

**BRILLION PUBLIC SCHOOL  
DISTRICT**

**BOARD OF EDUCATION**

**AND**

**BRILLION TEACHERS**

**HANDBOOK**

7/1/2021

TABLE OF CONTENTS

Employee Acknowledgment Form	
Article I	Purpose..... 1
Article II	Equal Employment Opportunities..... 2
Article III	Harassment ..... 2
Article IV	Drug-Free Workplace ..... 3
Article V	Employment ..... 3
Article VI	Staff Conduct ..... 3
Article VII	Compensation..... 3
	A. Compensation Plan ..... 3-5
	B. Supervising ..... 5
	C. Pay Dates ..... 5
	D. Summer Paychecks ..... 5
Article VIII	Insurance ..... 6
	A. Health and Accident Insurance..... 6
	B. Physical Examination ..... 6
	C. Dental Insurance ..... 6
	D. Long-Term Disability Insurance..... 6
	E. Long-Term Care Insurance..... 6
	F. Life Insurance..... 6
Article IX	Teacher Retirement..... 6
Article X	Compensable Extra Duties ..... 7
Article XI	Leave of Absence & Time-off Guidelines ..... 7-9
Article XII	Credit for Military Leave ..... 9
Article XIII	Working Conditions ..... 9
	A. Lunch Duty..... 9
	B. Class Size ..... 10
	C. Normal School Day ..... 10
	D. Parent Conferences ..... 10
	E. Snow Days..... 10
	F. Extracurricular Activities..... 10
	G. Personalized PD Day ..... 10-11
Article XIV	Physical Examination ..... 12
Article XV	Teacher Evaluation..... 12-13
Article XVI	Grievance Procedure..... 13
Article XVII	Non-renewal of Contract..... 13
Article XVIII	Termination of Contract by Teacher..... 14
Article XIX	Reduction of Staff ..... 14
Article XX	Miscellaneous ..... 14
Article XXI	Terms of Handbook..... 15
Appendix A	Salary Schedule for 2021-2022..... 16
Appendix B	Extracurricular for 2021-2021 ..... 17
Appendix C	Extracurricular Compensation/Experience Table & Sports ..... 19
Appendix D	Extra Professional Reimbursement ..... 21
Appendix E	Fringe Benefits..... 22

# **Employee Acknowledgment Form**

## **Your Copy – Please Do Not Remove**

The District employee handbook describes important information about the Brillion Public School District. I understand that I should consult the District Administrator if I have any questions that are not answered in the handbook.

I understand and acknowledge that there may be changes to the information, policies, and benefits discussed in this handbook. I understand that the Brillion Public School District may add new policies to the handbook as well as replace, change, or cancel existing policies. I understand that as an employee of the Brillion Public School District, I am subject to all of the policies of the Board and that this Handbook is a guide as to those policies. I understand that handbook changes can only be authorized by the District Administrator or Board of Education of the Brillion Public School District.

**I understand and acknowledge that this handbook is not a contract of employment or legal document. I understand and acknowledge that my employment is at-will and that this handbook does not alter my employment status or guarantee employment for any definite period of time nor does this handbook constitute a guarantee of any benefits described herein. I have received this handbook and I understand that it is my responsibility to read and follow the policies contained or referenced in the handbook and any changes made to it.**

EMPLOYEE'S NAME (printed): \_\_\_\_\_

EMPLOYEE'S SIGNATURE: \_\_\_\_\_

**DATE:** \_\_\_\_\_

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

# Employee Acknowledgment Form

## District Copy –

The District employee handbook describes important information about the Brillion Public School District. I understand that I should consult the District Administrator if I have any questions that are not answered in the handbook.

I understand and acknowledge that there may be changes to the information, policies, and benefits discussed in this handbook. I understand that the Brillion Public School District may add new policies to the handbook as well as replace, change, or cancel existing policies. I understand that as an employee of the Brillion Public School District, I am subject to all of the policies of the Board and that this Handbook is a guide as to those policies. I understand that handbook changes can only be authorized by the District Administrator or Board of Education of the Brillion Public School District.

