



Northland Pines School District

**EMPLOYMENT HANDBOOK
for
PROFESSIONAL STAFF MEMBERS**

2017-2018 School Year

Revised: August 28, 2017

It is the Board's objective to treat all employees in a fair manner to ensure that the Northland Pines School District retains and supports the most qualified teachers/staff in all classrooms in an effort to provide a quality education and meet the needs of the students.

	<u>PAGE</u>	<u>POLICY REFERENCE</u>
I. INTRODUCTION		
Introductory Statement	3	
Disclaimer Statement	3	
Mission Statement	4	
II. EMPLOYMENT		
Employment Categories	4	
Teacher Certificate	4	
Contracts	5	
Licensure/Certification	5	
Nonrenewal	5	
Employee Code of Conduct	5	3210
Confidentiality	5	
Mandatory Reporting	5	
Chain of Command	5	3112
Nondiscrimination and Equal Employment Opportunity	6	3122
Employee Anti-Harassment Policy	6	3362/3362.01
Student Non-discrimination and Access to Equal Educational Opportunity	6	2260
Reporting Procedures	6-7	
District Compliance Officer	7	
Hiring of Relatives (Nepotism)	7	3120
Immigration Reform Act Compliance	7	3111
Conflict of Interest	7	1130/3210
Outside Activities of Staff	7	3231
Political Activities	7-8	3231A
III. EMPLOYMENT STATUS AND RECORDS		
Professional Staff Categories	8	
Personnel Files	8	8320
Personnel File Record Correction	8	8320
Performance Evaluation	8	3220/3220A
Professional Growth Requirements	8	3242
Requirement to Remain Current	8-9	
Professional Development	9	
Mentors	9	
Student Supervision & Welfare	9	3213
Assignment and Transfers	9	3130A
Staff Discipline	10	3139
Representation	10	
Reduction in Staff	10	3131
Termination and Resignations	10	3140
Liquidated Damages	10	
IV. EMPLOYEE PAY AND BENEFITS		
Pay Periods	11	
Benefits	11	
Pines Community Wellness Center	11	
Privacy Protections of Fully Insured Group Health Plans	11	3419.02
Medical Plan	11	
Alternative Benefit	12	
Dental Insurance	12	
Liability Insurance	12	
Wisconsin Retirement System	12	
Retirement Health & Dental Benefits	12-13	
Sick Leave Payout	13	
Tax-Sheltered Annuity Program	13	

	Flexible Spending Account (FLEX)	13	
	Life Insurance	13	
	Long Term Disability	13	
	COBRA	13	
	Leaves of Absence (Extended Leave)	14	
	Employee Leave	14	
	Sub Line Procedures	14	
	Sick Leave	14	
	Professional Leave	14	
	Other Leave	14	
	Personal Leave	15	3430.01
	Leave Without Pay	15	
	Paid Holidays	15	
	Bereavement Leave	15	
	Family & Medical Leave	15	
	Maternity/Paternity Leave	15	3431
	Child Rearing Leave	16	3431
	Jury Duty	16	3432
	Military Leave	16	
	Perfect Attendance	16	
V.	WORKING CONDITIONS AND HOURS OF WORK		
	District Expectations	16	
	Hours of Work	17	
	Teachers Planning Time	17	
	Faculty Substitutions	17	
	Mileage Reimbursement	17-18	
	Parking	18	
	Dress Code	18	3216
	Personal Communications	18	7530.01
	Use of Employer Property/Equipment	18	7530
	Use of Personal Property At School	18	3281A
	Skin TB Test & Physical Examination	18	
	Emergency Closings	18	8420
	Travel Expenses	19	3440
VI.	SAFETY AND HEALTH		
	Tobacco	19	3215
	Drug and Alcohol Use	19	3122.01
	Pre-employment Drug Testing	19	
	Reasonable Suspicion Drug Testing		
	Of Any Current Employee	19	
	Training	20	8450/8452
			8453/8453.01
	Reporting Work Related Injury	20	8442
VII.	EMPLOYEE COMMUNICATION & TECHNOLOGY		
	Acceptable Use of District Technology, the Internet and the District's Network	20	7540.03
	E-mail	20-21	7540.06/8310
	Social Media	21	3213
VIII.	EMPLOYEE CONDUCT AND DISCIPLINARY ACTION		
	Staff Discipline	21	3139
	Grievance Procedure	21-23	3340

I. INTRODUCTION

This Employment Handbook has been prepared for professional staff members including all regularly employed classroom teachers, school psychologist, guidance counselors, speech and language pathologists, physical and occupational therapists. The provisions described herein are the terms and conditions governing employment in the Northland Pines School District and compliance with them is required.

Introductory Statement: This Employment Handbook is a collection of selected employment policies and procedures, as well as rules and regulations of Northland Pines School District (“District”). It has been prepared to acquaint all professional staff members with the policies, procedures, rules, and regulations that govern their employment in the District, and to provide for the orderly and efficient operation of the District. It is each professional staff member’s responsibility to read and become familiar with this information and to comply with the policies adopted by the Board and/or the administrative guidelines promulgated by the District Administrator that are available electronically on the District website, as well as the rules and regulations contained herein.

For the most current, updated version of the Employment Handbook, consult the online version on the staff shared Q: drive or the district website.

If you have questions regarding any of the Board policies and/or administrative guidelines, and/or the rules or regulations set forth in this Employment Handbook, or about matters which are not covered, please direct them to your immediate supervisor or to the district office.

Disclaimer Statement: This Employment Handbook has been prepared for informational purposes only. None of the statements, policies and procedures, rules, or regulations contained herein constitutes a guarantee of employment, a guarantee of any other right or benefit, or a contract of employment, express or implied. All of the District’s employees are employed “at-will”, and employment is not for any definite period, unless otherwise provided by individual contract. Termination of employment may occur at any time, with or without notice, and with or without cause, at the option of the District or the employee. The District’s professional staff members employed under individual contracts with the Board may be terminated or non-renewed consistent with the terms of the contract and consistent with Board Policy.

