



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.
- 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-six (186) 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.

SECTION A-2: Work Schedules

In the event that a public health emergency necessitates a disruption to the regular schedules of the District, changes in work days/times/expectations will be made as needed to respond to the environment at any given point in time and to meet the needs of the District resulting from the present emergency. Such changes will be timely communicated and will be in effect until revised by the District.

A 2.01: All Teachers/Certified Staff Work Day Policies

- A. Activities such as IEP meetings, parent meetings, open houses, eighth-grade night, 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 Grade 4K-12 classroom teachers with building principal approval in half (½) or full day increments.
 - a. Unused professional plan and preparation time during the school year will not carry over into the succeeding year.
- C. 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.

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.
- D. Parent-Teacher Conferences are a professional responsibility of all certified staff. Parent-Teacher Conferences for all levels shall be seven hours each semester scheduled outside the normal work day. Administrators may adjust this schedule to meet their schools/levels specific needs. Should a teacher miss parent/teacher conferences due to an excused absence such as illness, said teacher will be responsible to schedule parent/teacher conferences on another date.
- E. 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.
- F. 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 is 8:00 AM to 4:00 PM.
- B. The general assignment for a K-5 classroom teacher will include teaching time, planning time, and a daily 30-minute duty free lunch.
1. 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.
 2. 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: The general assignment for all teachers will include teaching periods, supervision, planning time, and a 30-minute duty free lunch.
 2. Physical Education: The general assignment for all teachers will include teaching periods, supervision, planning time, and a 30-minute duty free lunch.
 3. Art: The general assignment for all teachers will include teaching periods, supervision, planning time, and a 30-minute duty free lunch.

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. In-district travel will be calculated at 15 minutes one way.
6. Minutes Per Section:

Art:	
Grades K-5	60 minutes per section
Music:	
Grades K-5	30 minutes per section
Physical Education:	
Grades K-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 is 7:20 AM – 3:20 PM.
- B. The general assignment for a middle school teacher will include teaching periods, supervision, planning time, and a 30-minute duty free lunch.
- C. If an extra class section assignment is required in a given subject and the overall teacher schedule results in less planning time, the district may 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 is 7:30 AM – 3:30 PM.
- B. The general assignment for a high school teacher will include teaching periods, supervision, planning time, and a 30-minute duty free lunch.
- C. If an extra class section assignment is required in a given subject and the overall teacher schedule results in one less planning period time, the district may compensate the teacher for the extra class as provided in Figure A-1.
- D. In the event that a zero-hour class is offered, volunteers who are appropriately licensed instructors in the given area (i.e. physical education) will be sought. Teachers assigned zero-hour courses will have an assigned work day that accounts for a zero-hour.

A 2.05: 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.
- 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 and band instrument instruction is equivalent to a large group instruction section at the middle or high school.

A 2.06: 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.
- 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 stipend on a yearly basis as compensation for this expectation.

A 2.07: Student Services Staff and Special Education Staff

- A. Requests for substitute teachers during the school year or extended contract days for consultation, IEPs, 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 may 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.
 - 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 emailed to all staff.

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, 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 May 15th.
 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. The Director of Human Resources shall bring resignation requests to the Board once liquidated damages have been paid in full for breach of contract.

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, discharge, or resignation in lieu of non-renewal.

A 5.02: Layoff

- A. When reduction in force and/or layoffs are necessary, the District will make decisions based on its needs. These decisions may be based on, but not limited to, the following factors: job performance and evaluations, qualifications/skills/knowledge, and building/facility needs. In the event of a workforce reduction, the District will provide employees with at least a 30-day notice prior to the effective date. The District is not required to recall employees in any order or to recall any employees at all.

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

- A. 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 or designee of the deficiencies, and the Superintendent/designee 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. There is no probation for a contracted employee. All certified staff are subject to Wisconsin Statute 118.22 nonrenewal procedures.

A 5.07: Continuous Employment

- A. 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.

SECTION A-6: Period Substitution

Period substitution will be compensated at the agreed upon hourly rate found in the back of this handbook.

