from work to event or other location to event) is reimbursable per federal guidelines.
3. Expense Reimbursements not submitted within 30 days of an event will NOT be reimbursed.

DISTRICT VAN GUIDELINES

- Contact the district office administrative assistant as soon as you have scheduled your fieldtrip or registered for your professional development to check van availability.
- Please try to schedule van use at least 10 business days prior to your trip.
- The van assignment will be finalized when you pick up your keys.
 - When you reserve a van please provide the following: usage dates, departure and return times, the name of the DRIVER(s), reason (field trip, professional development, etc.), destination, the number of students, and the number of staff
- All drivers must have a current driver's license, car insurance declaration page, and background check on file in the District Office prior to driving. If you are unsure, contact the District Office administrative assistant to verify.
- If plans change and the van will no longer be needed, please cancel the van in a timely manner by contacting the District Office administrative assistant.
- Keys can be picked up 1-2 days prior to your departure unless the District office will be closed.
- Keys and completed paperwork should be brought back up to the District Office the next business day after returning the van. (Please do not leave in the van.)
- On the van usage log sheets, a maintenance area has been added. Please let us know right away if something is broken so we can get an appointment for repairs.
- All tickets and fines are the responsibility of the driver(s).
- At any time administration can cancel usage.
- If the van becomes unavailable on a day that you have it reserved, the District Office administrative assistant will contact you right away so you can make other arrangements.

We understand that some circumstances do come up and we will address those on a case by case basis.

**** Use of personal vehicles for transporting students is discouraged. If a personal vehicle is used, the driver's personal auto insurance is primary.**

****If personal vehicles are used for work purposes, including to attend conferences, mileage and parking fees will only be reimbursed when the school van was unavailable and the van usage process was followed.**

EVALUATIONS

The primary goal of the supervision and evaluation program is to ensure the best possible educational experience for all students in the district. It is a cooperative process for the teacher and the supervisor to identify where the professional growth of the teacher and the quality of the instructional program can be enhanced.

All teachers will have short "walk-through" evaluations occur multiple times every year with a summative evaluation every three (3) years.

Evaluations shall be conducted in the first year of employment and at least every third year thereafter, or more frequently as determined by the administration or the protocols of the Educator Effectiveness program adopted and used by the Board. Pursuant to Wisconsin's Educator Effectiveness law, the Board delegates to the District Administrator the task of selecting and implementing an approved Educator Effectiveness program such that the District is in compliance with State law.

Evaluations shall be conducted based on the model in place at the time and consistent with applicable State law and the District's guidelines.

The administration is authorized to implement additional evaluation procedures for specific personnel in need of additional or alternative evaluation in addition to the educator effectiveness program. A positive rating from the educator effectiveness model does not necessarily preclude the District from taking adverse employment action towards an employee for other performance or conduct related reasons, or from implementing remedial or performance improvement measures.

ANTI-HARASSMENT POLICY

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

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

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

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

For more information employees shall refer to the District Policies.

DISCIPLINE AND TERMINATION

The Board of Education retains the right and the responsibility to manage the work force. When the discipline of a staff member becomes necessary, such action will be consistent with the requirements of any applicable Board policy, and State and Federal law. The District Administrator or designee may administer discipline. Student performance on standardized examinations may be addressed in performance evaluations and provide a basis for remedial action, professional development and/or a formal plan for improvement. Staff may be disciplined for violations of Board policy or for other failure to meet the

expectations and obligations of their position. No staff member will be disciplined for arbitrary or capricious reasons.

The District Administrator may suspend any employee, with or without compensation, as a disciplinary measure, pending an investigation, or for any other appropriate reason.

The District Administrator will recommend to the Board of Education that professional staff members be dismissed for misconduct or unacceptable work performance representing a breach of the individual employment contract of the staff member.

Disciplinary action will normally follow a progressive discipline model that is designed to correct inappropriate conduct or unacceptable work performance on the part of staff members. Progressive discipline will generally be applied as follows:

1. Oral reprimand
2. Written warning
3. Suspension, the length of which is determined by the administration to effect the corrective goal of discipline; and/or have salary frozen, each being effective for one year;

The District will provide the employee with a letter explaining the reason(s) for written reprimand, or suspension. This letter will be placed in the teacher's file.