**I understand and acknowledge that this handbook is not a contract of employment or legal document. I understand and acknowledge that my employment is at-will and that this handbook does not alter my employment status or guarantee employment for any definite period of time nor does this handbook constitute a guarantee of any benefits described herein. I have received this handbook and I understand that it is my responsibility to read and follow the policies contained or referenced in the handbook and any changes made to it.**

EMPLOYEE'S NAME (printed): \_\_\_\_\_

EMPLOYEE'S SIGNATURE: \_\_\_\_\_

**DATE:** \_\_\_\_\_

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

# **TEACHER HANDBOOK**

This Handbook is a summary of some of the employment policies, procedures, rules and regulations of the Board for the Brillion Public School District (“District”) applicable to the teachers. The Handbook applies to teachers only. It has been prepared to acquaint employees with the policies, procedures, rules and regulations, and to provide for the orderly and efficient operation of the District. Most employee questions will be answered in this Handbook. However, if there are questions regarding the Handbook, or matters that are not covered, they should be directed to the District Administrator or the employee’s direct supervisor.

This Employee Policy Handbook has been prepared for informational purposes only. None of the statements, policies, procedures, rules, or regulations contained herein constitutes a guarantee of employment, a guarantee of any other right or benefit, or a contract of employment, expressed or implied. Nothing in this document is intended to create an employment contract, implied or otherwise. All of the District’s employees are employed “at-will”, and employment is not for any definite period, unless otherwise set forth in writing by contract or by statute. The Board reserves the right to add, delete or change any or all of the below benefits as it feels necessary for the good of the District.

The intent of this Handbook is to provide for the highest quality educational program and maximum educational opportunity for the District as well as to set forth and record those matters pertaining to salaries and conditions of employment for teaching personnel as set forth below. Nothing contained herein shall be construed to deny or to restrict the Board or any teacher such rights as either may have under the laws of Wisconsin or the United States.

## **ARTICLE I PURPOSE**

- A. The primary goal is the development and operation of an educational program of the highest quality for the benefit of students and the community.
- B. Teaching is a profession and the quality of the educational program is dependent upon the quality of the teaching service. The ultimate aim of education is the continuing development, continuity and implementation of quality in our educational program and constant welfare of the students.
- C. Wisconsin law expressly prohibits strikes at any time by the teaching personnel covered by this Handbook.
- D. In the event of any violation of the preceding clause, the Board may take whatever disciplinary action it deems appropriate including immediate discharge and such action shall not be subject to arbitration except on the basis that the employee involved did not participate in the prohibited activity.

- E. The Board shall continue to operate and manage the school system and its programs, facilities, properties and school related activities of its employees, and it is expressly recognized that this operational and managerial responsibility includes, but is not limited to, the determination and direction of the teaching force; the right to subcontract for goods, services or work that is deemed desirable by the Board or the District Administrator; the right to plan, direct and control school activities; the right to establish and revise the school calendar; establish hours of employment; to schedule classes and assign workloads; to determine teaching methods, subjects to be taught; to select textbooks, teaching aids and materials, to maintain the effectiveness of the school system, to make necessary assignments for all programs of an extracurricular nature; to determine teacher complement; to create, revise and eliminate positions; to establish and require observance of reasonable rules and regulations; to select, hire and terminate teachers; to determine teacher qualification and conditions of employment; to promote or demote and to discipline and discharge teachers.
  
- F. The foregoing enumerations of the functions of the Board shall not be considered to exclude other functions of the Board not specifically set forth.

**ARTICLE II**  
**EQUAL EMPLOYMENT OPPORTUNITIES**

The District will not discriminate against any employee or applicant for employment on the basis of age, race, creed, color, sex, marital status, national origin, religion, disability or sexual orientation, citizenship, pregnancy, political affiliation, arrest record, conviction record, military service, use or nonuse of lawful products off the District's premises during nonworking hours, and any other reason prohibited by state or federal law. See Board Policy 511 for further details.

**ARTICLE III**  
**HARASSMENT**

The school district of Brillion does not tolerate harassment in any form and will take all necessary and appropriate action to eliminate it, up to and including discipline of the offenders. It is the policy of the district to maintain and insure a learning environment and working conditions free of any form of harassment or intimidation towards and between students or its employees. This policy prohibits such harassment by any employee, student, parent, or other third party against the District's employees. See Board Policy 512. The policy provides more detail regarding this matter and provides employees with the appropriate procedures for raising complaints.

**ARTICLE IV  
DRUG-FREE WORKPLACE**

The Board believes that quality education is not possible in an environment affected by drugs. It will seek, therefore, to establish and maintain an educational setting which is not tainted by the illegal use or evidence of illegal use of any controlled substance. For further information, see Board Policy 522.1.

**ARTICLE V  
EMPLOYMENT**

To more adequately safeguard students and staff members, the Board may inquire into the background of persons recommended for employment or those presently employed by the District. See Board Policy 533.1 for additional information.

**ARTICLE VI  
STAFF CONDUCT**

Information on the expectations regarding appropriate staff conduct is available under Board Policy 522. All employees are expected to comport the values accordingly. Violations of this policy will subject the employee to disciplinary action as determined by the District Administrator.