A. Period Substitution

- 1. 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.

SECTION A-7: Salary Guidelines

A 7.01: Certified Staff

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

A 7.02: Salary Structure Defined

- A. The salary structure consists of alphabetical levels specified vertically on the salary structure. Longevity may be awarded through levels for continued proficient service and not being placed on a Plan of Improvement.

A 7.03: Placement on the Salary Structure

- A. The Superintendent (or his/her designee) will indicate in writing to the candidate, prior to appointment, the placement on the salary structure to be noted on the individual teacher contract.
- B. Compulsory armed service may be credited as teaching experience on the salary structure, 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: Adjustment on the Salary Structure

- A. A certified staff member may advance a level on the structure only if his/her work is entirely proficient and not placed on a Plan of Improvement. In the event that the annual level is withheld, a written statement of reasons will be given if requested. If the teacher's Plan of Improvement is closed out, he/she will be restored to the normal place on the structure.
- B. In order to qualify for an adjustment on the salary structure, all advanced degree programs must receive prior approval of the Superintendent (or his/her designee).
 1. Advanced degree programs are defined as graduate level programs of study that are earned after a bachelor's degree has been awarded; or after a Master's degree has been awarded.
 2. An advanced degree for a Master's Degree would result in a salary adjustment of \$4,000 in addition to a teacher's base salary and an advanced degree for a Doctorate/Terminal Degree would qualify for a salary adjustment of \$3,000 in addition to a teacher's base salary. Official transcripts must be submitted to the Human Resources office on or before September 1 in order for a salary adjustment to occur.
 3. Advanced degree programs 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.
 4. At minimum, advanced degree programs 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 institution's webpage. Courses that are only linked to an accredited college or university, does not meet this criteria.

5. The graduate courses for an advanced degree program 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 online contact with an instructor or blended instruction/learning. A course syllabus is required for approval.
 6. An advanced degree program 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.
- C. No adjustment of salary is made during a school year due to educational degree status change. To be eligible for a salary adjustment on the salary structure, all official transcripts must be in the Human Resources office by September 1st.
- D. Teachers who attain National Board Teacher Certification or a Wisconsin Master Educator license (for licenses not eligible for National Board Certification) will be eligible for a salary adjustment according to the amount (\$2000) two thousand dollars written on the salary structure effective July 1, 2020. Teachers are required to maintain a valid National Board Teacher Certification or Wisconsin Master teacher license (for licenses not eligible for National Board Certification - see DPI's website) in order to be eligible for a continued salary adjustment.
- E. The longevity stipend is a supplemental payment based on years of service in the BDUSD. One-time payment to be paid after a certified staff member has completed the last contract day of a milestone year.

Milestone Years of Service	Longevity Stipend
3 years	\$ 500
5 years	\$1,000
7 years	\$1,500
10 years	\$2,000
15 years	\$2,500
20 years	\$3,000
25 years	\$3,500
30 years	\$4,000
35 years	\$4,500
40 years	\$5,000

A 7.05: Additional Compensation: Substituting, Presenting, Mentoring, and Cooperating Teacher Stipend

- 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 with the hourly rate established in Figure A1.
- 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—monetary or flex time (as appropriate).

Presenters will be compensated for the time of the presentation at a rate of \$50 per hour.

C. Mentoring: Certified staff new to the District, no matter their level of experience, will be assigned a mentor and/or buddy as a part of their orientation or induction to the school community. In addition, an orientation and ongoing seminars will be conducted.

