School District of Wauzeka-Steuben



2026-2027 Employee Handbook

Effective Date: October 19, 2026

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Professional Code of Ethics

As a staff member of the Wauzeka-Steuben School Staff, I will:

- **Place the welfare and education of students as the first concerns of our school.**
- **Treat everyone with dignity and respect; whether it is a student, parent, teacher, custodian, para-professional, administrator, etc. We are all important members of the school.**
- **Maintain high ethical and moral standards.**
- **Work throughout my career to make gains in the growing body of specialized knowledge, concepts, and skills, which help me to more effectively serve others.**
- **Be an advocate of the School District of Wauzeka-Steuben – promoting the positive events and happenings of the school and its students and refraining from expressing any negatives within the community.**
- **Maintain positive and effective communication, utilizing direct, respectful communication with others over concerns.**
- **Recognize the importance and need for self-care. By doing so, we are better able to care for others.**
- **Support other staff, realizing we are *all* working to the best of our ability.**
- **Recognize that the school belongs to the community and seek to keep the public fully informed about their school.**

High standards of ethical behavior for the professionals in education are essential and compatible, with the belief in the power of public education and commitment to leadership in the preservation and strengthening of the public schools.

Management Rights

The District retains all rights of possession, care, control and management that it has by law, and retains the right to exercise these functions. The rights include, but are not limited by enumeration to, the following:

- To direct all operations of the school system;
- To establish and require observance of reasonable work rules and schedules of work;
- To hire, promote, transfer, schedule, and assign employees in positions within the school system;
- To suspend, discharge, and take other disciplinary action against employees;
- To relieve employees from their duties because of lack of work or any other legitimate reason;
- To maintain efficiency of school system operations;
- To take whatever action is necessary to comply with state or federal law, or to comply with state or federal court or agency decisions or orders;
- To introduce new or improved methods or facilities;
- To select employees, establish quality standards, and evaluate employee performance;
- To determine the methods, means, and personnel by which school system operations are to be conducted;
- To take whatever action is necessary to carry out the functions of the school system in situations of emergency;
- To determine the educational policies of the District; and
- To contract out for goods and services.

Definitions

For purposes of this handbook, unless otherwise provided below, the definitions found under Wis. Stat. sec. 19.42 shall be used:

Anything of value

Anything which influences or gives the appearance of influencing the manner in which employees perform their work, make decisions or otherwise carry out job duties; for example: a gift, favor, service, or promise of future employment.

Personal and Private Interest

An interest including, but not limited to, a financial interest, which pertains to a person, firm, corporation, partnership or association whereby such person, firm, corporation, partnership or association would gain a special benefit, privilege, exemption, or advantage from the action of the District.

Confidential Information

Information gained under governmental authority or in the course of one's employment with a governmental authority, which is not to be released to the general public because:

A. Release of such information is expressly prohibited by statutes; or

B. A formal decision has been made that release of such information would be harmful to the public interest.

District Property

Items including, but not limited to, leased or owned facilities, vehicles, supplies, equipment, stenographic assistance, and duplicating services of any kind where a direct cost to the District may be identified.

District Expectations – Governance Statement

The School District of Wauzeka-Steuben believes that its employees are among its most important assets. This employee handbook will provide you with some of the information you will find helpful as an employee of the School District of Wauzeka-Steuben. It is important that you be familiar with and understand the information contained in this handbook.

This handbook is provided for informational purposes only and is intended to provide a general overview. Nothing in this handbook is to be interpreted to create an express or implied contract, covenant, promise, or representation between the District and you. There is no employment agreement intended or implied by this handbook.

The Board of Education reserves the sole right to add, change, withdraw, or revoke any or all policies or practices at any time for any reason, with or without advance notice. The Board of Education will review the employee handbook annually, or as needed. Signature pages will be filed in each of the employee's personnel files which are stored in the District Administrator's office. Nothing in this handbook is intended to modify an employee's at-will status. Except as otherwise provided by a written contract approved by the Board of Education, all employees of the District are employed at-will and may be terminated at any time and for any reason or no reason, but not for an illegal reason.

Where benefits and other specific matters are addressed in any written contracts and are signed and approved by the Board of Education or its authorized designee, they are governed by the contents of the contract to the extent to which it applies. Except where there is express language in a contract that conflicts with the language in this handbook, this employee handbook supersedes and replaces any and all previously stated policies and practices, oral or written representations, or statements of the District including, but not limited to, those contained in any handbooks or correspondence.

This handbook is intended to be used and read in conjunction with existing Board policies. While a number of Board policies are expressly included or referenced in this handbook, the fact that other policies are not included or referenced does not mean that they are of no force and effect.

All employees are expected to conduct themselves in a professional manner at all times.

Equal Opportunity Employer

The School District of Wauzeka-Steuben is an equal opportunity employer. No person shall be denied employment or promotion on the basis of race, religion, creed, age, sex, national origin, race, ancestry, sexual orientation, handicap, disability, military status or any other basis prohibited by law.

School District Belief Statement

Mission Statement

The School District of Wauzeka-Steuben, in an active partnership with families and the community, will work to inspire passion and achievement in all learners.

Vision Statement

Our vision is to prepare our students to become responsible, compassionate citizens empowered with the character, knowledge, and skills to make a difference in this world.

Making Decisions

We believe that decisions should be made in the best interests of all students and their families in the School District of Wauzeka-Steuben.

Safe Learning Environment

We believe that providing a safe learning environment, free from verbal or physical threats and attacks, is critical to the well-being of our students.

Shared Responsibility

We believe that education is the shared responsibility of the individual, family, peer group, school, community, business, and society.

Rights and Responsibilities

We believe that we must set standards of honesty, integrity, dignity, respect, and honor; however, people are ultimately responsible for their own behavior.

Comprehensive Education

We believe in providing classroom curriculum and instruction, along with co-curricular and extra-curricular opportunities, that help students grow into well-rounded people.

Effective Employees

We believe that every adult in the school environment impacts students' success, making recruitment, staff development, and retention of effective employees a priority.

Fiscal Responsibility

We believe in maintaining fiscal responsibility to our district residents by operating within our budget, planning for the future, and using available resources effectively.

Commitment and Perseverance

We believe in modeling and instilling that achievement requires dedication and education. Setbacks are part of the learning process; setting goals brings results. Involvement is a choice and a responsibility. Perseverance reaps rewards.

Job Classifications

(Administration) District Administrator, Director of Special Education, and District Principal

(Certified Staff) Employees include: Full-Time Teachers, LMC Specialist, and School Counselor

A. Full-time
B. Permanent Part-time

(Noncertified Staff) Classroom Support Staff, Custodial, District Office Staff (non-Administration), Food Service, Technology and Transportation Staff

A. Full Year (12 months)
B. School Year (9 month)
C. Part-time

(Temporary or Limited Term Part-Time Employees)
Co-Curricular Coaches/Advisors, Co-Curricular Support Staff, all substitutes.

Posting listed above may not be all inclusive.

Section 1 - General Employment Practices, Procedures, and Expectations

Accident/Incident Reports

All non-employee work-related accidents/incidents occurring on District property, school buses, or during the course of school-sponsored activities, including field trips and other away events, are to be reported to the building principal/immediate supervisor. Reports must be submitted to the building principal/immediate supervisor at the time of the injury or as soon thereafter as possible. Reports should cover property damage as well as personal injury. A completed accident report form can be obtained at the District Office (and/or the District web-page). Parents/Guardians should be notified of their child's injury as soon as possible within a twenty-four (24) hour window. In the event of a work-related accident or injury, please refer to Section 4 of this handbook.

Acceptable Use Policy (A.U.P.)

The District has defined acceptable use of technology within the District. These standards define proper conduct for the user. Use of technology in the District is a privilege, not a right. Violations of these standards of use may result in denial of access and/or disciplinary action.

- See Board Policy 363.2 – Internet Safety and Acceptable Use

Attendance

Staff are expected to make every effort to be present for work. Staff members are expected to adhere to their assigned schedule. In order for the schools to operate effectively, staff members are expected to perform all assigned duties and work all scheduled hours during each designated workday, unless the he/she has received approved leave. Any deviation from assigned hours must have prior approval from the employee's supervisor/building administrator. Employees who fail to notify the District of an absence or who incur absences without approval or without leave available will be subject to discipline up to and including termination.

Employees who are unable to report to work shall follow applicable procedures through the District's attendance reporting system for reporting his/her absence. Any time spent not working during a scheduled day must be reported as time off and if a substitute is required report through the substitute calling system, using the appropriate reasons. When a *certified* staff member is to be absent from school and a substitute is needed, it is the responsibility of the teacher to report when they will be out prior to their scheduled starting times. If possible, such notification should be made the evening prior to the time of absence, or prior to 6:30 a.m. on the date of the absence. This will help provide time for obtaining a substitute teacher.

The District will monitor attendance and absence patterns. Theft of time and/or improper modification of time worked will be investigated and will result in disciplinary action, up to and including termination.

Background Checks and Obligation to Report Criminal Record

All District employees and volunteers shall notify his/her immediate supervisor, or the Business Office, in writing and as soon as possible (but no more than three (3) calendar days after any arrest, indictment, conviction, no contest or guilty plea, or other adjudication of the employee, whichever occurs first, for any felony or misdemeanor.) The requirement to report under this policy shall not apply to minor traffic offenses, e.g., speeding tickets, parking tickets, et al. However, an offense of operating under the influence, revocation or suspension of license, and/or driving after revocation or suspension must be reported if the employee's job duties require the employee to drive or operate a District vehicle or piece of mobile equipment, or transport students or staff in any vehicle, even if the job duties occur only periodically.

Nothing herein shall prohibit the District from placing an employee on administrative leave or other temporary placement when an employee has been arrested, indicted, or charged.

New Employee Requirements

All new employees will be required to complete a physical exam at a hospital chosen by the district. The school nurse or clinic will also conduct a TB test. All costs will be incurred by the district.

In the event an employee is required to take additional medical procedures to maintain their credentials such as a bus driver, all initial costs of the screening will be covered by the district.

Change of Personnel Data

Employees must within 30 days promptly notify the District of any change in name, address, telephone number, marital status, dependent status, or other pertinent information, so that the appropriate records and/or benefits can be updated accordingly. This also applies to former employees.

Child Abuse Reporting and Investigating in our Schools

Wis. Stat. §48.981(2) requires that school personnel, who in the performance of their duties encounter a child they suspect has been physically or sexually abused, is experiencing neglect or emotional damage, or is threatened with injury, are mandated to report suspicions to the appropriate authorities. Anyone in good faith, participating in the making of a report or participating in an investigation pursuant to this section, shall be immune from any liability. Whoever willfully ignores and violates this section by failure to report as required, may be fined not more than $1,000, or imprisoned not more than six months, or both.

Wisconsin law assigns the primary responsibility and authority to investigate certain reports of child maltreatment to law enforcement and county departments of social or human services. Mandated reporters, including all staff, are required by law to make a report to Child Protective Services (CPS) or law enforcement when they have reasonable cause to suspect a child has been sexually, physically, or emotionally abused or neglected. The mandated reporter with the most direct knowledge or observation of the abuse should be the person to make this report to CPS or law enforcement. Any doubt about reporting suspecting situations should be resolved in the child's favor. The purpose is to protect the child and help the family.

Following appropriate protocol when there is reasonable suspicion that a child has been abused or neglected, or has been threatened with abuse or neglect, is essential. To help ensure that the proper procedures are followed and the overall process is not compromised, the following reporting procedures are designed to assist in referring a child for suspected physical abuse, sexual abuse, or emotional damage, neglect, or threat of injury as specified in the Wisconsin Statutes:

Step #1. If necessary, in an effort to better understand the definition and dynamics of child abuse/neglect, prior to making a referral, a staff member may contact available building resources (school counselor and school psychologist).

Step #2. A staff member, under a duty to report and who suspects a child has been physically or sexually abused, is experiencing neglect or emotional damage, or is threatened with injury, shall immediately inform the building principal or designee if the principal is not available.

Step #3. The staff member shall also immediately contact the Crawford County Department of Human Services Abuse Intake Unit. When calling Human Services, the reporting individual should identify the purpose as a child abuse/neglect referral. This referral shall be made as early in the day as possible so that a social worker from the Department of Human Services has time to begin his/her investigation by interviewing the child at school. (State Statute protects from criminal or civil liability individuals and institutions filing reports and participating in such investigations.)

Step #4. The principal or designee will document that the telephone referral was made and keep it on file.

Confidentiality

Pupil information employees obtain as the result of their employment with the District is confidential and protected by law unless otherwise authorized by law. The law and respect for our students generally 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.

Employees shall not disclose confidential information gained through their official position, except as authorized or required by law, nor shall they otherwise use such information for their personal gain or benefit. Particular attention and fidelity to student records disclosure is required of all employees in accordance with state and federal law and Board policy.