4. Termination

A written notice of referral to the Board of Education for dismissal, to include reasons for the referral, will be provided in every instance.

The District Administrator or designee may skip one or all steps in the progressive discipline model when she/he determines that the severity of the offense requires more substantial discipline, or in the case of termination, where the District Administrator determines the conduct is so egregious as to require the staff member's immediate termination of employment for breach of employment contract.

The following is a non-exhaustive list of grounds of disciplinary action:

1. Inability to interact professionally with colleagues;
2. Ineffective teaching;
3. Failure or inability to master required academic subject matter, as assigned;
4. Use of unauthorized physical force with students;
5. Conviction of a crime, the circumstances of which substantially relate to the employee's position of employment with the School District;
6. Sexual contact of any character with a student, irrespective of age.
7. Dishonesty or falsification of records;
8. Insubordination;
9. Theft;

10. Destruction or negligent use of District equipment or property. Unauthorized use or abuse of District equipment;
11. Use of intoxicants, illegal drugs or controlled substances while on duty or closely preceding duty to the extent that the effects on the user are apparent at work;
12. Fighting or creating a disturbance among co-workers.
13. Off-duty misconduct which has a readily discernible harmful effect on District operations.
14. Absence without authorized leave unless unable to request leave for medical or other conditions beyond the employee's control or misrepresenting the purpose of authorized leave;
15. Excessive tardiness or absences;
16. Use of official position or authority for personal profit, sexual exploitation of another or political advantage;
17. Sexual, racial or any other prohibited harassment of employees or students;
18. Engaging in discriminatory or abusive conduct;
19. Disregard or repeated violations of safety rules and regulations;
20. Knowingly make false or malicious statements with the intent to harm or destroy the reputation, authority or official standing of individuals or organizations;
21. Acceptance of any gift, favor or service that might reasonably be viewed as tending to improperly influence an employee in the discharge of official duties;
22. Violation of work rules or Board policies;
23. Negligent work performance or failure to perform duties, including administrative duties, in accordance with School District standards, or as directed;
24. Unauthorized disclosure of student records or record information, as well as unauthorized disclosure of information acquired in the course of employment which the staff member knows or reasonably should know is intended to be preserved as confidential.

Discipline of members of the professional staff is subject to review through the grievance procedure set forth in this handbook.

STATE STATUTE 118.20

No religious or political affiliations of any teacher or the lack thereof shall be grounds for any discipline or discrimination with respect to the professional employment of such teacher.

The provisions of this handbook shall be applied without regard to race, creed, religion, color, age, national origin, sex, marital status, sexual orientation, gender identification, disability or on the basis of any other form of employment discrimination, prohibited by law.

NON-RENEWALS

The individual employment contracts of teachers in the District are subject to renewal or nonrenewal on a statutory basis, as prescribed in Section 118.22, Wis. Stats. No teaching contract shall be non-renewed for arbitrary or capricious reasons. Employment contract renewal and nonrenewal shall be undertaken exclusively in conformance with the provisions of Section 118.22, Wis. Stats. The employment contract non-renewal procedure for non-disciplinary related reasons is governed by state law and is not subject to the grievance procedure contained in this Handbook. A written preliminary notice of consideration of non-renewal will be issued at least fifteen (15) days before giving formal written notice of non-renewal, but not later than the last day of April.

Non-renewal notice will be given at least fifteen (15) days after the preliminary notice of consideration of non-renewal, but not later than May 15, unless the deadline is extended by specific agreement of the concerned teacher, in writing.

REDUCTION IN STAFF

In the event that the Board determines to reduce the number of employee positions (full layoff) or the number of hours or days of work in any position (partial layoff), the following provisions shall apply.

A. Layoff Notice and Effective Date of Layoff

Employees who have been selected for layoff shall be notified in writing no less than thirty (30) calendar days prior to the effective date of such layoff.

B. In the implementation of staff reductions under this section, individual teachers shall be selected for full or partial layoff in accordance with the following steps.

1. Attrition

Normal attrition resulting from employees resigning will be relied upon to the extent it is administratively feasible in implementing necessary layoffs.

2. Voluntary Layoff

An employee who holds a position for which another employee to be placed on layoff is qualified, may volunteer for layoff to become effective only if the offer is accepted by the District.

