



## **Supplement to the Employee Handbook**

### **Appendix A: Certified Staff**

### **Working Conditions, Benefits, and Salary Information**

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## **SECTION A-1: Contracts and Employment**

### **A 1.01: Certified Staff Contracts**

- A. Each professional certified staff employee will be issued a contract in a manner prescribed by Wisconsin's Teacher Contract Law under Wisconsin Statute §118.21 and §118.22 for a specified amount of money and months of employment.
- B. Re-Employment: An employee whose work is satisfactory shall be re-employed from year to year in accordance with Wisconsin's Continuing Contract Law, Wisconsin Statute §118.22.

### **A 1.02: Contract Year**

- A. The contract year shall be one hundred eighty-nine (189) days.
- B. In the event of the addition to, or subtraction from, teaching days in the next contract year, remuneration shall be reconciled by dividing the designated salary of each staff member by the total contract days in the current school year to calculate the per diem rate.
- C. The contract year for the 2017-18 school year shall be one hundred seventy-six (173) days. This is a special building project exception.

## **SECTION A-2: Work Schedules**

### **A 2.01: All Teachers/Certified Staff Work Day Policies**

- A. Activities such as IEP meetings, parent conferences, building consultation team meetings, and other assigned meetings are part of the normal and productive function of a school and can occur during planning time, before, or after school.
- B. Professional planning and preparation time
  - 1. One student contact day may be used for professional planning and preparation for 4K-12<sup>th</sup> grade classroom teachers with building principal approval in half ( $\frac{1}{2}$ ) or a full day increments.
    - a. Unused professional plan and preparation time during the school year will not carry over into the succeeding year.
    - b. One (1) professional plan time/preparation day will be deducted from the sick day or personal day balance. The use of professional plan days are taken on a voluntary basis by staff.
  - 2. 4K-5<sup>th</sup> grade teachers will have the option for one (1) additional professional plan time/preparation day that will not be deducted from their sick day or personal day balance.

### C. Flex Day

1. Teachers may work a flex day in lieu of working the last teacher contract day of the year when approved in advance by the teacher's building principal. A flex day may be used to attend conferences, workshops, or professional development activities. A flex day may not be used to conduct normal classroom preparation activities such as lesson planning, inventorying, grading, preparing bulletin boards, etc.
2. Flex day activities must be conducted on a noncontract day or during non-work hours on a contract day in half day or full day increments. School checkout procedures must be completed on or before the last regularly scheduled staff contract day.

### D. Emergency Days

1. In the event that school is closed for students due to inclement weather or other emergencies, teachers shall not report for work. The first **three (3)** Emergency Make-Up (EMU) days will not be made up for teachers or students. Any weather related late starts or early releases will not be made up for teachers or students. The fourth EMU day will be made up for teachers and students. Teachers shall not receive any additional compensation for services performed on EMU days. When the three (3) EMU days have been expended, any further declared emergency days shall be scheduled by the Board of Education.

Note: Two (2) EMUs will not be made up for 2017-18. If a third EMU is required, the administration reserves the right to require make-up.

2. In the event of inclement weather or other emergency on a day when teachers are scheduled for non-instructional work, and the District declares an emergency day; teachers shall report for work and be paid the regular and normal salary, provided they report for inservice days scheduled by the administrators. Teachers unable to report shall arrange with their principal or supervisor for a compensatory time in accordance with guidelines to be issued by the Superintendent of Schools or take a pay deduction.

E. Parent-Teacher conferences for all levels shall be two (2) three and one-half hour sessions each semester scheduled outside the normal work day. Administrators may adjust this schedule to meet their schools/levels specific needs.

F. Extended contracts may be offered when requested by employees and/or assigned based on student and/or District needs. Additional days will be compensated at the per diem rate.

G. The School Year Calendar will be developed by Administrators and Board of Education. Staff may be provided the opportunity to give feedback.

## **A 2.02: Elementary Certified Staff Work Day**

- A. The minimum professional workday required of elementary certified staff begins 20 minutes prior to the start of the building's student day and ends 30 minutes after the end of the building's student day. In addition, elementary teachers will schedule 100 minutes of flexible plan time per week at their discretion. This flexible plan time is in addition to the minimum required workday. This schedule will be communicated to the building principal.

Note: During the 2017-18 school year, daily instructional, duty or assignment minutes for certified staff will be extended a total of 20 minutes.

- B. The general assignment for a K-5 classroom teacher includes a daily 30-minute duty free lunch and:
1. Four (4) 25-minute plan periods during physical education class for teachers of grades K-3 or four (4) 30-minute plan periods during physical education class for teachers of grades 4-5.
  2. Two (2) 30-minute plan time periods during music class for teachers of grades K-5.
  3. One (1) 45-minute plan period during art class for teachers of grades K-3 or one 50-minute plan period during art class for teachers of grades 4-5.
  4. In the event the K-5 classroom teacher has to teach music, art, or physical education class in place of the regular art, music, or physical education teacher, the K-5 classroom teacher will be compensated according to Figure A-1.
  5. Situations such as field trips, assemblies, changes in the schedule due to weather, and all school events that result in a loss of plan time for a K-5 classroom teacher will not result in additional compensation.

### **C. Elementary Special Subject Area Traveling Teachers: Teaching Load/Assignment**

1. Music: A full load for a teacher is in between 1300-1400 minutes per week with each chorus assignment included in the minutes. An overload is more than 1400 minutes per week, and below 1300 minutes is considered less than 100% teaching position.
2. Physical Education: A full load for a teacher is in between 1300-1400 minutes per week. An overload is more than 1400 minutes per week, and below 1300 minutes is considered less than a 100% teaching position.
3. Art: A full load for a teacher is in between 1300-1400 minutes per week. Of these 1300-1400 minutes, one hundred (100) minutes is provided for art work display within district and community buildings. An overload is more than 1300 minutes per week of teaching, and below 1200 minutes of teaching is considered less than a 100% teaching position.

4. Part-time percentages and shared positions would be calculated using the upper limits of each of the ranges.
5. The total number of minutes for travel time will be calculated as part of student contact time. City travel will be calculated at 15 minutes one way. Country (South Beaver Dam only) travel will be 25 minutes one way.

6. Minutes Per Section:

Art:

Grades K-3 .....45 minutes per section

Grades 4-5 .....50 minutes per section

Music:

Grades K-5 .....30 minutes per section

Physical Education:

Grades K-3 .....25 minutes per section

Grades 4-5 .....30 minutes per section

7. An overload situation will be based on minutes beyond the maximum of the weekly range for each subject area. An overload will be paid in the following manner:
  - 1-25 minutes/week .....½ of the extra class rate (see Figure A1).
  - 26-50 minutes/week .....extra class rate (see Figure A1).