Furthermore, any professional staff member who violates any of the terms and conditions of employment set forth in this Employment Handbook may be subject to disciplinary action in accordance with *Policy 3139–Staff Discipline*.

The provisions set forth in this Employment Handbook may be altered, modified, changed, or eliminated at any time by a majority vote of the full membership of the Board, with or without notice. This Employment Handbook supersedes any and all previous handbooks, statements, Memorandums of Understanding, Letters of Understanding, policies and procedures, rules, or regulations given to employees, whether verbal or written.

Mission Statement

Northland Pines School District is dedicated to empowering all individuals to reach their potential.

We will be accountable and work together to:

- Model what is expected
- Nurture a safe, healthy and trusting environment
- Provide a challenging and engaging curriculum
- Promote life-long learning
- Build school, family and community partnerships
- Celebrate cultural diversity, talents and strengths
- Thrive in a global society
- Foster continuous improvement

II. EMPLOYMENT

Definition of Employment

Regular Full-Time Employees: Regular full-time employees are defined as anyone working one hundred percent (100%) of a full-time contract. Regular full-time employees will be entitled to all benefits as defined in this handbook. Regular full time employees are defined as anyone working 190 days per fiscal year, including paid holidays, parent teacher conference days and in-service days.

Regular Part-Time Employees: Regular part-time employees are defined as employees who are employed less than full-time. Regular part-time staff members who work fifty percent (50%) or more of full time status will be entitled to prorated fringe benefits as determined by the District Administrator. Regular part-time employees who work less than fifty percent (50%) of the full time status will not be entitled to any benefits.

Limited Term Employees: Limited term employees are defined as an employee assigned to fill a vacancy created by the absence of a regular full-time employee, whose absence is scheduled to be, or is, more than one semester. If the Limited term employee is full time for at least one semester and up to one year, they will receive full time benefits; if the Limited Term Employee is less than full time for at least one semester and up to one year, they will receive prorated benefits, as determined by the District Administrator.

Teacher certificate: The term “teacher” means any person who holds a teacher’s certificate issued by the Department of Public Instruction (Chapter 118.19 Laws of Wisconsin). A teaching contract cannot be issued to any person not legally authorized to teach. All teaching contracts shall terminate if and when the legal authority to teach terminates. Evidence of such authorization to teach must be filed with the District Office before the effective date of the contract. If a teacher changes his/her certification with the Department of Public Instruction, he/she should notify the District Office in writing.

Contracts: Contracts will be issued on or before May 15 and they must be returned to the District Office no later than June 15.

Licensure/Certification: Each employee who is required to be licensed or certified by law must provide the District with a copy of the current license or certificate and official transcripts to be maintained in his or her personnel file. Personnel files can be found in the School District Office. Employees are expected to know the expiration date of their license/certification and meet the requirements for re-licensure or certification in a timely manner. A teaching contract with any person not legally authorized to teach the named subject or at the named school shall be void. All teaching contracts shall terminate if, and when, the authority to teach terminates.

Nonrenewal: Full Time Professional Staff Members employed in the District are subject to nonrenewal on a statutory basis, as prescribed in Sec. 118.22, Wis. Stats. Such nonrenewal shall be exclusively subject to the provisions of section 118.22, Wis. Stats. and is not covered by the grievance procedure under this Handbook.

Employee Code of Conduct: All professional staff members are expected to conduct themselves in accordance with the District's Policies.

For the most current, updated version of any district policy, consult the online version on the Northland Pines School District website and/or contact Susie Block, Executive Assistant in the Northland Pines District Office or any administrator at NPSD.

Confidentiality: Pupil information employees obtain as the result of their employment with the District is confidential and protected by law unless such information has been designated as pupil directory data as set forth in Board policy. The law and respect for our students require that student issues are only discussed with employees and parents who need to know the information. In addition to student information, confidentiality is expected in other areas, including employee or District business information. Any requests for student records shall be referred to the appropriate Principal.

Mandatory Reporting: According to Wisconsin Act 81, all school employees are required to report any suspected or threatened child abuse or neglect to the appropriate county departments or agencies in accordance with Section 48.981 of the state statutes. A person making a child abuse or neglect report in good faith may now not only not be discharged from employment for making such report, but may also not be disciplined or otherwise discriminated against in regard to employment or threatened with any such treatment for making such report.

Chain of Command: The District values the comments and suggestions of its employees concerning work methods and operations. Employees should follow the chain-of-command when offering a suggestion or comment. Professional staff members should refer to the detailed procedure regarding communication set forth in *Policy 3112-Board-Staff Communication*.

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

Wisconsin Act 83 provides that it is not employment discrimination because of a **conviction record** for an educational agency to refuse to employ or to terminate from employment an individual who has been convicted of a felony and who has not been pardoned for that felony.

If the professional staff member has questions regarding Equal Employment Opportunity or how to file a complaint regarding equal employment (s)he should refer to:

- *Policy 3122-Nondiscrimination and Equal Employment Opportunity*
 - AG 3122-Nondiscrimination and Equal Employment Opportunity

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

For more information employees shall refer to:

- *Policy 3362-Employee Anti-Harassment,*
- *Policy 3362.01-Threatening Behavior Toward Staff Members,*
 - AG 3362-Employee Anti-Harassment, and/or
 - AG 3362A-Reporting Threatening Behaviors.

Student Non-Discrimination and Access to Equal Educational Opportunity: The Board of Education is committed to providing an equal educational opportunity for all students in the District. The Board does not discriminate on the basis of race, color, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, sex, (including transgender status, change of sex or gender identity), or physical, mental, emotional, or learning disability ("Protected Classes") in any of its student program and activities. The Board is also committed to equal employment opportunity in its employment policies and practices as they relate to students. Any member of the School District community who violates this policy will be subject to disciplinary action, up to and including termination of employment.

Reporting Procedures: Students, parents and all other members of the School District community are encouraged to promptly report suspected violations of this policy to a teacher or administrator. Any teacher or administrator who receives such a complaint shall file it with the

District's Compliance Officer at his/her first opportunity. Students who believe they have been denied equal access to District educational opportunities, in a manner inconsistent with this policy may initiate a complaint. Initiating a complaint will not adversely affect the complaining individual's participation in educational or extra-curricular programs unless the complaining individual makes the complaint maliciously or with knowledge that it is false.