**ARTICLE VII  
COMPENSATION**

A. Compensation Plan

The salary schedule for all teachers covered by this Handbook is set forth in the Appendix A which is attached hereto and made a part hereof by this reference.

The approval and adoption of this Handbook and the attached schedule apply to individual teacher contracts, which are to be effective for the period covered by this Handbook. Where provisions in individual teacher contracts conflict with any of these provisions, the provisions of this Handbook shall apply. Wherever possible, individual teacher contracts will be recalled and rewritten in accordance with the provisions of this Handbook.

1. Placement on the ladder is based on current salary and evaluation cycle
2. Movement up in step numbers is based on years of service
3. Movement up on step letters is based on evaluation
4. Movement up in levels is based on evaluation

5. Movement up in step letters shall require a minimum evaluation score average of 2.5 within each domain of the Danielson framework, with no component score of a 1. Evaluation shall be completed by the building principal and shall require approval of the superintendent.
6. Movement up in levels shall require a minimum evaluation score average of 2.5 in each of domains 2 and 3 with no component score of a 1. A minimum evaluation score average of 3.00 shall be required in each of Domains 1 and 4 with no component scores of either 1 or 2. Evaluation shall be determined by a district evaluation team with team membership determined by the superintendent. To move up a level, a minimum of four components, throughout all Domains, must receive a score of 4.
7. Staff members who do not meet the criteria to advance up a step letter shall remain at that level for the next year. The employee will be required to complete the review process in the next year. If the employee does not meet the advancement criteria in the second year, they shall be required to complete the process a third year. If the employee does not meet the advancement criteria in the third year, they shall be non-renewed. Employees not meeting the advancement criteria after the initial three years of employment will also be non-renewed. This criteria shall not be interpreted as the sole criteria for non-renewal.
8. Level advancement criteria shall also apply at the P3 level. Not meeting the criteria shall require repeating the process a second year. Not meeting the criteria a second year, shall require repeating the process a third year. Employees not meeting the level advancement criteria a third year shall be non-renewed. This criteria shall not be interpreted as the sole criteria for non-renewal. Employees at the P3 level shall be evaluated every three years.
9. When being evaluated within a level, an alternative plan for evaluation may be completed if the employee has successfully completed an evaluation two times without revisions. Alternative plans for evaluation are voluntary and shall be developed jointly with the employee and principal and shall require approval by the district administrator. Alternative plans may involve a comprehensive SLO, growth plan, etc.



10. The placement of new employees on the ladder shall be based on administrative discretion and based on previous years of teaching, experience outside of education, licensure, high demand positions, and other criteria that may arise.
  11. Administrative recommendation of supplemental pay shall be based on extraordinary service and availability of funding.
  12. Stipends for post graduate degrees shall be granted. The stipends shall be granted for degrees earned after July 1st 2014. All degree granting stipends shall require pre-approval and be based on additional licensure or other pre-approved reason that add specific value to the district. Annual stipends shall be granted at the following rate: Master's degree \$3,000; Doctorate degree \$4,000; NBPTS \$2,000 annual.
  13. Teachers who successfully complete the evaluation process at the P3 level with no revisions shall be granted a \$500 stipend. Second year re-evaluations shall not be eligible for the stipend.
- B. Supervising. Teachers shall be assigned to and be expected to participate in advising and supervising all school activities assigned by the school administration without extra compensation except those enumerated on Appendices B and C. The determination of school activity shall be the responsibility of the District Administrator.
  - C. Pay Dates. Teachers will be paid every other Friday (or the last day of the week) beginning the first week of school in conjunction with the regular pay dates established by the District office through the last Friday in June.
  - D. Summer Paychecks. Teachers shall receive their summer checks on the last Friday in June.

## **ARTICLE VIII**

### **INSURANCE**

Attached as Appendix E is a current list of the benefits and contribution levels offered by the District.

- A. Health and Accident Insurance. Group health and accident insurance will be available to regular full-time employees. Teachers working less than full time shall have their health insurance benefits prorated based on their contract amount.
- B. Physical Examination. All employees and spouses shall get a physical every two years by a licensed physician to be eligible for group health insurance coverage. The physical shall include a full blood draw measuring standard health indicators. Failure to receive a physical during this two-yea r period shall result in an additional 5% monthly premium payment by the employee. This additional monthly payment shall be made until such time as the employee is in compliance with this provision. See also, Board Policy 523.1.
- C. Dental Insurance. Dental insurance will be available to regular full-time employees. Teachers working less than full time shall have their dental insurance benefits prorated based on their contract amount.
- D. Long-Term Disability Insurance. Long-Term Disability Insurance will be available to employees desiring such coverage.
- E. Long-Term Care Insurance. Voluntary payroll deduction for long-term care insurance will be started at the employee's expense.
- F. Life Insurance. The Board will continue to make life insurance available to teachers at a rate of one times their annual salary as offered by the Group Insurance Board of the State of Wisconsin and shall continue to pay the employer cost for its personnel pursuant to statute. Teachers may take additional life insurance, but the teacher shall pay the entire premium for the additional insurance.

