Mount Horeb Area School District

Employee Handbook



The Mount Horeb Area School District does not discriminate against pupils in its educational programs or activities on the basis of sex, race, religion, national origin, ancestry, creed, color, homelessness status, pregnancy, marital or parental status, sexual orientation, transgender status (including gender expression, gender identity, and gender nonconformity), physical, mental, emotional, or learning disability, or any other status protected by state or federal law.

PREAMBLE

This Handbook is not intended to create a contract or intended to be construed to constitute a contract between the District or any of its employees or a guarantee of continued employment. This Handbook is provided as a reference document for the Mount Horeb Area School District (hereinafter referred to as "District") employees. The contents of this Handbook are presented as a matter of information only. The District reserves the right to modify, revoke, suspend, terminate, or change any or all such plans, policies, or procedures, in whole or in part, at any time in accordance with Board policy; however, as a matter of regular practice, this document will be reviewed biennially unless the personnel committee deems it necessary to review the document at an alternative time. Employees will be notified of any changes and the date the changes become applicable. The provisions set forth in this Handbook replace any and all prior personnel policies, procedures, and practices, whether written, verbal or established by past practice.

This Employee Handbook should not be considered all inclusive. Copies of Board Policies are available on the District website and in each administrative office. It is important that each employee is aware of the policies and procedures related to their position. The rights and obligations of all employees are governed by all applicable laws and regulations, including, but not limited by enumeration, the following: federal laws and regulations, the laws of the State of Wisconsin, Wisconsin State Administrative Code and the policies of the Mount Horeb Area School District's Board of Education. In cases of direct conflict between this Handbook, rules, regulations or policies of the Board and any specific provisions of an individual contract, the individual contract will take precedence.

VISION

Our Future: Prepare. Learn. Lead.

MISSION

The Mount Horeb Area School District, in partnership with the community, is dedicated to nurturing, educating and challenging all our students; preparing and empowering them to be productive, responsible and self-fulfilled members of society.

BELIEFS

- Children are the reason we are here.
- We believe in fostering communication through school and community partnerships.
- Everyone has a right to a safe and healthy environment –physical, social, and emotional.
- Everyone has the right to be treated with dignity.
- We believe in being respectful, responsible, and ready.
- All individuals are capable of growing and learning throughout their lifetime.
- We value teamwork and individual success.
- The school district, families, and community play a role in creating a positive culture of continuous learning.
- All individuals have the right to learn and be challenged.
- We believe in a purposeful, innovative approach that keeps pace with an ever-changing world.
- Students share in the accountability for their learning.

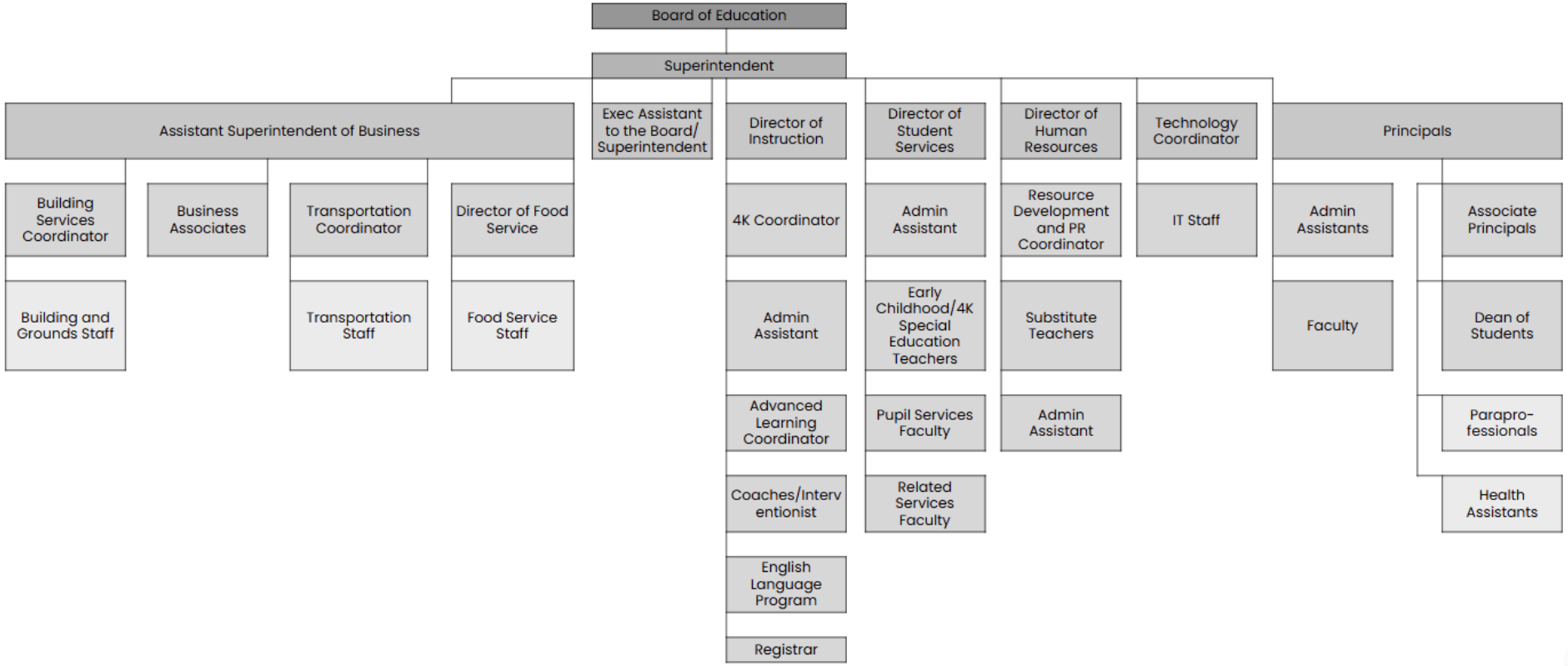

Board of Education
Superintendent
Assistant Superintendent of Business
Building Services Coordinator
Building and Grounds Staff
Business Associates
Transportation Coordinator
Transportation Staff
Director of Food Service
Food Service Staff
Exec Assistant to the Board/ Superintendent
Director of Instruction
4K Coordinator
Admin Assistant
Advanced Learning Coordinator
Coaches/Interv entionist
English Language Program
Registrar
Director of Student Services
Admin Assistant
Early Childhood/4K Special Education Teachers
Pupil Services Faculty
Related Services Faculty
Director of Human Resources
Resource Development and PR Coordinator
Substitute Teachers
Admin Assistant
Technology Coordinator
IT Staff
Principals
Admin Assistants
Faculty
Associate Principals
Dean of Students
Parapro-fessionals
Health Assistants

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Mount Horeb Area School District

Employee Handbook

PART I – PROVISIONS APPLICABLE TO ALL STAFF

PART I - PROVISIONS APPLICABLE TO ALL STAFF

SECTION A - MANAGEMENT RIGHTS

The Board shall continue to operate and manage the school system and its program, facilities, properties and activities of its employees.

SECTION B - WORK STOPPAGE

No staff members will instigate, promote, encourage, sponsor, engage in or picket in support of any strike, slowdown, work stoppage or any other intentional interruption of work involving the Mount Horeb Area School District. Staff members who violate any of the provisions of this section may be discharged or disciplined by the District, including suspension without pay or loss of compensation, vacation benefits and holiday pay.

SECTION C – DEFINITIONS

Regular part-time employees shall receive all eligible contracted benefits on a prorated basis.

1. FACULTY. Any regular full-time or regular part-time certified employee who receives a contract, which includes teachers, school psychologists, nurses, social workers, and guidance counselors.
2. SUPPORT STAFF. Any regular full-time or regular part-time employee staff member who receives a support staff assignment sheet, which includes custodial/maintenance staff, clerical staff, paraprofessionals, food service staff, transportation staff, and technology staff.
3. SUBSTITUTE EMPLOYEES. Substitute Employees are defined as persons hired to replace a regular employee during the regular employee's leave of absence, vacancy of a position, or as needed for supplemental help.
4. TEMPORARY. Temporary Employees are defined as persons hired for a specific project and/or for a specific length of time. A temporary employee has no expectation of continued employment.
5. CO-CURRICULAR. Co-curricular advisors/coaches including non-staff regular positions. (See Employee Handbook - Part IV)

SECTION D - EMPLOYMENT LAW

1. EQUAL OPPORTUNITY. It is the policy of the District that no staff member or candidate for a position in this district shall be discriminated against on the basis of age, race, religion, disability/handicap, color, national origin, ancestry, creed, pregnancy, marital status, citizenship status, sex or sexual orientation, transgender status (including gender expression, gender identity and gender nonconformity), political affiliation, arrest or conviction record not substantially related to a person's job or activity in the school, genetic information, military service, veteran, membership in the National Guard, state defense force or any other reserve component of the military forces of Wisconsin or the United States, political or religious affiliation, use or nonuse of lawful products off the district's premises during non working hours, the authorized use of family or medical leave

or worker's compensation benefits, genetic information, or any other factor prohibited by state or federal law. Exceptions to this policy may only be made in accordance with state and federal law.

The District does not unlawfully discriminate on the basis of sex in any education program or activity that the District operates. Title IX's requirement not to discriminate in any education program or activity extends to cover, but is not limited to, District students, certain admissions processes, and District employment. Inquiries regarding how Title IX and the federal Title IX regulations apply to the District may be referred to a District Title IX Coordinator (as designated below), to the Assistant Secretary for Civil Rights at the U.S. Department of Education, or to both.

District Title IX Coordinators:

Brian Johnson, Director of Student Services
1304 Lincoln St., Mount Horeb, WI 53572
608-437-7016
johnsonbrian@mhasd.k12.wi.us

Erin Eslinger, Human Resource Director
1304 Lincoln St., Mount Horeb, WI 53572
608-437-7034
eslingererin@mhasd.k12.wi.us

Reasonable accommodations shall be made for qualified individuals with a disability, unless such accommodations would impose an undue hardship on the District. The District shall also accommodate the religious practices of employees to the extent required by law. Requests for accommodations under the Americans with Disabilities Act or under the Wisconsin Fair Employment Act from current employees must be made in accordance with District policy, Policy #511, Equal Employment Opportunity. See also Appendix A: Employment Posters/Notices).

2. DISCRIMINATION COMPLAINT PROCEDURES. Any employee, volunteer or applicant for employment who believes that the District or any part of the school organization has in some way violated the District's equal opportunity employment policy or any applicable state or federal nondiscrimination or harassment law may bring forward a complaint to the Human Resources Director. In the event the complaint is against this person, the complainant may bring forward their complaint to the Superintendent at the same address.

Informal Procedure:

The person who believes they have a valid basis for a complaint may discuss the concern with the Human Resources Director, or their designee, who shall in turn investigate the complaint and reply to the complainant in writing. If this reply is not acceptable to the

complainant, or if the complainant prefers to skip the informal procedure, they may initiate formal procedures according to the steps listed below.

Formal Complaint Procedure:

a. Step 1: A written statement of the complaint shall be prepared by the complainant and signed by the complainant. This complaint shall be presented to the Administrator or Human Resources Director. The Director, or their designee, shall further investigate the matters of the complaint and reply in writing to the complainant within approximately 10 days.
b. Step 2: If the complainant wishes to appeal the decision, they may submit a signed statement of appeal to the Superintendent, or their designee, in response to the complaint. The Superintendent shall meet with all parties involved, make a decision regarding the complaint, and respond in writing to the complaint within 10 working days.
c. Step 3: If the complainant remains unsatisfied, they may appeal through a signed, written statement to the school board. A copy of the board's disposition of the appeal shall be sent by the board executive assistant to each concerned party prior to the meeting. In an attempt to resolve the complaint, the school board shall meet with the concerned parties and their representatives within twenty (20) business days of such an appeal.