District Compliance Officer: The Board designates the following individual to serve as the District's "Compliance Officer" (hereinafter referred to as the "CO") – Emily Rhode, Director of Pupil Services, 1800 Pleasure Island Road, Eagle River, WI 54521 Phone: 715-479-8989 Fax: 715-477-0889

For more information and for complaint and investigation procedures, employees shall refer to board policies posted online on our school district website as follows:

- *Policy 2260 – Non-Discrimination and Access to Equal Educational Opportunity*
- *AG 2260 – Non-Discrimination and Access to Equal Educational Opportunity*

Hiring of Relatives (Nepotism): The District has established clear rules regarding the employment of relatives (nepotism) that can be found in: *Policy 3120-Employment of Professional Staff*

Immigration Reform Act Compliance: The District complies with the provisions of the Federal Immigration Reform and Control Act of 1986, including, but not limited to, requiring verification of authorization to accept employment in the United States from all employees. For more information regarding this compliance, please refer to the following: *Policy 3111-Creating a Position*

Conflict of Interest: Employees are expected to maintain high standards of honesty, integrity, impartiality, and professional conduct. Employees are expected to perform their duties in a manner free from conflict of interest pursuant to Section 19.59 Wisconsin Statutes.

- *Policy 1130-Conflict of Interest – Private Practice*
- *Policy 3210-Staff Ethics*

Outside Activities of Staff: It is imperative that professional staff members avoid situations in which their personal interests, activities, and associations may conflict with the interests of the District. If a professional staff member is involved in an activity that threatens that staff member's effectiveness within the school system, the District Administrator shall evaluate the impact of such interest, activity, or association upon the professional staff member's responsibilities.

For more information regarding the Board's expectations concerning interests, activities or associations that may conflict with the interests of the District, professional staff members should review the following: *Policy 3231-Outside Activities of Staff*

Political Activities: Political activities that do not contribute to a positive learning climate may be disruptive, divisive and distracting. Therefore, the Board has concluded that such activities

are not appropriate within the school setting. It is the intention of the Board of Education to regulate such activities on all District owned or used property, within all school buildings and at all school sponsored activities. *AG 3231A–Participation in Political Activities*

III. EMPLOYMENT STATUS AND RECORDS

Professional Staff Categories: The Board establishes the specific categories of employment of professional staff members. They fall into the categories denoted in the definition of professional staff that is included in *Bylaw 0100 – Definitions*.

Personnel Files: It is critical to effective human resource management and necessary for satisfaction of legal obligations that the Board maintains accurate personnel records. Further, the access granted for review and inspection of a personnel file must be completed in accordance with state law. The District shall maintain personnel records of professional staff members and grant access to inspect or review those records in accordance with *Policy 8320–Personnel Records* and State law.

Personnel File Record Correction: If there is any disagreement with the content or information contained in an employee’s personnel record, the employee will follow the process established in *Policy 8320–Personnel Records* to either have a correction made to the information in question, or to have the content in question removed from the file.

Performance Evaluation: The primary purpose of the evaluations shall be to assist the professional staff member in reaching his/her full potential as an educator. This evaluation process shall also focus upon early identification of specific areas in which the professional staff member needs improvement so that appropriate assistance may be provided in a systematic way. The evaluations shall be consistent with the following:

- A. Applicable State statutes
- B. *Policy 3220-Staff Evaluation*
- C. AG 3220A-Evaluation of Staff
- D. Educator Effectiveness

All professional staff members will be evaluated in compliance with the Educator Effectiveness system.

Additional evaluations may be done on any staff member at any time if necessary or beneficial to the professional staff and/or district.

Professional Growth Requirements: Professional staff members are expected to comply with the Professional Development Plan requirements of their license and provide timely verification of progress towards fulfilling this responsibility. *Policy 3242–Professional Growth Requirements*

Requirement to Remain Current: 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, established curriculum, as well as continuing

study of the art of pedagogy. In addition to maintaining high standards of excellence for the students and school, the teacher will make him/herself available during the contractual year and day to his/her colleagues for assistance, to the District for services beyond those specifically required as part of his/her individual contractual duties, and to the community as a valuable resource.

Professional Development: A professional staff member may be reimbursed actual costs, as determined annually by the Board, for professional growth opportunities/courses, graduate credits, or PI34 coursework taken. Graduate credits must be approved in advance by the District Administrator. All other professional development must be approved by the Building Principal. If taken as graduate credits, these must be specific to the professional staff member's area of teaching or based on district goals as determined by the District Administrator.

Professional staff members may attend, with three (3) days prior administrative approval, conferences and workshops in their field, utilizing, without loss of pay, a maximum of two (2) working days.

Administrative approval will be based on:

- a. minimal interference with regular class instruction;
- b. benefit to the District;
- c. proper sponsorship;

If the staff member is asked by administration to attend a special workshop or conference in keeping with school duties, he/she will be allowed expenses that are appropriate. This would not count towards the staff member's two days of professional development. Evidence of professional development will be provided to the Building Principal.

Mentors: Professional Staff members new to the district will be assigned a mentor by administration. Individuals applying to be mentors must have completed a course or workshop for mentors. All mentors must follow the Northland Pines School District teacher mentoring handbook.

Student Supervision and Welfare: The Board requires each professional staff member to maintain a standard of care for supervision, control and protection of students commensurate with the employee's assigned duties and responsibilities. For the Board's expectations in this regard, professional staff members should refer to *Policy 3213-Student Supervision and Welfare*.

Assignment and Transfers: Notices of vacancies will be posted on WECAN via the Northland Pines website. Any professional staff member may apply to fill any vacant position. The District Administrator is responsible for assignments of all professional staff members in conformance with any legal requirements or certification requirements. Assignments for the forthcoming school year will be made in accordance with *Administrative Guideline 3130-Assignment and Transfer of Professional Staff*. Further, professional staff members may be transferred between schools/positions/grades when the District Administrator determines that the needs of the students, the school, or District so require.