**A 2.03: Middle School Certified Staff Work Day**

- A. The minimum professional workday required of middle school certified staff begins 20 minutes prior to the start of the building’s student day and ends 30 minutes after the end of the building’s student day.

Note: During the 2017-18 school year, daily instructional, duty or assignment minutes for certified staff will be extended a total of 20 minutes.

- B. The general assignment for a middle school teacher includes five (5) teaching periods, one (1) homeroom period, one (1) supervision/duty, (2) planning periods, and a 30 minute duty free lunch or the equivalent of this schedule.
- C. If an extra class section assignment is required in a given subject and the overall teacher schedule results in one less planning period, the district will compensate the teacher for the extra class as provided in Figure A-1.

#### **A 2.04: High School Certified Staff Work Day**

- A. The minimum professional workday required of high school certified staff begins 20 minutes prior to the start of the building's student day and ends 30 minutes after the end of the building's student day.

Note: During the 2017-18 school year, daily instructional, duty or assignment minutes for certified staff will be extended a total of 20 minutes.

- B. The general assignment for a high school teacher includes five (5) academic skinnies, two (2) planning skinnies, one (1) supervision/duty skinny, weekly advisory meetings, and a 30-minute duty free lunch; or three (3) academic blocks, one (1) planning block, weekly advisory meetings, and a 30 minute duty free lunch: or the equivalent of these schedules.
- D. If an extra class section assignment is required in a given subject and the overall teacher schedule results in one less planning period, the district will compensate the teacher for the extra class as provided in Figure A-1.
- C. In the event that an early bird or zerohour class is offered, volunteers that are appropriately licensed instructors in the given area (i.e. physical education) will be sought. Teachers assigned early bird or zero hour courses will have an assigned work day from 6:45 a.m. – 2:45pm.

#### **A 2.05: DSLA Certified Staff Work Day**

- A. The minimum professional workday required of DSLA certified staff begins at 7:30 am and ends at 3:30 pm. All certified staff will have a 30 minute duty free lunch. The general assignment will be consistent with the certified staff at the corresponding level, including planning time.

Note: During the 2017-18 school year, daily instructional, duty or assignment minutes for certified staff will be extended a total of 20 minutes.

#### **A 2.06: Music - Full-time Teaching Assignment**

- A. A full-time daily teaching assignment for instrumental and vocal music teachers at the middle and high school will consist of three (3) sections of large group instruction, including chorus, band, orchestra, or any other class. The assignment will also include the instrumental or vocal music instructor giving lessons that may be before, during, or after the student school day. This assignment may include a supervision.

Note: During the 2017-18 school year, daily instructional, duty or assignment minutes for certified staff will be extended a total of 20 minutes.

- B. Student lessons can be given individually or in small groups before, during, or after the student school day. Instrumental and vocal music teachers will deliver daily lessons during three (3) of the four (4) class periods large group instruction is not occurring. Every student will be given the opportunity for a lesson on a regular basis. At times, it



may be necessary for the instrumental or vocal music teacher(s) to offer lessons during a student's classes. Lessons of this nature will need the approval of the building principal.

A weekly schedule of student lessons will be given to the building principal for each semester.

Note: The administration reserves the right to make adjustments in the schedule and assignment of music instructors that may impact the total number of small group/individual lessons and/or large group sections.

- C. Elementary orchestra/wind instrument instruction is equivalent to a large group instruction section at the middle or high school. An assignment of the rural elementary school orchestra/wind instruction or city elementary school orchestra/wind instruction is considered one of the three large group instruction sections.

#### **A 2.07: Student Services Staff: Counselors, Health Services Supervisors, Psychologists, and Social Worker Positions**

- A. Due to unique working conditions based on their job duties, as well as responsibilities, which have traditionally been assigned to these positions, their basic work schedule may continue to be performed before and after the regular school day when necessary or when assigned by administrative staff, without additional salary increments.

Note: During the 2017-18 school year, daily instructional, duty or assignment minutes for certified staff will be extended a total of 20 minutes.

- B. Student Services Staff are expected to be on call during personal time in event of an emergency or crisis and will be provided with a \$1,712.00 stipend on a yearly basis as compensation for this expectation.

#### **A 2.08: Student Services Staff and Special Education Staff**

Requests for substitute teachers during the school year or extended contract days for consultation, IEP's, testing, and/or evaluations are to be submitted to the Director of Student Services for approval.

### **SECTION A-3: Evaluation**

#### **A 3.01: Certified Staff Evaluation**

- A. Teachers new to the system shall be oriented by the Superintendent (or his/her designee) regarding evaluation and observation procedures and instruments.
- B. The administrative staff shall determine by whom and when teachers shall be evaluated and which methods are to be used in evaluating teachers based on the Educator Effectiveness Model. Formal classroom observation will be conducted openly and with

the full knowledge of the teacher and for a period of sufficient duration to allow the evaluator to reach valid conclusions.

1. Certified staff will be observed and evaluated consistent with the Wisconsin Educator Effectiveness Model.
2. Teachers are entitled to file a written response to such observations.
  - a. Teachers shall be informed of any areas judged to need improvement and shall be given the opportunity to improve. This shall not prevent the Board from taking necessary dismissal action where, because of the extreme gravity of the situation, circumstances so dictate.
  - b. Formal classroom evaluations shall not be the sole method of evaluating a teacher's performance. In addition to formal classroom evaluations, other methods may be used as provided in the Educator Effectiveness Model.
- C. Complaints to any administrator regarding a teacher that may affect the teacher's evaluation or continued employment shall be promptly brought to the teacher's attention. If the complaint is reduced to writing, a copy shall be given to the teacher.

## **SECTION A-4: Assignments, Transfers, Vacancies, and Job Sharing**

### **A 4.01: Assignments**

- A. Assignments are defined as courses to be taught in a secondary school or grade level to be taught at an elementary school. Teaching assignments for the coming year shall be established by July 1st and the notice will be mailed to the teacher on or before that date.
  1. Voluntary changes in assignment or building shall be preceded by a conference with the teacher involved, at which time reasons for the change shall be given.
  2. If an involuntary change of assignment or building is to be made, the principal shall meet with the teacher involved and give the reasons for the reassignment. Should the affected certified staff so desire, the District shall release said teacher from contract obligation without payment of the \$1000, \$2000 or \$5000 liquidated damages if written notice of release is given to the Board within two (2) weeks of notification of assignment change.

### **A 4.02: Transfer**

- A. Transfers are defined as movement between buildings and may be requested relative to specific vacancies only.
  1. A teacher may notify the Director of Human Resources that she/he is interested in transferring to a specific position based on a specific posting of a vacancy.