An employment discrimination complaint may be filed under the Wisconsin Fair Employment Law and/or under Federal Laws. Complaints are made to the Wisconsin Department of Workforce Development Equal Rights Division, the Office of Civil Rights or the Equal Employment Opportunity Commission.

At any time, complainants, volunteers or employees may also file a complaint with the U.S. Department of Education's Office for Civil Rights at the following address:

Chicago Office for Civil Rights
U.S. Department of Education
Citigroup Center
500 W. Madison Street, Suite 1475
Chicago, IL 60661
Telephone: (312) 730-1560;
FAX: (312) 730-1576; TDD: (877) 521-2172
Email: OCR.Chicago@ed.gov

3. FAIR LABOR STANDARDS ACT. Certain types of workers are exempt from the minimum wage and overtime pay provisions, including bona fide executive, administrative, and professional employees who meet regulatory requirements under the Fair Labor Standards Act [FLSA]. For non-exempt employees, issues concerning overtime, compensatory time and minimum wage are found in Appendix A: Employment Poster/Notices (Employee's Rights Under the Fair Labor Standard Act poster). Notification

of rights under the FLSA is set forth in the employment poster section in Appendix A (Employee's Rights Under the Fair Labor Standard Act poster).

4. FAMILY AND MEDICAL LEAVE ACT (FMLA). The District provides leave in compliance with state and federal Family and Medical Leave laws. A summary of employees' rights under the federal FMLA is set forth in this Handbook. In addition, specific information about the federal law is included below. Any other leaves of absence provided under District policies run concurrently with any leaves taken under state or federal Family and Medical Leave laws. Employees having questions about their rights to leave may contact the Human Resources Director or refer to our FMLA policy on the District's website. Policy #532.31, Family and Medical Leave.
    a. Notification of Benefits and Leave Rights: The District shall post the text of a federal notice regarding federal FMLA employee entitlements and obligations where notices to employees and applicants are customarily placed: (See 29 U.S.C. § 2619(a); 29 C.F.R. § 825.300(a)(1). Posters can be viewed at: https://www.dol.gov/agencies/whd/posters/fmla
    b. Eligibility Notice: When an employee requests FMLA leave, or when the District acquires knowledge that an employee's leave may be for a FMLA-qualifying reason, the District must notify the employee of the employee's eligibility to take FMLA leave within five business days, absent extenuating circumstances. See 29 C.F.R. § 825.300(b).
    c. Rights and Responsibilities Notice: The District must provide written notice outlining specific obligations of an employee eligible for federal FMLA which explains any consequences of not meeting those requirements. See 29 C.F.R. § 825.300(c). The District uses a form created by the U.S. DEPARTMENT OF LABOR, Notice of Eligibility and Rights & Responsibilities (FMLA), to provide this information. A copy of a blank version of this form can be viewed at: http://www.dol.gov/whd/forms/WH-381.pdf
    d. Designation Notice: The District also uses a form created by the Department of Labor to "inform employees in writing whether leave requested under the FMLA has been determined to be covered under the FMLA." U.S. DEPARTMENT OF LABOR, Designation Notice (Family and Medical Leave Act). A copy of a blank version of this form can be viewed at: https://www.dol.gov/sites/dolgov/files/WHD/legacy/files/WH-382.pdf
    e. FMLA protected leave is calculated based on scheduled workdays or fractions of a workweek, beginning with the first day of absence. A workday is any day the employee is normally scheduled to work. Workdays do not include weekends, holidays, breaks, emergency closure days. For partial workweeks, only the scheduled workdays missed due to a qualifying reason count toward FMLA. Example: For an employee eligible for the full 12-week entitlement, this would equal 60 consecutive scheduled works days on a 5-day-per-week schedule.
5. ANTI-BULLYING/HARASSMENT/INTIMIDATION POLICY. The Mount Horeb Area School District subscribes to the philosophy that bullying, harassment or intimidation in any fashion is unacceptable behavior. The School District sets high expectations for staff/community members and expects all adults to act as role models of excellent behavior across all

environments and when impacting the school community. Bullying, harassing and intimidating behavior is prohibited in all schools, buildings, property (including vehicles owned, leased or used by the school district), during extracurricular/sporting events, and educational environments. Educational environments include, but are not limited to, every activity under school sponsorship. This policy includes interactions between students, parents, community members, visitors and/or employees of the Mount Horeb Area School District.

Employees found in violation of these expectations may face disciplinary action, up to and including, a recommendation for termination of employment. Adults not employed by the District demonstrating incivility will be notified their behavior is not acceptable. In egregious instances or where there are subsequent acts of bullying, harassment, or intimidation, action may be taken up to and including a referral to law enforcement and/or the District may discontinue communication with the offending individual.

A district wide reporting form will be available. Reports of bullying will be investigated and all details will be documented. Individuals engaging in retaliatory behavior will be subject to disciplinary action. See district Policy #443.71, Student Anti-Bullying/Harassment/Intimidation and Policy #522.3, Staff Anti-Bullying/Harassment/Intimidation.

SECTION E - GENERAL EMPLOYMENT PRACTICES

1. DISTRICT EXPECTATIONS. The District expects its employees to produce quality work, maintain confidentiality, work efficiently, and exhibit a professional, respectful and courteous attitude toward other employees, parents, students, administrators, and Board members. The District expects employees to comply with all applicable Board policies, work rules, job descriptions, and legal obligations. Violation of any policies, regulations and guidelines may result in disciplinary action, up to and including termination of employment. Also see Part II FACULTY section A
2. ACADEMIC CALENDAR. The school calendar shall be determined by the Administrative staff in conjunction with Faculty and approved by the Board. The determination of the structure of the days, instructional, in-service, workdays, etc. shall be at the discretion of the Board. For the current academic calendar, please see the District's website.
3. ACCIDENT/INCIDENT REPORTS. All 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 immediately. Reports should cover property damage as well as personal injury. Accident report forms can be found on the district's shared drive in the "accident forms" folder and must be submitted to the building principal within twenty-four (24) hours or the next scheduled District workday, as appropriate. In the event of a work-related accident or injury, please see the Worker's Compensation section of this Handbook and MHASD Administrative Regulations: Reporting Workplace Accidents and/or Injuries.

4. ATTENDANCE. The District expects employees to make every effort to be present for work. Employees are expected to adhere to their assigned schedule. In order for the schools to operate effectively, employees are expected to perform all assigned duties and work all scheduled hours during each designated workday, unless the employee has received approved leave. Breaks and meal periods may only be taken during times designated by the employee's supervisor/building administrator and as further specified in other parts of this Handbook. Employees who fail to report to work for three consecutive work days without properly notifying the District of the absence will be considered as having voluntarily resigned as a result of job abandonment. Any deviation from student contact hours and assigned duties such as meetings, bus duty, replacement teacher duty must have approval from the employee's supervisor/building administrator.
    a. REPORTING UNEXPECTED ABSENCE FROM WORK. When sickness and other reasons prevent an employee from being at work the employee should report the matter as soon as possible to the building principal, department head or their designee. Employees who are unable to report to work shall follow the applicable procedures using designated attendance management system for reporting their absence. Faculty/teachers will make every effort to report any unplanned absence through designated attendance management system by 6:00 am for any normal school day. All other staff will make efforts to enter absence information in designated attendance management system no less than two hours prior to their scheduled work time. If the emergency or illness occurs after the designated time, the employee shall call their principal, department head or school office as soon as possible, and the principal, department head or administrative assistant will make the substitute arrangements. Any time spent not working during an employee's scheduled day must be accounted for in designated attendance management system using the appropriate reason(s). The District will monitor attendance and absence patterns. Theft of time and/or improper modification of time worked records will be investigated and may result in disciplinary action up to and including termination. Failure to notify the District of an absence and failure to report to work on such day could result in disciplinary action up to and including termination. Failure to return to work the day following the expiration of an authorized leave of absence may result in termination of employment.

SECTION F – MANDATORY REPORTING

Mount Horeb Area School District employees are obligated to immediately report child abuse or neglect and threats of school violence. For all requirements and District policy and procedures see district policy #454, Reporting Child Abuse/Neglect, Administrative Regulation #454A, and Wisconsin State Statute Wis. Stat. sec. 48.981(2)(a)16m, WI Act 57 and WI Act 143. For further information refer to the WI DPI Website.

SECTION G – TECHNOLOGY USE

The use of technology is vital to the education and engagement of staff, students, families and community. An employee's technology use must abide by the expectations of the Mount

Horeb Area School District, and abide by all local, state and federal laws prohibiting theft, copyright infringement, insertion of viruses into computer systems, vandalism and unlawful and prohibited intrusions. Unacceptable uses will result in suspension or revocation of employee privileges and/or other disciplinary actions up to or including a recommendation for employment termination. Employee activity that may indicate a violation of law could be disclosed to law enforcement or other third parties without prior consent.
An employee who engages in social networking using their own personal resources need to be aware the above provisions still apply; and additionally, may be subject to records requests in accordance with the requirements of Wisconsin's pupil and public records laws.

For further details, please refer to the following resources:
District Policy #735 Technology Acceptable Use and Safety
District Policy # 514 Social Media Policy

SECTION H – EMPLOYEE CONDUCT

All district personnel will recognize and respect the rights of students, as established by local, state and federal law. Employees shall, at all times, maintain a professional relationship and exhibit a professional demeanor in their interactions with students. Further, employees shall refrain from engaging in any actions or conduct of a sexual nature (verbal or physical) directed toward a student, including, but not limited to, sexual advances, activities involving sexual innuendo, or requests for sexual favors or sexually explicit language or conversation. Employees shall not form inappropriate social or romantic relationships with students, regardless of whether or not the student is 18 years old. Employees shall not use profane or obscene language or gestures in the workplace. Employees may not view material with sexual content on work systems or during the work day, regardless of whether students are present.

SECTION I - CONFIDENTIALITY

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

SECTION J – CHARGES/CONVICTIONS - OBLIGATION TO REPORT CRIMINAL RECORD

Every District employee shall notify the Human Resources Director as soon as possible, but no more than two business days (based on circumstance, days can be waived by superintendent) after any arrest, indictment, conviction, no contest or guilty plea, or other adjudication of the employee for any felony and any of the other offenses as indicated below:

1. Crimes involving school property or funds;

2. Crimes involving attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit that would entitle any person to hold or obtain a position as an educator;
3. Crimes that occur wholly or in part on school property or at a school-sponsored activity;
4. The requirement to report shall not apply to minor traffic offenses. However, an offense of operating under the influence, revocation or suspension of license, and driving after revocation or suspension must be reported if the employee drives or operates a District vehicle or piece of mobile equipment or transports students or staff in any vehicle. Failure to report under this section may result in disciplinary action, up to and including termination.

Such report shall be made as soon as possible, but in no circumstance more than ten business days after the event giving rise to the duty to report. The District may conduct criminal history and background checks on its employees. A conviction of a crime may not be an automatic basis for termination. When considering what action, if any, should be taken against an employee who is convicted of a crime, the District will consider the following factors:

1. The nature and gravity of the offense or conduct;
2. The time that has passed since the offense, conduct and/or completion of the sentence;
3. The nature of the job held or sought.

SECTION K - ALCOHOL-, TOBACCO-, AND DRUG-FREE WORKPLACE - The District policy on an alcohol-, tobacco-, and drug-free workplace can be located on the District's website.

SECTION L - EMERGENCY PROCEDURES

Should inclement weather or other emergency situation(s) require the District to close school(s), the District's Infinite Campus automated messenger will call and email staff with school closing information. The local radio station and Madison TV stations will be notified. In addition, school closure information will be posted on the Mount Horeb Area School District website. Finally, we encourage staff to sign up for the free automated text messages regarding school closings through local media. It is the responsibility of employees to obtain potential school closing information from one or more of these information sources.