3. The Board shall select employees for reduction utilizing the following, equally weighted criteria:

- a. Educational Needs of the District: Will be those needs as identified by the Board acting in conformance with its authority in the best interests of the School District.
- b. Qualifications as Established by the Board: Including, but not limited to teaching experience, specific skills, certification (if applicable), training, coursework, District evaluations, etc.
- c. Qualifications of Remaining Employees in the Grade Level, Department or Certification Area: Relevant qualifications will be those experiences and training that best relate to the position(s) to be maintained and District needs as determined by the Board. These experiences shall include but not be limited to current and past assignment and practical experience in the area of need.
- d. Performance of Employees Considered for Layoff: Performance of the employees under consideration as previously and currently evaluated through district administrative evaluations and observations.

- C. The layoff of each employee will commence no less than thirty (30) calendar days prior to the effective date of such layoff. If the last day of work is the last day of the school year, the District will pay a determined dollar amount of the applicable medical insurance premiums and a determined dollar amount of the applicable dental insurance premiums through August 31. The teacher must pay the balance of the medical insurance premiums by means of payroll deduction from the final salary payments received. If the teacher declines to pay the balance of premiums, coverage will cease at the end of the month of the last day worked. Laid-off teachers shall be eligible to continue coverage under the District insurance plans, in conformance with the COBRA statute, but must pay the total cost of premiums. Teachers who are reduced from full time shall remain eligible for benefits based on their full time equivalency (FTE).

GRIEVANCE PROCEDURE

The purpose of this procedure is to provide the exclusive internal method for resolving grievances concerning employee discipline, employee terminations and workplace safety. This procedure applies to all regular full-time and part-time employees.

A grievance shall mean a dispute arising out of interpretation or application of Board of Education Policy or Administrative Guidelines, concerning employee discipline, termination of employment, or conditions that affect workplace safety. Only one subject matter shall be covered in any one grievance. A written grievance shall contain:

- A. the name and position of the grievant;
- B. a clear and concise statement of the grievance, including the date of the disciplinary action or safety incident;
- C. the issue or reason for the grievance;
- D. the relief sought;
- E. the date the incident or violation took place;
- F. the specific section of the applicable Policy or Administrative Guideline alleged to have been violated;
- G. the signature of the grievant and the date.

All employee grievances must be filed by the aggrieved employee(s). The grievance must be filed within ten (10) working days after the employee knew or should have known of the cause of such grievance. Grievances of the same type, and with a similar factual basis, may be consolidated at the discretion of the District Administrator of Schools.

The following procedures shall be followed:

- A. Principal

Any employee who believes s/he has a concern, subject to the grievance procedure, shall first present a written grievance to the building principal. If applicable, the employee shall conform to directives or perform assigned tasks and grieve later. The Principal shall, within five (5) working days of receipt of the grievance, meet and discuss the grievance with the employee and then provide a written decision within five (5) working days.

B. District Administrator

If the grievance is not satisfactorily resolved at the building principal step, the written grievance may be submitted to the District Administrator of Schools within five (5) days of receipt of the decision of the building principal. The District Administrator of Schools shall, within five (5) working days of receipt of the grievance, meet and discuss the grievance with the employee and then provide a written decision within ten (10) working days.

C. Hearing Before an Impartial Hearing Officer

In the event the matter is not resolved to the employee's satisfaction by the District Administrator of Schools, the employee may, within five (5) working days of the date of the written decision of the District Administrator of Schools, 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. The District Administrator of Schools will schedule a hearing with the selected hearing officer, employee, and District representatives. Each grievance shall be heard by a single hearing officer. The impartial hearing officer will have the authority to administer oaths and issue subpoenas. Grievance hearings will be convened in closed session unless otherwise required to be held in open session as a matter of law. 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 shall appear 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(s). The decision of the Hearing Officer will apply exclusively to the employee(s) presenting the grievance.

The impartial hearing officer will convene such hearing as the officer deems necessary, and render a written decision on the grievance within thirty (30) days of receipt of the grievance. The time for decision may be extended by the impartial hearing officers in response to a request by, or with the approval of the grievant.