## **ARTICLE IX**

### **TEACHER RETIREMENT**

- A. All persons officially and legally employed by the District who are eligible for the Wisconsin Retirement System shall be covered by that system.
- B. The teacher's contribution to the fund and the benefit levels including benefits upon retirement, variable annuity payments, death benefits and separation benefits are governed by Wisconsin Statutes, Chapter 42.
- C. Employees shall be required to make full payment towards the employee required contribution to the WRS.

**ARTICLE X**  
**COMPENSABLE EXTRA DUTIES**

- A. Teachers employed for compensable extra duties will be paid at the rate set forth on the attached Appendix B. Also see Board Policies 535.2.
- B. The rate of pay for supervision duties during the regularly scheduled school day, evening events and when chaperoning extracurricular buses shall be at 50% of the BA base (curriculum rate) wage.
- C. Where teachers are required to use their personal vehicles for school purposes, they will be reimbursed for such use at the rate allowable by the IRS for tax purposes. Whenever possible, school vehicles will be provided and in that event no mileage will be paid.

A teacher can refuse to transport students in his/her personal vehicle. However, if there are not any school vehicles available and the teacher chooses not to use his/her own vehicle, the Board is not obligated to provide transportation. Assignment of school vehicle priorities will rest with the school administrators.

**ARTICLE XI**  
**LEAVE OF ABSENCE**

- A. A teacher who has been in the school system for a period of three (3) years or longer may be considered for a one-year leave of absence without pay subject to the approval of the Board.
- B. A teacher returning to the system after an approved leave of absence will be placed at the same level and increment status as the teacher was in prior to the leave of absence.

**School Year Employees Time-Off Guidelines**

It is the intent of the district to allow employees ownership of their time-off and to treat employees as professionals in managing their time-off. Professionalism is to be understood as a mutual effort and brings with it responsibilities for employees. Employees are expected to assume responsibility for the work that needs to be done at the workplace on the days they are contracted for. Time-off requests should be considered with workplace commitments balanced with personal needs. Having a school job on a school calendar brings with it the benefit of having more days off in a calendar year along with some rigidity of when these days off may be taken.

- C. Twelve (12) days of paid time off will be granted annually. The first six (6) may be taken for personal reasons. Six (6) additional days may be taken and will require a pay dock equivalent to the total cost of a substitute teacher.  
Pay docks are not required in the event of medical leave. Medical leave may be taken for

immediate family to include only spouses and children under the age of 18. Documentation from a licensed physician is required and must be received within ten (10) business days of the absence. All leave is subject to the limits of the district's Family Medical Leave Act policy. Medical leave may not be taken for medical or dental wellness visits.

Pay docks may be required for a snow day.

One day of paid time off will be granted for funeral leave of the immediate family.

- D. Medical leave is defined as FMLA leave or other medical leave that renders an employee unable to be at work and requires written documentation from a licensed healthcare provider indicating that the employee is unable to be a work.
  
- E. The following guidelines apply to requests for paid time-off.
  - 1. Paid time off is not to be taken during parent-teacher conferences or professional development time, except in the case of emergencies or medical issues.
  
  - 2. In only limited circumstances may time-off be taken to extend breaks or vacations. These circumstances include emergencies, medical issues and other special circumstances. Limits to being able to take time-off to extend vacations include but is not limited to the following: the number of other employees off, previous time-off requested, frequency of previous absences, and other circumstances that may make employee attendance required.
  
  - 3. No more than two work days may be taken consecutively without a medical excuse (i.e. Friday and Monday around a weekend are considered consecutive).
  
  - 4. Any non-medical leave shall require pre-approval. Pre-approval means the absence needs approval and can be denied.
  
  - 5. Any use of sick days may require a medical excuse.
  
  - 6. Exceptions to these guidelines (including extending vacation) may be granted with prior administrative approval.
  
  - 7. Use of time-off for extended (3 or more consecutive days) vacations may be granted in unique circumstances, but will generally not be approved. While it is understood that unique opportunities may arise, it should be understood that extended time-off will not be granted more than once in a five-year period.