SECTION M - EMPLOYEE IDENTIFICATION BADGES

The District shall provide employees with an employee identification badge. Employee identification badges are an important part of employee work attire. They allow students, parents, coworkers, vendors and the public to know who employees are. They are an important part of providing a secure environment for our students. Employees must wear their current-year employee identification badges in a visible spot during their work time. Badges must be returned to the employee's direct supervisor upon separation from the District.

SECTION N- 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 their personnel file. Employees are expected to know the expiration date of their license/certification and meet the requirements for re-licensure or certification in a timely manner. A teaching contract with any person not legally authorized to teach the named subject or named age levels is void. All teaching contracts shall terminate if, and when, the authority to teach terminates.

No faculty member shall be allowed to perform teaching and other contracted duties unless a valid certificate, license or permit is on file in the district office.

SECTION O – OPERATORS OF DISTRICT VEHICLES & EQUIPMENT

1. ALLOWANCES OR MILEAGE REIMBURSEMENT. All employees who drive a District vehicle or equipment must undergo an annual driver's license record check. Mobile equipment includes but is not limited to such equipment as street vehicles (cars/trucks), tractors, riding lawn mowers, forklifts, pallet jacks, ditch witches, and golf carts.
2. NOTICE OF TRAFFIC VIOLATIONS. All employees who drive a District vehicle or operate mobile equipment, regardless of whether they hold a Commercial Driver's License (CDL), must notify their director supervisor and the Human Resources Director prior to the start of the next scheduled shift of any driving citation or conviction related to the operation of a District vehicle, mobile equipment. Additional requirements applicable to employees who hold a CDL are outlined in Board Policy 549.1, Controlled Substances & Alcohol Testing of Commercial Motor Vehicle Drivers, and Administrative Regulation 549.1. Payment for any citations received while driving a District vehicle is the responsibility of the driver.

SECTION P - PERSONAL PROPERTY

The District does not assume any responsibility for loss, theft or damages to personal property. The District is not liable for vandalism, theft or any damage to cars parked on school property. The District carries no accident insurance or other insurance coverage for any loss or injury for which the District does not have legal responsibility.

SECTION Q - PERSONNEL RECORDS

An employee shall have the right to review certain documents, upon request and consistent with the timelines and content limitations specified in Wis. Stat. § 103.13, to review the contents of their personnel file, upon request and providing 24 hour notice, while in the presence of the administrator or their designee. The employee is entitled to examine any personnel documents which are used or which have been used in determining that employee's qualifications for employment, promotion, transfer, additional compensation, termination or other disciplinary action, and certain medical records. This examination must be accomplished in the presence of the person officially charged by the Superintendent with custody of those documents. No personnel documents may be removed from the visual presence of the official custodian. An employee shall have the right, upon request, to receive copies of any documents permitted to be reviewed pursuant to Wis. Stat. § 103.13, except

those delineated in Wis. Stat. § 103.13(6), which may be at the employee's expense. The employee shall have the right to respond in writing to all-such records items in their personnel file, as permitted by statute, and this response will be attached to the item to which it refers and be retained consistent with the statute.

SECTION R - PHYSICAL EXAMINATION

1. EXAMINATION. After an employment offer has been made and accepted, a pre-employment physical examination shall be required of District employees in accordance with Wis. Stat. § 118.25. Freedom from tuberculosis in a communicable form is a condition of employment. Evidence that employees are of sound health, sufficient to perform the essential functions of their assignment, is necessary to make binding the offer of employment or the initial contract, as applicable, with the District Policy #523.1.
2. FITNESS FOR DUTY. The District may require a physical and/or mental examination at the expense of the District where the District has a reasonable doubt concerning the current ability of the employee to perform the duties of their job consistent with the limitations imposed by applicable state and federal law. Failure to comply with this request or failure to provide a doctor's certification of sufficiently sound health to perform duties assigned may result in discipline.

SECTION S - WORKPLACE SAFETY

Adherence to Safety Rules: All employees shall adhere to District safety rules and regulations and shall report unsafe conditions or practices to the appropriate supervisor. Fire safety is an essential element of having a safe working environment.

1. PROTECTION OF STAFF. An employee shall report all cases of injury suffered in connection with employment in the performance of duties to the Superintendent or their designee, who shall acknowledge receipt of such report and keep the staff involved informed of action taken.
2. NOTIFICATION OF SAFETY AND HEALTH STANDARDS. Wis. Stat. § 101.055 requires the Wisconsin Department of Safety and Professional Services to adopt and enforce safety and health standards that will provide protection to public employees at least equal to that provided to private sector employees under standards promulgated by federal Occupational Safety and Health Administration (OSHA).
3. WEAPONS PROHIBITION. Except to the extent that the District may not legally enforce such a prohibition, firearms and dangerous weapons are prohibited on all property of the District. The prohibition includes firearms in vehicles on school property. Licensed officers who are serving in their official capacities are the only persons excepted from this prohibition. Firearms and dangerous weapons have the definitions set forth in the following statutory provisions: Wis. Stat. §§ 119.25, 120.13(1), 941.235, 948.60, 948.605, 948.61. Policy 443.6 Firearms and Weapons.

SECTION T - WORKER'S COMPENSATION

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 their immediate supervisor within twenty-four (24) hours after the occurrence of the injury or as soon as practicable. The employee shall fill out an accident report form. Accident reporting forms are available in the building offices.

SECTION U - GRIEVANCE

The District has adopted a grievance policy and procedure to resolve grievances by employees, Policy #527, Employee Grievance Policy and Procedure.

SECTION V - PAY PERIODS

Payroll Cycle: Paydays will be determined by the Board of Education and/or designee.

Support Staff Employees: Employees, non-certified, not on individual contracts (Paraprofessional, Special Education Paraprofessionals, Food Service Staff, Custodian, Maintenance, Transportation and Clerical Staff working less than twelve months), shall be paid bi-weekly with a properly prepared and authorized timesheet.

Faculty Employees: Faculty may elect to receive their annual salary over either twenty-one (21) paychecks during the school year or twenty-six (26) paychecks over twelve months. This selection is made when the employment contract is signed. If no selection is made, the default will be the school-year (21-paycheck) basis. Pay schedules will be prorated for teachers whose employment begins after the start of the school year. This practice is consistent with Wis. Stat. §109.03(1)(b).

Payroll Dates: The payroll dates shall be bi-weekly, every other Wednesday. If a bank holiday falls on a payroll date, payroll deposits shall be issued on the preceding day through the direct deposit payment method. All employees shall participate in a direct payroll deposit plan. All payroll information can be accessed through the employee portal. Direct deposit changes may be made after giving fifteen (15) calendar days notice in writing. Each non-exempt employee shall receive information indicating the number of hours for which straight time hourly pay is received and the number of hours for which the overtime rate of pay is received. Each exempt employee shall receive information on the employee's salary received. In addition to the above, each employee shall have access to electronic records indicating leave time information.

Definitions for Payroll Purposes Only

1. DAY. A work day shall run from 12:00 midnight (12:00 a.m.) to 11:59 p.m.
2. WEEK. A week shall run from 12:00 midnight (12:00 a.m.) Sunday until 11:59 p.m. the following Saturday.

SECTION W – SCHOOL EVENT DUTIES AND PAY

1. Duties at all school events will generally be offered to current employees. Duties may be assigned, as necessary, from faculty or support staff members within the building for

which the event is being held. Any such assignment will generally be made on an equitable basis from within the available building staff.

2. Salary
    a. Event Workers will be paid $16.50 per hour and hosts will be paid $17.50 per hour.
    b. Any duty not specifically listed above must be approved by the Assistant/Activities High School Principal and/or Building Principal involved and the Superintendent prior to scheduling the event.
    c. Administrators have the right to pay above the listed amount for specific events.
    d. WIAA Tournament event pay is not covered by this schedule.

    Workers must apply for payment.

SECTION X - INSURANCES/BENEFITS

All aspects of the insurance programs, including the carrier and Employee contribution levels, will be determined by the District. The following sets forth the Employee contribution levels for eligible Employees who elect to be covered by the District's plans. The Board will make an IRS Section 125 plan available to Employees to shelter the Employee's health insurance premium and qualified costs toward childcare, vision, and non-reimbursed dental and medical costs. All applicable insurance premiums are required to be collected through payroll deduction (unless related to FMLA).

1. HEALTH/MEDICAL INSURANCE. The District offers comprehensive medical insurance to eligible employees effective on the first day of employment. In order to obtain coverage, eligible employees must complete enrollment form within thirty (30) calendar days from the date of hire. The Board will pay, monthly, $706.47 of the single premium or $1603.69 of the family premium (pro-rated for FTE), for health insurance offered by the district for eligible staff. When premiums increase the District's contribution to premium share shall rise up to 2.0% annually. Eligible staff includes Faculty and Support staff that regularly work 30 hours or more per week.
2. CASH-IN-LIEU (OF HEALTH INSURANCE). Current employees who receive Cash-In-Lieu on July 1, 2015 will be eligible for the continued Cash-In-Lieu benefit. Once the current employee who is eligible for the continued cash- in-lieu benefit decides to waive this benefit, this employee will no longer have the cash-in-lieu benefit available to them from that point forward.

    Employees who have elected to continue to receive "cash in lieu" benefits may be required to furnish proof of their coverage under other insurance. The cash option is taxable income and the amount will be annually set by the District.
3. ANNUAL STIPEND. The Board shall establish a stipend for support staff employees whose assignment sheets indicate that they will work less than 30 hours per week. For those employees whose assignment sheets contain over 20 hours per week but less than 30 hours per week, the stipend shall be $1,000 less Social Security Tax and Medicare Tax costs. For those employees whose assignment sheets contain 20 hours or less per week, the stipend shall be $500 less Social Security Tax and Medicare Tax costs. The stipend shall be divided and paid out proportionally on each paycheck.

4. FLEXIBLE SPENDING ACCOUNTS (AKA SECTION 125 CAFETERIA PLAN). In accordance with the Internal Revenue Service (IRS) rules and regulations, the Mount Horeb Area School District offers both a Dependent Care Spending Plan and a Health Care Spending Plan, referred to as flexible spending accounts. Employees who are eligible for the District Health Insurance may enroll in the Flexible Spending plan. Eligible employees may participate in these plans by designating pre-tax dollars to be taken via payroll deduction. Please see plan summary for detailed information on flexible spending accounts.
5. LIFE. The Board shall offer life insurance to employees who meet the life insurance carrier's eligibility requirements. The employee will contribute 100% of the life insurance premium. The Board will contribute an additional amount of 20% of the basic life insurance premium to provide employees with access to the life insurance benefit upon retirement. See Life Insurance manual: https://etf.wi.gov/resource/wisconsin-public-employers-group-life-insurance-program
6. DENTAL. The Board of Education will pay 100% of the single premium (prorated for part-time) for the dental plan selected by the board for faculty and any support staff who are regularly scheduled to work 1,440 hours or more per year. Any change in coverage must be approved by the Board of Education.
7. DISABILITY INSURANCE.
    a. Short-Term Disability: The District will offer Employees the option of short-term disability insurance as an Employee-paid benefit.
    b. Long-Term Disability: The Board of Education will pay 100% of the monthly premium for the long-term disability plan selected by the district for eligible employees. The benefit will be based on the employee's anticipated annual wages or salary.
8. LIABILITY INSURANCE. The District shall carry liability insurance which provides coverage for the acts of employees performed in accordance with their duties and within their scope of employment. Employees shall be covered for liability in accordance with the terms of the District's liability insurance policy.
9. TAX SHELTERED ANNUITY - 403(B) ACCOUNTS. The Mount Horeb Area School District offers an IRS Section 403(b) Plan to help employees save for retirement. The 403(b) Plan is a voluntary tax-deferred retirement savings program. Eligible employees can elect to defer a portion of their compensation to the Plan on a pre-tax basis. Accounts must be established by the individual employee with an approved vendor and contributions must be designed as flat dollar or percentage amounts on a Salary Reduction Agreement. See Human Resources for details and vendor list.
10. WISCONSIN RETIREMENT SYSTEM AND SAVINGS PLAN. 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. The District will make employer required contributions as required by law. Employees should direct all questions involving WRS eligibility or contribution levels to the Department of Employee Trust Funds at http://etf.wi.gov/
11. CONTINUATION OF BENEFITS (COBRA). Medical and/or dental benefits end on the last day of the month in which the employee's last day of employment falls for support staff employees. Faculty staff who separate employment after the completion of a school year

may continue to be covered under the District group medical and dental insurance through August 31 of the calendar year. Faculty staff who separate employment during the school year, medical and/or dental benefits end on the last day of the month in which the employee's last day of employment falls.