Staff Discipline: Staff Discipline and required investigations regarding potential wrongdoings of a professional staff member shall be consistent with the terms established in *Policy 3139–Staff Discipline*.

Representation: In the event an employee is required to meet with District representatives for purposes of an investigation and that investigation could reasonably lead to discipline or discharge, the employee may be accompanied by a representative for the meeting. Nothing in this provision shall prevent the District from meeting with employees to obtain information before a decision to conduct such an investigation can reasonably be made. In addition, the District may remove an employee from the workplace if immediate action is required before an investigation is commenced.

Reduction in Staff: It is the responsibility of the Board of Education to provide the staff necessary for the implementation of the educational program of the district and the operation of the schools and to do so efficiently and economically. The Board may reduce staff based on the best interests of the district when necessary. Such staff reductions will be made in compliance with *Policy 3131–Reduction in Staff*. Pursuant to policy 3131, Selection of staff for reduction once positions have been identified, will be based on the following considerations, including but not limited to:

Qualifications	Community/School Involvement
Employee evaluations	Student/Parent Relationships
Job performance	Lesson Planning
Input from direct supervisors	Preparation
Student Learning/Growth	Classroom practice
Instructional Practices	Use of data
High Expectations for students	Professional Dress
Professionalism	Attendance
Student Enrollment	Programming

Termination and Resignations: Individual employment contracts may be terminated or non-renewed upon a majority vote of the full membership of the Board. Employees may be terminated or non-renewed for any reason, provided that the decision is not arbitrary or capricious, or in violation of any applicable law. A staff member may resign in accordance with the terms of his/her individual employment contract. *Policy 3140–Termination, Non-Renewal and Resignation*

Liquidated Damages: If a full time professional staff member submits a resignation or a retirement resignation at any time during the school year but the resignation or retirement is not to be effective until the end of the school year, there would be no liquidated damages. Additionally, if a full time professional staff member resigns or retires after the last student day of the school year or at any time through **June 15th**, there would be no liquidated damages due. If a full time professional staff member **resigns or retires on or after June 16th**, the professional staff member will pay liquidated damages in accordance with the following schedule:

June 16 to July 15	2% of gross salary
July 16 to August 15	5% of gross salary
August 16 through school year	10% of gross salary

IV. EMPLOYEE PAY AND BENEFITS

Pay Periods: All professional staff members shall be paid on the 1st and the 15th of every month, except for the month of June during which professional staff members will be paid out for the remainder of their contract. If the 1st or the 15th should fall on a Federal holiday, professional staff members' payroll will be effective the business day prior. All employees will have their paychecks directly deposited into a bank account.

Benefits: The Board provides a competitive and comprehensive package of benefits to all benefit eligible employees. The Board retains the final authority to establish, modify, rescind, add or in any way affect employee benefits. Annually, in conjunction with the budget process, the anticipated share cost of all employee benefits, specifying both the employee and employer share, shall be approved through Board action. Limited Term Employees are benefit eligible; however, if they are less than full time, their benefits will be prorated as determined by the District Administrator.

The insurance plans sponsored by the district, the coverage provided by the plans, the cost apportionment of the premiums, deductibles, and co-pays, and the insurance company offering the coverage may be altered, amended or discontinued by the district at any time.

Pines Community Wellness Center: All NPSD employees, full time or part time, will receive a free membership to the Pines Community Wellness Center. Spouses of employees will pay 50% of the current membership rate.

Privacy Protections of Fully Insured Group Health Plans: Eligible Professional Staff members who are provided coverage under fully insured group health plans are assured the privacy protections required by Federal and State law. *Policy 3419.02 - Privacy Protections of Fully Insured Group Health Plans*

Medical Plan: All benefit eligible staff members will be provided with a medical plan, single or family coverage. The district may offer two single plans in lieu of a family plan to two staff members who are married. This plan is contributory and a portion of the premium payment will be made by the employee. The district retains the right to select the vendor. Eligible staff members shall pay 12% of the monthly premium for either the single or family premium. The 12% employee contribution for the medical plan will be waived for married couples when both spouses work full time for the district. Professional staff members will pay his/her own health insurance deductible when applicable. The District may implement a high deductible HRA/HSA account at their discretion; any Board approved district funded HSA payment will be paid by January 20th annually. Beginning January 1, 2018, professional staff members will have an out of pocket expense not to exceed \$350/\$700 within the HMO; these amounts will change subject to state and federal HRA/HSA guidelines. There may be further out of pocket expenses for non-HMO services. New hires who start prior to January 1st will receive prorated HSA contributions from the district; therefore, new hires who start prior to January 1st may have additional out of pocket expenses for in and out of network costs.

Alternative Benefit: Full time employees who have family insurance coverage through a spouse's employer, other than the District, may elect to discontinue coverage under the District's Medical Plan and will instead receive a \$5,000.00 stipend to be equally distributed throughout the year via payroll; the employee may also be covered under the dental plan and the 12% premium fee may be waived. Employees must provide proof of other insurance to the district's Payroll & Benefits office in order to receive the stipend.

Dental Insurance: All benefit eligible staff members will be provided with a dental plan, single or family coverage. The plan is contributory and a portion of the premium payment will be made by the employee. Eligible staff members will pay 12% of the monthly premium for either the single or family premium. The 12% employee contribution for the dental plan will be waived for married couples when both spouses work for the district and will also be waived for those who receive the alternate benefit.

Liability Insurance: The District shall carry liability insurance which provides coverage for the acts of employees performed in accordance with their duties and within their scope of employment. Employees shall be covered for liability in accordance with the terms of the District's liability insurance policy. Employees may inspect the District's liability insurance policy upon request.

Wisconsin Retirement System: All benefit eligible employees will participate in the social security and the Wisconsin Retirement System (WRS), and the Board of Education supports these plans by employer contributions. The Board will comply with the employer contribution requirements of Wisconsin state statute. All benefit eligible staff members will pay the employee share to WRS. These rates are determined by the Wisconsin Retirement System and may change annually.