Employees shall not accept employment or engage in any business or professional activity, which they might reasonably expect, would require them to disclose or act upon the disclosure of confidential information acquired by them because of their official position. Any requests for District records shall be referred to the appropriate administrator.

Conflict of Interest

A conflict of interest is defined as any judgment, action, or relationship that may benefit an employee or another party the employee is affiliated with because of the employee's position with the District. Employees are asked to avoid outside activity that may compete or be in conflict with the best interests of the District. Employees must disclose to their immediate supervisor information or any transaction that may be considered a conflict of interest as soon as they know the facts. No employee may use his/her position to obtain financial gain or anything of substantial value for the private benefit of him/herself or his/her immediate family, or for an organization with which he/she is associated.

The Wisconsin Statutes (e.g., Wis. Stat. §19.59, §946.10 and §946.12) also prohibit public employees from acting in a manner that creates a conflict of interest. District employees are expected to comply with these laws, in addition to Board policies and the provisions of the Handbook. Moreover, the District expects that its employees will avoid actual conflicts of interest as well as activities that create the perception of a conflict of interest.

District Property

All employees are expected to show reasonable care for any equipment issued and to take precautions for theft. Any equipment, unused supplies, or keys issued must be returned prior to the employee's last day of employment. District equipment borrowed for short term use should be returned the first work day after project completion.

Drug, Alcohol, and Tobacco Free Workplace

The District is committed to providing employees an environment that is free of drugs, alcohol, and tobacco. The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance by an employee is prohibited on District property at all times. Employees who possess, sell, or distribute drugs on or off District property, or who appear for work under the influence of drugs (other than prescription drugs taken in accordance with the prescription that does not impair an employee's ability to function or pose a safety hazard) will face disciplinary action, up to and including termination from employment.

It is a violation of District policy for any employee to possess, sell, trade, or offer for sale illegal drugs or otherwise engage in the illegal use of drugs on the job. It is a violation of District policy for any employee to report to work under the influence of illegal drugs. It is a violation of District policy for any employee to use prescription drugs illegally. (However, nothing in this policy precludes the appropriate use of legally prescribed medications.)

Any employee who is convicted for any violation of this policy must notify his/her supervisor within five (5) days of such conviction. Failure to do so may result in termination of employment.

It is a violation of District policy for any employee to possess, sell, trade, or offer for sale illegal drugs or otherwise engage in the illegal use of drugs on the job.

The District prohibits the possession and use of all tobacco products on school premises, in District-owned vehicles, and at all school-sponsored activities. Any employee who violates this policy may be subject to discipline, up to and including termination.

- See Board Policy 522. 1 – Alcohol & Drug-Free Workplace

Electronic Data

The District reserves the right to access, monitor, and retrieve e-mails, voicemails, computer files, Internet records, and any other information contained on or within the District computer system at any time, at the District's sole discretion. The employee has no expectation of privacy regarding use of this electronic data.

E-Mail

E-Mail (electronic mail) plays an increasingly significant role in our communications. Along with the benefits of e-mail, come increasing risks and responsibilities. All other District policies apply to e-mail, even if e-mail is not specifically mentioned in those policies. Examples include the data retention policy as well as various sections of the personnel policy. The e-mail system is to be used for matters directly related to the business activities of the District. Violation of these policies may result in the cancellation of the violator's e-mail account and may be grounds for disciplinary action up to and including termination of employment.

E-Mail is a public record like any other public document. As such, specific classifications of e-mail shall be retained according to the District's Records Management Policy. E-mail may be searched for evidence in any legal proceeding. By using the e-mail system, the employee consents that authorized representatives may review any messages on the system, may use any information for any legitimate business, legal or disciplinary purpose, and may disclose or disseminate such messages to appropriate third parties.

Users are responsible for the security of their e-mail account password and any e-mail that is sent via their account. To protect accounts against unauthorized use, take the following precautions:

- Protect the e-mail account before leaving the computer unattended if there is any possibility someone else could use the system. If an e-mail account is left open, and someone else uses it, it will appear as if the message was sent from the original user and the user will be held accountable.

- Protect passwords against unauthorized use. The user is responsible for messages sent via their account. Correspondingly, do not read, use, or tamper with someone else's account without their knowledge and consent. Unauthorized use of an e-mail account may be unlawful.

Financial Controls and Oversight

The employee shall adhere to all internal controls that deter and monitor all fraud or financial impropriety in the District. Any person who suspects fraud or financial impropriety in the District shall report the suspicions immediately to any supervisor, the District Administrator or designee, the Board President, or local law enforcement. Each employee who supervises or prepares District financial reports or transactions shall set an example of honest and ethical behavior and shall actively monitor his/her area of responsibility for fraud and financial impropriety. Neither the Board of Education nor any District employee shall unlawfully retaliate against a person who in good faith reports perceived fraud or financial impropriety.

Fraud and Financial Impropriety

The District prohibits fraud and financial impropriety, as defined below, in the actions of its Board members, employees, vendors, contractors, consultants, volunteers, and others seeking or maintaining a business relationship with the District.

A. Fraud and financial impropriety shall include but is not limited to the following:
    1. Forgery or unauthorized alteration of any document or account belonging to the District;
    2. Forgery or unauthorized alteration of a check, bank draft, or any other financial document;
    3. Misappropriation of funds, securities, supplies, or other District assets, including employee time;
    4. Impropriety in the handling of money or reporting of District financial transactions;
    5. Profiteering as a result of insider knowledge of District information or activities;
    6. Unauthorized disclosure of confidential or proprietary information to outside parties;
    7. Unauthorized disclosure of investment activities engaged in or contemplated by the District;
    8. Accepting or seeking anything of material value from contractors, vendors, or other persons providing services or materials to the District, except as otherwise permitted by law or District policy;
    9. Inappropriately destroying, removing, or using records, furniture, fixtures, or equipment;
    10. Failure to provide financial records required by state or local entities;
    11. Failure to disclose conflicts of interest as required by law or District policy;
    12. Disposing of District property for personal gain or benefit; and,
    13. Any other dishonest act regarding the finances of the District.

B. Fraud Investigations: If an employee is found to have committed fraud or financial impropriety, the District Administrator or designee shall take or recommend appropriate disciplinary action, which may include termination of employment. When circumstances warrant, the Board of Education, District Administrator, or designee may refer matters to appropriate law enforcement or regulatory authorities. In cases involving monetary loss to the District, the District may seek to recover lost or misappropriated funds.

General Rules – Staff Conduct

Employees are representatives of the District, both in and out of the District. Employees shall exhibit conduct that is in keeping with commonly accepted professional standards. The following list is intended to provide concrete examples of types of expectations. It is not intended to include all expectations. Except as otherwise provided by a written contract approved by the Board of Education, all employees may be disciplined or terminated at will.:

- Follow Board of Education approved employment expectations
- Engage in public conduct which reflects positively on the profession and bring credit to the District
- Use school property and/or materials only for officially authorized activities
- Follow Board of Education approved District curriculum

- Carry out established Board of Education policy, including the provisions of this Handbook
- Respect the property rights of the school, its employees and students
- Accurately complete and maintain school records, or employment records related to the District
- Demonstrate respect for the physical, mental and emotional safety of other persons during working hours or on school property
- Use electronic communications responsibly, professionally, and appropriately
- Appropriately follow through and demonstrate respect for supervisor's work-related instructions
- Accept no gratuities or gifts of significance that might influence judgment in the exercise of professional duties

The following conduct is prohibited:

A. Insubordination, including disobedience, failure or refusal to follow written or oral instruction of supervisory authority, or to carry out work assignments;
B. Neglecting job duties or responsibilities;
C. Disclosure of confidential information and records;
D. Falsifying records or giving false information to other agencies or private organizations or to employees responsible for record keeping;
E. Failure to observe all safety rules and practices, including the use of protective equipment and clothing or the unsafe operation of vehicles and equipment;
F. Failure to report accidents or injuries including traffic accidents;
G. Failure to report promptly at the starting time of a work day or shift or leaving before the scheduled quitting time of a work day or shift or failure to notify the proper authority of impending absence or tardiness;
H. Leaving the place of duty during a work day or shift without permission of the immediate supervisor;
I. Failure to observe the time limits of lunch or rest periods;
J. Abuse or misuse of District property, equipment or materials;
K. Stealing, pilfering, or unauthorized possession or use of District property, equipment or materials, including but not limited to, computers, telephones, mail or copy service;
L. Threatening, attempting, or inflicting bodily harm or injury;
M. Threatening, intimidating, interfering with, or using abusive language towards others;
N. Failure to observe no smoking regulations;
O. Unauthorized possession of weapons;
P. Possession of or use of alcoholic beverages or illegal drugs while on District time on District property;
Q. Reporting for work in an unsafe condition or under the influence of alcoholic beverages or illegal drugs;
R. Immoral conduct;
S. Selling commercial products or services on District property without authorization;
T. Unauthorized solicitation of funds or donations for any purpose;
U. Unauthorized distribution of printed matter on District property;

V. Unauthorized lending, borrowing, or duplication of keys to District vehicles, property, or other appurtenances;
W. Inappropriate dress or grooming;
X. Soliciting or accepting any unauthorized compensation, reward or gift from outside sources for any matter related to the employee's activities as an employee of the District;
Y. Safety clothing and protective devices must be worn to comply with the standards and requirements of OSHA or state workplace safety agency.

Harassment

The School District of Wauzeka-Steuben prohibits any actions or words which can be construed as sexual or other harassment, and considers such actions or words to be a violation of the District's Equal Employment Opportunity Policy, Harassment and Bullying Policies, and/or work rules. Harassment is prohibited in all school buildings, property and educational environments, including any property or vehicle owned or used by the District. Educational environments include, but are not limited to, every activity under District supervision.

- See Board Policy 512 – Employee Harassment on Legally-Protected Status
- See Board Policy 512 Rule – Employee Harassment – Reporting and Investigation Procedures

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 to be maintained in his/her personnel file. Personnel files can be found in the District Office. Employees are expected to know the expiration date of this license/certification and meet the requirements for re-licensure or certification in a timely manner. A contract with any person not legally authorized to teach the named subject or at the named school shall be void. All contracts shall terminate if, and when, the authority to teach terminates. Employment with employees under a letter of employment shall be terminated if the employee is no longer licensed as required for his/her position.

Mileage Reimbursement

Transportation by private vehicle shall be used only when no other transportation is available and/or with authorization of the District Administrator. Employees using their private vehicle for school business shall be reimbursed at the current IRS rate per mile if and when travel is authorized by the District Administrator. Car-pooling is strongly encouraged.

- See Board Policy 751 – Transportation Services

Nepotism

Applicants for employment in the District shall be selected without regard to a relationship by affinity or consanguinity (through marriage or by 'blood relation'), which they may have with a current employee of the District. However, to avoid any possible conflict of interest, which may result from employment procedures, an employee who is related by affinity or consanguinity to another employee or applicant shall not participate in any decision to hire, retain, promote, evaluate, or determine the salary of that person.

Non-Discrimination and Equal Opportunity

The District does not discriminate in any manner contrary to law or justice on the basis of race, color, gender, age, religion, disability, veteran's status, creed, ancestry, marital status, sexual orientation, arrest/conviction record, military membership, national origin, political affiliation or use of a lawful product off District premises during non-working hours in its educational programs or activities, including employment and admissions. Also, such discrimination is prohibited by Federal Laws, Executive Orders and State laws which include, but are not limited to, the Wisconsin Fair Employment Act, the Americans with Disabilities Act, Title VI and VII of the Civil Rights Law of 1964, the Age Discrimination in Employment Act of 1967, as amended, the Equal Pay Act of 1972, Title IX of the Educational Amendments of 1972, the Rehabilitation Act of 1973 as amended, the Veteran's Readjustment Act of 1974 and the Executive Orders 1246 of 1965 and 11375 of 1967.

Upon request, reasonable workplace accommodations may be made for employees with disabilities. Employees with requests, concerns and/or complaints regarding disability and/or veteran's status should contact the Director of Special Education or Business Office.

In the event an employee feels that he/she has been discriminated against by any action prohibited by law, he/she may seek the assistance of the Director of Special Education or Business Office. Informal discussions to resolve the problem are encouraged before a formal complaint is made.

Complaints brought to the Director of Special Education or Business Office will be handled (to the extent possible and practicable) in a confidential fashion, will be investigated thoroughly, and resolutions will be recommended. An employee may contact this office without fear of retaliation regarding his/her employment status. However, frivolous or fraudulent complaints will not be entertained and may result in disciplinary action.

Outside Employment

Outside employment is regarded as employment for compensation that is not within the duties and responsibilities of the employee's regular position with the school system. Personnel shall not be prohibited from holding employment outside of the District as long as such employment does not interfere with assigned school duties as determined by the District. An employee will not perform any duties related to an outside job during regular work hours.

This section shall not prevent a District employee from coaching in another district, nor shall District school year employees be prevented from teaching/working summer school in another district, nor accepting other summer employment, unless such employment does not interfere with assigned school duties as determined by the District.