12. Employees who leave District employment, unless dismissed for gross misconduct, have the option to continue medical/dental benefits in accordance with the Consolidated Omnibus Budget Reconciliation Act (COBRA) regulations. Employees receive a copy of these regulations when hired. COBRA provides employees and/or their dependents the opportunity for a temporary extension of medical and dental insurance coverage at group rates in certain circumstances when coverage under these plans would otherwise end. All continuation of benefits under this Section 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.

SECTION Y - LEAVES/TIME AWAY FROM WORK

1. SICK LEAVE.

   Sick Leave Earned - Staff shall be allocated:

   - 10 days sick leave (prorated) for staff working the school year; or
   - 11 days sick leave (prorated) for staff working 11 months; or
   - 12 days sick leave (prorated) for staff working 12 months.

   Part-time Employees: Part-time employees will receive sick leave on a prorated basis based upon the number of hours they are regularly scheduled to work.

   Sick Leave Use - Sick leave can be taken in 15-minute increments or more for any absence from work due to the following reasons:

   a. Employee illness, mental health, injury or serious health condition;
   b. Employee medical or dental appointments;
   c. Illness or medical appointment of an employee's family member provided Family Emergency Leave has been exhausted.

   If at all possible, employee will make efforts to enter absence information in designated attendance management system no less than two hours prior to the need to be absent. Whenever the supervisor deems such verification appropriate, the employee may be required to furnish the District with a certificate of illness signed by a licensed medical provider.

   If an employee's employment is terminated with the Mt. Horeb Area School District and they have used more sick leave days than earned on a prorated basis, the Superintendent or designee is authorized to withhold from that employee's check, such sum as may be due to the Board for the use of sick leave in excess of the sick leave said employee has earned.

Sick Leave Accumulation - Except as may be indicated in an employee's individual contract, employees may accumulate up to 130 days for use as sick leave; provided, however, for purposes of retirement sick leave shall accumulate to 180 days. The maximum number of days for which they can receive a sick leave payout is 180.

Sick Leave Transfer - Any individual employee has the option of requesting to transfer up to two (2) sick leave days per year from their individual accumulated sick leave total to the sick leave total of any other employee(s). These transfers shall be done in whole day increments. The request of such transfer shall be submitted in writing to the District Office. The Board reserves the right to require a certification of illness by a physician at the Board's expense beyond that which is paid by insurance.

Sick Leave and Long-term Disability - In the event an employee becomes eligible for benefits under the District's long-term disability insurance program, the employee will no longer accrue nor be eligible to use paid sick leave.

Pay for Sick Leave For Non-Retirees- The current year's unused sick leave will automatically be rolled over to the next year. Employees who have accumulated at least sixty (60) days of sick leave and who do not use all of their current year's accumulation of sick leave may trade the balance of that year's accumulation up to ten (10) days per year for $25.00 per day payable in July if they complete this form by 4:00 PM on the last student day of that year. Unused sick leave for non-retirees shall be determined at the end of the last day of the student year involved.

2. FAMILY EMERGENCY LEAVE. At the beginning of each school year, employees shall have access to two (2) family emergency leave days per year (prorated for new employees who begin after the start of similarly situated employees). Family emergency may be used for:
    a. Illness or mental health of an immediate member of employee's family;
    b. Medical or dental appointment for a member of the employee's immediate family (spouse/domestic partner, parent or child) that cannot be scheduled outside of the employee's regularly scheduled work hours;
    c. Funeral of a member of the family.

    Part-time employees will receive family emergency leave on a pro-rated basis based upon the number of hours they are scheduled to work.

    Family Emergency days are non-accumulative and cannot be carried into the next school year.
    Should an employee need more than two (2) days for a family member's illness, funeral and/or emergencies, the Superintendent or designee may approve additional days which will be deducted from sick leave.

    An employee needing time to attend the funeral of a friend may do so with administration approval and time will be deducted from sick leave.

Pay for Unused Family Emergency Leave:

Faculty who have not used all of their family emergency leave in a given year shall receive a payment of thirty dollars ($30) less than the per diem base substitute teacher pay rate per day in July. Support staff who have not used all their family emergency leave in a given year shall receive a payment of fifty dollars ($50) per day. Payment will be calculated and made in increments of one-half hour. Unused family emergency leave shall be determined at the end of the last student day of the current year involved.

3. PERSONAL LEAVE. Three(3) days personal leave (prorated) will be granted each year. Employees must enter their request for personal leave in designated attendance management system to obtain supervisor's approval at least two (2) work days prior to taking personal a leave day.

   Employees requesting two or more consecutive preplanned personal leave days are expected to do so, at least two (2) months in advance of the leave date. Supervisors have the authority to approve or deny personal leave requests due to reasons related to the functioning of the school or professional learning.

   Unused Personal Leave:
   Unused personal leave in a given year will automatically carry over to the next year, accumulating up to a total of 5 days. Any personal leave over 5 days will be paid out in half-hour increments. Employees shall receive a payment of thirty dollars ($30) less than the per diem base substitute teacher pay rate per day. Support staff shall receive a payment of fifty dollars ($50) per day.

   Employees can opt for payment for any unused personal leave in a given year by completing this form. Employees must complete the form by 4:00 p.m. on the last student day in order to qualify for such payment. Payment will be calculated on half-hour increments.

   **This language will sunset at the conclusion of the 2027-2028 school year and revert to language in the 2024-2026 handbook.*

4. VACATION FOR YEAR-ROUND STAFF. Year-round support staff who work 1,440 hours or more per year shall be eligible for vacation as follows:

Years of Completed Service	Vacation
After one year	2 weeks
After five years	3 weeks
After ten years	4 weeks
After nineteen years	5 weeks

Requests for vacation should be submitted to the supervisor as early as possible, but not later than 14 days in advance of the absence and must be approved prior by the immediate supervisor and/or Superintendent. Vacation days are earned for the period of

July 1 through June 30 and must be used during this period. Vacation time may be used in hourly blocks. A maximum of five (5) vacation days may be carried over from one school year to the next. At the discretion of the Superintendent, additional carry-over may be granted for one month in extenuating circumstances. Unused vacation days that exceed the allowable maximum carryover will be lost.

5. HOLIDAYS. Faculty will receive the following paid holidays: Labor Day, Thanksgiving Day, and Memorial Day.

   Support staff employees will receive the following paid holidays: Independence Day, Labor Day, day before Thanksgiving, Thanksgiving Day, day after Thanksgiving, Christmas Eve, Christmas Day, New Year's Eve, New Year's Day, Good Friday and Memorial Day.

   Support staff shall qualify for holiday pay if they are on payroll for at least half of the employee's scheduled work day before and after the holiday. If one of the above holidays falls on either a Saturday or Sunday, the Superintendent will determine when the holiday is recognized.
6. MILITARY/UNIFORM SERVICE LEAVE (USERRA). Pursuant to federal and state law, the District shall provide eligible employees with leaves of absence with or without pay for purposes of federal service in the uniformed services or active state service. Eligible employees should notify the District of the need for a leave of absence as far in advance as possible and provide the District with a copy of any relevant military orders. All rights and privileges regarding salary, benefits, and status shall be reserved to such employees as required by law. An employee on leave shall notify the District of their intent to return to work in a timely manner following their period of military service. Failure to notify the district of any intent to return within a reasonable period may subject the employee to disciplinary action up to and including termination for unexcused absence. Please see USERRA information: https://www.dol.gov/vets/programs/userra/aboutuserra.htm
7. MEDICAL LEAVES OF ABSENCE. All leaves granted under Family Medical Leave Act will be administered in accordance with, and counted as, leaves taken pursuant to Federal and Wisconsin Family Medical Leave Act. Leaves for medical purposes must be accompanied by a medical provider's statement attesting to the medical condition and anticipated duration of the leave. See Family Medical Leave policy.

   Requests for unpaid medical leave of absence must be requested at least ten (10) days prior to the time of leave and shall only be considered for approval if all accrued personal vacation and sick leave are exhausted prior to requesting unpaid leave unless approved ahead of time by their supervisor. In the event that ten (10) days notice is not possible, communication shall be made to the Human Resources Director as soon as the employee receives notice that leave is required.
8. LONG TERM UNPAID LEAVE. The Board of Education may grant a long term unpaid leave of absence for up to one year to an employee. A long term unpaid leave of absence is defined as eleven or more consecutive days. In order to qualify for a long term unpaid

leave the employee shall have worked in the District a minimum of three (3) consecutive years. No such leave will be granted without the supporting recommendation of the Superintendent. Said employee must sign a letter of intent to return to service with the District upon termination of their leave. The Board of Education may waive, at any time, any or all of the restrictions designated in this subsection.

An employee on unpaid long term leave will not lose accumulated benefits for previous successive years' service in the District. Employees on such leave may continue insurance coverage (providing the carrier approves it) available through the Board during the leave by reimbursing the Board for the entire premium costs. Failure to forward premium payments to the Board on a previously stipulated date will terminate the option.

9. SHORT TERM UNPAID LEAVE. It is the district's position that unpaid leave should be a very rare occurrence. Unpaid leave is discouraged because it is important for employees to be present and consistently working so no disruption in instruction and programming occurs. Unpaid leave requests must be made in writing and are considered by the Superintendent or their designee on a case-by-case basis. Requests shall only be considered for approval if all accrued leave is exhausted prior to requesting unpaid leave.
10. JURY DUTY. In the event an employee is called to serve as a juror, the District will continue to pay the employee's salary. The employee shall remit to the District any fee received less reimbursed disbursements, for serving as a juror. In the event a person is called to serve as a juror and does not serve, the employee shall return to work as soon as possible to complete their normal work schedule.
11. SABBATICAL LEAVE. Upon application by the faculty member, the Board of Education may grant a one-year leave of absence without pay to any faculty member who has been employed by the District for five consecutive years. This sabbatical leave can be taken for a professional experience which will result in self-enrichment.

    A faculty member who wishes to take such a leave shall make written application to the Board of Education on or before January 30. The Board of Education shall notify the faculty member of its decision by March 15. Applicants for sabbatical leave shall submit an outline plan for the period requested.

    Said faculty member must sign a letter of intent to return to service with the District upon termination of sabbatical leave. A faculty member returning from leave will be returned to their former position.

    The faculty member will not lose accumulated sick leave or credit for previous successive years' service in the District. Faculty on such leave may continue insurance coverage (providing the carrier approves it) available through the Board during the leave by reimbursing the Board for the entire premium costs. Failure to forward premium payments to the Board on a previously stipulated date will terminate the option.

This sabbatical leave will be granted to no more than three faculty members per year. This leave will be granted on a first-come, first-served basis.