1. The Director of Human Resources, Director of Teaching & Learning (general education staff), and Director of Student Services (student services staff) will oversee the District mentor and induction program. A guidebook supporting the program will be maintained.
2. New educators with zero-three years of experience will receive more intensive support and training than educators with more than three years' experience. However, the added supports are open to all educators new to the District.
3. Mentors:
 - a. Mentors serve to acclimate educators to the profession and ensure each new staff member has a supportive reflection partner.
 - b. Curriculum & Instructional Coaches, program coordinators, and other such personnel (certified staff) may be assigned mentorship duties as a part of their FTE.
 - c. Certified educators who are asked to take on the role may be compensated up to \$750.00 per year upon successful completion. (if not part of their FTE)
 - d. Any mentor will meet qualifications outlined by the mentor program.
4. Buddy:
 - a. The supervisor of the new staff member will assign them a "buddy" to assist in onboarding the staff for building level or position specific information.
 - b. This position is not a compensated position, but is part of welcoming a professional to our school community. If the buddy is requested to attend new staff orientation, this will be compensated at a rate of \$225.
5. Collaborative Team:
 - a. It is the role of the collaborative team to welcome new staff and ensure they have the resources and access to curriculum needed for success.

D. Cooperating Teacher Stipend

1. BDUSD will compensate approved and trained cooperating teachers who take on a full-time student teacher for the full quarter if the placement university does not provide a stipend. Full quarter student teaching placements will be compensated of (*up to) \$500 per quarter. *If the university pays any amount, that amount will be deducted from the stipend provided by the district, and the district will cover the remaining stipend up to \$500/quarter. Cooperating teachers are expected to be properly trained following DPI approved training programs and be recommended to host a student teacher by their principal. Student teacher placements for clinical hours or other part-time observatory hours will not be eligible for the stipend. All cooperating teacher / student teacher placements must be approved by the Director of Human Resources prior to the start of the quarter/semester in order to be eligible for the stipend.

SECTION A-8: Professional Development

A 8.01: Conference Attendance

- A. Employees are encouraged to increase their competence by growing professionally. The District has calendared in-service days within certified staff contracts:
- offering professional educational conferences, meetings, seminars, workshops, and/or course work;
 - authorizing release time for classroom and school visits within and out of the District;
 - 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. Subject to administrator approval and alignment to strategic plan.
 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 who 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 contribution amount is determined by participation or non-participation in the Wellness Component, which is an optional Health Risk Assessment and Biometric screening. If spouse is on insurance plan, they need to complete Wellness component in addition to employee for Wellness discount.

For participants in the Wellness Component, the District contribution equals 85% of the total premium associated with the HMO and the HMO-HDHP plans; and the employees pay the remaining 15% of the total premium. For POS and POS-HDHP plans, the District contribution remains at 85% of the total premium associated with the HMO and HMO-HDHP, and the employee pays the remaining balance.

For non-participants in the Wellness Component, the District contribution equals 82% of the total premium associated with the HMO and the HMO-HDHP plans; and the employees pay the remaining 18% of the total premium. For POS and POS-HDHP plans, the District contribution remains at 82% of the total premium associated with the HMO and HMO-HDHP, and the employee pays the remaining balance.

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. 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 the first of the month following the first day of employment.
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 who 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 employee with a term life insurance policy as defined below:

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 up to the nearest \$1,000.

E. Long Term Disability

Fulltime employees will be covered by long-term disability insurance. 1.0 FTE for certified staff, 35 hours for support staff.

F. 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

- A. 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: Other Post-Employment Benefits

- A. Retirement benefits and/or contributions for teachers giving notice of their intent to retire after July 1, 2018 will be based on the tier that the teacher has attained as of July 1, 2018. All applications for retirement benefits under this section must be made in writing to the Superintendent no later than February 15. The Superintendent shall make recommendations to the Board for final approval of the applications for retirement benefits. Retirements are to be effective at the end of the school year unless the District permits otherwise. Teachers must actually retire from the District and apply for a WRS retirement to be eligible for any of the benefits set forth below. No employee who is or has been discharged, terminated, or non-renewed shall be eligible for retirement benefits under this section. The Board reserves the right to deny the applications for retirement benefits for any reason. The Board reserves the right to make changes to retirement benefits, plans, and eligibility under this section at any time and for any reason. Retirement benefits will be administered according to the language provided herein; the Board will not consider individual requests for adjustments or modifications to the benefits, plans, and/or eligibility for an individual employee.