Pay Periods

Salary payments and paychecks will be distributed/direct deposited on the 11th and 25th of each month.

When the payday falls on a scheduled holiday or weekend, the payment will be made on the day preceding the holiday or weekend. All Noncertified staff will complete timesheets. All timesheets should be submitted to the District office by 12:00 p.m. the day after the last working day in the pay period so that payroll personnel have two (2) full days to prepare the payroll.

All employees are required to enroll in direct deposit. Wages will be deposited automatically within the employee's designated checking or savings account. The employee will be able to print off their advice of deposit from Skywards Employee Access.

Certified staff will be compensated their full salary from September 11th – June 30th of each year. However, there will be an optional form which certified and noncertified staff can sign, which legally allows the district to pay staff over the summer. This document will need to be signed by September 1st of each year.

Personal Appearance/Staff Attire

Discretion and good judgment on the part of employees in their style of dress and personal appearance are essential to the professional image and the safe and orderly operation of the District. Employees are expected to dress in a professional manner appropriate to their working environment and to the type of work performed. School apparel is encouraged. The District reserves the right to establish and enforce standards relating to acceptable dress and appearance. Individual departments also reserve the right to have their own policy or dress code appropriate to the nature of the work done within that department. This applies to both in and out of District activities. Employees attending conferences, extracurricular activities or any activity representing the District outside the work day should dress as a representative of the District.

Employees should consult their supervisor regarding dress code requirements specific to their position.

When assigned a district duty, on or off campus staff will abide by the following code:

1. Be physically clean, neat, and well groomed.
2. Dress in a manner consistent with your professional responsibilities.
3. Be groomed in a such a way that your style does not disrupt the educational process nor cause a health or safety hazard.

Personnel Files

Any requests to access personnel files should be made through the District in accordance with Wisconsin Statute 103.13 (2). Information contained in an employee's personnel file is considered a public record unless otherwise provided by law or in the event it is determined that an employee's interest in privacy outweighs the public's interest in disclosure of a specific record.

Political Activity

Employees may exercise the rights and privileges of any citizen in matters of a political nature consistent with the following restrictions:

A. Where discussions with students about candidates for any political office and issues occur as a part of the instructional program, teachers must present a balanced review of major political platforms or issues so as to afford students the opportunity to do their own thinking and decision-making.
B. No staff member may solicit or receive from any officer or employee of a political subdivision of this state any contribution or service for any political purpose during established hours of employment or while the officer or employee is engaged in his/her official duties.
C. The above does not apply to school employees in connection with any election, referendum, or legislation where authorized by the Board of Education or District Administrator and where consistent with legal limitations.

- See Board Policy 522.5 Political Activities by Staff

Severance from Employment

An employee's employment relationship shall be broken and terminated by:

A. Termination pursuant to the terms of this *Handbook* or the employee's individual contract (if any)
B. Voluntary resignation
C. Retirement
D. Non-renewal of the employee's contract (if any)
E. Failure to return to work the day following the expiration of an authorized leave of absence
F. Job Abandonment

Use of District Property for Private Purposes

Employees of the District shall not use District property or equipment for their private use or for any other use than that which serves the public interest. The District stresses that employees use common sense and honesty in ensuring that District property, facilities, and equipment are not used for personal gain or advantage. This includes, but is not limited to, using District owned stationery, postage, typing or reproduction services for social organizations or groups. With prior approval of administration, the after-hours use of District facilities for public meetings may be appropriate.

Work Spaces

Employees shall have no expectation of privacy with respect to any item or document stored in or on District-owned property, which includes, but is not limited to, computers/hard drives, desks, filing cabinets, mailboxes, lockers, tables, shelves, and other storage space in or out of the classroom. Accordingly, the District may at any time and in its sole discretion conduct a search of such property, regardless of whether the searched areas or items of furniture are locked or unlocked.

Workplace Safety

All employees are expected to cooperate to the best of their ability in the prevention of accidents to themselves, fellow employees, and students.

The following guidelines are provided to minimize the risk of hazards:

Bloodborne Pathogen - Training is offered to employees on a scheduled basis according to OSHA legal requirements.

Chemical Safety - All chemicals must be properly labeled. No unauthorized chemicals shall be present in the classroom. Flammable liquids and chemicals must be properly stored. OSHA Hazard Communication Standard 29cfr910.1200 adapted by the District who regulate school's states that employers inform their employees of the hazardous chemicals they may be exposed to while performing their work and any appropriate protective measures.

In order to protect the health and safety of our employees, the District has developed a list of all the hazardous chemicals known to be present in our District. The Material Safety Data Sheet (MSDS) is on file with the Building and Grounds Department. Employees are not permitted to bring cleaning products or other chemical substances to the workplaces that are not approved through the Building and Grounds Supervisor. Employees should notify their principal or supervisor of any unlabeled chemicals or unsafe conditions. Employees shall not deface or alter chemical labels or dispose of any chemicals listed on the MSDS.

Employees who want additional information on the chemicals used in their building, including ingredients and guidance for handling a hazardous substance, should contact the Building and Grounds Department.

Employees who work with hazardous materials will receive instruction and orientation to the District's Hazardous Materials Procedures, as well as safety procedures involved in working with hazardous materials.

Disaster Preparedness - All employees must become familiar with building procedures in the event of emergency such as fire, tornado, intruders, etc. Every staff member and student must follow proper procedures when drills are staged.

Electrical Safety - All electrical cords and equipment must meet safety code. Employees shall refrain from improper use of extension cords.

Fire Safety - Employees should know the following: Location of fire alarms, location of fire extinguishers, evacuations routes, and whom to notify in case of fire. Employees need to take precautions to prevent fires from occurring. In the event of a fire, the most important task is to sound the fire alarm and clear the building. Employees should not risk their safety in fighting fires.

General Classroom Conditions - Classrooms should be orderly and uncluttered with a focus on student engagement and learning.

It is each employee's responsibility to perform his/her work in a safe and responsible manner. All employees shall adhere to District safety rules and regulations and shall report unsafe conditions or practices to

the appropriate supervisor.

Protection of Staff - An employee shall report all cases of assault or injury suffered in connection with employment in the performance of duties to the District Office and the appropriate supervisor, who shall acknowledge receipt of such report and keep the staff involved or informed of the action taken.

A. "Injury" means physical harm to an employee caused by accident or disease in the performance of duties by the employee.
B. "Performance of duties" means duties performed within the employee's authorized scope of employment and performed in the line of duty.

Weapons Prohibition - Firearms and dangerous weapons are prohibited on all property of the District. The prohibition includes uncased or loaded firearms in vehicles on school property. Licensed peace officers, or retired peace officers are the only persons exempt from this prohibition.

Work Stoppages Prohibited

Employees shall not promote, encourage, engage in, or facilitate any strike, slowdown, sickout, work stoppage, curtailment of work schedules, or refusal to perform customary and assigned duties.

Section 2 - Recognized Absences, Holidays, Vacations, Reporting Absence(s)

Absence from Work - Duty to Report

Any employee who is unable to report for work at the beginning of his/her workday shall notify the District office, including the reason for such absence as soon as possible but no later than one hour before the commencement of the shift (with the limited exception of any unforeseen, extenuating circumstance).

Bereavement Leave

All eligible staff shall be entitled to three (3) days off with full pay when there is a death in his/her immediate family. "Immediate Family" shall include an employee's spouse/significant other, children, stepchildren, foster children, parents, stepparents, spouse's parents, spouse's stepparents, brothers, sisters, sons-in-law, daughters-in-law, grandchildren, and grandparents.

The staff member shall also be entitled to one (1) day off with full pay to attend funerals of his/her aunts, uncles, nieces, nephews, brothers-in-law, sisters-in-law, and first cousins. In the event that the above-mentioned funeral leave is insufficient, the Administrator may grant additional necessary time-off.

FMLA (Family and Medical Leave)

It is the policy of the District to comply with all applicable state and federal laws concerning child-rearing, personal illness, or family illness leave or leave related to military service members. Leaves provided by the District which are taken for the same reasons as leaves covered by the FMLA are not in addition to leave

provided under the FMLA. If leave qualifies for family or medical leave under both the federal and state laws, the leave used counts against the employee's entitlement under both state and federal FMLAs concurrently. Leave covered by the FMLA will be deducted from the annual entitlement under the FMLA.

If an employee is eligible for leave only under the Federal Family and Medical Leave Act, the District will require the employee to substitute any earned or accrued vacation or personal days to which the employee is entitled, for child rearing or family illness leave provided under the Federal Law and thus convert the unpaid leave into paid leave. Also, the District will require employees to substitute any sick leave to which the employee is entitled, for personal illness leave provided under Federal Law, and thus convert the unpaid leave into paid leave. When paid leave is substituted for unpaid leave under Federal Law, the substitute leave will be counted as leave taken under the Federal Law. FMLA is measured from July 1-June 30th.

Paid Time Off

All eligible staff will receive paid time off days each school year to be used for personal illness and other absences, with the following provisions:

A. Non-teaching staff scheduled to work full-time (1.0 FTE) will be eligible for one medical day per month worked (8 hours per day), allocated on the first day of each school year.
(i.e – 9 month employees receive 9 medical days, 10 month = 10 medical days,
12 month = 12 medical days)
B. School year employees are eligible for two (2) days personal leave each year. No reason needs to be given for personal leave. Two (2) medical leave days may be converted to additional personal days. At the end of the year, unused personal leave will be added to accumulated medical leave.

Personal Leave Day Restrictions - The personal leave day will not be granted during the first or last two weeks of a semester, on a parent-teacher conference day, or on an in-service day without the prior approval from the District Administrator or designee. Personal leave during these periods may be approved for personal business that cannot be rescheduled for a different time at the discretion of the District Administrator or designee.

A. A teacher will be credited with 10 days of medical leave at the beginning of each school year. Medical leave shall be cumulative to 100 days. A teacher returning from medical leave of three days or more may be required to furnish a doctor’s certificate.

- All Certified Staff are considered to be 10 month employees.
- Summer School Time will count toward the accumulation of additional time-off (40 scheduled hours of teaching earns 0.5 days of time-off)

A. Employees scheduled to work at least .50 FTE, but less than 1.0 FTE, will be eligible for medical days (one per month worked) pro-rated based on their percentage FTE (rounded up to the nearest hour).
B. Employees may request to use medical time with the following restrictions:

1. Personal Illness of Employee or Immediate Family Members

May use as many consecutive/accumulated medical days until accumulated days are used up and/or the employee is eligible for long-term disability (see Long Term Disability and FMLA).

2. Other Emergency Absences
   a. The District Administrator or District Principal will review each case and approve or deny request at his/her discretion.
   b. For unpaid leaves, please refer to section "Unpaid Leaves."

3. Other Scheduled Absences
   a. Time-off requests may be requested for any other type of non-illness, non-emergency absence, however these absences MUST be requested at least 2 weeks in advance. The District Principal /Supervisors will then review and approve or deny time-off requests based on availability of staff/subs to cover absences.
   b. The District Principal/Supervisors may approve time-off requests with less than two (2) weeks' notice at their discretion.
   c. Requests for use of time-off for three (3) or more consecutive days must be approved by the District Administrator, provided the request has a positive recommendation by the District Principal/Supervisor.
   d. Non-illness, non-emergency time-off days cannot be used to extend a holiday, vacation (i.e. winter, spring or summer break), or school recess period (e.g. conferences and/or extended weekends), or during the first or last week of a semester without prior approval from the District Administrator or designee.
   e. Requests for personal leave for scheduled absences may be restricted during the last 2 weeks of each school year due to number of requests and limited availability of subs, at the discretion of the District Principal/Supervisor.

4. Inclement Weather
   a. If an employee is unable to attend school due to inclement weather when school is open he/she may use available medical or personal time.
   b. If a Noncertified employee is unable to attend school due to inclement weather when school is delayed, he/she may use available medical or personal time in 2-hour increments.

c. Administration and Full Year Noncertified Staff Employees may flex their time outside their normal workday to make up lost time due to emergency closings upon prior approval of the District Administrator or his/her designee. If an employee is unable to report to work they shall notify the District, in writing, whether the employee intends to flex their schedule, take paid or unpaid leave within five (5) workdays of the emergency closing day.
d. Flex make up times, as a result of emergency closings, are to be scheduled for make-up during the same work week as to when the emergency closing occurred.
e. For Emergency school closures, please refer to Section 6 – "Emergency School Closures"

5. Increments and Maximum Accrual

Time-off must be taken in half or full day increments.

6. Leave

If an employee were to leave the school system prior to the completion of his/her contract term or the school year and had used all leave accumulation, a sum equal to the sick leave days not earned would be deducted from the remaining pay. Pay deduction will be based on a proration of days worked. District Administrator has the right to waive this requirement under extreme circumstances.