2. The teacher interested in transferring to a specific position based on a specific posting shall only be considered if she/he applies for the position in accordance with the posting.
  - a. Contributions the staff member could make to student achievement.
  - b. Qualifications compared with others.
  - c. Evidence of professional growth.
  - d. Desire of staff member regarding assignment or transfer.
  - e. Acclimation to recipient staff or locale of transfer.
  - f. Loss to school of current assignment.
  - g. Length of service.
3. The teacher interested shall be considered for the position among all other candidates and may be interviewed. If the teacher is denied an interview, the Director of Human Resources will meet with the internal candidate.

**A 4.03: Vacancies**

- A. Vacancies are defined as the specific teaching positions vacated by a teacher who retires, resigns, dies, or is non-renewed, or a new position authorized by the Board. The District will establish a pool of interested internal applicants from those who have submitted a letter of interest in response to a specific posting.
- B. If a vacancy occurs after June 15, the position may be filled with a limited term employee (LTE).
- C. Notice of vacancies will be posted in each school.

**A 4.04: Job Sharing**

- A. Job sharing is defined as a voluntary option to provide the opportunity for two employees to share one full-time equivalent position. All wages, fringe benefits, leave time, and seniority shall be prorated on the basis of the percentage of the full-time equivalent position that the individual job-sharer works (limited to one year), or any other reason deemed appropriate by the District.
- B. In order to be eligible for a job share position, applicants must:
  1. be employed a minimum of two continuous years within the District;

2. complete and submit an application to the Director of Human Resources no later than February 15 of the school term prior to the commencement of the school term in which the job sharing program is to begin:
    - a. job sharing participants may not withdraw a job sharing application after March 15.
    - b. the District will respond to the job sharing request in writing on or before June 1st.
  3. agree to a one-year contract for the shared position.
  4. agree to return to full-time status, or be placed on layoff, in the event the shared position is eliminated or if one of the participants in the shared job is unable to continue in the shared assignment.
  5. be certified to teach those subjects/grade levels involved in the shared job.
- C. Shared jobholders shall be assigned specific job responsibilities at the time the job-sharing contract is signed. The list of job responsibilities shall be appended to the individual contract and shall minimally include, but not be limited to:
1. a description of the job to be shared and the percent of full-time for which the contract is let, as well as the above provisions controlling salary, benefits, seniority, layoff, and other conditions of employment;
  2. allocation of preparation time and planning responsibilities between the job sharers;
  3. grade reporting requirements (if different than normal);
  4. faculty meeting and parent conference responsibilities;
  5. any other unusual or unique working conditions which may be applicable;
  6. will be established on or before April 15.
- D. Job sharers may retain applicable fringe benefits purchased by payroll deduction of the difference between the District's prorated share of the premium and the full amount of the premium.
- E. It is understood by the requesting teachers that they will not be eligible for unemployment compensation during the period of the job sharing.

## **SECTION A-5: Termination of Employment**

### **A 5.01: Termination - Personal Contract**

- A. A contract constitutes a binding legal agreement for the stated term. Breach by either party will result in liability for damages to the other. The disqualification of the teacher to continue teaching for any legal cause whatsoever shall automatically terminate the contract. Teachers wishing to terminate the contract must request a release before July 15.
  - 1. In the event the teacher breaches the contract by termination of services during the term, the sum of \$1000, \$2000 or \$5000 is the liquidated damages the District may demand and recover from the teacher; provided, however, that this expressed intent to liquidate the uncertain damages and harm to the school district to be expected from such a breach is not the exclusive remedy or right of the District but is rather an alternative right and remedy and shall not preclude the District from seeking and recovering the actual amount of damages resulting from the breach by the teacher. Unless paid or arrangements made for payment in some other manner prior to last week of employment, the District is authorized to deduct said amount from the employee's last check.
  - 2. The District shall pay \$500 to any teacher who is not on layoff and who is under contract for the following school year and who terminates employment for the following year prior to March 15 for reasons other than retirement or discharge.

### **A 5.02: Layoff**

- A. The District may eliminate employee positions, in whole or in part, utilizing the following procedures. Teachers shall receive preliminary notice of layoff no later than April 15. Teachers who are under contract for the ensuing school year and are selected for layoff shall be provided written notice no later than May 15.
- B. Teachers will be laid off utilizing the following steps:
  - 1. Normal attrition resulting from teachers retiring or resigning will be relied upon to the extent it is feasible.
  - 2. The remaining teacher(s) will be laid off by the divisions, departments, licensure, and special assignments and taking into account, both on an individual basis and in comparison to other teachers: 1) overall teaching effectiveness; 2) academic training and professional development; 3) performance as a teacher in the district; and 4) the individual teacher's length of service in the District.
- C. Layoffs will be within each division by departments and special assignments such as:
  - 1. Elementary (4K to 6)
  - 2. Secondary (7-12):
    - a. Agri-Science

- b. Business Education
  - c. Computer Science
  - d. English
  - e. Family and Consumer Education
  - f. World Language
  - g. Health/Physical Education
  - h. Marketing
  - i. Mathematics
  - j. Reading
  - k. Science
  - l. Social Studies
  - m. Technology Education
3. Special Assignments (K-12)
- a. Art
  - b. EEN
  - c. Counseling
  - d. Library/Media
  - e. Music
  - f. Physical Education
  - g. Student Services
  - h. School Age Parent Program
  - i. Gifted and Talented
  - j. Reading/Literacy Support Teacher (LST)
  - k. English Language Learner (ELL)
4. Don Smith Learning Academy
- a. 6-8
  - b. 9-12
- D. The teacher shall not be precluded from securing other employment during such teacher's re-employment rights period.
- E. If within a teacher's re-employment rights period the District has a vacant teaching position available in a division in which the teacher has previously taught in the District and for which that teacher is certified, the teacher shall be notified of such position and offered employment in that position.
- F. Within ten (10) days after a teacher receives a notice, he/she must advise the District that he/she accepts the position offered. Any notice shall be mailed, registered-return receipt requested, to the last known address of the teacher. It shall be the responsibility of each teacher on layoff to keep the District advised of his/her current contact information.
- G. Any full-time employee who is selected for a reduction in hours may choose to be fully laid off and shall retain the right to recall to full-time positions.
- H. A full-time employee on layoff status may refuse recall offers to temporary employment or to part-time positions of 50% or less without loss of recall rights to a

full-time position. Full-time employees on layoff status shall not lose recall rights to full-time positions by virtue of accepting part-time or temporary employment.

- I. Employees who are laid off shall be able to continue participation in the District's group insurance programs for a maximum of eighteen (18) months unless prohibited by the carrier, provided the laid off employee reimburses the district for the premium of such coverage. Employees on layoff shall neither lose any accumulated benefits nor accrue additional benefits.