Retirement Health & Dental benefits: In order to be eligible for post-retirement health and dental benefits, employee must be on the district's health and dental plans at the time of retirement. All regular full time employees who are eligible and retire at the normal retirement age or under early retirement at age fifty-five (55) or older under the Wisconsin Retirement System and who have at least fifteen (15) continuous years of service in the District are eligible for the following benefits as outlined below for five years following the date of retirement:

- a. 1st year Board to pay 80% of current premium; employee pays 20% of current premium for health and dental.
- b. 2nd year Board to pay 70% of current premium; employee pays 30% of current premium for health and dental.
- c. 3rd year Board to pay 60% of current premium; employee pays 40% of current premium for health and dental.
- d. 4th year Board to pay 52% of current premium; employee pays 48% of current premium for health and dental.
- e. 5th year Board to pay 45% of current premium; employee pays 55% of current premium for health and dental.

Currently our new rates are established in January for Health and Dental. If the retiree becomes eligible to receive Medicare, the retiree will no longer be eligible for the health and dental benefit and the contributions by the District for both the health and dental plans will cease. If the spouse of the retiree becomes eligible to receive Medicare, the spouse shall enroll in Medicare. If a retiree dies during the period when the retiree is eligible to receive hospital/medical and dental insurance benefits from the District, the retiree's spouse and/or dependents who are eligible subject to the rules of the insurance carrier, shall be eligible to continue to receive those benefits for the remainder of the post retirement schedule.

Sick Leave Payout: A benefit eligible professional staff member will be paid \$50.00 per day for accumulated unused sick leave up to a maximum of 120 days upon retirement. This will be given to the professional staff member as a lump sum payment upon retirement.

Tax-Sheltered Annuity Program: A tax-sheltered annuity program, including a 403(b) and Wisconsin Deferred Compensation Plan (457) will be available to employees.

Flexible Spending Account: The District will provide a FLEX plan as permitted by law. These benefits will be provided to all eligible professional staff members on a salary deferral basis at the expense of the employee. The District retains the right to select the vendor.

Life Insurance: All benefit eligible staff members shall be provided with term life insurance in an amount equal to his/her annual salary rounded to the next thousand dollars. The District retains the right to select the vendor.

Long Term Disability: All benefit eligible staff members shall be provided with long term disability insurance at 90% benefit level following a total disability waiting period of 60 calendar days. The plan is non-contributory on the part of the employee. The District retains the right to select the vendor.

COBRA: The Federal Consolidated Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under the District's medical and dental plans when a "qualifying event" would normally result in the loss of eligibility.

Some common qualifying events are resignation, termination of employment, Medicare eligibility, or death of an employee; a reduction in an employee's hours or leave of absence, divorce or legal separation and a dependent child no longer meeting eligibility requirements.

Under COBRA, the employee or beneficiary pays the full cost of coverage at District's group rates plus an administration fee. The District provides each eligible employee with a written notice describing rights granted under COBRA when the employee becomes eligible for coverage under the District's medical and dental insurance plans. The notice contains important information about the employee's rights and obligations.

Leaves of Absence (Extended Leave): Any staff member may request a voluntary leave of absence from employment by the Board. All requests for unpaid leaves shall be presented to the Board for approval and will provide the reason for the leave and the expected duration of the leave. During Board approved extended leaves of absence, benefits will be terminated. If the leave is approved, the Board action may also provide the conditions applicable for the employee to return to work.

EMPLOYEE LEAVE

Sub line procedures: All absences must be called in as soon as possible prior to the day(s) of leave. When you call in, you must identify yourself, your building, the date(s) of leave, and the reason:

1. Sick
2. Medical Appointment for self
3. Sick child
4. Child's Medical Appointment
5. Professional Leave
6. Other Leave
7. Personal
8. Leave Without Pay
9. Bereavement
10. Family Medical Leave (FMLA form must be processed)
11. Jury Duty

See Definitions Below:

Sick Leave: Professional staff members may use paid sick leave and must follow the protocol established in *Policy 3432–Employee Sick Leave*. Each staff member must define the type of leave they are calling in for when they contact the substitute line.

Professional staff members will be granted sick leave due to illness of the employee or illness of a member of the immediate household. Each member of the professional staff employed on a full-time basis shall be entitled to nine (9) of sick leave as of the first day of employment of each contract year. Unused sick days may be carried over for use by the employee in future years. Employees may accrue up to a total of 120 days and any days past that will be paid out at \$15.00 per day during the month of June.

Professional Leave: Professional staff members may use professional leave to fulfill professional growth requirements if applied for and approved in advance by his/her supervisor.

Other Leave: Other Leave is defined as any staff development which certified staff members are asked/required to attend by their supervisor. This will also include but not limited to, required meetings, IEP meetings, coaching, etc.

Personal Leave

- Each Professional Staff Member shall be granted two days of paid personal leave.
- No personal days will be allowed during in-service days, the first 5 student days or the last 5 student days.
- The total number of approved personal leave requests for any given day cannot exceed eight.
- Days before and after holidays or recess days will be considered “High Priority Days.”
- Professional Staff members will be emailed the high priority days annually.

The District Administrator may grant approval for requests based on emergencies when they are submitted in less than three (3) working days.

Each staff member shall receive compensation for unused Paid Personal Leave at the end of each school year at the substitute daily pay rate, prorated where applicable.

Leave without Pay: Any leave without pay must be approved in advance by the Supervisor and the District Administrator. All Personal leave must be exhausted prior to requesting Leave without Pay. Leave without pay (other than medical/FMLA or extreme emergencies) exceeding five days per school year, will result in docked salary/hourly pay and docked benefits as determined by the District Administrator. The District Administrator may allow additional Leave without Pay days without docking benefits on a case by case basis capped at five (5) additional days.

Paid Holidays shall include Labor Day, Thanksgiving Day and Memorial Day.

Bereavement Leave: Allocation of days and bereavement approval must be pre-approved by District Administrator. Days taken as bereavement leave shall be charged to any accumulated paid leave which the employee chooses to use; employee may select personal leave or sick leave. Staff members are eligible for up to 5 days of bereavement leave in the event of a death of a spouse, parent (including parent-in-law), sibling, child or domestic partner. Staff members are eligible for up to 1 day of bereavement leave for other relatives not listed above. The District Administrator shall have the right to extend the provisions above given extenuating circumstances asked for in writing and confirmed. Refer to *Policy 3431 – Employee Leaves*.