1. Tier 1

a. Tier Eligibility

Any teacher who, by July 1, 2018, (1) has attained the age of 53, and (2) has a minimum of 18 complete years of service in the District is eligible for Tier 1.

b. Retirement Eligibility

Any Tier 1 eligible teacher who has attained the age of 55 and has a minimum of 20 complete years of service in the District is eligible to apply to retire.

c. Benefit

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 Tier 1 Voluntary Special Early Retirement benefits. Teachers who have taught twenty (20) years in the local district and are age 57

or older in the fiscal year, July 1 to June 30, are eligible for Tier 1 Voluntary Early Retirement benefits. It is expressly stated that no Tier 1 retiree may continue on the District's group health/hospital insurance plan when they become Medicare eligible.

1) Tier 1 Voluntary Special Early Retirement Benefits.

Any person qualifying under the Tier 1 Voluntary Special Early Retirement program is eligible to continue with the group hospital/health insurance plan of the District and may elect to continue health insurance coverage by selecting either option (a) or (b) below:

a) Electing a premium value equal to 600% of their current premium (single/family, HMO/HDHP) at the time of retirement up to a maximum of \$135,000 (family) or \$52,000 (single) in total, and applying that value to the premium of either the District's group hospital/health insurance plan or to the premium of a non-District health insurance policy over the years of retirement until the value is depleted. To receive any payment of premium for non-District health insurance coverage, the retiree must submit proof of premium payments made by the retiree on an after-tax basis.

b) Continuing coverage on the District's group hospital/health insurance plan by paying the entire premium at age 55 and/or 56 and upon reaching age 57, the District shall pay 75% of the premium (HMO or HDHP) each year for a maximum of eight (8) years, until the retiree reaches age 65, or until Medicare eligibility, whichever comes first. The amount the District contributes to premiums shall not exceed \$135,000 (family) or \$52,000 (single) in total. If the employee elects coverage under a POS plan offered by the District, the employee is responsible for the difference in premium between the HMO and POS plan.

2) Tier 1 Voluntary Early Retirement Benefits.

Any person qualifying under the Tier 1 Voluntary Early Retirement is eligible, subject to future changes, to continue with the District's group hospital/health insurance plan of the District and the District shall pay 75% of the premium (HMO or HDHP) each year for a maximum of eight (8) years, until the retiree reaches age 65, or Medicare eligibility, whichever comes first. The amount the District contributes to premiums shall not exceed \$135,000 (family) or \$52,000 (single) in total. If the employee elects coverage under a POS plan, the employee is responsible for the difference in premium between the HMO and POS plan.

d. Conditions Applicable to Tier 1 Voluntary Special Early Retirement Benefits and Tier 1 Voluntary Early Retirement Benefits

1) In the event the employee obtains insurance coverage from another employer, the District's payment of health insurance shall terminate.

2) 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.

- 3) Survivorship – In the event the employee dies during the period of retirement benefit eligibility, the retiree’s spouse and dependents who are enrolled in the retiree’s health plan at the time of the retiree’s death shall receive the health insurance benefit for which the deceased retiree would have been eligible.
- 4) 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.
- 5) Validity – If any aspect of this section is found to be discriminatory or in violation of the Federal Age Discrimination in Employment Act, the Wisconsin Fair Employment Act, PPACA, the Internal Revenue Code, or any other state or federal law by any court of competent jurisdiction, then the entire Benefit section shall be considered null and void.
- 6) In the event a retiree elects to not continue coverage on the District’s group hospital/health insurance plan(s) after retirement, the retiree’s ability to re-enroll on the District’s health plan is subject to the rules of the carrier and the District’s plan.

2. Tier 2

a. Tier Eligibility

Any teacher who, by July 1, 2018, (1) has attained the age of 50, and (2) has a minimum of 15 complete years of service in the District, or any teacher who has at least 20 complete years of full-time service in the District regardless of age is eligible for Tier 2.

b. Retirement Eligibility

Any Tier 2 eligible teacher who has attained the age of 55 and has a minimum of 20 complete years of service in the District is eligible to retire.

c. Benefit

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 Tier 2 Voluntary Special Early Retirement benefits. Teachers who have taught twenty (20) years in the local district and are age 57 or older in the fiscal year, July 1 to June 30, are eligible for Tier 2 Voluntary Early Retirement benefits. It is expressly stated that no Tier 2 retiree may continue on the District’s group health/hospital insurance plan when they become Medicare eligible.