Holidays "Holidays" Section applies to Administration and Noncertified Staff

A. School Year, Full-Time and Part-Time Employees will receive the following paid Holidays if the Holiday falls within the period the employee is actually working:

1. Labor Day
2. Thanksgiving Day
3. December 25th
4. New Year's Day
5. First Day of Easter Break
6. Memorial Day (only if school is in session)

B. Fiscal Year, Full Year Employees will receive the following paid Holidays:

1. New Year's Day
2. First Day of Easter Break
3. Memorial Day
4. Fourth of July
5. Labor Day

6. Thanksgiving Day
7. December 24th
8. December 25th
9. New Year's Eve

C. If any of the paid holidays fall on a Saturday, the preceding workday shall be observed as the holiday. If any of the above-named holidays fall on a Sunday, the following workday shall be observed as the holiday. If New Year's Day falls on a Sunday and school is scheduled to begin on the following Monday, the preceding Thursday shall be observed as the New Year's Eve holiday and the preceding Friday shall be observed as the New Year's Day Holiday. If the day before Christmas and the day before New Year's Day fall on a Sunday, the preceding Friday shall be declared the holiday unless the preceding Friday is a student contact day. The paid holiday substitution days may, by mutual agreement between the administrator and the employee, be moved to different days.

Additional Hours and Overtime - Approval: In order for an employee to work additional hours beyond his/her regular scheduled hours in any week, prior approval must be obtained from the District Administrator or his/her designee.

Call-In Pay - When a Noncertified staff employee is called in and required to work additional hours at the request of administration that are not contiguous with his/her scheduled hours, the employee shall be paid no less than one (1) hour of pay. Employees called on a Sunday or Holiday to work outside of his/her scheduled hours will be paid at one and one half (1.5) times his/her regular rate of salary, including overtime if applicable.

Jury Duty

Any employee required to serve on jury duty or who is subpoenaed to appear and who actually appears in response to the subpoena in a civil or criminal court proceeding other than a criminal proceeding in which the employee is a party, shall be entitled to temporary leave without loss of pay and in return must turn over any compensation provided by the courts to the District.

- See Board Policy 532.41 - Jury Service and Subpoena Leave

Military Leave

Employees shall be granted military leave in accordance with applicable federal and state laws.

Emergency Responders Leave:

Part-time and full-time employees who are emergency responders shall receive full pay when participating in a fire call or other emergency call during worktime. This time should be recorded on the employee's

timecard or in writing to the District Administrator. The employer responder will need to request approval for emergency calls that extend into an additional school day.

Reporting Absence from Position & Substitute Request Calling Procedures

The District recognizes that occasions may arise when employees will be unable to perform their professional duties because of illness or emergencies.

Administrative and Noncertified Staff Supervisors contact the District Office to inform the office of absences.

Noncertified Staff contact their immediate supervisors and the District Office as soon as possible but not less than one (1) hour before the start of their shift to report absences (with the limited exception of any unforeseen, extenuating circumstance).

Certified Staff Members

A. If you are ill the night before school and do not believe your health will improve before the next morning, please call Hannah Bunders by 9:00 p.m. that evening. If you are ill in the morning, please call the Substitute Caller at (608) 412-6170, between 5:30 and 7:00 a.m. Any calls after 6:30 a.m. will hamper the opportunity to find a suitable substitute. Administration will attempt to acquire substitutes for all teachers, including most specialists.
B. If you are unable to reach Sub Caller by 7:00 a.m., please call the District Office. An office staff designee will take substitute calls and the staff will be informed.
C. If you become ill during the school day, please call the office requesting coverage until a substitute arrives.
D. Please make the Sub Caller aware of the location of lesson plans for class(es) which will need to be covered in your absence. Each teacher must have a Substitute Folder maintained in her/her classroom, containing emergency lessons, seating charts, classroom expectations (rules), etc.
E. If a substitute teacher cannot be obtained, the Principal and/or designee will first attempt to find volunteers to cover class periods until a substitute can be hired. Please see section titled: In-House Coverage – Paying it Forward If no volunteers can be found, the Principal may assign single period substituting to teachers at the paid hourly rate, per the appendix.
F. Enter the appropriate type of absence into Skyward.

The Administration appreciates any feedback on the performance of substitute teachers and welcomes input on the choice of substitute teachers. Coaches and/or Activity Advisors need to contact the Athletic/Activities Director and/or the District Office to inform the office of absences.

Unused, Excess P.T.O. Days

Employees with an excess of 100 unused time-off days (at the end of the school year) shall be paid for the unused time-off that remain over 100 days. Employees shall be paid at the rate of $35 per day. Such payment shall be made by the second pay period in August of the following school year.

Unpaid Leaves of Absence

Short-Term Leaves - Approval of leave without pay is dependent on circumstances in each case. The basic purpose of leave without pay is to preserve an employee's continuity of service through emergency or necessary periods of absence. A leave of absence without pay must be approved by the District Administrator or his/her Designee, prior to taking the leave. No benefits, paid leave, or vacation will accrue during a leave of absence lasting more than five (5) days.

Any employee may request a single unpaid leave time for five (5) or less days per school year (July 1 to June 30), due to extenuating circumstances. If the unpaid leave time is granted, the employee will continue to receive benefits during their short-term leave. In the event that an employee needs to take unpaid leave more than once in a school year a meeting will be held between the employee, supervisor, and the District Administrator. This does not apply to personal medical situations that arise. The District Administrator always has the right to grant unpaid time-off after a meeting has been held.

Long-Term Leaves - Requests for long-term leaves shall be made in writing to the District Administrator at least thirty (30) days in advance whenever possible. An unpaid leave of absence of up to one (1) year (including any time allotted through FMLA) may be granted for child rearing, education, health/medical, or personal reasons.

Employees may continue participation in the District's group insurance programs at his/her own expense subject to approval of the carrier. The employee must furnish full payment for the insurance premium and that payment must be made by the 15th of the month prior to coverage. Benefit costs will be established based on the number of workdays the employee will miss as compared to the total number of workdays for the school year (July 1 to June 30). If the employee is more than thirty (30) days late in paying their portion of the premium, the employee's health insurance will be cancelled and reinstated if/when the employee returns from their leave subject to the employee's continuing eligibility for insurance and approval by the carrier and further subject to rights provided under COBRA.

The employee shall notify the District Administrator or his/her designee of the employee's intent to return to work at least thirty (30) days prior to the expiration of the leave. If the employee does not provide such notice he/she will be deemed to have resigned from his /her position with the District as of the expiration date of the leave.

Employees on a long-term leave will not be advanced on the salary schedule for the time duration of the leave.

Upon return from leave, the employee may be assigned to any position for which the employee is qualified. "Qualified" means licensed at the time the person returns from leave and having prior experience in the affected area (K-5), (6-12), and specific department or specialty area, such as guidance, physical education, art, music, special education, etc.

Absence without Authorization - No employee may absent himself/herself from duty without permission of his/her supervisor. Absence without authorized leave shall be reason for discharge. Any employee who is absent for three consecutive working days without notice shall be considered to have resigned from District service, absent unique extenuating circumstances.

Vacation

Vacation schedules must be approved in advance by the building administrator and/or District Administrator. Vacation schedules shall be planned in advance, so as not to disrupt school operations. At the discretion of the building administrator and/or District Administrator, vacation requests may be denied when timing of the requested days off conflicts with specific job responsibilities. Should the employee terminate his/her employment during the course of a contract year, the vacation time allotted during the current school year will be prorated.

Qualifying noncertified year-round staff shall receive annual vacation time based on the following schedule:

Year-Round Service	Days Allotted	Year-Round Service	Days Allotted
1st year of service	5	11 years of service	15
2 – 6 years of service	10	12 years of service	16
7 years of service	11	13 years of service	17
8 years of service	12	14 years of service	18
9 years of service	13	15 years of service	19
10 years of service	14	16 years of service and over	20

Vacation time may not be carried over to the next fiscal year (July 1st to June 30th). Any unused vacation time will be forfeited.

Vacation earned under this section shall be used on nonstudent contact days, unless use on a student contact day is preapproved at the discretion of the District Administrator. Vacation leave will be paid at the employee's regular hourly rate multiplied by the employee's regular daily hours.

Part-time year-round noncertified staff who work at least 50% of full time will receive vacation, according to the schedule above. However, amount of vacation leave for such staff will be pro-rated based upon the number of hours the employee normally works during the fiscal year. Example: An employee working four (4) hours per day with six (6) years of experience receives ten (10) days of vacation. In the fiscal year, the employee will work 50% of a full-time schedule and will therefore, receive 40 hours of vacation for the year.

Vacation is not earned while an employee is out on long-term disability or unpaid leave.

Vacation time may be taken in full-day blocks, or in shorter blocks not less than half-day increments as arranged with the immediate supervisor. Requests for vacation time shall normally be made and approved at least two (2) weeks prior to taking such leave; however, vacation time requested with less than two (2) weeks' notice may be taken with the approval of the employee's supervisor. The District shall have the right to deny an employee's vacation request, even if the employee requests the leave in a timely manner. The District will strive to permit every employee to take their full amount of vacation each year. However, that may not be possible if, for example, multiple employees request vacation time in the last week of June.

Year-round service in this section refers to continuous years of service year-round in the District. Years of service shall be credited on a July 1 to June 30 fiscal year, and annual vacation days are accrued on a prorated basis on each payroll date throughout each fiscal year. Employees who have used more vacation leave than they have accrued for the fiscal year at the time their employment ends with the District will owe the district for the value of that excess vacation leave. This amount may be deducted from any moneys due and owing to the employee at the time of the end of their employment.

Employees who start employment after July 1 will receive a prorated amount of vacation leave based on their start date as compared to the total number of workdays in the fiscal year. The District reserves the right to round such prorated vacation leave to the nearest full-day increment. Employees who have worked at least 140 work days prior to June 30 in their first year of employment will be given credit for a full year of service for purposes of determining "years of service" in the vacation benefit schedule. An employee who works less than 140 work days prior to June 30 in their first year of employment will remain at the first year of service level for another year for purposes of vacation leave allotment. Years of service after the first year require the employee to have worked a full year of service in order to receive an additional year of service.

Workers Rules/Workers Compensation

These work rules constitute the general work rules applicable to employees of the School District of Wauzeka-Steuben. The application and implementation of these rules may vary between individuals or work units due to the nature of the work or as specific circumstances require. Likewise, these work rules do not constitute the entire list of potential actions or violations for which employees may be disciplined. State and federal statutes and regulations also govern the workplace. Violations of these rules will also result in appropriate disciplinary action.

Work Rules Example - Incidents, Accidents, or Injuries - Any employee involved in an incident, accident or injury, including property-damage only accidents or incidents, irrespective of fault, during working hours or while using any District-owned machinery, vehicle, or other property, shall report the incident, accident, or injury to the Administration or his/her designee within 24 hours (excluding weekends and holidays) of the occurrence of the incident, accident, or injury.

The District provides Worker's Compensation in conformance with state law.

Worker's Compensation Coverage and Reporting Responsibilities - All employees shall be covered by Worker's Compensation Insurance. Any employee who is injured on the job shall report the injury to the District office prior to seeking medical attention if at all possible. In the event of an emergency, the employee shall notify the District office within twenty-four (24) hours after the occurrence of the injury or as soon as practicable.

Benefits while on Worker's Compensation - If any employee is injured while in the performance of duties for the District, he/she will be compensated in the following manner:

A. First Ten (10) Days of Workers Compensation Leave: The employee will be paid his/her regular salary and no sick leave days will be subtracted from the accumulated sick leave of the employee if the employee signs over his/her "workers compensation" check to the District.
B. Day Eleven (11) through Day Sixty (60) of Workers Compensation Leave: The employee will be paid income equivalent to the income the employee would have earned had the employee not been injured. This income will be generated by combining worker's compensation insurance with prorated accumulated sick leave, as necessary, through a deduction of one-third (1/3) of a day of sick leave for each day while on worker's compensation. This provision will apply up until the sixtieth (60th) day of leave or as long as the employee has accumulated sick leave available, whichever is greater. Once day sixty-one (61) is reached or the employee no longer has accumulated sick leave available, the provisions of the following paragraph apply.
C. Day Sixty-One (61) and thereafter of Workers Compensation Leave: The employee will receive his/her worker's compensation payment. The employee, subject to the rules and regulations of the carrier, may be eligible for long-term disability insurance benefits. No other leaves will be applied to the worker's compensation leave unless the employee is ineligible for long-term disability, in which case the employee may use accumulated sick leave, accrued vacation, or accrued compensatory time until such time as the paid leave is exhausted in accordance with the one-third (1/3) deduction provision provided above.
D. When permitted by law, Family and Medical Leave shall run concurrently with, and not be in addition to, Workers' Compensation Leave.