Family and Medical Leave: In accordance with Federal and State law, the Board of Education will provide family and medical leave for professional staff members. The provisions of both the Federal and State family and medical leave provisions require specific eligibility and qualifying reasons to access this leave; to determine if you are eligible or qualify for family and medical leave refer to *Policy 3430.01–Family and Medical Leave of Absence (FMLA)*.

Maternity/Paternity Leave: Maternity/Paternity leave shall be granted in accordance with FMLA state and federal law.

Child Rearing Leave: After being employed in the Northland Pines School District for two (2) consecutive years, professional staff shall be eligible for an unpaid leave of absence for childrearing purposes. The request for such leave is to be made one semester prior to the commencement of the leave. During the leave period, the staff member would be considered under contract with the District but receiving no salary or related benefits except insurance. Insurance may be retained at the staff member's expense with payment of premiums being made one (1) month in advance of the coverage period.

The following stipulations would apply to this type of leave:

- Pertains only to natural born or adopted infants of less than six (6) months of age;
- The staff member on leave can have no gainful employment of any type during the period of leave;
- The leave is to begin the semester of birth or the semester immediately following;
- The leave must be taken in full semester periods;
- The leave is limited to a maximum of two (2) semesters.

Jury Duty: A professional staff member called to appear before legal proceedings in the capacity of a jurist or in relation to his/her job performance (i.e., testify in a child abuse case) shall not lose compensation for the discharge of such civic duty; neither shall he/she gain in compensation for such duty. In the case where the professional staff member is paid by some person or organization, other than the District, such payment shall be signed over immediately upon receipt to the District in lieu of having any deduction made from the staff member's normal and regular paycheck.

Military Leave: Military leave so that the employee can perform obligations to the United States Armed Forces; refer to *Policy 3431 – Employee Leaves*.

Perfect Attendance: Any employee with perfect attendance during the school year will receive \$250.00. The only acceptable absences would be professional leave, jury duty, or other leave assigned by administration.

V. WORKING CONDITIONS AND HOURS OF WORK

District Expectations: The District expects its employees to produce quality work, maintain confidentiality, work efficiently, and exhibit a professional and courteous attitude toward other employees, parents and students. The District expects employees to comply with all applicable Board policies and administrative guidelines, work rules, job descriptions, terms of this Handbook and legal obligations. Violations of any policies, regulations and guidelines may result in disciplinary action, including termination of employment.

Teaching is a salaried position and it is expected that time will be spent beyond the regular workday to complete required tasks including, but not limited to, student supervision, attending school-sponsored events such as field trips, open houses and graduation, and meeting with students, parents, community members and colleagues as necessary and as directed by the District.

Hours of Work: The hours of work will be 7:30 a.m. to 3:45 p.m. Certified staff will be provided a 30 minute duty free lunch by law. Any overload will be determined by administration based on teacher workload; consideration may be given to items such as number of periods taught per day, number of students taught and variety of classes.

Teachers planning time: The purpose of teacher planning time is for teachers to spend time/engage in preparing for lessons/work in the classroom, design instruction, review data, parent/student contacts, professional readings/research/best practices, and collaboration with colleagues, etc. The District understands that planning time for professional staff is integral for successful instruction. Time throughout the work day, when staff does not have assigned teaching or other responsibilities, should be used by teachers to plan for classes. Such planning time may be used to assist students individually or in small groups, meet with colleagues or administrators, prepare lessons, grade papers or meet with parents or other professionally appropriate tasks. Planning time will vary from building to building, grade level to grade level, and will also be dependent on subject areas being taught and the number of different classes being taught in any given semester.

Faculty Substitutions: Without regard to the teacher planning time set forth above, the District may assign teachers, if substitutes are not obtained, for student supervision and substitute teaching. A teacher must sub a minimum of 15 minutes before being compensated; there will be no compensation for coverage of less than 15 minutes, unless a middle school/high school teacher is covering for a teacher traveling to and from high school/middle school for teaching purposes.

Full day or half day absences for which the administration has received adequate notice will be covered by substitute teachers if available. High school and middle school teachers can be assigned to substitute for a teacher; compensation will be \$15.00 per period/\$30.00 per block.

If an elementary art, music or physical education special teacher is absent, a substitute will be used if available during the period of the special teacher's absence. However, it is recognized that the administration may assign a regular teacher to substitute for an absent teacher. If an Elementary Building Principal assigns an elementary teacher to cover a class or duty, the elementary teacher will be compensated \$15.00 per class/duty.

Mileage Reimbursement: Any professional staff member required to drive to more than one building within the same work day will be paid mileage at the Federal rate between school buildings; there will be no mileage paid for the teacher to travel to or from their home to or from any school. The District Administrator will determine mileage totals.

The following chart shall be used for travel payment purposes:

Northland Pines High School & K-8 to/from St. Germain	15.5 miles
Northland Pines High School & K-8 to/from Land O'Lakes	17.5 miles
Land O'Lakes to/from St. Germain	32.5 miles

Professional staff members will not be paid mileage for attending district inservices.

Professional staff members' travel relating to conferences, workshops, trainings, professional development, etc. will be reimbursed at half the Federal rate. District Administrator will determine mileage totals.

Professional staff will carpool and/or use school vehicle when available. Staff will only be reimbursed mileage if school vehicle was requested and not available.

Parking: All employees will park in designated employee parking areas as determined by administration.

Dress Code: The Board has exercised its authority to specify dress and grooming guidelines for staff. When on duty, Professional Staff members are expected to dress in a manner that is consistent with the expectations described in *Policy 3216-Dress and Grooming*.

Personal Communications: During work hours, personal communications made or received, regardless of whether on a cell phone, office phone or network computer, can interfere with employee productivity, distract others, and/or set a bad example for students. Employees are expected to use discretion at work and limit personal communication to breaks and lunch period and to inform friends and family members of the Board's policy in this regard.