#### **A 5.03: Termination Procedure**

- A. Any certified staff member being considered for termination shall be notified in writing of the reasons.
- B. The District will schedule a meeting for the purpose of determining whether reason exists. The certified staff member may be present and be represented if he/she chooses. Within five (5) days of the hearing, the District will advise the teacher of its decision in writing.
- C. Employees shall not be disciplined, non-renewed, or terminated if the basis for such action is wholly frivolous and without rational basis.

#### **A 5.04: Suspension**

Any employee may be temporarily suspended with pay by the Superintendent (or his/her designee) unless the reasons are wholly frivolous and without rational basis. The suspension is to be for such time as may be necessary for the District to complete a thorough investigation.

#### **A 5.05: Non-Renewal Procedure**

- A. Any certified staff member judged to have deficiencies of the nature which may result in non-renewal shall be notified in writing of the deficiencies by his/her principal prior to the completion of the first semester.
  1. If such deficiencies continue to exist following the end of the first semester, the principal shall advise the Superintendent of the deficiencies, and the Superintendent shall notify the certified staff in writing that non-renewal action is being considered.
  2. A conference to ascertain whether alleged deficiencies have continued and are serious enough to warrant dismissal will be held by the Superintendent with the certified staff member, principal and Director of Human Resources in attendance. This meeting will be held prior to April 10.
- B. At least fifteen (15) days prior to giving written notice of refusal to renew a teacher's contract for the ensuing school year, the employing Board of Education shall inform the teacher by preliminary notice in writing that the Board of Education is considering non-renewal of the teacher's contract. If the teacher files a request with the Board of Education within five (5) days after receiving the preliminary notice, the teacher has

the right to a private conference with the Board of Education prior to being given written notice of refusal to renew his/her contract.

C. The Board of Education shall then make disposition of all recommendations for non-renewal of contract at its regular April meeting, or other special meeting held on or before April 15. Decisions in all such cases will be transmitted to the individual affected, in written form, on or before May 15.

1. No teacher shall be denied due process.
2. This section shall not apply to teachers employed on a limited term contract if the termination date of the limited term appointment is specified in the teacher's individual employment contract.

#### **A 5.06: Probation for Certified Staff**

- A. Certified staff shall serve a probationary period of two consecutive school years during which time the certified staff member may be non-renewed for reasons which are not arbitrary or capricious.
- B. While the District retains the right to non-renew a probationary certified staff member during the two-year probationary period, the District has an option to extend the probationary period by one year if the certified staff member has served for less than two full years or does not meet district expectations, but is showing potential to meet those expectations. The affected certified staff will be informed of the District's decision to extend the probationary period on or before April 15.

#### **A 5.07: Continuous Employment**

Continuous employment shall be deemed broken if the employee resigns, quits, is discharged, is laid off for two (2) years or more, fails to report to work within ten (10) days after notification of recall from layoff, or retires. Continuous employment shall not be deemed broken during the period of layoff for less than two (2) years, or during a leave of absence. The employee shall receive credit for service during a granted leave of absence with the duration of less than a contract year.

#### **A 5.08: Seniority**

The District shall post seniority lists no later than December 1 of any school year. The employee shall receive credit for service during a granted leave of absence with the duration of less than a contract year. A certified staff member shall not be credited with any seniority in a division, department, or special assignment where the teacher has not taught in the district during the preceding five years. Length of service for part-time teachers shall be prorated.



## SECTION A-6: Period Substitution vs Earned Personal Days

### A 6.01: Earned Personal Days

#### A. General Guidelines

1. A total of two additional personal days per year may be earned through period substitution, presenting for staff development, event worker, or committee work.
2. Carry-over of personal day vouchers earned by period substitution or event worker from year to year is allowed.
3. At the time of retirement, any unused personal days may be redeemed at that year's substitute teaching daily rate.
4. After the maximum two (2) personal days have been earned, an individual may exchange personal days earned through period substitutions or event worker for monetary compensation as outlined in Figure 1 as long as it is within the contract year in which they are earned.
5. It is the responsibility of the individual to keep track of his/her vouchers. No duplicates will be written.

#### B. Period Substitution

1. For occasional substitution in the place of the regular classroom teacher, the substitute teacher may elect to be paid with minutes to be accumulated and exchanged for additional personal days. Regularly scheduled duties beyond a 100 percent assignment will be paid as outlined in Figure A1.
2. It is a minute for minute exchange for period substitution. Accumulated vouchers that total may be exchanged at any time after their accrual, within the annual limits.  
270 minutes = 1 personal day  
135 minutes = 1/2 personal day
3. This is a voluntary program. If sufficient volunteers are not available, the principal shall make an assignment from among those available teachers, on a rotating basis

#### C. Event Worker

1. Event workers may earn credit toward personal days within the annual limits as outlined above.
2. Personal day credit will be earned as follows:
  - a. six (6) session events = one (1) personal day
  - b. one (1) session event = one (1) session event
  - c. overlap event = one and one half (1½) session events
  - d. all day event = three (3) session events

#### D. Elementary Personal Day Acquisition

1. Elementary teachers may voluntarily earn credit towards personal days for participation in school-wide activities outside the normal contract day.
2. A school-wide activity is defined as an activity for all students PreK-5 that involves parents and is open to all teaching staff assigned to the specific building.
3. A school-wide activity must be a minimum of one (1) hour in length and all full and part-time teachers, who wish to earn personal day credit, must be in attendance for the entire event.
4. The school-wide activity must have principal approval prior to the activity being held.
5. Each school-wide activity will be defined as one event. Personal day credit will be given at the same rate as event worker rate.

### **SECTION A-7: Salary Guidelines**

#### **A 7.01: Certified Staff**

All certified staff are classified as exempt employees as defined in the Fair Labor Standards Act (FLSA).

#### **A 7.02: Salary Schedule Defined**

- A. The salary schedule consists of basic steps (called increments) in numbers specified vertically on the salary schedule. Longevity may be awarded through steps for continued proficient service.
- B. Joint training lanes run horizontally on the salary schedule and represent professional advancement detailed in 7.04 below.

#### **A 7.03: Placement on the Salary Schedule**

- A. The Superintendent (or his/her designee) will indicate in writing to the candidate, prior to appointment, the position on schedule and credit placement (joint training lane) to be granted and to be noted on the individual teacher contract.
- B. Compulsory armed service may be credited as teaching experience on the salary schedule, providing teaching service was interrupted. A teacher qualifies under this program who has received his/her diploma in a licensed educational area and then enters the armed services.