1) Tier 2 Voluntary Special Early Retirement Benefits.

Any person qualifying under the Tier 2 Voluntary Special Early Retirement program is eligible to continue with the group hospital/health insurance plan of the District and may elect to continue health insurance coverage by selecting either option (a) or (b) below:

- a) Electing a premium value equal to 600% of their current premium (single/family, HMO/HDHP) at the time of retirement up to a maximum of \$110,000 (family) or \$44,000 (single) in total, and applying that value to the premium of either the District’s group hospital/health insurance plan or to the premium of a non-District health insurance policy over the years of retirement until the value is depleted. To receive

any payment of premium for non-District health insurance coverage, the retiree must submit proof of premium payments made by the retiree on an after-tax basis.

- b) Continuing coverage on the District's group hospital/health insurance plan by paying the entire premium at age 55 and/or 56 and upon reaching age 57, the Board shall pay 75% of the premium (HMO or HDHP) each year for a maximum of eight (8), until the retiree reaches age 65, or until Medicare eligibility, whichever comes first. The amount of District contributions to premiums shall not exceed \$110,000 (family) or \$44,000 (single) in total. If the employee elects coverage under a POS plan offered by the District, the employee is responsible for the difference in premium between the HMO and POS plan.

2) Tier 2 Voluntary Early Retirement Benefits.

Any person qualifying under the Tier 2 Voluntary Early Retirement is eligible to continue with the District's group hospital/health insurance plan of the District and the District shall pay 75% of the premium (HMO or HDHP) each year for a maximum of eight (8) years, until the retiree reaches age 65, or until Medicare eligibility, whichever comes first. The amount the District contributes to premiums shall not exceed \$110,000 (family) or \$44,000 (single) in total. If the employee elects coverage under a POS plan offered by the District, the employee is responsible for the difference in premium between the HMO and POS plans.

d. Conditions Applicable to Tier 2 Voluntary Special Early Retirement Benefits and Tier 2 Voluntary Early Retirement Benefits

- 1) In the event the employee obtains insurance coverage from another employer, the District's payment of health insurance shall terminate.
- 2) 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.
- 3) Survivorship – In the event the employee dies during the period of retirement benefit eligibility, the retiree's spouse and dependents who are enrolled in the retiree's health plan at the time of the retiree's death shall receive the health insurance benefit for which the deceased retiree would have been eligible.
- 4) 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.
- 5) Validity – If any aspect of this section is found to be discriminatory or in violation of the Federal Age Discrimination in Employment Act, the Wisconsin Fair Employment Act, PPACA, the Internal Revenue Code, or any other state or federal law by any court of competent jurisdiction, then the entire Benefit section shall be considered null and void.

- 6) In the event a retiree elects to not continue coverage on the District's group hospital/health insurance plan(s) after retirement, the retiree's ability to re-enroll on the District's health plan is subject to the rules of the carrier and the District's plan.

3. Tier 3

a. Eligibility

Any teacher who qualifies for neither Tier 1 nor Tier 2 as of July 1, 2018 is eligible for Tier 3. Retirees under this Tier shall not have access to the District's health insurance plan, except for continuation coverage as required by law, but the District shall have no obligation to contribute to such coverage.

b. Retirement Eligibility

Any teacher who has attained the age of 55 and has a minimum of 20 complete years of service in the District is eligible to retire.