Use of Employer Property/Equipment: Personal use of District equipment or facilities by employees will be in accordance with *Policy 7530-Lending District-Owned Equipment*.

Use of Personal Property At School: Employees may wish to bring personal property to school either for reasons associated with their professional responsibilities or for use during off-duty time. This practice is authorized provided it is understood that the District will not be responsible for any loss, damage, or misuse of such property.

Skin Tuberculin Test & Physical Examination: As required by Wis. Stat. 118.25, professional staff will be required to furnish evidence of skin tuberculin test and physical examination in accordance with the Board's requirements. The skin tuberculin test and physical examination must be performed by a licensed practitioner and the results recorded on a standard form provided by the District. This evidence must be submitted to the District before the effective date of employment. Upon receipt of this evidence, the District will pay for the required examination. A skin tuberculin test taken or a physical examination completed within the ninety (90) calendar days immediately preceding the effective date of the original hire of the staff member and first contact date will be accepted for meeting this requirement.

Emergency Closings: The District Administrator shall make the decision regarding emergency closings in accordance with the Plan for Emergency Preparedness as established in accordance with *Policy 8420-Emergency Preparedness*. Professional staff members may be required to work on inclement weather days from 9:00 a.m. to 3:30 p.m. **in order to fulfill contract obligations.**

Travel Expenses: The District may provide for the payment of the actual and necessary expenses, including travel expenses, of any professional staff member that is incurred in the course of performing services for the District, whether within or outside the District, under the direction of the Board. If an overnight stay is needed for the training or conference and pre-approved by the Supervisor, then the professional staff member shall follow the procedures on the staff shared drive to complete the **Per Diem Request** form. The form must be submitted two weeks in advance of the travel to the Accounts Payable Department of the District Office. If the request is not received two weeks in advance of date of departure for training/conference, advance payment is not guaranteed. The Per Diem Request is for meals and incidentals only and does not include hotels. All work related professional staff travel must be pre-approved by Principal/Supervisor.

VI. SAFETY AND HEALTH

Tobacco: The Board of Education is committed to providing students, staff, and visitors with a tobacco and smoke-free environment. Accordingly, the Board prohibits professional staff members from using tobacco in any form on District premises, in District vehicles within any indoor facility owned or leased or contracted for by the District and used to provide education or library services to children, and at all District-sponsored events. *Policy 3215–Use of Tobacco by Professional Staff*

Drug and Alcohol Use: Consistent with the Drug-Free Workplace Act, the Board prohibits the manufacture, possession, use, distribution, or dispensing of any controlled substance, including alcohol, by any member of the professional staff at any time while on District property or while involved in any District-related activity or event. Any staff member who violates *Policy 3122.01–Drug-Free Workplace* shall be subject to disciplinary action in accordance with *Policy 3139–Staff Discipline* and the District Administrator’s guidelines.

Pre-Employment Drug Testing: Pre-employment drug testing shall be required as a condition of employment for any individual applying for a safety-sensitive position. “Safety-sensitive” positions are determined by the Board and Administration based on the duties performed in employment positions. Failure to appear for the appointed drug testing within 48 hours from an offer of employment or a positive drug test will result in denial of employment. All pre-employment drug testing shall be completed prior to beginning employment.

Reasonable Suspicion Drug Testing of Any Current Employee: The District shall require an employee to undergo a drug and/or alcohol test when reasonable individualized suspicion exists to believe the employee is under the influence of drugs and/or alcohol. The employee shall be referred to the designated and approved testing facilities for testing and/or may subject permissible on-site testing to refute a finding of intoxication or under the influence (e.g., a breathalyzer test), and may be transported by the District for testing purposes, when appropriate. Refusal to cooperate in this program may result in discipline, up to and including termination. The District reserves the right to take appropriate action in the circumstances, which may include, without being limited to, remediation, accommodation, discipline, or dismissal from employment.

Training: Employees, for whom training in the following areas is deemed necessary and appropriate, shall be trained in:

- A. the use of automated external defibrillators (*Policy 8452–Automated External Defibrillators*),
- B. the control of blood borne pathogens (*Policy 8453.01–Control of Blood-Borne Pathogens*)
- C. the control of casual-contact communicable diseases (*Policy 8450–Control of Casual Contact Communicable Diseases*), and
- D. Understanding the method of transmission and prevention of diseases that are direct contact communicable diseases (*Policy 8453–Direct Contact Communicable Diseases*).

Reporting Work Related Injury: Any accident that results in an injury, however slight, to an employee of the Board, must be reported promptly first to MedCor and subsequently in writing to the District Business Office in compliance with *Policy 8442–Reporting Accidents*. The injured employee shall complete a form that includes the date, time and place of the incident; the names of persons involved; the nature of the injury to the extent that it is known; and a description of all relevant circumstances.

VII. EMPLOYEE COMMUNICATION & TECHNOLOGY

Acceptable Use of District Technology, the Internet, and the District’s Network: Staff use of the District's Network will be governed by *Policy 7540.04– Staff Education Technology Acceptable Use and Safety* and the related administrative guidelines. The due process rights of all users will be respected in the event there is a suspicion of inappropriate use of the Network. Users should have no expectation of privacy in the content of any files or records of their online activity while on the Network. If a professional staff member resigns from the district, all computer rights will be terminated within three days of the effective date of resignation. If a professional staff member is terminated from the district, the district may terminate computer rights immediately.

Email: All district communications are delivered through staff email. Employees are expected to check district email at least once per week during the summer months as inservice agendas and other relevant information will be communicated to staff via email. The general expectation is emails are for work related activities. When available, the District’s email system must be used by employees for any official District email communications. Employees are required to keep their inbox and folders organized by regularly reviewing e-mail messages, appropriately saving emails that constitute a public record or student record and e-mails that are subject to a Litigation Hold, and purging all other e-mails that have been read.

The District complies with all Federal and State laws pertaining to electronic mail. Accordingly, e-mails written by or sent to District employees may be public records or education records if their content includes personally identifiable information about a student. E-mails that are public records are subject to retention and disclosure, upon request, in accordance with *Policy 8310–Public Records*.