12. SNOW/EMERGENCY SCHOOL CLOSINGS

Snow/emergency school closing days waived by the District are applied in whole-day increments only. Partial-day closures, due to weather or emergency conditions, do not count as waived snow/emergency days.

When the District operates on a late start/early release due to weather or emergency conditions, employees should adjust their schedules as directed by their supervisor. To maintain pay status, hourly employees may (1) continue to work if work is available, (2) take the reduced unpaid time, or (3) use paid leave from the category of their choice.

a. Faculty will have the first three (3) snow/emergency days waived.
b. Bus drivers, food service workers and paraprofessionals will have the first three (3) snow/emergency days waived with pay. After the first three (3) snow/emergency days, bus drivers, food service workers and paraprofessionals who have reported to work prior to receiving notice of the school's cancellation or delay for snow or other emergencies shall be paid for one (1) hour.
c. Technology staff and clerical staff will have the first three (3) snow/emergency days waived with pay but will complete all necessary work responsibilities as determined by their immediate supervisor.
    i. If snow/emergency days exceed three, they shall report to work. In individual cases where the employee cannot get to work the employee can take a personal day, vacation day or unpaid day.
d. Custodians, grounds keepers and maintenance technicians may be expected to report to work when school is closed due to inclement weather or situations beyond the control of the District. When custodians, grounds keepers and maintenance technicians are needed to work on one of the three determined snow/emergency days, they will be allowed to flex these hours, taking equivalent time off within the next seven (7) calendar days with approval from their supervisor.

Mount Horeb Area School District

Employee Handbook

PART II – FACULTY

PART II - FACULTY

SECTION A - NONRENEWAL AND DISCIPLINE

1. PROBATIONARY PERIOD FOR FACULTY. All teachers new to the District shall be considered to be under probation for a period of three (3) consecutive years.
2. NOTIFICATION OF NONRENEWAL. Full-time teachers who are subject to Wis. Stat. §118.22, Faculty, regular full time who will be non-renewed for the next year will be notified by the Board in writing according to Wisconsin Statute requirements. Any subsequent conference with the Board of Education shall be subject to Wisconsin Statute requirements, including timelines.
3. JUST CAUSE. Unless another standard is set forth in a faculty member's individual contract, no faculty member who has been an employee of the district for a period of three (3) or more years shall be suspended without pay or discharged in a manner causing a reduction or loss of compensation without just cause except as provided in Section XI Co-Curricular Activities.
4. CONFERENCE. The Superintendent and building principal or department head shall schedule and attend a conference with the employee within five (5) days after said employee receives notification of possible nonrenewal. Any subsequent conference with the Board of Education shall be subject to Wisconsin Statute requirements, including timelines.

SECTION B - TEACHER LOAD

1. HIGH SCHOOL (9-12)
    a. The normal student class week is a 5-day schedule with five class periods and a STAT period scheduled each day on a rotating basis. In general, the normal weekly teaching load of a faculty member is 18 classes (face-to-face or online), and 5 STAT periods and 1 advisory period. The remaining time within a teacher work day shall be used for professional activities, including but not limited to the planning and preparation for instruction; conferring with parents, students and colleagues; and the supervision of bus loading areas. A teacher who also teaches in another building(s) on the same day shall travel outside the 18 classes, 5 STAT periods or 1 advisory period per week.
2. MIDDLE SCHOOL (6-8)
    a. The normal student class day in a middle school day is approximately 440 minutes. Of these 440 minutes approximately 345 minutes per day shall be designated as a teacher's normal teaching and/or supervisory load. The remaining time within a teacher work day shall be used for professional activities, including but not limited to the planning and preparation for instruction; conferring with parents, students and colleagues; and the supervision of bus loading areas. A teacher who also teaches in another building(s) on the same day shall travel outside the 345 minutes per day.
3. ELEMENTARY LEVEL (PRE-KINDERGARTEN-5)
    a. The normal student class day in an elementary school day is approximately 430 minutes. Of these 430 minutes, approximately 340 minutes per day shall be

designated as a teacher's normal teaching and/or supervisory workload. The remaining time within a teacher work day shall be used for professional activities, including but not limited to the planning and preparation for instruction; conferring with parents, students and colleagues; and the supervision of bus loading. A teacher who also teaches in another building on the same day shall travel within the 340 minutes per day.

4. OVERLOAD
    a. The Superintendent and the building principal shall have the right to assign certified staff members to workloads that exceed a teacher's normal teaching and/or supervisory load, if mutual agreement is reached with the staff member. Compensation for such assignments(s) will be computed on the staff member's prorated salary for the time involved times the factor of 1.33.

SECTION C - VACANCIES

Except when the needs of the district dictate otherwise as determined by district administration, vacancies as determined by the district shall be posted on the District website. Nothing in this provision shall restrict the district from transferring employees to different positions based on the needs of the district, provided the employee is qualified to perform the transferred position.

SECTION D - INDIVIDUAL EMPLOYMENT CONTRACTS

Whenever possible, the individual employee contract may state the employee's assignment by department(s) and building.

SECTION E - PROFESSIONAL HOURS/WORKDAY

NORMAL HOURS OF WORK: Faculty are professional employees as defined by the federal Fair Labor Standards Act and the Wisconsin Municipal Employee Relations Act, §111.70(1) (L), Wis. Stats., and therefore daily hours of work should reflect their professional responsibilities. Faculty staff is allowed a thirty (30) minute duty-free lunch. The school work day for faculty shall generally begin at 8:00 am and end at 4:00 pm, except that on Fridays and on days preceding holidays or vacation, then faculty day shall generally end at 3:30 pm. This work day may vary depending on the needs of the district as determined by administration or the requirements of the position. Faculty involved in mutually agreed upon assignments or approved work-related activities outside of these hours shall have their day adjusted so the number of working hours is approximately the same.

An alternate workday schedule may be requested by a faculty member and approved by the building Principal. Faculty desiring to start their work day earlier than 8:00 am or end their day after 4:00 pm must submit a request and obtain approval from their building Principal. Approval of an alternative schedule may be withdrawn or modified by the Principal from time to time in response to circumstances related to effective and efficient operations of the building or student programming.

Faculty may utilize a professional work schedule. This procedure applies during the workday whenever faculty members do not have student contact hours, replacement teacher assignments, bus duty, or meetings.

STAFF MEETINGS: Faculty will reserve Wednesdays and early release Mondays of each month for mandatory, administratively called meetings which last no later than 4:45 pm for staff meetings, district meetings and teacher-directed work time. Administration will provide at least 24 hour notice to faculty that is expected to be in attendance. Faculty members, who are required to attend administratively called meetings, will receive no additional remuneration, above their regularly paid salaries, for attending such meetings.

SECTION F - STAFF REDUCTION

Reasons For Reduction In Force: In the event the Board determines to reduce the number of full-time positions or the number of hours in any full-time position, the provisions set forth in this section shall apply.

Notice Of Reduction: The District will provide notice of nonrenewal in accordance with the timelines set forth in Wis. Stat. § 118.22. The nonrenewal notice shall specify the effective date of the nonrenewal, the right to a private conference under Wis. Stat. § 118.22 and will refer the employee to the Reduction in Force provision in this Handbook.

Selection For Reduction: If the Board decides to decrease the number of positions in whole or in part, because of declining student enrollment or budgetary restraints, the Superintendent or designee will use the following process to reduce the necessary number of faculty. The implementation of staff reductions under this section shall be in accordance with the following steps:

1. Step One – Attrition: The Superintendent will determine if the necessary faculty reduction can be achieved by either not replacing faculty who left the district voluntarily due to resignation and/or retirement; or by replacing these faculty with lower cost faculty. If this step does not achieve the necessary savings, the Superintendent will next use Step 2;
2. Step Two - Volunteers – The Superintendent will put out a request asking if any faculty would be willing to voluntarily resign. If this step does not achieve the necessary savings, the Superintendent will next use Step 3;
3. Step Three: Performance – The Superintendent will recommend non-renewal for faculty who are currently on a Performance Improvement Plan. If this step does not achieve the necessary savings, the Superintendent will next use Step 4;
4. Step Four: Service Points – The Superintendent or designee shall determine the number of service points earned by each remaining faculty member. Point totals will be determined by adding up the number of earned points from the following four categories: Level of Education, Years of Service, Professional Leadership and Co-Curricular Involvement. Faculty with the lowest combined point totals will be non-renewed for budgetary reasons until the necessary number of faculty are achieved:

Level of Education: The individual level of training shall be documented in writing by official evidence in the District Office by January 15.

Level of Training	Points
BS	1
BS + 12 Approved Credits	2
BS + 18 Approved Credits	3
BS + 24 Approved Credits	4
MS	5
MS + 12 Approved Credits	6
MS + 18 Approved Credits	7
MS + 24 Approved Credits	8
MS + 36 Approved Credits	9
MS + 48 Approved Credits	10

Years of Service: Successive full years of full time employment in the Mount Horeb Area School District in accordance with the following system:

After completing	Years	Points
	1	1
	2	2
	3	3
	4	4
	5	5
	6	6
	7	7
	8	8
	9	9
	10	10

A faculty member will be allowed to earn a maximum of ten points for years of service.

Professional Leadership: The Superintendent will determine point values for faculty members who voluntarily participate in leadership opportunities both within and outside of the Mount Horeb Area School District. Examples of professional leadership are serving on district committees outside of the normal school day providing professional development training to colleagues, holding leadership positions in State or federal educational organizations or any other professional endeavor deemed worthy by the Superintendent. Points shall be earned in .5 point increments with a maximum number of points being 2.0.

Co-Curricular Involvement: The Superintendent shall grant .5 points for each activity on the co-curricular pay schedule that a faculty is involved in for that year.

Points will be prorated for faculty members holding less than a full-time contract.

Faculty who are to be non-renewed for budgetary reasons shall be given preliminary notice of non-renewal by the last Board of Education meeting in April.

If a faculty member is reduced to part-time status due to budgetary reductions, said faculty member retains the right to subsequent expansion of their position for one school year.

Annually, during September the Superintendent or designee shall publish a list of all faculty and their successive years of full-time employment in the Mount Horeb Area School District and assuming that all faculty will complete the current year.

A faculty member who is non-renewed for budgetary reasons will be offered any position for which they are licensed in the inverse order they were non-renewed for a period of one school year.

If a faculty member is recalled within one school year, they will not lose accumulated sick leave or credit for previous successive years' service in the school district.

Faculty non-renewed for budgetary reasons may continue group insurance coverage (providing the carrier approves it) available through the Board for a period of eighteen (18) months by reimbursing the Board for full premium costs. Failure to forward premium payments to the Board will terminate this option.

SECTION G - FACULTY COMPENSATION

Faculty compensation will be determined based of the compensation model (Appendix B) determined by the School Board.

1. Part-time employees will receive the salary set forth in a percentage equal to the amount of their employment.
2. The salary is based upon the school calendar.
3. The employee's prorated daily rate and prorated hourly rate will be determined in the following manner:
    a. The employee's scheduled annual salary divided by the number of contracted days equals the prorated daily rate [extended contract or furlough days shall not be used in this calculation].
    b. The prorated daily rate divided by seven and one half (7.5) hours per day equals the prorated hourly rate.

Extended Employment: Faculty on extended employment, whose positions are listed below, will have their salary based as follows:

1. Summer School – For academic classes, salary based on a pro-ratio of the teacher's contracted salary for the school year in which the extended employment occurs or in which the extended employment begins. For enrichment, payment is $24.00 per hour.
2. Summer Curriculum Work/Federal Projects shall be compensated at the following rate: $35.00 per hour.

Employees will pay the employee's share of WRS (Wisconsin Retirement System).