Section 3 - Benefits

Changes in Coverage

A special enrollment is available when an employee has a "Family Status Change" such as marriage, divorce, a dependent child turning 26, birth, adoption, or legal placement of a child. Insurance enrollment forms must be completed within 30 calendar days of this qualified event. For any employee who previously waived coverage

through the District and/or has lost other coverage, there will be an annual open enrollment period (August 1 – 30) in which the employee can complete the insurance enrollment forms. Employees must immediately notify the Business Office of any life event or family status change to ensure timely completion of all required forms.

Failure to provide such notice may delay or interfere with insurance coverage and corresponding payroll deduction changes. In addition, failure to provide such notice, which results in the District paying for premium(s) beyond that which it would have been obligated had notice been timely, shall result in the employee immediately remitting any such overpayment to the District. The District may collect such overpayment by a deduction(s) from any monies due and owing to the employee.

Continuation of Benefits Upon Severance

Medical, dental, vision, long-term disability, and short-term disability benefits end on the last day of the month in which the employee has worked unless otherwise required by the carrier.

Benefit coverage will remain in place throughout the months of July and August for school year employees receiving such benefits who have completed the school year unless otherwise required by the carrier.

All continuation of benefits after severance, except as expressly provided under the preceding paragraph, will be at the employee's (or other covered individual's) expense.

This Section shall not obligate the District to contribute toward any of the premiums for insurance coverage referenced herein.

Insurance Benefits

Eligibility - An employee whose individual contract or individual work assignment is at least thirty (30) hours per week is eligible to participate in the District's insurance plan. For purposes of teachers' eligibility, full-time equivalency is defined as forty (40) hours per week during the school year. Regular full-time bus drivers are also eligible.

Proration of District Contributions - Employees working less than 1.0 of a Full-Time Equivalent (FTE), but more than 0.75 FTE shall have prorated premiums paid by the District.

Dental

The District offers dental insurance to eligible employees effective on the first day the employee begins work. In order to obtain coverage, eligible employees must complete enrollment forms within thirty (30) calendar days from the date of hire. The insurance carrier(s), program(s), and coverage(s) will be selected and determined by the Board of Education. Eligibility for, premium amounts and payments toward coverage for employees may be obtained from the Business Office.

Flexible Spending Account

In accordance with the Internal Revenue Service (IRS) rules and regulations, the District offers both a Dependent Care Spending Plan and a Health Care Spending Plan, referred to as flexible spending accounts. Eligible employees may participate in these plans by designating pretax dollars to be taken via payroll deduction. These pretax dollars are deposited in an "account" and can be drawn upon to pay for eligible dependent care expenses and/or eligible unreimbursed health care expenses. The District will retain any unused funds to cover the expenses incurred in offering the Plan. Certain limits and legal requirements pertaining to flexible spending accounts apply.

Eligible employees may enroll in the flexible spending account, with coverage becoming effective on the first of the following month from their hire date. In order to enroll in flexible spending, eligible employees must complete enrollment forms within thirty (30) calendar days from the date of hire. In addition, it is necessary that employees re-enroll during each annual open enrollment period to maintain continued participation. Details and plan summaries may be obtained from the Business Office.

Health

The District offers medical insurance to eligible employees effective on the first day the employee begins work. In order to obtain coverage, eligible employees must complete enrollment forms within thirty (30) calendar days from the date of hire. The District makes a substantial contribution toward the cost of each eligible employee's medical coverage. The insurance carrier(s), program(s), and coverage(s) will be selected and determined by the Board. Eligibility and premium amounts and payments toward coverage for employees may be obtained from the Business Office.

If both spouses are employed by the District and are eligible for insurance, the employees shall be eligible for two single plans or one family plan. The premium contributions for spouses shall be no different than the premium contribution for a similarly-situated employee whose spouse does not work for the District. As such, the following options exist for such spouses: a. Coverage under one family plan; or, b. Two single plans.

Cash-in-lieu

An employee working at least 30 hours per week and eligible for District group health insurance may decline coverage, with proof of other coverage, and elect to accept a cash-in-lieu payment if cash-in-lieu is approved by the Board. Any employee interested in cash-in-lieu will have until August 15th to request cash-in-lieu. Where the District employs both spouses, there is no offer of Cash-in-lieu of insurance AND insurance coverage. Cash-in-lieu will be prorated to your FTE.

HSA/HRA

Employees enrolled in District health coverage, will be enrolled in either the HSA or HRA health plan, based upon IRS rules.

If the Board elects to contribute to the HSA or HRA these contributions will be made on a quarterly basis with the first contribution being made prior to September 30, but these contributions shall be prorated for individuals that do not work a full school year (July 1 to June 30) worth of workdays.
In the event that an employee drops District health coverage during the course of the policy year (Sept-Aug) and will be receiving cash-in-lieu, any excess amount contributed to the employee's HSA or HRA will be prorated and subtracted from the cash-in-lieu calculation.

Life
The District offers life insurance to eligible employees effective on the first day the employee begins work. In order to obtain coverage, eligible employees must complete enrollment forms within thirty (30) calendar days from the date of hire. The District will contribute an amount equal to twenty percent (20%) of the premium cost toward the total cost of the employee's participation. The insurance carrier(s), program(s), and coverage(s) will be selected and determined by the Board of Education. Eligibility and premium amounts and payments toward coverage for employees may be obtained from the Business Office.

Vision
The District offers vision insurance to eligible employees effective on the first day the employee begins work. In order to obtain coverage, eligible employees must complete enrollment forms within thirty (30) calendar days from the date of hire. The enrollment period will be August 1st - August 30th. The insurance carrier(s), program(s), and coverage(s) will be selected and determined by the Board of Education. Eligibility for, premium amounts and payments toward coverage for employees may be obtained from the Business Office.

Long-term Disability
The District offers long-term disability coverage to eligible employees effective on the first day the employee begins work. The monthly long-term disability benefit pays a percentage of the employee's regular monthly salary or wages, less Social Security and other offsets. Long-term disability is provided by the District at no charge to the employee. The insurance carrier(s), program(s), and coverage(s) will be selected and determined by the Board of Education. Eligibility for, premium amounts, and payments toward coverage for employees may be obtained from the Business Office.

Short-term Disability (voluntary plan)
The employee may elect voluntary short-term disability coverage effective on the first of the month following approval from the insurance carrier. If approved, the premiums will be deducted (post-tax) from the employee's payroll check once a month. The insurance carrier(s), program(s), and coverage(s) will be selected and determined by the Board of Education. Eligibility, premium amounts, and payments toward coverage for employees may be obtained from the Business Office.

Tax Sheltered Annuity (TSA) – 403(b)
The District offers an IRC Section 403(b) Plan to help employees save for retirement.

All employees are immediately eligible upon their start date to make elective deferrals from compensation to the plan. For more information or to enroll, please contact the Business Office.

Wisconsin Retirement/Employee Trust Funds

Eligibility for the Wisconsin Retirement System (WRS) is defined by State Statute and is mandatory for employees who meet the eligibility requirements for coverage under the WRS. Detailed information on eligibility, vesting, and pension options is available on the Wisconsin Retirement System website at http://etf.wi.gov.

As a covered employee, you will be responsible for all employee required contributions to the WRS. Employee retirement contributions are made on a pre-tax basis. The District pays the employer required contribution. All contributions go into the core fund unless the employee specifies participation in the variable fund.

Section 4 - Discipline, Non-Renewal, and Termination

The Board of Education retains the right and responsibility to manage the work force. The District Administrator or his/her designee may issue discipline or recommend discharge to the Board of Education, if necessary, consistent with the requirements of any applicable Board policy as well as State and Federal law.

Full-time certified Staff members employed in the District are subject to non-renewal on a statutory basis, as prescribed in Section 118.22, Wis. Stats. Such non-renewal shall be exclusively subject to provisions of Section 118.22, Wis. Stats. and is not governed by the District's Grievance Procedure, except as required by law.
Noncertified Staff employees are at will employees and may be disciplined or discharged at any time.

Standard Non-Renewal for Certified Staff Members

A Certified staff member may be non-renewed at will, meaning for any reason or no reason, but not for an unlawful reason

Standard for Discipline and Termination

The District may, in its sole discretion, select the corrective processes based on individual circumstances.

Typically, minor first offenses are addressed with verbal counseling or reprimands. Serious or more frequent violations warrant more serious action, up to and including termination. Types of corrective actions may include, but are not limited to:

- Verbal warning or counseling
- Written warning in the form of a letter or memo
- Suspension (with or without pay)
- Discharge/termination/non-renewal

Management reserves the right, in its sole discretion, to determine the appropriate response to any given situation, including the right to terminate Employees may be disciplined at-will. Discipline short of termination can be imposed by the District Administrator. Termination will be imposed by the Board of Education. Employees may file a grievance regarding termination or discipline pursuant to the District's adopted grievance procedure.

Representation

In the event an accusation has been made against a staff member, or administration has reason to believe that disciplinary action may take place towards any staff member, the staff member may have the opportunity to have a staff representative present at any meeting with administration.

Nothing in this provision shall prevent the District from removing an employee from the work place if immediate action is needed.

Disciplinary Records

Copies of disciplinary records may be provided to the employee when such records are placed in an employee's personnel file. The employee shall have the opportunity to reply to such records and affix his/her reply to said records, as permitted under Wis. Stat. s. 103.13

Section 5 - Grievance Procedure

Purpose

The purpose of this Grievance Procedure is to provide a way for employees of the Wauzeka-Steuben School District (employer) to resolve grievances concerning discipline, termination, or workplace safety.

This Grievance Procedure is intended to comply with Wis. Stat. § 66.0509(1m). This procedure does not create a contract of employment, and does not change an employee's employment status. Employment disputes that are covered by state or federal statutes and/or administrative enforcement mechanisms are not covered by this Grievance Procedure.

Definitions

Grievance means a written complaint related to the discipline or termination of an employee or to "workplace safety."

Days means calendar days.

Employee termination shall be narrowly construed to mean a separation from employment by the employer for disciplinary or performance reasons. Employee termination" does not include layoff, failure to be recalled from layoff, furlough or reduction in workforce, administrator or teacher non-renewal for the

purpose of the elimination of a position or a reduction in staff, job transfer, non-disciplinary demotion, reduction in or elimination of position, resignation, voluntary quit, abandonment, end of employment due to disability, retirement, or death, and end of employment and/or completion of assignment of limited term, temporary, seasonal, substitute, or part-time employees, including co-curricular contracts.

Employee discipline shall be narrowly construed to mean a suspension without pay, or a demotion or reduction in rank, pay, or other benefits, imposed by the employer for disciplinary reasons. "Employee discipline" does not include oral or written reprimands, performance evaluations, performance improvement plans, termination, non-
of teacher contracts under Wis. Stat. § 118.22, non-renewal of administrator contracts under Wis. Stat. § 118.24, layoff, failure to be recalled from layoff, furlough or reduction in workforce, administrative leave or suspension with pay, or any other employment action such as wage, benefit or salary adjustments, or change in assignment, which are taken for a non-disciplinary reason.

Workplace safety shall be narrowly construed to refer to (1) an existing condition that substantially endangers an employee's health and safety; or (2) any workplace policy or procedure established by state or federal law or the Board to protect the safety and health of employees in the District which is alleged by an employee to have been violated and to have substantially adversely affected the employee's safety at a District workplace.

Time Limits

If the grievant fails to comply with any time periods or other procedures of this policy, the grievance will be deemed resolved and the grievant shall have no further right to pursue or appeal a grievance decision. If the employer fails to comply with any time periods or other procedures of this policy, the grievant may advance the grievance to the next level, and there shall be no other consequence or remedy for the employer's failure to comply with any time periods or other procedures. A grievance may be withdrawn by the employee at any time. Once a grievance is withdrawn, it cannot be reopened or re-filed. The parties may mutually agree to extend any time deadline. Such extensions shall be non-precedential.

Process

Written Grievance Submission Only the employee who is subject to the discipline or termination or directly impacted by the issue of workplace safety may file a grievance. The employee must file a grievance within seven (7) days of the date the employee knew or reasonably should have known of the termination, employee discipline or workplace safety issue. The grievance must be in writing on the Employee Grievance Form. On the form, the grievant shall: (1) identify the category of grievance (i.e., termination, discipline, or workplace safety); (2) identify the facts supporting the grievance; (3) specify the policy, rule, regulation, or law alleged to have been violated, and the rationale supporting the grievance; and (4) describe the relief requested. The grievance must be given to the District Administrator. However, if the grievant is the District Administrator, or if the grievance arises out of action by the Board, the grievance must be given to the Board President.

Representatives Any party involved in the grievance may have a representative present at all levels once the grievance has been filed in writing.

Initial Decision The District Administrator shall act on the grievance within fourteen (14) days of receipt of the written grievance, unless the District Administrator is the Grievant, or unless the grievance arises out of action by the Board, in which case the response shall be provided by the Board. The written response shall contain a statement of the basis for the decision to sustain or deny the grievance, and, if denied, the deadline for the Grievant to appeal the grievance to an Impartial Hearing Officer ("IHO").