The District retains the right to monitor or access any District e-mail accounts at any time. Users should not expect that their communications sent or received through the District e-mail system will remain confidential and personal. **All employees' computer usage on the network and the email system will be monitored by software surveillance (Aristotle or any other vendor the district chooses).**

Social Media: Staff is encouraged to utilize district provided social media tools for instructional purposes such as Schoology, Google+ and Google Classroom. Staff members may use social media tools such as Facebook and Twitter for **educational** purposes.

All staff members shall not engage students in social media and online networking media, such as Facebook, Twitter, Snapchat, Instagram, etc. for social purposes.

VIII. EMPLOYEE CONDUCT AND DISCIPLINARY ACTION

Staff Discipline: Staff discipline and required investigations regarding potential wrongdoings of a staff member shall be consistent with *Policy 3139–Staff Discipline*.

GRIEVANCE PROCEDURE

Definitions:

1. A grievance shall mean a dispute regarding the application of School Board policies regarding any employee's discipline or termination of employment, or a dispute concerning workplace safety. No grievance shall be processed under this policy unless it is in writing and contains all of the following:

- A. the name and position of the grievant
- B. a clear and concise statement of the grievance
- C. the issue involved
- D. the relief sought
- E. the date the incident or alleged violation took place
- F. the specific section of the Policy Manual or workplace safety rule alleged to have been violated and
- G. the signature of the grievant and the date

2. The term "**days**" means regular business days, Monday through Friday, other than weekends and holidays regardless of whether the employee or his or her classification is scheduled to work. The time within which an act is to be done under this policy shall be computed by excluding the first day and including the last day.

3. A "**grievant**" is an employee as defined by state statutes governing this grievance procedure. At the grievant's cost and request they may be represented by a person of their choice.

4. "**Workplace safety**" means those conditions related to physical health and safety of employees enforceable under federal or state law, or District rule related to: safety of the physical work environment, the safe operation of workplace equipment and tools, provision of protective equipment, training and warning requirements, workplace violence and accident risk.

5. "**Discipline**" means oral reprimands (where a written record of the reprimand is placed in the employee's file), written reprimands, suspension and demotion. Discipline does not include performance reviews, work plans or corrective actions that do not include a reprimand or other adverse employment action.

6. "**Termination**" means discharge from employment. Non-renewals and layoffs (reduction in force) are not considered terminations and are not subject to this procedure.

Procedures:

First Step: Within ten (10) days after the facts upon which the grievance is based or should have reasonably become known the employee shall present the written grievance to his/her immediate supervisor. The immediate supervisor shall give a written answer within ten (10) days of receipt of the grievance, with a copy to the District Office. An employee who has been notified of termination may process the grievance commencing at Step 3.

Second Step: If the grievance is not satisfactorily resolved at Step 1, it may be submitted by the grievant to the District Administrator within five (5) days after having received the answer in the First Step. After receipt of the written grievance by the District Administrator, he/she or the designated representative of the District Administrator will meet with the grievant in an effort to resolve the issue(s) raised by the grievance. Within ten (10) days after the meeting, the District Administrator shall respond to the grievance in writing. The District Administrator shall also determine if the grievance is timely, if the subject matter of the grievance is within the scope of this policy and otherwise properly processed as required by this policy. If the District Administrator is aware of other similar pending grievances, he may consolidate those matters and process them as one grievance.

Third Step: Upon the written request of the grievant in response to an adverse decision, the decision at the second step may be appealed to the District Administrator by a written statement particularly describing the reason for appeal. If the decision at Step 2 is based in whole or in part on the basis of timeliness, scope of the grievance process or other failure of the Grievant to properly follow the process the matter shall be referred to the Board who shall determine whether the matter should be processed further. If the Second Step decision is on the merits of the grievance only the grievance will be referred to an Impartial Hearing Officer (IHO). The IHO will be designated by the District Administrator. Any costs incurred by the (IHO) will be paid by the School District. The IHO will convene a hearing in the manner the IHO determines necessary. The IHO shall have the authority to administer oaths, issue subpoenas at the request of the parties, and decide if a transcript is necessary. The IHO may require the parties to submit grievance documents and witness lists in advance of the hearing to expedite the hearing. The burden of proof shall be "a preponderance of the evidence". In termination and discipline cases, the District shall have the burden. In workplace safety cases, the employee shall have the burden.

The IHO may request oral or written arguments and replies. The IHO shall provide the parties a written decision. The IHO may only consider the matter presented in the initial grievance filed by the employee. The IHO shall have no power to add to subtract from or modify the terms of the Board policy or rule that forms the basis for the grievance.

Fourth Step: Either party may appeal an adverse determination at step three to the Board of Education, by filing written notice appealing the decision of the IHO in the District Office within ten (10) days of the decision of the IHO. The Board of Education shall within thirty (30) days after submission of the appeal schedule the review of the IHO's decision. The review will be conducted by the Board during a closed session meeting unless an open session is requested by the employee. The Board may make its decision based on the written decision of the IHO or the Board may examine any records, evidence and testimony produced at the hearing before the IHO. A simple majority vote of the Board membership shall decide the appeal within twenty (20) days following the last session scheduled for review. The Board will issue a final written decision which shall be binding on all parties. The Board may affirm, reverse, or modify the IHO's decision at the Board's sole discretion.

Timelines: Failure to process a grievance by the grievant within the time limit, or agreed upon extensions, shall constitute waiver of the grievance and will be considered resolved on the basis of the District's last answer. Failure of a management representative to meet the time limits shall cause the grievance to move automatically to the next step in the procedure. To encourage that grievances are addressed in a prompt manner the time limits set by this policy are intended to be strictly observed and may not be extended except in extreme circumstances and then only upon the express written consent of the parties.

Exclusive Remedy: This procedure constitutes the exclusive process for the redress of any employee grievances as defined herein. However, nothing in this grievance procedure shall prevent any employee from addressing concerns regarding matters not subject to the grievance procedure with administration and employees are encouraged to do so. Matters not subject to the grievance procedure that are raised by employees shall be considered by administration which has final authority, subject to any applicable Board policy or directive, to resolve the matter.