- F. No more than one hundred (100) days of leave may be accrued. If an employee has more than one hundred (100) days of leave at the end of a year, days above one hundred (100) will be paid out at a rate of \$50.00 per day. Unused sick time is forfeited upon termination of employment.
- G. Family Medical Leave. Medical leave is defined as FMLA leave or other medical leave that renders an employee unable to be at work and requires written documentation from a licensed healthcare provider indicating that the employee is unable to be at work. See Board Policies 522 and 532.31 for additional information, including the District's Family Medical Leave Act policy which incorporates the requirements of both State and Federal leave.
- H. Jury Duty
1. Teachers, when called for jury duty, shall notify their immediate supervisor and the District Administrator of such impending duty and actual dates of such required service as soon as possible after they are known by the teacher.
  2. A copy of the summons to jury duty and a copy of the actual payment for jury duty shall be provided to the District office for filing with payroll records. On the copy of the payment records, the teacher shall sign an authorization for payroll deduction of the amount received for jury duty (exclusive of travel allowances and reimbursement for expenses). No payroll deduction will be made in an amount in excess of the actual earnings the person would have earned if he/she were on the job.
  3. Loss of time for jury duty shall not result in a deduction of sick leave time accumulation.
  4. All teachers are expected to return to work as soon as possible after being excused or released from jury duty.

## **ARTICLE XII**

### **CREDIT FOR MILITARY LEAVE**

Any teacher who enters service in any of the armed forces of the United States shall, upon termination of such service by honorable discharge or other evidence of good standing, be entitled to reemployment in accordance with provisions of the Uniformed Services Employment and Reemployment Rights Act (USERRA) of 1994 and other applicable federal and state laws.

## **ARTICLE XIII**

### **WORKING CONDITIONS**

- A. Lunch Duty. Teachers will be provided a duty-free lunch period of not less than thirty (30) minutes at or near the time of the regular school lunch period.

- B. Class Size. The Board shall make every reasonable effort to maintain an optimum class size in all subjects considering the limitations of physical facilities and staff. Changes in class size and teaching load may result from changes in teaching complement and student load. The Board's functions in these areas may be influenced by changes in teaching techniques and means and methods of instruction. This article shall not be construed to impose any obligation on the administration to hire or reassign teachers.
- C. Normal School Day. The normal school day shall be from 7:30-3:30 PM. It is understood that these times may be modified or extended by administration as needed.
- D. Parent Conferences. Two parent conference days per year will be scheduled in the school calendar.
- E. Snow Days
1. In the event that school is cancelled because of inclement weather the following will apply:
    - a. The first inclement weather day, it is not necessary for staff to report.
    - b. The next two inclement weather days will not be made up by the students. However, the teachers must report by 10:00 a.m. and work the balance of the day or lose a time-off day. To avoid using a time-off day, the day may be made up at the time arranged with the building principal.
  2. Snow days beyond three (3) will be made up.
- F. Extracurricular Activities. The Board recognizes that it is advantageous to have athletic and extracurricular activities directed by individuals who are desirous of performing such duties. The Board will attempt to find a qualified replacement, as of the start of the subsequent school year, for any teacher who notifies the Board that he/she is no longer desirous of continuing to direct such activity. However, such activities must be continued, must be directed by qualified individuals, and that in some instances there is a relationship between course material and activities so as to require that certain activities be directed by individuals teaching certain related courses. See also Board Policy 535.2.
- G. Personalized PD Day All teachers shall engage in independent and active efforts to maintain high standards of individual excellence. Such efforts shall include keeping current in each specific and applicable area of instruction, Board established curriculum, as well as continuing study of the art of pedagogy.

Each teacher must commit to one day (8 hours or equivalent) of personalized Staff Development, counted as one of the 190 Contracted Teacher Days. Attendance may not be during a scheduled contact day nor may the individual be paid the workshop stipend for the day.

Completion of this obligation shall be done through one of the following:

Group Book Study

With a group, receive pre-approval and schedule 8 hours of discussion around a book and complete an action plan for classroom implementation. Evidence of completion is a schedule of dates and times met and a copy of the classroom implementation plan.

Credited Class

A pre-approved, credited class shall be eligible to meet this requirement. Evidence of completion is an official transcript of the class completed.

One-Day Workshop Attendance

Attendance at a full day (8 hour) pre-approved workshop is acceptable. The district will not pay the workshop stipend for days counted toward this obligation but may or may not pay for workshop expenses. Evidence of completion is verification of attendance and an action plan for how workshop attendance will change teaching practice.