#### **A 7.04: Advancement on the Salary Schedule**

- A. A certified staff member may advance on the schedule only if his/her work is entirely proficient. In the event that the annual increment is withheld, a written statement of reasons will be given if requested. If the teacher's work improves, he/she will be restored to normal place on schedule.
- B. Certified staff employed daily (in any year) less than full-time, but 50% or more, shall be credited with one (1) year of experience toward movement on schedule. Should a teacher return to full-time status, placement on schedule is to be determined by the Superintendent (or his/her designee) and shall consist of the accumulation of full-time previously credited and half-time employment.
  - 1. Salary differential is as follows:
    - a. Training - The District regards professional training as important. Below are the professional joint training lanes:

**For Employees below the B+30 on July 1, 2011 or employed on or after July 1, 2010:**

- Bachelor's Degree
- Bachelor's Degree plus 10 credits
- Bachelor's Degree plus 20 credits
- Bachelor's Degree plus 30 credits
- Master's Degree
- Master's Degree plus 10 credits
- Master's Degree plus 20 credits
- Master's Degree plus 30 credits
- Master's Degree plus 40 credits

**For Employees at or above the B+30 on September 5, 2010:**

- Bachelor's Degree
- Bachelor's Degree plus 10 credits
- Bachelor's Degree plus 20 credits
- Bachelor's Degree plus 30 credits
- Master's Degree or a Bachelor's Degree plus 45 credits
- Master's Degree plus 10 credits or Bachelor's Degree plus 60 credits
- Master's Degree plus 20 credits or Bachelor's degree plus 75 credits
- Master's Degree plus 30 credits or Bachelor's Degree plus 90 credits
- Master's Degree plus 40 credits

- C. In order to qualify for advancement on training lanes, all course credits must receive prior approval of the Superintendent (or his/her designee).
  - 1. Credits are defined as graduate level credits that are earned after a bachelor's degree has been awarded; or after a Master's degree has been awarded.
  - 2. Courses must be in a field of education or a content discipline identified as a license type in Rule PI-34 of the Department of Public Instruction.

3. At minimum, courses must be taken through a graduate, degree-granting college or university accredited by an agency recognized by the U.S. Department of Education through <http://ope.ed.gov/accreditation/>. Courses taken through a college or university should be listed in that Institution's timetable and/or on that institutions webpage. Courses that are only linked to an accredited college or university, do not meet this criteria.
  4. The graduate course must meet rigor requirements consisting of approximately 15 contact hours per credit/hour, where contact time consists of face-to-face time with an instructor or contact with the instructor and other students in the course is facilitated through a learning management system such as Moodle or Blackboard. A course syllabus is required for approval.
  5. The graduate course must meet relevant requirements through alignment with the staff member's current assignment, additional licensure the staff member holds or is seeking, and/or supports the goal of his/her building or District goals.
  6. The District may consider alternative courses/professional development opportunities that are equivalent in rigor to the above stated graduate credit guidelines, but more relevant to the certified staff's professional assignment.
- D. In order to allow certified staff members without a master's degree to continue to advance on the salary schedule, the joint training lanes (as specified above) was developed to recognize the extensive graduate course work of teachers who do not hold a master's degree. Once a certified staff member attained a joint training lane, he/she shall not lose that lane by subsequently earning a master's degree. In the event a certified staff member, who has attained a joint training lane by virtue of a bachelor's degree plus approved graduate work, subsequently earns a master's degree, all subsequent joint training advancement shall be at the rate of ten (10) graduate credits per joint training lane.
1. Certified staff at or above the BA+30 on September 5, 2010 were grandfathered as eligible for the BA+45 track. That track will no longer be available to anyone else.  
Employees grandfathered into the BA+45 track must earn an additional 15 graduate credits in order to advance to each higher joint training lane.
- E. A certified staff member who may qualify for promotion from one salary classification to the next higher level because of accredited college training prior to September 1, may be advanced for that school year to the longevity step in the joint training lane appropriate for his/her new classification, provided written request is made by September 5 of each year. No adjustment of salary is made during a school year due to educational status change. A person being promoted from one salary classification to another will move up one position above that which he/she held the previous year.
- F. Certified staff who are issued an Initial Educator license from the Department of Public Instruction as outlined in PI-34, shall be advanced one (1) training lane on the salary schedule upon completion of their Initial Educator requirements and movement to the Professional Educator license.

G. Teachers who complete National Board Certification shall be advanced one (1) training lane. Teachers who are advanced one (1) training lane because of their completion of National Board Certification must earn the appropriate number of graduate credits to advance to any subsequent training lanes. (For example, a teacher, who has six (6) graduate credits and attains their National Board Certification, will need to earn 14 additional graduate credits to advance to the next training.)

**A 7.05: Additional Compensation: Substituting, Presenting, and Mentoring**

A. Substitute Compensation – Certified Staff

1. In the event certified staff are used as substitutes on an emergency or volunteer basis for a full period, they shall be compensated in accordance with Figure A1 for each period taught.

Note: During the 2017-18 school year, full class periods may be modified in accordance with the extension of the school day and are not bound by the above reference.

2. Full class periods are defined as follows:

Grades 9-12	45 minutes (Skinny)	95 minutes (Flex Block)
Grades 6-8	44 minutes	
Grades K-5	45 minutes	

3. Less than full period substitutions

- a. Staff members may keep a record of partial period substitution and will be paid on a semester basis, with accumulated minutes compensated in accordance with the minute scale and rate noted above.

- B. Presenters - District teachers, who are requested to present district training sessions for District teachers outside their normal workday, will be compensated for their presentations. They may request monetary compensation, flex-time, or an earned personal day(s).

Presenters will be compensated for the time of the presentation at a rate of \$50.00 per hour.

- C. Mentoring: Certified staff new to the District will be assigned a mentor, or buddy, as part of their orientation to the District and the community. The District will provide Initial Educators and experienced teachers new to the District (new hires) with ongoing orientation, support, and seminars, which reflect the Wisconsin Teacher Standards, a qualified and trained mentor/buddy, and assistance in developing their first professional development plan.