The impartial hearing officer may apply relaxed standards for the admission of evidence, including the admission of hearsay. The oral or written statements of students, which might otherwise be hearsay, will be considered by the impartial hearing officer without the direct testimony of students, if other, non-hearsay information is presented.

Any costs assessed by the impartial hearing officers will be paid by the District.

D. Board of Education:

If the decision of the impartial hearing officer is not satisfactory to the grievant or the School District administration, the grievance may be submitted to the Board of Education by the grievant or a school administrator, in writing, within ten (10) days of the decision of the impartial hearing officer. Within twenty (20) days after presentation of the written grievance to the Board of Education, a review of the decision of the impartial hearing officer, together with any further written comment by the grievant and school administration, will be conducted by the Board during a closed session meeting. Within ten (10) days following the closed session review, the Board will issue a final written decision.

Nothing in this grievance procedure shall prevent any employee from presenting concerns regarding matters, not subject to the grievance procedure, to an administrator, and employees are encouraged to do so. Matters not subject to the grievance procedure that are raised by employees shall be addressed by administration, subject to any applicable Board policy, Administrative Guideline, or directive.

Time limits contained in this grievance procedure outlined above may be extended by mutual consent of the employee/grievant and District Administrator of Schools. If the building principal, District Administrator of Schools or impartial hearing officer fails to provide a written decision within the time limits prescribed, the employee may advance the grievance to the next level. Grievances not processed to the next level by the grievant within the prescribed time limits, will be considered withdrawn.

In the event of a conflict between the terms of this procedure and a provision within the individual employment contract of the grievant, if any, the contract provision will control.

For purposes of this grievance procedure, the following definitions shall apply:

- A. "Workplace safety" means those conditions related to physical health and safety of employees enforceable under federal or state law, or District rule related to: the physical work environment, the safe operation of workplace equipment and tools, provision of protective equipment, training, warning requirements, workplace violence and accident risk.
- B. "Termination" does not include the nonrenewal of an employment contract pursuant to 118.22 and 118.24 Wis. Stats., nor does it include job transfer, demotion, or termination of an employment contract as the result of reduction in force under Policy 3131 and Policy 4131.
- C. "Employee discipline" refers to unpaid suspensions and written reprimands, but excludes performance conferences/evaluations, staff assignments, job re-assignments, demotions, transfers, changes in job duties, work performance improvement plans and oral reprimands (unless a written record of the reprimand is placed in the employee's file).
- D. "Days" mean work days, other than weekends and holidays. The time within which an act is to be done under this policy shall be computed by excluding the first day and including the last day.

PART III COMPENSATION

PAYMENT:

TEACHER CONTRACT

All payment of salary will be made through Direct Deposit, with deposits made on the 10th and the 25th of each month. Teachers will be paid in 20 equal installments with all compensation being paid between September and June. Using a form provided by the School District, teachers may request to be paid annually in 24 equal installments.

If a payday falls on a Saturday, Sunday, or holiday, payment will be made on the last previous bank business day.

Teacher salary payments will be made by district deposit into any financial institution in the state of Wisconsin which allows direct deposit, at the direction of the teacher.

A proficient score on the Teacher Evaluation Tool will be expected in order for a teacher to advance on the Compensation Schedule. Promotion to the next level (3 year cycle) shall occur provided the following conditions are met:

1. The teacher's summative evaluation shall be at least effective in five of the six components with no rating of unacceptable.
2. The teacher must be effective or distinguished in the Professionalism component.
3. The teacher is not on a plan of improvement.

Should any of the promotion criteria not be satisfied the teacher shall remain at the current compensation placement for the next school year. Any teacher that does not meet the promotion criteria for two consecutive school years may be considered for non-renewal. Teachers that do not meet the promotion criteria for three consecutive school years will be considered for non-renewal.

The attainment of a master's degree or National Board Certification will result in a one-time non-base building stipend of \$3,000. An annual \$1,500 non-base building stipend will be given to master's degree recipients thereafter until resignation, retirement, or termination. Official documentation identifying the master's degree or National Board Certification must be submitted to the Business Office by September 1 in order to receive the stipend for the current school year. Paperwork submitted after September 1 will result in receiving compensation the following school year.