New Teacher Workshop

For new staff, a series of new teacher workshops will be held throughout the year outside of the school day. New staff participation will meet the requirements of this obligation.

Action Research

An action research plan may be conducted and implemented to fulfill this obligation. Plans must be pre-approved and include background reading, measurable learning to be monitored, specific action taken to impact learning, and ways to measure learning before and after the implementation plan.

Each teacher shall submit to their administrator their plan for the subsequent school year by May 15th of the preceding year.

All obligations for completion of this requirement shall be done by June 1st of the school year. If any part of the obligations is not completed by June 1st, the teacher shall not be paid for the day. Partial obligation completion for a partial day credit is not allowed. In addition, staff not fully completing this obligation shall be subject to appropriate disciplinary action.

Revisions to established plans will be considered as needed. Administrative approval is required for any plan revision.

**ARTICLE XIV**  
**PHYSICAL EXAMINATION**

- A. Upon initial employment a teacher must have a physical examination including a tuberculin skin test and present a written statement on a district approved form indicating freedom from contagious illness. The district will pay the full cost of the examination and skin test at a local clinic. If an x-ray is required as a result of a positive skin test, the district will pay the actual cost of the initial x-ray at a local clinic. If the teacher utilizes another physician, the district will pay an amount not to exceed the amount charged for such services at a local clinic.
- B. Should a teacher's health be such that absence becomes excessive or the District Administrator reasonably believes that the teacher's health is adversely affecting his or her performance as a teacher or the welfare of the students, the District Administrator may require a physical examination.

**ARTICLE XV**  
**TEACHER EVALUATION**

- A. All teachers new to the Brillion System and all other teachers with less than three (3) years service in the system shall be considered probationary teachers until they have accumulated three (3) years of continuous service in the Brillion System. Probationary status relates solely to the frequency and purpose of teacher evaluations. Completion of probation does not create any rights to continued employment beyond those applicable to probationary teachers. Any teacher may be disciplined, terminated, non-renewed for any reason that is not arbitrary, capricious, discriminatory or otherwise in violation of law or contract. See also Board Policy 538.
- B. During the probationary period, administration personnel will visit classes taught by probationary teachers for at least two (2) class periods per year or the equivalent thereof. The purpose for such visitation is not only to observe the new teacher in the classroom situation but to evaluate and guide such teachers in a positive and helpful way. A written report will be given to the teacher within five (5) full school days after the visitations. This report will then be placed in the teacher's personnel file.

The teacher shall sign the evaluator's copy acknowledging receipt of the teacher's copy.



- C. Regular teachers shall be evaluated at least once every three (3) years and will be given a copy of any evaluation reports prepared by their superiors and shall have the right to discuss such a report with their superiors before it is submitted to central administration or put into their personnel files. The teacher shall sign the evaluator's copy acknowledging receipt of the teacher's copy.
- D. A single personnel file for each teacher shall be kept in the District Administrator's office. No performance evaluation, letter of complaint or disciplinary notice shall be placed in the teacher's personnel file unless the teacher shall have had the opportunity to read the material.

The teacher shall acknowledge that he/she has read such material by affixing his/her signature on the copy to be filed with the understanding that such signature merely signifies that he/she has read the material to be filed and does not necessarily indicate agreement with the content. The teacher shall have the right to answer any such evaluation, letter of complaint or notice and his/her answer shall be attached to the document. Upon request, a teacher shall have access to his/her complete and current personnel file with the exception of confidential credentials.

Letters of complaint from individuals who are not employed by the District shall be included in the teacher's file if the District Administrator believes that there is substance to the complaint. Upon request of the teacher, such letters may be removed from the file after two years unless there has been a subsequent written complaint of the same nature which the District Administrator also has concluded to be of substance.

## **ARTICLE XVI**

### **GRIEVANCE PROCEDURE**

The grievance procedure will apply and be implemented as spelled out in Board Policy 527. Employees may from time to time have concerns or a disagreement regarding policies or practices of the District that are not subject to the grievance procedure. In those cases, employees are encouraged to discuss their issues with their immediate supervisor.

## **ARTICLE XVII**

### **NON-RENEWAL OF CONTRACT**

A teacher whose contract is not to be renewed shall be notified by May 15th.