1. An Initial Educator is defined as a teacher who has completed an approved college program, is licensed by the Department of Public Instruction for the first time in a particular level or category.
  2. The Director of Teaching and Learning (or his/her designee) will recruit teachers who are interested in becoming mentors/buddies.
  3. Teachers interested in becoming a mentor/buddy must meet the qualifications as outlined in the Mentor Handbook. They must also be able to commit to the “Mentor Roles and Responsibilities” as outlined in the Mentor Handbook.
  4. The mentor may be compensated up to \$750 per year for performing the roles and responsibilities as outlined in the Mentor Handbook. Buddies will be compensated at a rate of \$450 per year.
  5. The mentor/buddy shall not be required or empowered to evaluate Initial Educators or new to the District hires. Also, mentors/buddies shall not be required, subpoenaed, or called to testify as a witness in any grievance, disciplinary, discharge, or non-renewal hearing and/or arbitration on behalf of the District. Notwithstanding the preceding, a mentor may be required to testify in a civil or criminal proceeding if the mentor teacher is a witness to misconduct.
  6. The mentor/buddy may request the Director of Teaching and Learning to reassign the new teacher to a different mentor/buddy. The request shall be granted without any discussion of the reason(s) for the request.
  7. The initial educator or new hire may request the Director of Teaching and Learning to provide a different mentor/buddy. The request shall be granted without any discussion of the reason(s) for the request.
- D. The District may provide certified staff members with the opportunity to become Professional Development Plan (PDP) reviewers by allowing them to attend a Department of Public Instruction (DPI) or DPI-contracted PDP training session so they can become certified reviewers. The district will pay for the cost of this training.
1. The District will provide the initial educator with up to \$200 to pay for non-district PDP review team members.
  2. People who review a PDP as part of a review team will be paid at the curriculum rate of up to one hour for participation in this process.

## **SECTION A-8: Professional Development**

### **A 8.01: Conference Attendance**

- A. Employees are encouraged to increase their competence by growing professionally. The District’s 8 scheduled inservice days within certified staff contracts and:

1. offering professional educational conferences, meetings, seminars, workshops, and/or course work;
  2. authorizing release time for classroom and school visits within and out of the District;
  3. authorizing conference attendance.
- B. Certified staff may be permitted to attend conferences, professional meetings, seminars, or workshops that are aligned to building or District goals/initiatives as follows:
1. Each certified staff member may have one visitation day per year or may attend one professional educational conference, meeting, seminar, or workshop at a cost of no more than \$100 per day for registration fees. If this day is unused, it may be carried over and used the following year for a maximum of \$200 for the registration fee.
  2. Administrators may invite or request certified staff to attend professional educational conferences, meetings, seminars, or workshops. Registration will be paid in full.

## **SECTION A-9: Fringe Benefits**

### **A 9.01: Insurance**

#### A. Health Insurance

Employees that serve the district in a capacity of .75 FTE or greater are eligible to participate in the health insurance plan. Employees who decline health insurance coverage may later elect such coverage if this is allowed by the carrier or policy.

1. The District will pay 81.5% premium costs for a family health insurance of the HMO and HMO HDHP and the District will pay 85% for a single health insurance HMO and HMO HDHP. Employees will pay 18.5% of the family HMO and HMO HDHP and 15% of a single HMO and HMO HDH, and the additional premiums beyond the HMO plans associated with the POS and POS HDHP.
2. In the event that more than one member of a family is employed by District, the District will pay premium costs for only one member electing family coverage or single coverage for each employee.
3. Any eligible employee desiring to be covered by the group health insurance carried by the District shall so elect to do so in writing. An employee may elect single coverage or family coverage, which includes domestic partners. No election of coverage shall be revoked except upon the notice and terms provided by the insurer; and all rules, regulations, and requirements of the insurer shall be made a part hereof by reference.

4. Coverage of new employees begins October 1. If the employee so chooses, he/she may elect to begin coverage September 1, provided, however, that he/she tenders the full cost of the premium by August 25.
5. Employees will be responsible for health insurance premiums during all unpaid absences unless the unpaid absence qualifies under FMLA or WFMLA.
6. Insurance coverage shall continue only during the term of employment and will be discontinued at such time as employment is terminated for any reason, other than the completion of the contract year.

#### B. Dental Insurance

Employees that serve the district in a capacity of .875 FTE or greater are eligible to participate in the dental insurance plan. Employees who decline dental insurance coverage may later elect such coverage if this is allowed by the carrier or policy.

1. The Board of Education will pay 80% premium costs for a family dental insurance plan and 85% for a single dental insurance plan. Employees will pay 20% premium costs of a family dental plan and 15% of a single dental plan.
2. In the event that more than one member of a family is employed by the District, the District will pay premium costs as shall be appropriate for only one member electing family coverage or single coverage for each employee.

#### C. Life Insurance

The District will provide each full-time employee with a term life insurance policy.

1. Active certified staff:  
The District will purchase in the name of each employee working a minimum of 15 hours per week, group term life insurance coverage valued at one (1) times the employee's annual salary rounded to the highest \$1,000.
2. Retirement:  
Employees who retire prior to age 65 are eligible to continue coverage at their own expense, provided that they meet the Beaver Dam Unified School District requirements for retirement. At age 65, the employee is eligible for paid-up life policy, provided all premiums have been paid through age 65.
3. Paid-Up Life:  
At 65, employees who continued the coverage as a result of having met the District's Paid-up life insurance criteria will be eligible for paid-up life policy equaling an amount, which is lesser of 30% of the pre-retirement benefit or \$20,000.

#### D. Long Term Disability

Fulltime employees will be covered by long-term disability insurance.



E. Liability Insurance

The District carries a liability policy for all staff members covering any liability they may incur in the performance of their duties.

**A 9.02: Wisconsin Retirement System and Social Security**

In accordance with the general policy of eligibility, certified staff members are required by Wisconsin State Statutes to participate in the Wisconsin Retirement Program (WRS). Beginning July 1, 2011, employees will contribute one-half of the total contribution and the District will contribute one-half of the required total WRS contribution. The District will also pay the employer's share of Social Security.

**A 9.03: Voluntary Early Retirement or Voluntary Special Early Retirement**

- A. Teachers who have taught twenty (20) years in the local district and are age 55 or 56 in the fiscal year, July 1 to June 30, are eligible for Voluntary Special Early Retirement benefits. Teachers who have taught twenty (20) years in the local district and are age 57 in the fiscal year, July 1 to June 30, are eligible for Voluntary Early Retirement benefits. Retirements are to be effective at the end of the school year unless the District permits otherwise.
- B. All applications for Voluntary Early Retirement or Voluntary Special Early Retirement benefits must be filed with the Superintendent no later than February 15. The Superintendent shall make recommendations to the Board for final approval of the applications for Voluntary Early Retirement or Voluntary Special Early Retirement benefits. The Board reserves the right to deny requests for Voluntary Early Retirement or Voluntary Special Early Retirement benefits for any reason.
  - 1. The Early Retirement policy shall not apply to any discharged, terminated, or non-renewed employee.
  - 2. Health Insurance
    - a. Any person qualifying under the Voluntary Early Retirement is eligible to continue with the group hospital/health insurance plan of the District and the Board shall pay 75% of the premium each year for a maximum of eight (8) years or until Medicare eligible, whichever comes first.
    - b. Any person qualifying under the Voluntary Special Early Retirement program shall be eligible to continue with the group hospital/health insurance plan of the District and may elect to continue coverage by selecting either option (1) or (2) below:
      - 1) The special early retiree may continue coverage by electing a premium value equal to 600% of their current premium at time of retirement and apply that value over the years of retirement until the value is depleted.