With the exception of the additional pay for master's degree, National Board Certification and Performance Points, no teacher's total salary will exceed the top of the Compensation Schedule. For teachers employed prior to July 1, 2014, the amount received upon attaining level G1 will be reduced, if necessary.

Teachers employed less than full time will receive base and additional pay compensation prorated based upon their calculated full time equivalency (FTE).

The base salary for teacher positions that require a master's degree for certification (Speech/Language Pathologist, Guidance Counselor, Library/Media Specialist, Psychologist, Reading Specialist, etc.) will include the \$1,500 stipend instead of being non-base building.

with the most current three year period of data. Payment for performance points may only occur once every three years.

PERFORMANCE POINTS ACTIVITY CHART	
Professional development presenter for district staff	10 points for 4 presentations
Professional Development Plan (PDP) team reviewer & review at least 4 PDPs	5 points
Article published in a professional journal	15 points
Officer of a professional academic organization	5 points
Grant writing facilitation	10 points
Building Leadership Team member	15 points
Peer Coach (informal observation, report and feedback)	10 points for 4 observations
Leader/Member of District Professional Committee	10 points
Project coordinator for grant implementation	20 points
School Learning Objective reviewer	10 points for 4 reviews
Student club advisor (if unpaid)	5-10 points (determined by the District Administrator)
District program coordinator/trainer (AIMS Web, Study Island, etc)	15 points
Special professional growth activity	Determined by the District Administrator

All performance points must be submitted through Skyward's Professional Development requests for the approval of the administration. The district will not recognize any points not approved prior to the activity start date. Upon reaching the 75 points needed for compensation, please submit a request for payment to your building principal and the business office. Requests must be received prior to June 2nd for payment.

CO-CURRICULAR CONTRACTS

Compensation for co-curricular assignments will be made according to the co-curricular schedules, during the season of the co-curricular duty. **This may be modified during a Pandemic.**

Co-Curricular Activities					
Activity	Level	Pay	Activity	Level	Pay
Advisor	Freshman	\$ 322	Forensics	MS 7-8 Assistant	\$ 805
Advisor	Sophomore	\$ 483	Forensics	Assistant	\$ 966
Advisor	Junior	\$ 483	Forensics	MS 7-8	\$ 966
Advisor	Senior	\$ 644	Forensics	Head	\$ 1,771
AFS	High School	\$ 805	Math Club	HS	\$ 1,288
Concert	Vocal ES	\$ 322			
Concert	Vocal MS	\$ 322			
Concert	Band MS	\$ 805	Musical	Pianist/Accom	\$ 805
Concert	Vocal HS	\$ 1,288	Musical	Choreographer	\$ 805
Concert	Band HS	\$ 1,288	Musical	Director	\$ 1,610
Dance/Poms	Varsity	\$ 1,932	Newspaper	HS	\$ 1,288
Department Chair	2-3 members	\$ 644	NHS	HS	\$ 1,288
Department Chair	4-5 members	\$ 966	Student Activities		\$ 483
Department Chair	6+ members	\$ 1,288	Student Council	Assistant	\$ 483
FBLA	HS	\$ 1,288	Student Council	Head	\$ 644
FFA	HS	\$ 1,288	Student Council	MS 7-8	\$ 805
			Yearbook	High School	\$ 2,576