Impartial Hearing If the Grievant wishes to appeal the Initial Decision by the District Administrator or Board, the Grievant must file a written appeal with the Board President within seven (7) days of receipt of the Board decision or administrative decision requesting a hearing before an IHO. The hearing shall take place within a reasonable time.

Appeal of IHO's Decision If either party is dissatisfied by the decision rendered by the IHO, the dissatisfied party may file a written appeal with the Board President within ten (10) days of receiving the IHO's decision. If no appeal is filed within ten (10) days, the decision of the IHO shall become final.

Procedure for Impartial Hearing

A. Standard of Review The standard of review to be applied by the IHO to an Initial Decision shall be as follows:

    1. The review of an Initial Decision involving the termination or discipline of an employee shall require deference to the Initial Decision. The IHO shall apply the standard(s) established by applicable provisions of Board policy, handbook, contract, and/or common law.
    2. The review of an Initial Decision concerning a workplace safety grievance shall require deference to the Initial Decision. The decision shall be upheld if it is not "arbitrary and capricious," which shall be defined as an action which is either so unreasonable as to be without rational basis or the result of unconsidered, willful, or irrational choice.

B. Impartial Hearing Officer The IHO shall not be an officer, agent or employee of the Board at the time of appointment. The Board shall appoint the IHO.

C. IHO Responsibilities and Authority The IHO shall do the following:

    1. Screen the grievance and determine whether it falls within one of the categories

subject to the Grievance Procedure and whether it has been timely filed.

2. Provide reasonable notice to the parties of the time and location for the hearing.
3. When requested by either party, subpoena witnesses as necessary to ensure their testimony.
4. Make evidentiary findings and conclusions. In the case of a grievance related to a termination or discipline, the IHO shall determine whether a full evidentiary hearing is needed to afford the employee the requisite due process, and, if so, shall allow the grievant to present evidence, call and question witnesses, cross-examine adverse witnesses, obtain copies of evidentiary materials and argue his or her case. The rules of evidence shall not apply at any hearing; however, depending on the nature of the hearing, a material fact may not be supported solely by hearsay evidence. Additionally, the IHO may exclude or limit irrelevant, repetitive, or redundant evidence or any evidence lacking probative value. The IHO shall act so as to provide a speedy and inexpensive resolution of any appeal brought before the IHO.
5. If the grievance is sustained in whole or in part, determine the appropriate remedy, provided, however, that the IHO may not award attorney fees or litigation expenses against the Board at any time.
6. The IHO shall only consider the precise issue(s) submitted on the grievance form and letter of appeal, if applicable, shall apply the applicable standard of review, and shall have no authority to determine any other issue.
7. The IHO has no authority to make any decision which requires the commission of an act prohibited by law.
8. The hearing shall be recorded. The IHO shall consider whether to engage a court reporter in lieu of recording the hearing. The grievant may request the opportunity to have the hearing conducted in open session, subject to such other legal requirements relating to confidentiality or privacy which may apply to the subject matter of the hearing.
9. The IHO shall issue a written decision no more than thirty (30) days after the hearing is concluded, including any briefing period, unless the IHO notifies the parties that more time is needed and the reasons therefore.
10. The IHO shall inform the parties that an appeal of the decision may be taken to the Board if filed within ten (10) days of the receipt of the IHO's decision, and that if no timely appeal is filed, the IHO's decision shall become final.

Procedure for Board Review on Appeal of IHO's Decision.

A. If either party is dissatisfied by the IHO's decision, either party has the right to file a written appeal with the Board within ten (10) days of receiving the IHO's decision. If no timely appeal is filed, the IHO's decision shall become final.

B. The Board President shall provide the parties with ten (10) days notice of any meeting scheduled by the Board to hear the appeal.
C. The Board shall review the grievance on the record established by the IHO. Each party may make a brief oral presentation to the Board to summarize the party's position as to whether the IHO decision should be sustained, modified or reversed. No factual evidence or argument not presented to the IHO for consideration shall be presented to the Board for review. The appeal meeting shall be held in closed session. If the Board determines more information is necessary to make a decision, it may remand the matter to the IHO for further proceedings.
D. The Board may affirm, reverse, or modify the IHO's decision. In reviewing a decision concerning termination, or discipline, the Board shall apply the standard(s) established by applicable provisions of Board policy, handbook, contract and/or common law. In reviewing a decision concerning a workplace safety grievance, the Board shall apply the same standard as the IHO, and shall uphold the administrative decision if it is not "arbitrary and capricious," which shall be defined as an action which is either so unreasonable as to be without rational basis or the result of unconsidered, willful, or irrational choice.
E. Procedural errors which do not have a substantial effect on the rights of the parties shall not be grounds for reversal of any decision.
F. The Board's decision shall be final. The Board shall send the grievant and the District Administrator a written statement of its decision within a reasonable time after hearing the appeal.

Section 6 - Professional Hours/Work Day

Normal Hours of Work – Certified Staff

The District shall set the length of the work schedules, teaching load, and school year calendar and shall make such decisions at its discretion based on the needs of the District. The District's decisions with regard to these items shall not result in any employee having non-instructional time of less than 10% of the work day.

Although certified staff members' work is not limited to any specified number of hours or days per week, the "normal" hours of work for full-time certified employees are considered to be eight (8) hours per day Monday through Friday, including a duty-free thirty (30) minute lunch period. Any time beyond the thirty (30) minutes is to be used for instruction related activities and/or supervision.

The District reserves the right to alter the beginning and ending time of the employee day, as long as the employee day remains eight (8) consecutive hours. The normal work day shall be 7:45am-3:45pm.

Schedules and assignments for part-time employees will be determined by the employee's building administrator.

Assuming an eight (8) period day, the teaching load for classroom teachers in grades 6-12 shall consist of six (6) assigned (instruction, and/or intervention-enrichment), one (1) supervision period, and one (1) non-instructional period.

Beyond the above teacher load, each additional assigned period will be compensated at the following rates payable at the end of each semester.

$894.84 for each nine-week period ($3,579.36/year)

- Amount based on 8% (annual) of step and lane BS-0 first year teacher rate (adopted 5/15/23 School Board meeting)

Elementary teachers, PK-5 teachers, School Counselor, LMC Specialist, are exempt from the above conditions, but shall have a minimum of 285 minutes non-instructional time per week during the student day, including when their students are at recess.

Normal Hours of Work – Administration and Noncertified Staff

The hours of full-time administrative and noncertified employees will generally be an 8.5-hour day, which includes one-half hour of unpaid lunch/dinner time. Normal business hours of the District are 7:30 a.m. to 4:00 p.m. Specific hours for noncertified employees will be determined by the administration and included in individual letters of assignment/employment.

Regular Full-Time Employees – Noncertified Staff

A 1.0 Regular Full-Time Equivalent (FTE) employee shall be those employees who work a regular schedule of hours as follows:

EMPLOYEE GROUP	HOURS PER DAY	HOURS PER WEEK
Building & Grounds/Custodial	8 hours per day	40 hours per week
Administrative Assistants	8 hours per day	40 hours per week
Library Media Center Associate	8 hours per day	40 hours per week
Educational Support Staff	7.75 hours per day	38.75 hours per week
Special Education Support Staff	7.75 hours per day	38.75 hours per week
Food Service	7.75 hours per day	38.75 hours per week
Bus Drivers	3 hours per day	15 hours per week

Administratively Called

Staff Meetings Certified staff are required to attend all mandatory administratively called staff meetings. Teachers who are required to attend administratively called meetings will receive no additional remuneration, above their regularly paid salaries, for attending such meetings.

Other Administratively Called Meetings Certified staff are required to attend meetings such as individual educational plans teams as identified by IEP team invitation, the preparation of individual education plans, individual parent-teacher conferences, department meetings or activities of similar nature, which are normally conducted outside the school day, attempts will be made to schedule meetings at mutually agreeable times. Teachers will receive no additional remuneration, above their regularly paid salaries, for attending any such meetings.

Emergency Meetings Other meetings may be called and scheduled by the building administrator in case of an emergency (e.g. death of student, staff member, natural disasters, etc.). Teachers who are required to attend will receive no additional remuneration, above their regularly paid salaries, for attending emergency meetings.

Consultation with Parents

Each teacher shall consult with parents – helping parents recognize the important role parents play in shaping the attitudes of their children and assuming greater responsibility for the performance of their children and for the excellence of our schools. Such consultation may be in the form of phone calls, e-mails, in person meetings, etc. in addition to scheduled parent/teacher conferences.

All Certified Staff shall be responsible for preparing for and attending events for the purposes of meeting/greeting parents, promoting your individual class/course offerings, and the school/District.

Emergency School Closures

Certified employees shall not receive additional compensation in the event the District requires such day(s)/time to be made up, with or without pupils. Noncertified Staff employees shall not report to work and may take the day unpaid, or use accumulated sick leave time in order to be paid.

Those Noncertified employees designated as "essential" as directed by the Building and Grounds Supervisor or approved by the District Administrator shall be expected to come in to work on a day when school is closed. The employee will only be required to stay as long as necessary (as approved by District Administrator and/or Building and Grounds Supervisor). The Building and Grounds Supervisor will provide the names of "essential" employees on any given day to the District Administrator for approval.

On a day school is canceled bus drivers will receive one route pay (See Appendix B).

On days school is delayed due to inclement weather and/or other safety issues, employees shall arrive at school as soon as reasonably safe to do so, but no later than the time of the delayed start. If the District will not be scheduling a make-up day for an emergency late start/closing day, a Noncertified Staff employee may elect to take time off, or if eligible use flex time with prior approval of District Administrator within the same pay period. Please refer to Section 2 regarding time-off during emergency school closures.

Hours, Breaks, and Schedules for Noncertified Staff

A. Regular Workday Starting and Ending Times: Because of different schedule requirements, an employee's starting, lunch, and finishing times may vary in different assignments. The employee's immediate supervisor will schedule working hours and lunchtime. A regular workday is up to eight (8.0) paid work hours and a one-half (0.5) hour unpaid lunch break. If the District changes the regular starting and ending time of an employee's shift, the District shall provide advance written notice.
B. Lunch Period and Break Period(s): Employees are entitled to relief breaks, including an unpaid, duty-free lunch during the workday as follows:

Hours of Work	Relief During the Workday
0 to 2.99 hours	No formalized break period
3.00 to 4.50 hours	15-minutes (paid)
4.51 or more hours	15-minutes (paid) and 30-minute lunch (unpaid)

Breaks as provided in this Section shall be scheduled by the immediate supervisor and must be allowed in continuous blocks of time.

To the extent a food service employee who receives a meal during his/her shift does not work sufficient hours to qualify for a thirty (30) minute lunch period, the employee shall be permitted sufficient time during his/her shift to eat the meal through the combination of the employee's break period and additional reasonable time as necessary.

Any other variations from the above are to be cleared with the appropriate building principal in advance.

In-Service Requirements

All identified employees are required to attend each assigned in-service meeting unless specifically excused in advance of such meeting by administration, and/or approved by administration for extenuating circumstances.

A personal leave day will not be granted on an in-service day without prior approval from the District Administrator or designee. Personal leave on in-service days may be approved for personal business that cannot be rescheduled for a different time at the discretion of the District Administrator or his/her designee.

- See Board Policy 537 – Professional Development Staff Opportunities

Job Assignments

Classroom instruction and supervisory assignments shall be made to certified employees based on areas of certification and needs of the District. Certified and Noncertified Staff members will receive specific

assignments upon hire and thereafter on an annual basis. In the event of a resignation, retirement, other vacancy, or district need, the District may require employees to transfer on a more frequent basis, contingent upon their qualifications and abilities.

Section 7 - Reduction in Force, Positions, and Hours

Reasons for Reduction in Force

In the event the Board determines to reduce the number of positions (full reduction) or the number of hours in any position (partial reduction), the provisions set forth in this section apply.

Notice of Reduction

For full-time certified staff members, the District will provide notice of non-renewal for purposes of reduction in accordance with the timelines set forth in 118.22 Wis. Stats. The non-renewal notice shall specify the effective date of the non-renewal and the right to a private conference. For part-time certified staff members, the District will provide notice of any reduction to the staff member by June 15.

WI Statute 118.24 School District Administrator will be followed for administrators.

Noncertified Staff employees

When it becomes necessary to lay off noncertified staff employees, in whole or in part, the Board will make the reduction in its sole discretion. Noncertified staff are not entitled to any advance notice regarding this decision.

Reduction in Hours Resulting in Non-Renewal

Employees who are reduced and such reduction results in a reduction in hours shall not lose any benefits they have accrued, and will only be eligible for future accrual of benefits consistent with their new position. Benefits are defined as length of service and sick leave earned as an employee.

Section 8 - Assignments, Vacancies, and Transfers

Assignments, Vacancies, and Transfers

Employees may be assigned or transferred by the District Administrator of the District and/or his/her designee, in his/her sole discretion (including areas such as: grade level, subject within certification area, activity assignments, etc.).