- 2) The special early retiree may continue coverage by paying the entire premium at age 55 and/or 56 and upon reaching age 57, the Board shall pay 75% of the premium each year for a maximum of eight (8) years or until Medicare eligible, whichever comes first.
- c. In the event the employee obtains insurance coverage from another employer, the District's payment of health insurance shall terminate. In the event the carrier disallows participation of retired employees, the Board shall pay the designated premium amount directly to the employee until the employee is eligible for Medicare benefits.
- d. An employee receiving benefits who, because of other employment, reestablishes eligibility for unemployment compensation benefits shall have the amount of health insurance premium contribution reduced by the same amount of unemployment compensation paid by the district.
- e. Survivorship – In the event the employee dies during the period of early retirement health insurance eligibility, the retiree's spouse and dependents who are enrolled in the plan at the time of the retiree's death shall receive the health insurance benefit for which the deceased retiree would have been eligible.
- f. Recall Limitation – Employees electing to retire under this program shall retain no reemployment rights with the District nor any other rights or benefits except those specified within this special early retirement provision.
- g. Validity – If any aspect of this article is found to be discriminatory or violative of the Federal Age Discrimination in Employment Act, the Wisconsin Fair Employment Act, PPACA or any other state or federal law by any court of competent jurisdiction, then the entire section of B., 2. Health Insurance shall be considered null and void.

**A 9.04: Retirement Severance Pay in Appreciation of Good Service**

- A. Severance pay to a staff member of \$100 per year, accumulative in each year of professional service to this school district, will be paid within the last three months during the last year of teaching under the following conditions:
  1. A retirement letter is filed in the Board of Education office not later than February 15 of the retirement year.
  2. It shall be subject to such tax and other deductions as are applicable as specified by law.
  3. Retirement forms for state retirement benefits must be processed, or an affidavit filed in the Board of Education office signifying the intent to retire.

4. The benefit is not transferable to an estate.
5. Only full years, or one-half years, are applicable in computation of length of service.
6. Accumulative interest in severance pay is lost when teaching is interrupted for two or more consecutive years.

#### **A 9.05: Worker's Compensation Personal Injury Benefits**

- A. When a certified staff member is absent from his/her employment and unable to perform his/her duties as a result of personal injury caused by an accident or assault occurring in the course of his/her school employment and is eligible to receive Worker's Compensation payments for such absence:
  1. Employee will be paid his/her full salary during his/her absence from his/her employment up to a period of forty (40) days - less the amount of any Worker's Compensation award made for temporary disability due to said injury. No part of such absence shall be charged to his/her annual accumulated leave.
- B. When the employee has used up forty (40) days, he/she may continue at full salary (less Worker's Compensation) to the extent of the total leave days he/she accumulates to his/her credit.
- C. The provisions of this section shall be effective only if the injury occurred in the course of his/her school employment and if the employee is qualified for Worker's Compensation.

### **SECTION A-10: Absences or Leaves with Pay: Sick Leave Bank, Personal Days, Professional Courtesy, and Military Leave**

#### **A 10.01: Sick Leave Bank**

- A. Each professional staff member is granted ten (10) days of absence for cause each year without loss of pay. Such leave days, which are not used, may accumulate to a total of one hundred (100) days.
  1. In the event of termination of employment during the year, leave days for the current year, if used, are to be prorated (one day per month). Absences beyond that allowed will be deducted from the severance check.
  2. Full accrual of sick leave and absence benefits shall apply to new staff members only if the employee has been on the job the first day of his/her contract.
- B. Recognized Reasons For Absences With Pay
  1. Absences for the employees own temporary illness, accidental injury, or absence from employment because of an exposure to contagious disease.

- a. For absences of consecutive days, the principal or his/her designee shall be notified as to the probable date of return. The principal may investigate to validate the illness of any certified staff member and/or request written certification documenting the nature of the illness or injury. A staff member returning from any illness or injury in excess of five (5) consecutive days, whether or not sick leave benefits have been paid, may be required to furnish a medical doctor's certificate of health prior to returning to work in order to safeguard the health of the students and fellow employees.
- b. Leaves With Pay do not apply to injury while engaging in other employment or self-employment for hire.

## 2. Medical Leave for Extended Duration

- a. Certified staff members, upon written request to the Board of Education, will be granted a leave for medical reasons for the period of time during which he/she is physically unable to perform regular job duties due to a disability. The staff member will be paid for any contract days missed during the period of absence up to the number of his/her accumulated sick leave days. Leaves required for illness or physical injury may be allowed for up to two (2) semesters.
- b. As soon as possible after the staff member knows that he/she will need a leave for medical reasons, the staff member shall notify the Superintendent (or his/her designee) in writing, indicating what the nature of his/her disability is, or will be, and the approximate time he/she expects to begin and end the leave.
- c. Upon commencing his/her leave, every staff member must provide a statement signed by a doctor certifying that he/she is physically unable to perform regular duties.
- d. The District reserves the right to require a teacher on a leave for medical reasons to be examined by a doctor of the Board's choosing to determine whether the teacher is physically able or unable to perform his/her duties. Such examination shall be at the District's expense.
- e. FMLA and WFMLA – The District will adhere to all FMLA and WFMLA rules and requirements.

## 3. Sick Child

- a. Certified staff members may use allocated paid sick leave days to care for a dependent sick child and/or medical appointment not covered by the federal and state Family/Medical Leave acts.

## 4. Bereavement/Funeral Leave

## **A 10.02: Personal Days**

- A. One personal day per year will be awarded to each full time teacher. Personal days for teachers employed for less than full time will be prorated according to their employment status. (This section does not apply to limited term employees.) All new employees will be given a bank of three personal days their initial year of employment.
1. Personal days may be accumulated each year until retirement. At the time of retirement, any unused personal days may be redeemed at that year's substitute teacher daily rate.
  2. Personal days with the following restrictions:
    - a. May not be used the first student contact day or the last student contact day of the contract year.
    - b. May not be used on the day before or after Thanksgiving, Christmas break, spring break, or Good Friday.
    - c. May not be used during designated parent conference time or inservice time.
    - d. A maximum of three (3) personal days may be used consecutively except that, once every three (3) years, the teacher may use five (5) consecutive days of personal leave.
  3. A maximum of six (6) teachers that require a substitute when they are gone may be granted per day. No more than eight total certified staff may be allowed on any given day.
  4. The District will continue to allow exceptions in personal day use for emergencies or “once in a lifetime event.”