Athletic Activities					
<u>Sport</u>	<u>Level</u>	<u>Years 0-2</u>	<u>Years 3-5</u>	<u>Years 6-8</u>	<u>Years 9+</u>
Baseball	Varsity	\$ 2,415	\$ 2,536	\$ 2,778	\$ 2,899
Baseball	JV	\$ 1,610	\$ 1,721	\$ 1,943	\$ 2,054
Basketball	Varsity	\$ 3,059	\$ 3,248	\$ 3,628	\$ 3,818
Basketball	JV	\$ 2,093	\$ 2,235	\$ 2,520	\$ 2,662
Basketball	Freshman	\$ 1,932	\$ 2,018	\$ 2,192	\$ 2,278
Basketball	MS 7-8	\$ 1,288	\$ 1,288	\$ 1,288	\$ 1,288
Cross Country	Varsity	\$ 2,415	\$ 2,536	\$ 2,778	\$ 2,899
Cross Country	MS 7-8	\$ 1,288	\$ 1,288	\$ 1,288	\$ 1,288
Football	Varsity	\$ 3,059	\$ 3,248	\$ 3,628	\$ 3,818
Football	Assistant	\$ 2,093	\$ 2,235	\$ 2,520	\$ 2,662
Football	JV	\$ 2,093	\$ 2,235	\$ 2,520	\$ 2,662
Football	Freshman	\$ 1,932	\$ 2,018	\$ 2,192	\$ 2,278
Golf	Varsity	\$ 2,093	\$ 2,235	\$ 2,520	\$ 2,662
Softball	Varsity	\$ 2,415	\$ 2,536	\$ 2,778	\$ 2,899
Softball	JV	\$ 1,610	\$ 1,721	\$ 1,943	\$ 2,054
Swim	Varsity	\$ 2,093	\$ 2,235	\$ 2,520	\$ 2,662
Swim	MS 7-8	\$ 1,288	\$ 1,288	\$ 1,288	\$ 1,288
Swim/Dive	Assistant	\$ 600	\$ 600	\$ 600	\$ 600
Track	Varsity	\$ 2,415	\$ 2,536	\$ 2,778	\$ 2,899
Track	Assistant	\$ 1,610	\$ 1,721	\$ 1,943	\$ 2,054
Track	MS 7-8	\$ 1,288	\$ 1,288	\$ 1,288	\$ 1,288
Volleyball	Varsity	\$ 2,415	\$ 2,536	\$ 2,778	\$ 2,899
Volleyball	JV	\$ 1,610	\$ 1,721	\$ 1,943	\$ 2,054
Volleyball	Freshman	\$ 1,449	\$ 1,586	\$ 1,860	\$ 1,997
Volleyball	MS 7-8	\$ 1,288	\$ 1,288	\$ 1,288	\$ 1,288
Wrestling	Varsity	\$ 3,059	\$ 3,248	\$ 3,628	\$ 3,818
Wrestling	JV	\$ 2,093	\$ 2,235	\$ 2,520	\$ 2,662
Wrestling	MS 7-8	\$ 1,288	\$ 1,288	\$ 1,288	\$ 1,288

PART IV BOARD POLICIES

Employees should reference the following policies to understand additional District requirements that are applicable to staff employment. These policies will soon be made available online at the School District of Chilton website at: www.chilton.k12.wi.us. Employees will be informed when these policies are available electronically. The complete District Policy Manual is always available in the District Administrator's office.

Professional Staff

3111	Creating a Position
3112	Board-Staff Communications
3120	Employment of Professional Staff
3120.01	Job Descriptions
3120.04	Employment of Substitutes
3120.07	Employment of Casual Resource Personnel
3120.08	Employment of Personnel for Co-Curricular/Extra-Curricular Activities
3121	Criminal History Record Check
3122	Nondiscrimination and Equal Employment Opportunity
3122.01	Drug-Free Workplace
3122.02	Nondiscrimination Based on Genetic Information of the Employee
3123	Section 504/ADA Prohibition Against Disability Discrimination in Employment
3124	Employment Contract
3125	Wisconsin Quality Educator Initiative
3130	Assignment and Transfer
3131	Reduction in Staff
3132	Vacancies
3139	Staff Discipline
3140	Termination, Non-Renewal, and Resignation
3143	Non-Renewal of Administrative Contracts
3160	Physical Examination
3161	Unrequested Leaves of Absence/Fitness for Duty
3170	Substance Abuse
3210	Staff Ethics
3213	Student Supervision and Welfare
3215	Use of Tobacco by Professional Staff
3217	Weapons
3220	Staff Evaluation and Educator Effectiveness
3230	Conflict of Interest
3231	Outside Activities of Staff
3242	Professional Growth Requirements
3310	Freedom of Speech in Non-instructional Settings
3340	Grievance Procedures
3362	Employee Anti-Harassment
3419.02	Privacy Protections of Fully Insured Group Health Plans
3421	Health and Dental Benefits
3425	Benefits
3430	Leave of Absence
3430.01	Family and Medical Leave of Absence ("FMLA")
3430.02	Military Leave
3431	Employee Leaves
3432	Employee Sick Leave
3440	Job-Related Expenses
3531	Unauthorized Work Stoppage

APPENDIX A

SCHOOL DISTRICT OF CHILTON
Chilton, Wisconsin

**School District of Chilton (Teacher)
RESIGNATION/RETIREMENT FORM**

Please complete this form and submit to:

**District Administrator
School District of Chilton
530 W. Main Street
Chilton, WI 53014**

Name: _____

School: _____

Reason for Resignation: (check one)

_____ **Retirement:** (A notice of retirement must be submitted on or before March 1 for the retiree to be eligible for retirement benefits.)