Replacement Teachers: A teacher may be required to substitute during their workday. When required to substitute during planning/preparation time, the teacher shall be reimbursed at a rate of $40 per hour paid in 15-minute increments, which will be rounded up to the nearest 15-minute increment.

If no teacher volunteers to substitute for an absent teacher, the principal may make involuntary assignments.

SECTION H - TEACHER SUPERVISION AND EVALUATION

1. Faculty required to be evaluated through Educator Effectiveness will have evaluations conducted according to the requirements of the Department of Public Instruction. The evaluations will follow a similar timetable as recommended by the Department of Public Instruction under its Educator Effectiveness guidelines.
    a. For faculty evaluated through the Educator Effectiveness process, all documentation is handled through a Wisconsin Department of Public Instruction approved system.
    b. Faculty in their first three years of service in the Mount Horeb Area School District will be evaluated under Educator Effectiveness their first year and one or both of their second and third years.
    c. Faculty who have taught in our district for at least three years will be evaluated at least once every three (3) years through the Educator Effectiveness process approved by the Department of Public Instruction.
2. Faculty not required to be evaluated through Educator Effectiveness will be evaluated based on direct observations and responsibilities outlined in the job description.
    a. Faculty in their first three years of service in the Mount Horeb Area School District will be evaluated their first year and one or both of their second and third years.
    b. Faculty who have taught in our district for at least three years will be evaluated at least once every three (3) years.
3. All faculty will have to complete Student Learning Objectives every year as required by the Department of Public Instruction.
4. Formal and informal evaluative information observed by the faculty member's supervisor(s) regarding their job performance outside of the Educator Effectiveness evaluation system will be gathered on an ongoing basis.
5. Information gathered during the evaluation process by the faculty member's supervisor(s) will be discussed during the mid-year review. At that time, the supervisor(s) will discuss with the faculty member any specific area(s) of poor performance (if there are any) and actions necessary to remediate said concerns. This review may result in the development of a Performance Improvement Plan.
6. The faculty member and supervisor(s) will gather data following the mid-year review until March 1 regarding progress in any area(s) of concern. The information gathered during

this part of the process, as well as any other information gathered outside of the Educator Effectiveness evaluation system as indicated in Section H - 4. above, may be used by the Administration and the Board to make employment decisions affecting faculty members. The supervisor(s) and faculty member will meet by March 15 to review progress at which time the faculty member's supervisor(s) will give notice that the faculty member is under consideration for nonrenewal of contract if the faculty member's performance is not meeting District expectations.

7. WITNESS/CONFERENCES. An employee may request a non-participating witness be present during conferences with evaluators relative to observation reports. Such requests are subject to district approval. The start of a scheduled conference will not be delayed due to a witness not being present.

SECTION I - TEACHER MENTORS

The Mount Horeb Area School District will provide orientation, support seminars, and a qualified mentor for each teacher new to the field of education. In the District's Mentoring Program found in the Teacher Resources Guide, a veteran teacher is assigned to a new teacher for a period of three school years. This period of time can be extended. The mentor will participate in formative assessment activities with the new teacher as goals are set and teaching skills are increased. Information derived from the mentoring relationship will not be used to evaluate either the new teacher or the mentor.

Release time may be requested by both the mentor and/or the new teacher to allow for classroom observations. The district will generally provide opportunities for both the mentor and the new teacher to attend a conference/workshop together. This conference/workshop needs to have prior approval by the building principal and Superintendent. The mentor will be paid according to the Mentor Program Guide. Mentors who miss an assigned meeting without the approved permission of the Building Principal or Director of Instruction and/or designee will have their compensation reduced by a prorated amount.

Please see Teacher Resource Guide for administrative procedures and teacher responsibilities regarding the Mentors.

SECTION J - FACULTY RETIREMENT/POST-EMPLOYMENT BENEFITS

Employees are eligible to receive the retirement benefits below, provided that they meet the requirements below. Regular part-time employees shall receive benefits on a pro-rata basis, provided that they meet the requirements below. The District reserves the right to change this benefit at any time.

Eligibility:

To qualify for the retirement plan, an employee must meet the following criteria:

1. The employee must have worked in the Mount Horeb Area School District for fifteen (15) years prior to making application for retirement benefits;

2. The employee must apply for retirement benefits under this section to be effective at the end of a semester;
3. The employee must have reached age 55 by the date at which the retirement benefits become effective (either September 1 for the beginning of the school year or February 1 for retirement at the semester).

Application:

1. All requests for retirement benefits must be submitted in writing and state the retirement date.
2. For retirement at the end of the school year, or prior to the start of the next school year, the retirement benefits application must be filed with the Board not later than January 15.
3. For retirement at the end of the first semester, the retirement benefits application must be filed with the Board not later than November 15.
4. The Superintendent may waive the retirement timelines on a case-by-case basis due to extenuating circumstances.

Retiree Health Insurance:
Employees who are eligible for retirement benefits shall select one of the following two options:
Option 1: The Board shall pay the amount of the monthly premium of the single or family group health insurance plan which was paid for the retiree on the retiree's last day of employment, toward the single or family or Medicare group health insurance premium as elected by the early retiree from the date of retirement as follows:

1. Six (6) years or until death of the retiree and their spouse, whichever occurs first for faculty hired on or before July 1, 1997;
2. Five (5) years or until death of the retiree and their spouse, whichever occurs first for faculty hired after July 1, 1997 but before July 1, 2003;
3. Four (4) years or until death of the retiree and their spouse, whichever occurs first for faculty hired after July 1, 2003 but before July 1, 2008;
4. Three (3) years or until death of the retiree and their spouse, whichever occurs first for faculty hired after July 1, 2008;

Subject to the rules and regulations of the insurance carrier, retirees or their surviving spouses shall be allowed to continue their health insurance coverage under the District policy provided the retiree/surviving spouse pays the monthly premium required by the District insurance carrier and the retiree/surviving spouse meets all other requirements of the District insurance carrier. The District shall give notice to each retiree/surviving spouse as to the date by which any premium payments (or balances due) must be paid by the retiree/surviving spouse to the District. Failure to make this payment by the indicated date each month shall result in the immediate termination of the coverage; or

Option 2: The Board shall amend its cafeteria plan to allow employees to elect annually to receive cash in lieu of the health insurance benefits in the preceding paragraph. The Board contribution to this cafeteria plan shall be the dollar equivalent of the amount paid by the Board towards a single health insurance plan, family health insurance plan, or the cash-in-lieu of insurance option in effect for the employee as of the retiree's last day of employment less the cost of any administrative fees associated with establishing and running the cafeteria plan, Social Security Tax and Medicare Tax costs from the date of retirement for the number of years set forth above. Payment shall be made in equal bi-monthly installments until the benefit terminates.

In the case of the spouse of the retiree who has the District TSA Option, said Option will terminate with the effective date of retirement.

Once an employee reaches Medicare eligibility the above benefit will decrease by 50% for any remaining benefit years.

SECTION K – PAY FOR UNUSED SICK LEAVE FOR FACULTY RETIREES

Employees shall be credited with thirty dollars ($30) less than the per diem substitute teacher pay rate in effect at retirement per day for their unused sick leave cumulative up to 180 days. This credit shall be used to supplement, if necessary, the District's contribution pursuant to Section J above until such contribution ends. Any remaining credit shall be applied to the retiree's monthly health insurance premium until such credit is exhausted. Unused sick leave for the retirees shall be determined at the end of the last student day of the current year involved. Employees may elect annually to receive cash payments in lieu of contributions to health insurance premiums paid through unused sick leave credits. The annual election shall be provided through the District's cafeteria plan and shall be subject to the rules and procedures of the District's cafeteria plan. The cash payments in lieu of contributions to health insurance premiums that may be elected under this paragraph shall be equal to the cash equivalent of the sick leave credit that would have been contributed to pay health insurance premiums, in full or in part, for the year for which the election is made under this paragraph and the District's cafeteria plan. The District's cafeteria plan shall be amended, if necessary, to provide for the above annual cash election.

Faculty who retire at age 55 or later and have worked for the Mount Horeb Area School District for a minimum of six (6) years and are not eligible for the district's retirement benefit shall receive a payment of thirty dollars ($30) less than the per diem substitute teachers pay rate per day at the date of their retirement cumulative up to 180 days.

Limitations: If the benefits enacted in Wisconsin 1989 Act 13 are repealed or are materially altered, this section shall terminate. To the extent allowable under the law, termination of this section shall not affect retirees who have previously retired.

Mount Horeb Area School District

Employee Handbook

PART III – SUPPORT STAFF

PART III - SUPPORT STAFF

SECTION A - DISCIPLINE AND DISCHARGE

For support staff hired prior to July 1, 2016, no support staff member who has been an employee of the district for a period of one (1) or more years shall be suspended without pay, terminated or disciplined in a manner causing a reduction or loss of compensation without just cause.

For support staff hired July 1, 2016, or after, no staff member who has been an employee of the district for a period of three (3) or more years shall be suspended without pay, terminated or disciplined in a manner causing a reduction or loss of compensation without just cause.

SECTION B - HOURS OF WORK AND WORK SCHEDULE

Assignment Sheets: Each employee shall be issued an assignment sheet that shall be consistent with, but subservient to, this Handbook and board policy, before the last student contact day of the school year. The assignment sheet shall identify the employee, the position(s) that the employee is employed for, working hours, days of the week, and the pay rate for the position. Specific assignments and hours cannot be guaranteed but an effort will be made to place the employee in a similar position (i.e., assignment, wages and hours) as the one currently held. A new assignment sheet shall be issued in cases of transfers, promotions, demotions, and partial or full reduction in force.

Starting and Ending Times: Because of different schedule requirements, employee's starting, lunch, and finishing times may vary in different assignments and locations. The employee's immediate supervisor will schedule working hours, break periods, and lunch periods.

Regular Work Week: A regular work week is forty (40) hours or less. The regular work week is five (5) consecutive days unless the immediate supervisor assigns the employee to a different work schedule. This section shall not be construed as a guarantee or limitation on the number of hours per day or hours in a work week which may be scheduled or required by the District.

Part-Time Employees: A regular schedule of hours shall be prepared for part-time employees. Such schedule shall be made known to the affected employees.

Approval: In order for an employee to work beyond their regularly scheduled hours in any week, prior approval must be obtained from the immediate supervisor. Exceptional cases requiring overtime may be approved after the overtime is worked when all administrators/ principals/immediate supervisors are unavailable and such pre-approval may cause harm to students, staff, community or District property. All overtime must be approved in advance by the Superintendent or designee. Failure to obtain advance approval will be subject to discipline, up to and including discharge.

SECTION C - DUTY FREE LUNCH/BREAK PERIOD

Support staff shall be provided a duty free lunch period, not less than thirty (30) minutes at or near the time of the regular lunch period. Support staff who work four (4) or more hours per day shall be entitled to one 15 minute break (paid). Support staff who work six (6) hours or more per day will be entitled to one 15 minute break (paid) and an unpaid ½ hour lunch period. Support staff who work seven (7) or more hours shall be entitled to two 15 minute breaks (paid) and an unpaid 1/2 hour lunch. Scheduling of break or lunch periods shall be left to district discretion. Break period shall not be used to extend the lunch period or leave early or arrive late.

SECTION D - VACANCIES AND TRANSFERS

Except when the needs of the district dictate otherwise as determined by district administration, vacancies as determined by the district shall be posted on the District's website. Nothing in this provision shall restrict the district from transferring employees to different positions based on the needs of the district, provided the employee is qualified to perform the transferred position.