- #### c. Benefit upon retirement, teachers who satisfy the Retirement Eligibility under Tier 3 shall receive an employer non-elective contribution of \$2500 per year (pro-rated based on FTE) for each year of District service to the District's 403(b) Plan. The eligible retiree shall be free to deposit such funds with any approved vendor under the District's 403(b) Plan. The District will make the foregoing contribution over 60 equal monthly contributions commencing in the September following the teacher's retirement, though the District reserves the right to change the timing of the contributions. Any 403(b) contributions made by the District in accordance with this paragraph will not exceed the applicable legal limits and any excess will be paid in the next year if allowed or as a cash payment subject to applicable taxes and withholdings.

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 three (3) 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/Spouse/Immediate Family Member

- 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. Such leave time shall not exceed one (1) day and will require prior approval from the Director of Human Resources. A doctor's note will be required for adult care. All other family related absences must follow FMLA guidelines.

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 accrue three personal days in the course of their first year of employment. Half of those days will be accrued at the start of the fall semester and half of those days will be accrued at the start of the spring semester. Absences beyond the days accrued will be deducted from the severance (or final) (pay)check.
- 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 who 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

- A. 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.

A 11.02: Fair Labor Standards Act

A. Break Time for Nursing Mothers

The District shall provide a reasonable break time for an employee to express breast milk for nursing a child for one year after a child's birth each time such employee has need to express milk and a place, other than a bathroom, that is shielded from view and free from intrusion from coworkers and the public, which may be used by an employee to express the milk.

Table A1: Salary Structure

2023-2024 Salary Structure

Level		Level		Cannot progress past here without obtaining MA or obtaining NBCT (or equivalent)
A	\$48,308	AA	\$74,628	
B	\$49,320	BB	\$75,640	
C	\$50,333	CC	\$76,652	
D	\$51,345	DD	\$77,665	
E	\$52,357	EE	\$78,677	
F	\$53,369	FF	\$79,689	
G	\$54,382	GG	\$80,702	
H	\$55,394	HH	\$81,714	
I	\$56,406			
J	\$57,419			
K	\$58,431			
L	\$59,443			
M	\$60,456			
N	\$61,468			
O	\$62,480			
P	\$63,492			
Q	\$64,505			
R	\$65,517			
S	\$66,529			
T	\$67,542			
U	\$68,554			
V	\$69,566			
W	\$70,579			
X	\$71,591			
Y	\$72,603			
Z	\$73,615			

Additional \$4,000 for Master’s Degree.

Additional \$3,000 for Doctoral/Terminal Degree.

Additional \$2,000 for National Board Certification* or equivalent.

*Must maintain certification in order to maintain the additional \$2,000.

Note: Staff who are put on a plan of improvement would not be eligible for level movement.

Figure A1: Other Special Assignment Compensation

A. Item No.	Description	
1.	Extra Class	\$28.73
2.	Full Block Class	\$57.46
3.	Don Smith Learning Academy Night School	\$28.73
4.	Extra Assignment Outside Normal Work Day*	\$43.10
5.	Study Hall: Large	\$22.77
6.	Study Hall: Small	\$19.16
7.	Curriculum Work	\$26.90
8.	Training (capped at 8 hours per day)	\$20.36
9.	Period Substituting	\$23.50

10.	Bus Chaperone**	
	0 - 25 miles	\$26.90
	26 - 50 miles	\$32.67
	51 & over miles	\$42.05

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.

11.	Event Chaperone**	
	a. Per Session	\$26.90
	b. Overlap Day.	\$38.23
	c. Game Manager Position	\$38.23
	d. Per Day	\$76.41

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 structure.
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.

12.	All Intramurals (Boys and Girls) (K-12)	\$13.74
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13. 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.
- b. Additional work arranged during the summer period shall be according to separate arrangements and will be compensated at the hourly rate.

c. Compensation Rate:

2 - 3 Person Department	\$1,511.27
4 - 5 Person Department	\$1,700.18
6 - 9 Person Department	\$1,889.08
10 and Over Person Department	\$2,266.90

Class Chairperson shall be compensated at the following rates:

Senior Class	\$1,133.45
Junior Class	\$944.54
Sophomore Class	\$755.63
Freshman Class	\$755.63
Chemical Hygiene Officer (District)	\$1,500.00

Interim Principal	\$1,889.08
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