Employees may apply for any vacancy for which they are qualified, but the District reserves the right to select the most qualified candidate to fill any vacancy.

Employee Resignations/Termination of Contract

All employees are requested to give at least one month's notice of resignation. Resignation of employees with individual contracts shall be governed by the language of the contracts.

A. Any Certified Staff employee who requests release from his/her contract or breaches said contract by termination of services during the term thereof, shall pay to the School District of Wauzeka-Steuben reasonable liquidated damages according to the following:

1.	Last day of school to June 15th	$750
2.	June 15th through August 31st	$2,000
3.	During school year of contract	$2,500

B. Upon payment of such liquidated damages the teacher(s) shall be released from their contract. The District may offset liquidated damages against salary or any amounts due and owing to the employee at the time of any termination of services. The Board of Education in its discretion may waive the liquidated damages for the following reasons:

1. Serious illness.
2. Accidental injury which causes a disability of a long-term nature.
3. Involuntary induction into the military.
4. Spousal transfer or involuntary move over thirty-five (35) miles from Wauzeka and if sixty (60) days' notice is given.
5. Pregnancy and child rearing if at least sixty (60) days' notice is given.
6. Other extenuating circumstances.

Summer School Assignments

All current teachers in the District are eligible to become summer school instructors based on student need and administrative approval. In the event that multiple teachers are interested in the same position, interested individuals may apply for the summer school position and administration will select instructor based upon the needs of the students and/or District in the District's sole discretion. The District reserves the right to hire non-district teachers for summer school. (For summer school compensation, see Section 10.)

Section 9 - Evaluation, Supervision, and Mentoring

Evaluators

Every employee in the District will be supervised and evaluated by an administrator and/or direct supervisor.

*** No teacher may be assigned responsibility for the evaluation of other employees; however, nothing herein shall be construed as preventing or prohibiting evaluators from receiving input from any teacher concerning any evaluation(s).

Evaluation Process - Conditions for All Employees

Basic Requirements

Employees will be evaluated by their supervisor through the prescribed method adopted by the District. Certified Staff (teacher) evaluation will be conducted in accordance with the Educator Effectiveness requirements outlined in State Statutes 115.415 and 120.12 (2m).

Certified Staff will be evaluated by Administration. Noncertified Staff will be evaluated every year by their immediate supervisors. Coaches and Advisors will be evaluated at the end of their assigned coaching/advising duties by the Athletic/Activities Director under Principal supervision. The evaluator(s) will review the evaluation with the employee.

The employee will be given the opportunity to add their own comments following the evaluator(s) evaluation. All evaluation materials will be known and available to both administration and the individual staff member. Evaluations may be conducted at such times as may be deemed appropriate by supervisors, administration, or the Board of Education.

General Teacher/Certified Staff Member Provisions

While the primary focus of teacher evaluation is to improve instruction, teacher evaluation requires employees to meet the established performance expectations (Appendix E).

Formal Evaluations

A. An employee shall be evaluated using the School Board approved Educator Effectiveness Model.
B. All required evaluations are to be completed by June 1st of any given school year. However, completion of evaluation is not a condition precedent for termination or non-renewal.

Documentation

Employees will be notified of all documentation placed in their personnel files. The opportunity will be provided for the employee to make written comments as part of the administrator's report. In addition, any documentation will be duplicated with a copy provided to the individual employee involved. Employees will be asked to sign any paper documentation placed in their personnel files to acknowledge that they have had an opportunity to examine it prior to placement in their files. The signatures do not indicate agreement or disagreement, but merely certify that the observation and conference as noted were held and that the opportunity was available for attaching written clarification/objections at the time of signing.

Improvement of Instruction

Assistance, recommendations and directions may, at the discretion of the District, be provided to each teacher in an attempt to help extend professional development and growth and/or address any concerns.

Individual employees on a "plan of improvement" will have their performance reviewed to assess if necessary improvements have been made and/or if performance continues to be unsatisfactory. Should an

employee continue to demonstrate unsatisfactory performance (defined as failing to meet the District's reasonable and defined objectives), the employee may receive: a continued improvement plan, discipline (such as a letter of reprimand) up to and including termination, and/or a performance based non-renewal recommendation (See Section 4). A plan of improvement is not a condition precedent to termination or non-renewal.

Mentoring Programs

Components

The purpose of the mentoring program is to provide a strong support system for first-year teachers and/or teachers new to the District. This program formally establishes a partnership between a new employee and a veteran staff member. Emphasis is placed on characteristics of successful teachers, positive expectations for student success, classroom management, lesson design, and teaching as a profession. Beginning teachers are paired with a *mentor* during the first year of employment. Teachers new to the District who come with prior teaching experience are paired with a *partner.*

Partners create a supportive environment by pointing out unique features of the community, explaining school policies and procedures, communicating grading practices, helping to prepare for the first parent conferences, assisting with purchase orders, and generally finding ways to be helpful to new staff members.

An initial educator will be provided a qualified mentor and/or partner by the District. Any continuing teacher interested in being considered for serving as a mentor or partner needs to indicate interest by the beginning of the fourth quarter of the school year. When mentors or partners are selected by the District, volunteers will be considered first. If the District deems that a suitable match cannot be made from the list, the District may contract other continuing teachers who are qualified mentors or partners. Typically, the selection of mentors and partners is a joint process, involving the Curriculum Director, the building administrator, and identified teacher leaders.

If a continuing teacher is selected as a mentor, he/she will receive a stipend in recognition of the time and commitment provided to the new staff member and to the District. Mentorship is not a condition precedent to termination or non-renewal.

Roles and Responsibilities

A **partner** is a current teacher who is willing to work with an **experienced, new teacher** to help him/her become acquainted with the School District of Wauzeka-Steuben.

A **mentor** is a current teacher who is willing to work with a **first-year teacher** to provide assistance in teaching skills and behaviors as well as helping him/her to become acquainted with the School District of Wauzeka-Steuben.

The role of a mentor or partner is not part of the formal evaluation process. Roles of the mentor are not limited to: attendance at New Teacher Orientation Day, regularly scheduled collaborative meetings, classroom observations, and attendance at support seminars/mentoring meetings.

Section 10 - Compensation for Non-Exempt Employees

Regular Work Week

A regular work week is forty (40) paid hours or less. The work week for all employees shall consist of no more than five (5) continuous days unless specifically noted on a case-by-case basis. For hourly employees, overtime must be paid for any hours over 40 in a week under the Fair Labor Standards Act (FLSA) Overtime must be pre-approved by the District Administrator prior to working.

Overtime Pay

Time worked for hourly employees over forty (40) hours per week is paid at a rate of one and one-half (1.5) times the employee's regular hourly rate. Time worked over forty (40) hours per week does not include vacation, holidays, sick leave, bereavement leave, unpaid leave, or personal leave time. For the sole purpose of determining the appropriate pay period for the receipt of overtime pay, a week is defined as a pay period starting at 12:00 a.m. on Sunday and ending at 11:59 p.m. on Saturday.

Partial Fiscal/School Year Employees Pay Option

Each Certified Staff and Noncertified Staff employee shall be paid within the nine (9) month school year or twelve (12) month fiscal year upon written request.

Staff Compensation

The base wage for all employees will be established by the Board of Education, except as limited by law. The Salary Schedule for Certified Staff is located within Appendix A, and the salary schedule for Noncertified staff is located in Appendix B.

Substitute Teacher

- See Board Policy 534 – Substitute Employees

Temporary or Limited Term Part Time Employee Compensation

Community members and hourly staff who work as a coach and/or advisor will be paid the minimum hourly wage rate per Fair Labor Standards Law (FLSL). Community members and hourly staff who work as a head coach will receive one (1) dollar above the minimum wage rate or other rate determined by the Board of Education.

Additional Compensation, Compensatory Time and Minor Schedule Adjustments
Expense Allowances

Lodging Reimbursement for the cost of lodging. While attending a District approved professional development conference, lodging offered through the conference organizers will be approved. Employees must select the most affordable lodging available.

Registration: Actual cost of registration

Expense allowances will be granted only upon authorization of the District Administrator or his/her Designee, not to exceed $40.00 per day. The employee shall present itemized expense accounts accompanied by the appropriate receipts. Expense allowances for the use of personally owned automobiles shall be reimbursed at a rate established by the IRS.

- See Board Policy 751.5 Alternative Transportation

Fees for authorized or required attendance at conferences or other District approved events; student field trips, employee training, conferences, and/or other Board of Education approved expense allowances will be paid by the District. Cost of meals, hotel rooms, telephone calls, and other business related expenses adequately documented will be reimbursed subject to the following restrictions and approval of the Board of Education:

A. Meal allowances shall be: Up to $40.00 per day. Any exceptions must be approved by the District Administrator or designee in advance of the event.
B. If meals are included in the registration fee or room rate, corresponding meal allowance will be disallowed.
C. Additional persons accompanying the employee who are not on official business must pay their own expenses, including meals and the additional cost of lodging.
D. Whenever possible, reservation forms must be submitted in advance for vouchering by the District Administrator or his/her designee.

Extended Contracts and Supplementary Compensation

The Board of Education may, at its discretion, offer extended contracts for services rendered outside and/or above and beyond the normal workday. All such extended contracts result from a voluntary agreement between the employee and the Board of Education. Services enumerated under this area include, but are not limited to the following categories:

A. Extended Professional Services These services may be contracted when the District determines that the staff member's duties are required beyond the stated contract length. Extended professional service contracts must be individually prior approved by the District Administrator, expressed in number of days/periods of time worked, and compensated at the staff member's prorated daily rate.

B. Curriculum Development Work This service may be contracted when the District engages in District approved curriculum evaluation and improvement activities. Curriculum development work contracts:

1. Are recommended by the Curriculum Coordinator and/or are authorized by the Principal or the District Administrator following approval of the District budget;
2. Are expressed in total number of hours to be paid to a person and/or committee upon the completion of its assigned task;
3. Are compensated based on the rates in Appendix C.

Summer School This service is compensated at the rate indicated in Appendix C. Staff members will be provided 15 minutes of paid non-instructional time at the beginning and end of each day of summer school. Staff will be compensated for hallway supervision/student passing times, but will not be compensated for non-instructional/preparatory time during the day.

Non-instructional Services These are services that may be contracted when the District determines that a staff member's services are necessary to achieve specific non-instructional goals not otherwise addressed in Section 6 – Professional Hours/Work Day. Non-instructional services include, but are not limited to: dance supervision, home contest supervision, weight room supervision, student supervision on bus to out-of-town contests. These services are compensated based on rates in Appendix C.

Movement and/or Placement on the Salary Schedule for Certified Staff Members

For any staff members that will be making a lateral move on salary schedule (Appendix A) due to taking classes and obtaining credits e.g. –the following process shall be used:

A. The Board of Education reserves the right to adjust a teacher's placement on the salary schedule at its sole discretion.
B. The Board reserves the right to withhold the annual increment from any certified staff member in its sole discretion. In such event the staff member shall be given a statement notifying him/her of the pending action and the reasons for this action. Should the staff member's work improve, s/he may be again adjusted on the schedule. The staff member is not, however, entitled to the lost increment.
C. Staff members who qualify for placement on advanced columns (e.g. movement from BS0 → BS 12) shall have an opportunity for a contract adjustment two (2) times per year – either September or March.
D. Staff members who qualify for placement on an advanced column must have official evidence submitted to the District Office prior to September 15 or March 15, respectively. Placement in advanced columns will not be retroactive.

1. September contract adjustments shall reflect horizontal movement on the salary schedule, as well as vertical movements in instances where an additional vertical step becomes available due to the horizontal movement.

2. March contract adjustments shall reflect only horizontal movement on the salary schedule, regardless of whether an additional vertical step becomes available due to the horizontal movement.

Professional License Recertification/Renewal for Certified Employees

Certified employees responsible for license renewal must meet the requirements of the Department of Instructions and the Wauzeka- Steuben School District.

Noncertified Staff Certification

A. Bus driver's costs for CDL licensing will be covered by the district. In the event the driver leaves the district within one calendar year from the date of the testing the driver must reimburse all costs of the certification.
B. Noncertified staff that are required to be licensed or trained in a specific area to be able to complete their tasks as deemed by the District Administrator will be reimbursed the full cost of the testing.

Separation - Sick Leave Pay Out

Sick Day Bank With voluntary separation of employment from the district (resignation or retirement) at the end of a school year, if an employee has attained twenty (20) full years of experience with the School District of Wauzeka-Steuben, the employee shall receive compensation for the total accumulated unused sick leave at $50 for each unused sick day. This amount will be paid to the employee on the first payroll of July following the retirement date.

EXAMPLE:

Accumulated Unused Sick Days: 100
$50 per Day
100 Days x $50 = $5,000

If an employee retires/separates on or before June 30th, the payment will be processed as payroll during the first payroll of July.