SECTION E - MEAL REIMBURSEMENT

When a bus driver is required to travel outside the school district on school business for a trip of more than four (4) hours in duration, they shall be reimbursed the actual cost of a meal, not to exceed $10.00 including tip. If a bus driver is required to travel for a trip of more than 10 hours, they will be reimbursed the actual cost of two meals, not to exceed $10 for each meal including tip. A receipt must show that the meal(s) were purchased during the duration of that driver's trip and must be turned in for reimbursement.

SECTION F - COMPENSATION

Support staff who work over forty (40) hours in a given work week shall be paid overtime at a rate of one and one-half (1½) times their hourly rate for each hour in excess of forty (40) hours, except time worked on Sunday which is in excess of forty (40) hours per week shall be paid at the rate of two (2) times.

SECTION G - SUPPORT STAFF EVALUATIONS

Support staff observations held during the school work day will be conducted in the following manner:

1. Generally, support staff employees will be evaluated twice during their first year. The first observation will generally be held by December 1 and the second observation generally held by March 1.
2. Support staff employees who have worked in the Mount Horeb Area School District for over one year will be evaluated on a biennial basis. The observation will generally take place prior to March 1.
3. Information from the observation(s), as well as other formal and informal evaluative information observed by the employee's supervisor regarding their job performance may be discussed and included in the written observation report.

4. Following the observation the employee and the evaluator may meet to discuss points that need clarification before the written report is prepared. When the written report is prepared the employee and evaluator may hold a conference to discuss the report, unless the employee and the evaluator agree to no conference when signing the report. A copy of the observation report, which should be signed by the employee and the evaluator, will be submitted to the Superintendent.
5. Observations will be made on the standard form(s) approved by the Superintendent for all employees.
6. The employee may attach signed comments to the observation report(s).
7. An employee may request additional observations by the evaluator.
8. Informal observations of the employee's contractual assignment are considered a normal part of the school day as are informal conferences between the employee and evaluator as a means of improving communication and job performance.

Representation: An employee may request a non-participating witness be present during conferences with evaluators relative to observation reports. The evaluator may have a witness during a conference. Either party, who wishes a witness, must notify the other party at least one (1) hour prior to the beginning of the conference. The start of a scheduled conference will not be delayed due to a witness not being present.

SECTION H – REDUCTION OF SUPPORT STAFF

If the Board decides to decrease the number of support staff positions in whole or in part, because of declining student enrollment or budgetary restraints, the Superintendent or designee will use the following process to reduce the necessary number of staff:

1. Employees shall be given fifteen (15) calendar days' notice of any reduction lay off.
2. Reduction Layoff decisions shall be based upon the relative ability, training, qualifications, experience, and performance and seniority of the employees within affected classifications.

SECTION I – RESIGNATION FROM EMPLOYMENT

A support staff employee who plans to resign their position shall give written notice through the immediate supervisor to the Superintendent as soon as possible but least ten (10) working days in advance of the termination date. If an employee has overused the sick or vacation time earned, the employee will have an amount equal to the value of that overused leave withheld from their last paycheck. The District's obligation to pay its share of the employee's insurance benefits will terminate at the end of the month in which the employee works their last day. Any employee who breaches this Section shall, at the District's discretion, forfeit any accrued benefits. Failure of a support staff employee to provide said written notice shall result in liquidated damages of $200 which may be deducted from any monies due and owing to the employee.

SECTION J - SUPPORT STAFF RETIREMENT/POST-EMPLOYMENT BENEFITS

The Board agrees to provide the following retirement program for all employees. Regular part-time employees shall receive benefits on a prorated basis.

1. ELIGIBILITY FOR HEALTH/CASH IN LIEU RETIREMENT BENEFIT.
   To qualify for the retirement plan, an employee must meet the following criteria:
   a. The employee must have worked in the Mount Horeb Area School District for fifteen (15) years prior to making application for retirement benefits;
   b. The employee must apply for retirement benefits under this section to be effective at the end of a semester;
   c. The employee must have reached age 55 by the date at which the retirement benefits become effective (either September 1 for the beginning of the school year or February 1 for retirement at the semester).
2. APPLICATION FOR HEALTH/CASH IN LIEU RETIREMENT BENEFIT.
   a. All requests for retirement benefits must be submitted in writing and state the retirement date.
   b. For retirement at the end of the school year, or prior to the start of the next school year, the retirement benefits application must be filed with the Board not later than January 15.
   c. For retirement at the end of the first semester, the retirement benefits application must be filed with the Board not later than November 15.
   d. The Superintendent may waive the retirement timelines on a case-by-case basis due to extenuating circumstances.
3. RETIREE HEALTH INSURANCE. Employees who are eligible for retirement benefits shall select one of the following two options:
   Option 1: The Board shall pay the amount of the monthly premium of the single or family group health insurance plan which was paid for the retiree on the retiree's last day of employment, toward the single or family or Medicare group health insurance premium as elected by the early retiree from the date of retirement as follows:
   a. Three (3) years or until death of the retiree and their spouse, whichever occurs first for support staff who work 1440 hours or more per year;

   Subject to the rules and regulations of the insurance carrier, retirees or their surviving spouses shall be allowed to continue their health insurance coverage under the District policy provided the retiree/surviving spouse pays the monthly premium required by the District insurance carrier and the retiree/surviving spouse meets all other requirements of the District insurance carrier. The District shall give notice to each retiree/surviving spouse as to the date by which any premium payments (or balances due) must be paid by the retiree/surviving spouse to the District. Failure to make this payment by the indicated date each month shall result in the immediate termination of the coverage; or

   Option 2: The Board shall amend its cafeteria plan to allow employees to elect annually to receive cash in lieu of the health insurance benefits in the preceding paragraph. The Board contribution to this cafeteria plan shall be the dollar equivalent of the amount paid

by the Board towards a single health insurance plan, family health insurance plan, or the cash-in-lieu of insurance option in effect for the employee as of the retiree's last day of employment less the cost of any administrative fees associated with establishing and running the cafeteria plan, Social Security Tax and Medicare Tax costs from the date of retirement for the number of years set forth above. Payment shall be made in equal bi-monthly installments until the benefit terminates.

In the case of the spouse of the retiree who has the District TSA Option, said Option will terminate with the effective date of retirement.

Once an employee reaches Medicare eligibility the above benefit will decrease by 50% for any remaining benefit years.

4. PAY FOR UNUSED SICK LEAVE FOR SUPPORT STAFF RETIREES. Support staff who qualify for the Health/Cash in Lieu Retirement Benefit, shall receive a payment of eighty dollars ($80) per day at the date of their retirement cumulative up to 180 days. This credit shall be used to supplement Section J, Subsection 3 above until such contribution ends. Employees may elect to receive a cash payment in lieu of contributions to health insurance premiums paid through unused sick leave credits. The election shall be provided through the District's cafeteria plan and shall be subject to the rules and procedures of the District's cafeteria plan. The cash payments in lieu of contributions to health insurance premiums that may be elected under this paragraph shall be equal to the cash equivalent of the sick leave credit that would have been contributed to pay health insurance premiums, in full or in part, for the year for which the election is made under this Section J, Subsection 4 and the District's cafeteria plan. The District's cafeteria plan shall be amended, if necessary, to provide for the above annual cash election.

   Support staff who retire at age 55 or later and have worked for the Mount Horeb Area School District for a minimum of six (6) years and do <u>not</u> qualify for the Health/Cash in Lieu Retirement Benefit, shall receive a payment of thirty dollars ($30) per day at the date of their retirement cumulative up to 180 days. Payment shall be made in one lump sum in July following the end of the school year in which they retire.

   Unused sick leave for the retirees shall be determined at the end of the last student day of the current year involved. Employees may elect annually to receive cash payments in lieu of contributions to health insurance premiums paid through unused sick leave credits. The annual election shall be provided through the District's cafeteria plan and shall be subject to the rules and procedures of the District's cafeteria plan. The cash payments in lieu of contributions to health insurance premiums that may be elected under this paragraph shall be equal to the cash equivalent of the sick leave credit that would have been contributed to pay health insurance premiums, in full or in part, for the year for which the election is made under this paragraph 4 and the District's cafeteria plan. The District's cafeteria plan shall be amended, if necessary, to provide for the above annual cash election.

5. LIMITATIONS. If the benefits enacted in Wisconsin 1989 Act 13 are repealed or are materially altered, this section shall terminate. To the extent allowable under the law, termination of this section shall not affect retirees who have previously retired.
6. Employees, in consideration for voluntarily accepting this retirement benefit, shall unequivocally and explicitly waive any rights or claims as permitted by law, to back pay, reinstatement or other damages, to which the employee may have under the Federal Age Discrimination in Employment Act of 1967 (29 U.S.C. §621, et seq.) as amended by the Older Workers Benefits Protection Act of 1990 and the Wisconsin Fair Employment Act (Wis. Stats. §§111.31 and 111.33).

Mount Horeb Area School District

Employee Handbook

PART IV - CO-CURRICULAR

PART IV - CO-CURRICULAR

Definition

A co-curricular activity is any activity approved by Board action to complement or supplement the regular school curriculum.

Letter of Assignment: Employees will assume responsibility for the supervision of the co-curricular activities that are included in their letter of assignment. Such activities shall be governed according to the following guidelines:

1. Activity assignments will be offered to the individual who, in the sole discretion of the District, is the most qualified applicant.
2. The stipend for co-curricular activities shall be specified in the Letter of Assignment.
3. The Letter of Assignment shall not be deemed a contract nor included on Faculty/Teacher contracts, and individuals holding co-curricular positions are at-will employees.

Removal from Assignments: An employee may be removed, for any good and sufficient reason from the activity assignment by the Superintendent, building principal and/or Assistant/Activities High School Principal.

Resignation from Co-Curricular Assignment:

1. An employee may be released from a co-curricular assignment if a qualified and approved replacement is available.
2. If an employee who has supervised an activity for three (3) consecutive years in the District resigns from the activity on or before March 1, the employee shall be released from the activity at the conclusion of the contract year.
3. If an employee who has supervised an activity for three (3) consecutive years in the District resigns from the activity after March 1, and no qualified and approved replacement can be found for the following school year, the employee shall continue serving in that activity assignment. At the end of the next contract year the employee shall be released from the activity assignment, if the employee still wishes to resign from that assignment.
4. By mutual consent of the Superintendent and the employee, an employee who is presently on staff may be assigned on a one year basis.
5. An employee refusing to continue a co-curricular duty assignment without following the procedures found in this section shall consider their employment contract terminated.

Work Schedule: Co-curricular assignments may occasionally occur during part of an employee's regular workday in their other position(s) with the District (e.g., as a teacher). In such cases, the employee will consult with the supervisor of their assignment to determine the appropriate course of action.

Evaluations: Head coaches will be evaluated annually by the Assistant/Activities High School Principal. Head Coaches will evaluate their coaching staff.

During each of the first two years, individuals who hold new co-curricular assignments shall be evaluated. After two positive evaluations, the Head Coach/AD/Principal will determine the manner and frequency of evaluations thereafter. The Head Coach, Assistant/Activities High School Principal and Principal may take into account factors such as:

1. The individual's experience with the particular activity;
2. Input received from participants and parents;
3. The extent to which an individual needs additional guidance or oversight;
4. Any other consideration that a supervisor, in their reasonable discretion, deems appropriate.

Co-curricular programs will be offered and continued at the sole discretion of the District.

Employees serving in such assignments shall not be suspended without pay or discharged in a manner causing a reduction or loss of compensation without good and sufficient cause, as that term is defined as to include, but not be limited to, incompetence or substantial negligence in the performance of job duties or obligations; failure or refusal to perform job duties or obligations; a material violation of state or federal law; violation of Board policies or the employee's job description; dishonest, immoral, fraudulent or criminal conduct or any similar conduct. As such, failure to hire an employee whose assignment has expired will not be subject to the grievance procedure.
Continued assignments are contingent on:

1. Positive evaluation done by the Head Coach, Assistant/Activities High School Principal and/or Principal of their assignment;
2. Recommendations for co-curricular athletic programs will be presented to the Board for approval in a timely manner following the completion of the previous season or calendar commitment;
3. Recommendations for co-curricular programs that have a school year commitment will be presented to the Board for approval in April for the following year's commitment.