_____ **Resignation, not for the purpose of retirement:** Please state the reason. If the resignation is dated after May 15 please attach a check (payable to the School District of Chilton) for the release from contract fee in the amount of \$0; \$600 if after June 30; \$1,200 if after July 31.

Reason for resignation:

Additional comments:

Effective Date of Your Resignation or Retirement: _____
(This date should reflect the last day worked of the regular school year, unless circumstances compel retirement to occur on an earlier date.)

PLEASE NOTE THAT ONCE YOUR RESIGNATION/RETIREMENT IS RECEIVED BY THE DISTRICT ADMINISTRATOR, IT IS BINDING. THE BOARD OF EDUCATION WILL BE NOTIFIED OF YOUR TERMINATION AT THE NEXT SCHEDULED MEETING AFTER RECEIPT OF THIS NOTICE.

Employee Signature

Date Submitted

APPENDIX B

The School District of Chilton Approval Form for Starting Advanced Learning in:

ADDITIONAL TEACHING CERTIFICATION, MASTERS DEGREE AND NATIONAL BOARD OF PROFESSIONAL TEACHING STANDARDS CERTIFICATION.

This form must be submitted **prior** to starting any advanced degree, program, certificate or Master Educator licensure.

Send to the Office of the District Administrator

Name: _____ School: _____

Position: _____

My request is for starting (please check the applicable category):
 Teaching Certification in _____ (area)
 Masters Degree
 National Board of Professional Teaching Standards Certificate (NBPTS)*

Name of College or University: _____
Is this College or University or Institute of Higher Education (been accredited by an organization) recognized and in good standing with the Council of Higher Education Accreditation (CHEA) or the US Department of Education (ESDE)?

CIRCLE ONE: YES NO

(For a list of recognized accreditation organizations visit www.usde.gov, www.chea.org, or download a comprehensive list at http://www.chea.org/pdf/CHEA_USDE_AllAccred.pdf.)

Title of Degreed Program (state your Masters or Doctoral program and **attach the program design** or state your certificate program and attach appropriate information for review:

Your request is approved.
 Your request is not approved:

District Administrator

Date

ACKNOWLEDGEMENT OF RECEIPT OF TEACHER EMPLOYMENT HANDBOOK

The Employee Handbook which I have been provided contains important information about the School District of Chilton, and I understand that I should consult with my building principal, or District Office personnel regarding any questions not answered in the handbook. I have entered into my employment relationship with the School District of Chilton voluntarily, and understand that my individual employment contract governs the length of my employment.

I understand that information, policies, and benefits described herein are subject to change at any time. I acknowledge that revisions to the handbook may occur. I am informed that changes will generally be communicated through official notices, and I understand that revised information may supersede, modify or eliminate existing policies. I acknowledge that only the Board of Education has the authority to adopt revisions to the provisions of this handbook.

Furthermore, I understand that this handbook is not a contract of employment or a legally-binding agreement. I have had an opportunity to read the handbook, and I understand that I may ask my building principal or the District Office staff any questions I might have concerning the handbook. I agree to conform with the terms and provisions contained in this handbook, as well as all other Board of Education policies, State and Federal laws, and any revisions made to them. I further agree that if I remain in employment with the School District of Chilton following any modifications to the handbook, Board policies or State or Federal law, I thereby accept and agree to the changes.

I have received a copy of the Teacher Employment Handbook of the School District of Chilton on the date listed below. I understand that I am expected to read the entire handbook. Additionally, I will sign two copies of this Acknowledgement of Receipt, retain one copy for myself, and return one to the Business Manager by the date I have been provided. I understand that this form will be retained in my personnel file.

Signature of Employee

Date

Employee's Name – Printed

District Received

Date