**ARTICLE XVIII**  
**TERMINATION OF CONTRACT BY TEACHER**

- A. Any teacher asking to break his/her contract on or after July 1 shall pay \$800, on or after August 1 shall pay \$1,500, and on or after September 1 shall pay \$3000 in liquidated damages. This provision shall be waived in the event of termination for reasons of serious illness, accidental injury or induction into military service. It will also be waived in the event of termination because of pregnancy if at least sixty (60) days' notice is given of intent to resign or in the event the teacher's contract has been reduced for the ensuing year below the level of the prior year. This clause will not apply in the event a resignation is submitted prior to July 1 and the teacher completes the school year.
- B. Payment of the above money shall be by personal check, money order or by a signed payroll deduction authorization. The teacher's last paycheck may be withheld until such payment is made.
- C. All insurance benefits for any teacher shall be paid and continue through the period covered by his/her final paycheck. If the teacher completes the school year, his/her insurance coverage will be paid through August 31.

**ARTICLE XIX**  
**REDUCTION OF STAFF**

If the Board decides to reduce its staff or otherwise lay off personnel covered by this Handbook, it will do so with the primary consideration being that the remaining personnel are capable, qualified and numerically adequate to meet the staffing needs of the educational curriculum in the school. Every effort will be made to keep staff fully assigned provided scheduling and certification permit. The Board may issue a lay-off notice up until the first (1<sup>st</sup>) day of July.

**ARTICLE XX**  
**MISCELLANEOUS**

Use of Technology by Employees. See Board Policy 522.7.

**ARTICLE XXI**  
**TERMS OF HANDBOOK**

A. Contract Specifications

1. The individual's assignment shall be specified on the contract, i.e., teacher, advisor, coach, teacher-departmental coordinator and subject taught. A separate contract shall be issued for extracurricular assignments. The specification of such assignments on the contract shall not be construed to limit the Board's authority to change such assignment as may be required in the interest of the community's educational program.
2. The individual teacher's step and lane shall be stated on the contract
3. The number of days of employment shall be stated on the contract.

B. This Handbook does not encompass all teacher employment policies or staff guides. The Board may initiate, delete, or modify such policies and guides as it deems necessary.

C. Whenever any words are used in this Handbook in the masculine gender, they shall also be construed to include the feminine or neuter gender in all situations where they would so apply, and whenever any words are used in the singular, they shall also be construed to include the plural in all situations where they would so apply, and wherever any words are used in the plural, they shall also be construed to include the singular.

## APPENDIX A

2021-2022

\$28.33

STEP	SALARY	LEVEL
A1	\$43,068	I
A2	\$43,068	
A3	\$43,068	
B1	\$45,110	
B2	\$45,110	
B3	\$45,110	
C1	\$49,195	II
C2	\$49,195	
C3	\$49,195	
D1	\$51,237	
D2	\$51,237	
D3	\$51,237	
E1	\$55,322	III
E2	\$55,322	
E3	\$55,322	
F1	\$57,364	
F2	\$57,364	
F3	\$57,364	
G1	\$61,449	IV
G2	\$61,449	
G3	\$61,449	
H1	\$63,491	
H2	\$63,491	
H3	\$63,491	
P1	\$67,576	V
P2	\$67,576	
P3	\$67,576	

**APPENDIX B**

Co-Curricular salaries are based on teacher base salary pay.

**EXTRACURRICULARS FOR 2021-22**

<b>EXTRACURRICULAR</b>	<b>LEVEL</b>
Assistant School Play Director	<b>H</b>
Bus Supervision	<b>I</b>
Chamber Choir	<b>G</b>
Detention Coordinator	<b>K</b>
Drivers Ed Coordinator	<b>C</b>
Elementary Running Club	<b>K</b>
Elementary Year Book Advisor	<b>L</b>
Engineering Club/HMV	<b>G</b>
FBLA	<b>G</b>
FCCLA Advisor	<b>J</b>
FFA Advisor	<b>A</b>
Forensics	<b>H</b>
Forensics Assistant	<b>J</b>
Freshman Class Advisor	<b>M</b>
H.S. Jazz Band	<b>L</b>
Ice Fishing Club	<b>K</b>
Instrumental Solo & Ensemble H.S.	<b>J</b>
Instrumental Solo & Ensemble M.S.	<b>J</b>
Junior Class Advisor	<b>J</b>
Knowledge Bowl Advisor Middle School (1)	<b>N</b>
Math Counts M.S. (2)	<b>N</b>
Mock Trial	<b>K</b>
MS Forensics Advisor	<b>K</b>
MS Student Council (2)	<b>L</b>
MS Year Book	<b>L</b>
Musical Assistant Director	<b>G</b>
Musical Director	<b>D</b>
Musical Director- M.S.	<b>H</b>
National Honor Society	<b>J</b>
Peer Helpers	<b>M</b>
Pep Band	<b>H</b>
Pep Club	<b>H</b>
Pit Orchestra	<b>H</b>
Pompon Coach	<b>I</b>
School Play Director H.S.	<b>F</b>
School Play Director M.S.	<b>H</b>
Science Club Advisor	<b>K</b>
Senior Class Advisor	<b>J</b>
Sophomore Class Advisor	<b>M</b>
Spanish Club	<b>K</b>
STEM Club, M.S.	<b>M</b>
STEM	<b>D</b>
Student Council High School	<b>J</b>
Summer Guidance	<b>F</b>