## **A 10.03: Professional Courtesy**

- A. The District believes that the most highly qualified and effective teacher in the classroom is the regular teacher and not a substitute teacher. To reduce the number of substitute teachers teaching our students, the District extends a professional courtesy to all teachers, at all levels, with the option of missing up to 1.5 hours of their workday without penalty. By allowing teachers, as professionals, to miss class when legitimately needed for 1.5 hours or less of the school day without penalty; the district believes that fewer substitutes will be needed and students will have increased time with their regular teacher.

If 1.5 hours or less of class time and/or plan time is legitimately needed, the District expects the teacher to acquire administrative approval, sign out and back in properly, have properly planned lessons for a substitute (if needed), and make up missed time on his/her own without the need of administrative supervision. Substitutes will be acquired through Aesop or through normal period substitution procedures.

- B. Respecting teachers in a manner due to a professional is important. But, professionals need to act in a professional manner. The professional courtesy time that is being extended to teachers for missing 1.5 hours or less of the school work day and should only be used for legitimate appointments that could not be scheduled outside of the school workday. It is expected that this professional courtesy not be abused. Excessive use or abuse of this privilege will be addressed by the building principal and may lead to disciplinary action.

#### **A 10.04: Scheduled Military Training**

When a teacher, who is a member of the military reserve, is called for scheduled military training on working days during the school year, the Board shall pay the difference between the scheduled military training pay and the staff member's salary for up to five (5) scheduled work days. The teacher shall present his/her pay voucher from said duty to the business office so that an appropriate adjustment can be made. In the event the military pay is higher than the teacher's per diem rate, the teacher shall have the option of using paid personal days for any work days missed during the scheduled military training.

### **SECTION A-11: Miscellaneous Personnel Policies**

#### **A 11.01: Travel**

##### **A. Reimbursement Travel Policies**

1. Reimbursement for the use of a personal car by an employee in travel directly related to the daily performance of employee's duties will be granted when authorized by the Board of Education.
2. Authorized travel will be paid at the IRS rate in effect as of July 1 of each year.

**Table A1: Salary Schedules****2017-2018 Salary Schedule**

	<b>B</b>	<b>B+10</b>	<b>B+20</b>	<b>B+30</b>	<b>B+45 / M</b>	<b>B+60 / M+10</b>	<b>B+75 / M+20</b>	<b>B+90 / M+30</b>	<b>M+40</b>
1	\$37,578	\$38,589	\$39,500	\$40,818	\$42,413	\$43,968	\$45,493	\$47,212	\$48,997
2	\$38,962	\$40,067	\$41,074	\$42,485	\$44,130	\$45,769	\$47,357	\$49,160	\$51,030
3	\$40,345	\$41,541	\$42,648	\$44,153	\$45,852	\$47,568	\$49,221	\$51,110	\$53,071
4	\$41,729	\$43,018	\$44,222	\$45,820	\$47,570	\$49,367	\$51,084	\$53,060	\$55,113
5	\$43,113	\$44,495	\$45,799	\$47,489	\$49,288	\$51,168	\$52,950	\$55,005	\$57,141
6	\$44,497	\$45,967	\$47,373	\$49,155	\$51,009	\$52,968	\$54,812	\$56,955	\$59,182
7	\$45,878	\$47,445	\$48,947	\$50,822	\$52,728	\$54,768	\$56,677	\$58,907	\$61,223
8	\$47,265	\$48,921	\$50,524	\$52,489	\$54,448	\$56,567	\$58,539	\$60,854	\$63,260
9	\$48,647	\$50,398	\$52,099	\$54,158	\$56,167	\$58,366	\$60,403	\$62,801	\$65,295
10	\$50,031	\$51,872	\$53,675	\$55,825	\$57,888	\$60,166	\$62,268	\$64,752	\$67,405
11	\$51,426	\$53,362	\$55,262	\$58,949	\$61,117	\$63,380	\$65,598	\$68,392	\$71,114
12				\$62,092	\$64,364	\$66,613	\$68,948	\$72,053	\$74,987
13				\$62,999	\$65,304	\$67,585	\$69,954	\$73,106	\$76,082

## Figure A1: Other Special Assignment Compensation

A. Item No.	Description	
1.	Extra Class .....	\$28.22
2.	Full Block Class .....	\$56.44
3.	Don Smith Learning Academy Night School .....	\$28.22
4.	Extra Assignment Outside Normal Work Day* .....	\$42.33
5.	Study Hall: Large .....	\$22.37
6.	Study Hall: Small .....	\$18.82
7.	Curriculum Work .....	\$26.42
8.	Curriculum Unit Completion Rate..... (see Pending to Publish Process)	\$375.00
9.	Training.....	\$20.00
10.	Period Substituting.....	\$19.66
11.	Bus Chaperone	
	0 - 25 miles .....	\$26.42
	26 - 50 miles.....	\$32.09
	51 & over miles .....	\$41.30
	Distance shall be measured one way between Beaver Dam and destination. Each principal shall maintain prepared mileage charts derived from a State of Wisconsin map.	
12.	Event Chaperone**	
	a. Per Session .....	\$26.42
	b. Overlap Day .....	\$37.55
	c. Game Manager Position .....	\$37.55
	d. Per Day .....	\$75.05
Note:	1. The principal/activities director has authority to grant overlap day pay where the event exceeds three hours in length.	
	2. Any overlap day event that exceeds six hours in length shall receive per day pay.	
	3. Non-contract day event shall receive time and a half.	
	4. WIAA tournament event pay is not covered by this schedule.	
	5. Middle school athletic events where two contests are played in succession shall be paid at a rate of one and one-half (1½) times the listed per session rate.	
	*Assignment is outside normal workday and in additional to the general full-time assignment.	
	**Assignments Covered: Dances open to all students, ticket takers, sellers, supervisor/crowd control, officials, photographer.	
13.	All Intramurals (Boys and Girls) (K-12) .....	\$13.50



14. Department, Grade Level, or Team Leaders and Chairpersons:

- a. Persons holding classification under this category shall hold such responsibility for the length of their annual contract (189 days).
- b. Additional work arranged during the summer period shall be according to separate arrangements and will be compensated at the hourly rate or unit completion rate prescribed for curriculum work.
- c. Middle school team leader compensation shall be an additional \$1484.40 above and beyond department chair/grade level leader compensation as outlined below.

Compensation Rate:

2 - 3 Person Department .....	\$1,484.40
4 - 5 Person Department .....	\$1,669.95
6 - 9 Person Department .....	\$1,855.50
10 and Over Person Department .....	\$2,226.60

Class Chairperson shall be compensated at the following rates:

Senior Class .....	\$1,113.30
Junior Class .....	\$927.75
Sophomore Class .....	\$742.20
Freshman Class .....	\$742.20

Interim Principal .....	\$1,855.50
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