Section 11 - Athletic and Activity Assignments

Activity/Event Work and Supervision

All teachers, elementary and secondary, are required to work at least two outside of school events such as: ticket taker, game manager, book, etc. during the school year. Staff are exempt from this clause if they coach a sport. It is expected that individuals in all supervision roles will be at the event prior to the event as directed by the Athletic/Activities Director. The supervisor will remain at the event until all spectators and students have left with the exception of coaches/advisors and team/activity members. The supervisor will not be required to stay longer than 30 minutes after the conclusion of the scheduled activity unless there is an emergency situation. Rate of pay for these roles will be set by the District (See Appendix C).

The rate of pay for nonsupervisory assignments such as ticket takers, line judges, chain crew member, score keeper, and clock operator will be set at the District rate (as indicated in Appendix C) for both teaching and noncertified staff. All staff are encouraged to attend events outside their responsibilities and therefore, will be issued annual passes free of charge to athletic events for themselves and their spouses.

Co-Curricular Coaching/Advising

Noncertified Staff may be allowed to participate in advising and/or coaching of co-curricular activities if their hours would never exceed forty (40) hours per work week, unless no other employee or community member is able to fill that duty. Noncertified staff and community members who work in the above activities assignments will be paid at least minimum hourly wage rate under the Fair Labor Standards Law.

Evaluation of Co-Curricular Assignments

Individuals holding co-curricular assignments shall be evaluated in the manner and frequency that their supervisor deems appropriate. When determining the manner and frequency of evaluations, the supervisor may consider such factors as (1) the individual's experience with the particular activity; (2) input received from participants, parents, and other stakeholders; (3) the extent to which an individual needs additional guidance or oversight; and (4) any other consideration that a supervisor, in his/her reasonable discretion, deems appropriate.

Letter of Assignment

Co-curricular activities may be assigned if no District employee volunteers to serve in a particular position. Employees shall assume responsibility for the supervision of the co-curricular activities that are included in their letters of assignment. Such activities shall be governed according to the following guidelines:

A. Activity assignments will be offered to the individual who, in the sole discretion of the District, is the most qualified applicant.
B. The stipend for the co-curricular assignment/activity shall be specified in the letter of assignment.
C. The letter of assignment shall not be deemed a contract, and individuals who hold co-curricular positions are 'at-will' employees.
D. All noncertified staff shall have to express continued interest for a co-curricular position in writing each year. Certified staff will continue in assignments unless removed from the assignment and/or a letter of resignation is written. If no suitable replacement is found for a certified staff member in a particular co-curricular assignment; the staff member may be required to serve a maximum of one additional season or until such time as a suitable replacement is found.

Payments

Payments for co-curricular activities shall be made in accordance with District payroll procedures. However, wages earned shall be paid at least monthly, with no longer than 31 days between pay periods. Payment for co-curricular activities may not be deferred and/or spread over the course of the school year. All payments will be done during the normal pay roll. Separate checks will not be created for extra-curricular or co-curricular duties. Summer School will be paid at the conclusion of each session. (For example: If a teacher works session 1 and session 3 of summer school they will receive a check for session 1 upon completion of the session and after the completion of session 3.) Staff do not have the option to put

all of the time worked during summer school together during the summer to create one large payment. Summer school pay will be a separate check from a staff members normal check.

Work Schedule

Co-curricular assignments may occasionally occur during part of an employee's regular workday in his/her other position(s) with the District (e.g., as a noncertified staff member). In such cases, the employee shall consult with the supervisor of his/her regular assignment to determine the appropriate course of action. In the supervisor's sole discretion, the employee may be (1) required to work a flexible schedule to make up time lost during his/her regular workday; (2) relieved from the requirement to make up the time lost; (3) required to re-schedule the co-curricular activity; or (4) required to take any other action that the supervisor deems reasonable.

Section 12 - Conformity to Law

If any provision of this *Handbook*, or addendum thereto is held to be invalid by operation of law or by any tribunal of competent jurisdiction, or if compliance with or enforcement of any sections, or addendum thereto should be restrained by such tribunal, the remainder of this agreement shall not be affected thereby.

APPENDIX A

2026-27 Salary Schedule for Certified Employees

Step	BS 0	BS 12	BS 24	MA 0	MA 12	MA 24
1	46,085	47,255	48,438	49,808	51,102	52,402
2	47,330	48,507	49,697	51,144	52,412	53,983
3	48,574	49,760	50,955	52,461	53,985	55,301
4	49,815	51,009	52,214	53,957	55,297	56,624
5	51,062	52,261	53,737	55,344	56,611	57,948
6	52,306	53,779	55,004	56,659	57,926	59,269
7	53,815	55,032	56,268	57,969	59,242	60,888
8	56,098	56,785	57,533	59,283	60,851	62,214
9	57,357	58,309	59,405	60,894	62,171	63,542
10	-	59,568	60,614	62,210	63,492	64,869
11	-	-	64,794	66,885	68,313	69,464
12	-	-	66,055	68,146	69,574	70,915
13	-	-	-	-	-	72,174

2026-27 Substitute Teacher Pay

Daily Rate: $150 per day

Long-Term Substitute Rate: Beginning teacher rate ($257.46 per day) after 10 consecutive days

APPENDIX B

2026-27 Salary Schedule for Noncertified Employees

Position	**1**	**2**	**3**	**4**	**5**	**6**
Noncertified Staff	**$ 17.42**	**$ 17.78**	**$ 18.14**	**$ 18.49**	**$ 18.84**	**$ 19.21**
	**Lead positions will receive $1.00 on top of Step 6*					
Bus Drivers						
Regular Route	**$37.79**					
Extra Trip (per hour)	**$18.20**					

Substitute Pay for Noncertified Staff

Hourly Rate: $15 per hour

APPENDIX C

Salary Schedule for Co-Curricular Positions and Summer School
2026-2027 School Year

	Pay Rate - Years of Experience	
(Percentage based on hourly rate of base + 0 first year teacher salary)		
	One to Three	**Four or More**
Head Football	$2,150	$2,750
Assistant Football	$1,350	$1,750
7th and 8th Grade Football	$1,069	
Volleyball	$1,750	$2,250
Assistant Volleyball	$1,100	$1,450
7th & 8th Grade Girls Volleyball	$1,069	
Head Cross Country	$1,750	$2,250
Asst. Varsity & MS Cross Country	$1,069	
Head Boys Basketball	$3,150	$4,000
Assistant Boys Basketball	$2,050	$2,600
7th & 8th Grade Boys Basketball	$1,069	
Head Girls Basketball	$3,150	$4,000
Assistant Girls Basketball	$2,050	$2,600
7th & 8th Grade Girls Basketball	$1,069	
Baseball	$1,950	$2,500
Assistant Baseball	$1,250	$1,600

Softball	$1,950	$2,500
Assistant Softball	$1,250	$1,600
Track Coach	$2,150	$2,750
Assistant Track	$1,350	$1,750
7th & 8th Grade Track	$1,069	
HS Cheerleading/Dance	$250 Per Season	$250 Per Season
6th Grade Advisor	$160	$200
7th Grade Advisor	$160	$200
8th Grade Advisor	$640	$800
Freshman Advisor	$1,280 (+2 Personal Days)	$1,600 (+2 Personal Days)
Sophomore Advisor	$640	$800
Junior Advisor	$1,280	$1,600
Senior Advisor	$2,240 (+2 Personal Days)	$2,800 (+2 Personal Days)
Bethel Horizons, Rosholt Lions Camp**	$100 Per Night	
Curriculum Work (Approved)	$27/Hour	
FBLA	$1,280	
Fishing Club	Hourly @ Transportation Trip Rate	
FFA	$4,000	
Forensics	$1,280	$1,600
HS Math Team Coach	$640	$800
Musical—Music Lead	$600	
National Honor Society	$320	$400
PALS	$320	$400
Public Relations/Newspaper	$1,120	$1,400
School-to-Work	$3,000	$3,750
Science Club/HOSA	$500	
Sectional Spelling Bee	$80	$100
Spelling Bee	$240	$300
Ski Club	Hourly @ Transportation Trip Rate	
Theatre/Musical Director	$1,600	
Skills USA	$1,600	$1,773
Hornet Council	$1,920	$2,400
Assistant Hornet Council	$1,300	$1,800
Substitute Teaching (Hourly)	SHR	
Summer School	$27/Hour	
Teacher Induction/Mentor (Year 1)		$600
Teacher Induction/Partner (Year 2)		$300
Wrestling	$2,275	$2,900

Event Worker Pay

Clock, Book, Chains (HS & MS)	$25/Event
Line Judge, Announcer, Shot Clock (HS Only)	$25/Event
Pitch Count (Baseball)	$25/Event
Tickets (JV/V)	$40/Event
Tickets (V Only)	$30/Event
Event Supervisor (HS)	$70/Event
Event Supervisor (MS)	$50/Event

Event Worker Rate increases by $5 after 8 events.
Event Supervisor Rate increases by $10 after 8 events.

Approved extended contracts may be granted for normal contractual duties performed beyond the established contract year. Compensation shall be at rate indicated above.

- 179 days is based upon District Approved Calendar .

- ***SHR*** (Standard Hourly Rate) SHR is $27/hour and shall be used for: Teachers subbing during prep periods.

- ***Head Coaches*** rate of pay equivalent to $250/week at 4 + years of experience (at 80% of 4+ years for 0-3 years of experience). ***Assistant and MS Coaches*** rate based on 2/3 of head coaches pay. Assistant and MS Coaches. Rate of pay equivalent to $167/week at 4 + years of experience (at 80% of 4+ years for 0-3 years of experience).

- ***Noncertified Head Caches*** shall receive a rate of $1.00/hour increase above noncertified coaches pay rate. (Currently at $7.25/hour). Noncertified staff and/or outside employees the rate will receive increases for years of experience as indicated (i.e. - $8.25/hour for head coaches at 0-3 years, $8.50/hour for 4+ years; $7.25/$7.50 for assistants).

- ***Noncertified Coaches*** will receive a bonus pay check for dedication to the District in an amount that is equal to the assigned position designated in Appendix C as follows (certified coach's stipend – current gross wages of coach = bonus).

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School District of Wauzeka-Steuben
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APPENDIX E
School District of Wauzeka-Steuben
General Teacher Performance Expectations

Instructional Planning and Interaction

A. Encourages students to set and maintain acceptable standards of classroom behavior.
B. Provides an effective program of instruction based on the needs and capabilities of the individuals or student groups involved. This should include, not be limited to:

1. Written evidence of preparation and implementation of classes on request of the immediate supervisor.
2. Review of previously taught material as needed.
3. Presentation of new materials.
4. Use of a variety of teaching materials and techniques.
5. Evaluation of student progress on a regular basis.

C. Cooperates with other members of the staff in:

1. Planning instructional goals, objectives, and methods.
2. Assisting in the selection of books, equipment, and other instructional materials.

Communication

A. Makes provision for being available to students and parents for education related purposes outside the instructional day when necessary and under reasonable terms.
B. Works to establish and maintain open lines of communication with students, parents, and colleagues concerning both the academic and behavioral progress of all students.

Professional Responsibilities

A. Meets and instructs students at designated location and times.
B. Takes all necessary and reasonable precautions to protect student, equipment, materials and facilities.
C. Maintains records as required by law, district policy, and administrative regulations.
D. Assists in upholding and enforcing school rules and administrative regulations.
E. Attends and participates in faculty, department, and district meetings.
F. Establishes and maintains cooperative professional relations with others.
G. Participates in professional growth activities.

Other

Performs related duties as assigned by the administration in accordance with District policies and practices.

Acknowledgement of Receipt and Understanding of the School District of Wauzeka-Steuben 2026-2027 Employee Handbook

I hereby acknowledge that it is my responsibility to access the *School District of Wauzeka-Steuben Employee Handbook* online. My signature below indicates that I agree to read the *Handbook* and abide by the standards, policies, and procedures defined or referenced in this document. It is also important to know that additional regulations, policies, and laws are in District Board of Education policies.

The information in this Handbook is subject to change. I understand that changes in District policies may supersede, modify, or eliminate the information summarized in this *Handbook.* As the District provides updated policy information, I accept responsibility for reading and abiding by the changes. I understand that this *Handbook* does not constitute an employment contract, but is an explanation of the School District of Wauzeka-Steuben's procedures and expectations. I understand and acknowledge that nothing in this handbook is intended to modify my at-will status. Except as otherwise provided by a written contract approved by the Board of Education, all employees of the District are employed at-will and may be terminated at any time and for any reason or no reason, but not for an illegal reason. I understand that I have an obligation to inform my supervisor of any changes in my personal information, such as phone number, address, etc. I also accept responsibility for contacting my supervisor if I have any questions, concerns, or need further explanation.

_____ _____

Employee Signature Date

_____

Employee Name Printed

_____

Witness

(To be signed and returned to the District Administrator)