Summer School Coordinator	<b>A</b>
Varsity Club	<b>J</b>
Vocal Solo & Ensemble	<b>J</b>
Youth Apprenticeship	<b>J</b>

## APPENDIX C

### EXTRACURRICULAR COMPENSATION/EXPERIENCE TABLE

Level	0-2	3-4	5-6	7-8	9+
A	9% of base	9% + 200	9% + 400	9% + 600	9% + 800
B	8% of base	8% + 190	8% + 360	8% + 530	8% + 700
C	7.5% of base	7.5% + 170	7.5% + 340	7.5% + 510	7.5% + 680
D	6.5% of base	6.5% + 140	6.5% + 280	6.5% + 420	6.5% + 560
E	6% of base	6% + 130	6% + 270	6% + 410	6% + 550
F	5% of base	5% + 120	5% + 240	5% + 360	5% + 480
G	4% of base	4% + 100	4% + 200	4% + 300	4% + 400
H	3% of base	3% + 80	3% + 160	3% + 240	3% + 320
I	2.5% of base	2.5% + 75	2.5% + 150	2.5% + 225	2.5% + 300
J	2% of base	2% + 70	2% + 140	2% + 210	2% + 280
K	1.5% of base	1.5% + 60	1.5% + 120	1.5% + 180	1.5% + 240
L	1% of base	1% + 40	1% + 80	1% + 120	1% + 160
M	.5% of base	.5% + 20	.5% + 40	.5% + 60	.5% + 80
N	.25% of base	.25% + 10	.25% + 20	.25% + 30	.25% + 40

Athletic Director (plus two periods)..... F

#### Basketball

Head Coach (2)..... A

JV Coach (2)..... D

JV2 Coach (2)..... F

Middle School Coach (4)..... H

#### Football

Head Coach..... A

Assistant Coach..... B

JV Coach (2)..... D

JV2 Coach..... E

MS Football Coach..... H

#### Cross Country

Head Coach..... D

Assistant Coach..... G

MS Coach..... J

#### Volleyball

Head Coach..... C

JV Coach..... F

JV2 Coach..... G

MS Coach..... J

MS Assistant Coach..... L

Wrestling	
Head Coach.....	A
JV Coach.....	D
MS/HS Assistant Coach.....	I
MS Coach.....	H
Softball	
Head Coach.....	D
JV Coach.....	G
Golf	
Head Coach.....	D
Baseball	
Head Coach.....	D
JV Coach.....	G
Track	
Head Coach.....	D
Assistant Coach.....	G
MS Coach.....	J
MS Assistant Coach.....	K



## **APPENDIX D**

### **EXTRA PROFESSIONAL REIMBURSEMENT**

Approved professional employment will be paid at the rate of 1/190 of the BA – 1 salary base. This daily rate is for an eight-hour day.

Any work less than eight hours per day shall be pro-rated accordingly.

# APPENDIXE

## FRINGE BENEFITS

The following is a summary of fringe benefits provided to employees. The Board strives to provide a comprehensive and cost-effective benefit package. The benefits described in this summary are subject to change as deemed necessary by the Board. Any such changes will be communicated to employees in advance of the effective date of any such changes.

**A. Health Insurance**

The Board will contribute 87.4% of the monthly single and family health insurance premiums for regular twelve month full-time employees.

**B. Dental Insurance**

The Board will contribute 95% of the monthly single and family health insurance premiums for regular twelve month full-time employees.

**C. Long-Term Disability Insurance**

For employees desiring long-term disability insurance, the Board will pay 95% of the premium cost for such coverage.

**D. Life Insurance.** The Board will continue to make group life insurance available to teachers at a rate of one times their annual salary as offered by the Group Insurance Board of the State of Wisconsin and shall continue to pay the employer cost for its personnel pursuant to statute. A Board resolution on file will allow teachers to take an additional one times their annual salary in life insurance, but the teacher shall pay the entire premium for the additional insurance.

---

**NOTE:** This should be a detailed summary of benefits containing specifics about the insurance plan, carrier, significant provisions (i.e., tier, structure, deductibles, co-pays, etc.) It should state the percentage split of premiums and any prorating.