NOTE: Board Members and Administrators may not hold a coaching position.

Co-Curricular Pay Schedule: Payments for co-curricular activities will be made in accordance with the District payroll procedure. Co-curricular pay will be determined by the Board and based on the Co-Curricular Pay Schedule (Appendix D).

Co-Curricular Subcommittee: This committee shall be chaired by the Superintendent or designee and composed of the following individuals: the High School Principal, Middle School Principal, Assistant/Activities High School Principal, and three faculty members. The purpose of the committee is solely to place new board approved and/or revised positions on the co-curricular pay schedule. Decisions will be made by obtaining six or more votes on a given placement.

Volunteers: At the recommendation of the head coach/advisor and the Assistant/Activities High School Principal or building Principal, individuals will be recommended to volunteer as coach/advisor for a co-curricular activity. The following guidelines apply to volunteers:

1. They will not be eligible for salary/wages, stipend, or benefits;
2. They must consent to a background check and agree to have a tuberculin skin (TB) test;
3. They will be ineligible for worker's compensation;
4. They must follow all District activity and athletic policies and procedures and other District Policies as applicable;
5. They accept direct and indirect supervision from the head and assistant coaches; and
6. They may be dismissed at any time without cause.

Mount Horeb Area School District

Employee Handbook

PART V – SUBSTITUTES

PART V – SUBSTITUTES

SECTION A - PRE-EMPLOYMENT REQUIREMENTS

All new substitute staff hires will have to meet all new staff requirements, including but not limited to, a physical examination in accordance with Wis. Stat. § 118.25 and a criminal background check.

SECTION B - LICENSURE AND/OR PERMIT

All substitute teachers shall have the necessary license and/or permit required by state law to serve in the substitute teaching assignment.

SECTION C - TRAINING AND EVALUATION

Suitable programs of training, orienting and evaluating the work of substitute teachers may be provided by the instructional staff and/or the District as appropriate.

SECTION D - ASSIGNMENT AND PROFESSIONAL RESPONSIBILITIES

Substitutes shall be assigned at the discretion of the District.

Substitutes shall be assigned as follows:

1. Teachers' requests for a given substitute shall take first precedence. The jobs under this subsection will be posted to substitutes as soon as the District has been notified of an absence.
2. After the above process has been completed, all other substitutes shall be notified of the available work.

A copy of the appropriate school policies, an outline of the absence and tardiness procedures, recess schedule (if applicable), teacher's daily schedule, general class schedule (bell schedule when applicable), name of any individual designated in charge of discipline, seating charts, class schedule and lesson plans for all classes to be taught shall be made available to the substitute. School Board policies will be available to the substitute upon request.

SECTION E - NOTIFYING/DECLINING DAILY SUBSTITUTE CALL/MISTAKEN ACCEPTANCE OF ASSIGNMENT

1. A substitute teacher may refuse an automated or personal daily call. The District may, in its sole discretion, unilaterally remove individuals from the substitute teacher list if the substitute demonstrates a pattern or practice of declining assignments.
2. A substitute who accepts a job by mistake will contact the district as soon as possible to rectify the error. A substitute teacher may also cancel a teaching assignment using the automated system in advance of the current day without providing notification to the District Substitute Coordinator. A substitute who wishes to cancel an assignment on the current date must inform the building administrative assistant by phone. Any substitute teacher who abuses the cancellation privilege, in the District's discretion, will have their cancellation privileges revoked.

SECTION F – PROFESSIONAL RESPONSIBILITIES

The professional responsibilities and duties of substitutes shall be consistent with the regular teacher's responsibilities and duties for which they are substituting. When a substitute is employed as a long-term substitute teacher, or is employed at the end of the semester, and is expected to close out school records, do report cards, and inventories, they may be given up to one day to complete these tasks if deemed necessary by the principal. For support staff substitutes, the responsibilities and duties of substitutes shall be consistent with the regular employee's responsibilities and duties for which they are substituting.

SECTION G - SUBSTITUTE TEACHING DAY

Substitute's teaching day shall be seven (7) hours, excluding the duty free lunch, when subbing for a full-time teacher who is absent for a whole day. If a teacher does not have a full schedule of classes the time will be prorated. A substitute's teaching day may be less than seven (7) hours if the substitute is replacing a teacher on a partial absence.

SECTION H - DISMISSAL/REMOVAL FROM SUBSTITUTE LIST

Substitute teachers are temporary/casual employees and therefore have no expectation of continued employment. As such substitute teachers may be disciplined or discharged for any reason without recourse to the grievance procedure. Substitute teachers may also be removed from the substitute call list at the discretion of the district.

SECTION I - COMPENSATION/PAY SCHEDULE

Substitute teachers shall be employed at the rate of

1. New Substitutes, or any substitute with less than twenty (20) days worked per year in Mount Horeb in current or previous year:
   $155 for full day
   $90 for ½ day
   $110 for early release day
2. Experienced Substitutes, or any substitute with twenty (20) or more days worked per year in Mount Horeb in current or previous year:
   $170 for full day
   $100 for ½ day
   $120 for early release day

SECTION J - LONG-TERM CERTIFIED SUBSTITUTE ASSIGNMENT

When a substitute is assigned for more than five (5) consecutive days in the same position, then the long-term rates of $280.00 per full day will apply effective on the 6th day, unless such long-term is known in advance, in which case payment will begin on the first day. Responsibilities of the long-term substitute teacher shall be the same as the regular classroom teacher.

Mount Horeb Area School District

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APPENDIX A – EMPLOYMENT POSTERS/NOTICES

As a general matter, school districts should prominently post the following posters/notices in a place where notices to employees are customarily posted in the workplace.

- Copyright Basics English http://www.copyright.gov/circs/circ01.pdf
- Employee Protections Against Use of Honesty Testing Devices – Wisconsin English https://dwd.wisconsin.gov/dwd/publications/erd/pdf/erd-10861-p.pdf
- Equal Employment Opportunity is the Law English https://www.eeoc.gov/sites/default/files/migrated_files/employers/poster_screen_reader_optimized.pdf
- "Know Your Rights" Poster Supplement English https://www.eeoc.gov/sites/default/files/2022-10/EEOC_KnowYourRights_screen_reader_10_20.pdf
- Fair Employment Law – Wisconsin English https://dwd.wisconsin.gov/dwd/publications/erd/pdf/erd-4531-p.pdf
- Fair Labor Standards Act – Federal http://www.dol.gov/whd/regs/compliance/posters/wh1385State.pdf
- Family and Medical Leave Act - Wisconsin (English) https://dwd.wisconsin.gov/dwd/publications/erd/pdf/erd-7983-p.pdf
- Family and Medical Leave Act – Employee Rights and Responsibilities - Federal (English) http://www.dol.gov/whd/regs/compliance/posters/fmlaen.pdf
- Federal Requirements for Asbestos Management in Schools English https://www.epa.gov/sites/production/files/documents/aherarequirements_1_0.pdf
- Hazardous Chemicals in the Workplace? English https://dsps.wi.gov/Documents/Programs/FireDeptSafetyHealth/SBD6894.pdf
- Hours and Times of Day Minors May Work in Wisconsin English https://dwd.wisconsin.gov/eworkboard/minor-time/
- Job Loss? Important Information Workers Need to Know to Protect their Health Coverage and Retirement https://www.dol.gov/sites/default/files/ebsa/about-ebsa/our-activities/resource-center/publications/protecting-retirement-and-health-benefits-after-job-loss.pdf
- Minimum Wage Rates – Wisconsin English https://dwd.wisconsin.gov/eworkboard/min-wage/
- Notice to Employees About Applying for Wisconsin Unemployment Benefits English https://dwd.wisconsin.gov/eworkboard/unemployment/
- Notice to Wisconsin Workers with Disabilities Paid at Special Minimum Wage English https://dwd.wisconsin.gov/eworkboard/min-disability
- Notification Required When Employers Decide to Cease Providing a Health Care Benefit Plan English https://dwd.wisconsin.gov/eworkboard/health-ben/
- Public Employee Safety and Health English https://dsps.wi.gov/Documents/Programs/PublicSafety/SBD9301.pdf
- Your Rights Under USERRA: The Uniformed Services Employment and Reemployment Rights Act (complete information from Dept. of Labor) English https://www.dol.gov/vets/programs/userra/USERRA_Private.pdf

WISCONSIN FAIR EMPLOYMENT LAW

Section 111.31-111.395 Wisconsin Statutes and DWD 218 Wisconsin Administrative Code requires that all employers prominently display this Poster in all places of employment.

It is unlawful to discriminate against employees and job applicants because of their:

- Sex
- Color
- Ancestry
- Disability
- Marital Status
- Race
- Creed (Religion)
- Age (40 or Over)
- Use of Lawful Products
- Arrest or Conviction
- Honesty Testing
- National Origin
- Pregnancy or Childbirth
- Sexual Orientation
- Genetic Testing
- Military Service
- Declining to Attend a Meeting or Participate in any Communication About Religious or Political Matters

This law applies to employers, employment agencies, labor unions and licensing agencies.

Employers may not require certain types of honesty testing or genetic testing as a condition of employment, nor discipline an employee because of the results.

Employees may not be harassed in the workplace based on their protected status nor retaliated against for filing a complaint, for assisting with a complaint, or for opposing discrimination in the workplace.

There is a 300-day time limit for filing a discrimination complaint.

For more information or a copy of the law and the administrative rules contact:

STATE OF WISCONSIN
DEPARTMENT OF WORKFORCE DEVELOPMENT
EQUAL RIGHTS DIVISION

WISCONSIN DWD

201 E WASHINGTON AVE ROOM A100
PO BOX 8928
MADISON WI 53708-8928

Telephone: (608) 266-6860
TTY: (608) 264-8752

819 N 6TH ST
ROOM 723
MILWAUKEE WI 53203

Telephone: (414) 227-4384
TTY: (414) 227-4081

Website: http://dwd.wisconsin.gov/er/

The Department of Workforce Development is an equal opportunity employer and service provider. If you have a disability and need to access this information in an alternate format or need it translated to another language, please contact us.

ERD-4531-P (R. 05/2014)

EMPLOYEE RIGHTS

UNDER THE FAIR LABOR STANDARDS ACT

FEDERAL MINIMUM WAGE

$7.25 PER HOUR

BEGINNING JULY 24, 2009

STATE AND LOCAL GOVERNMENT EMPLOYEES

OVERTIME PAY

At least 1½ times the regular rate of pay for all hours worked over 40 in a workweek.

Law enforcement and fire protection personnel: You may be paid overtime on the basis of a "work period" of between 7 and 28 consecutive days in length, rather than on a 40-hour workweek basis.

COMPENSATORY TIME

Employees may receive compensatory time off instead of cash overtime pay, at a rate of not less than 1½ hours for each overtime hour worked, where provided pursuant to an agreement or understanding that meets the requirements of the Act.

EXEMPTIONS

The Act does not apply to persons who are not subject to the civil service laws of State or local governments and who are: elected public officials, certain immediate advisors to such officials, certain individuals appointed or selected by such officials to serve in various capacities, or employees of legislative branches of State and local governments. Employees of legislative libraries do not come within this exclusion and are thus covered by the Act.

Certain types of workers are exempt from the minimum wage and overtime pay provisions, including bona fide executive, administrative, and professional employees who meet regulatory requirements.

Any law enforcement or fire protection employee who in any workweek is employed by a public agency employing less than 5 employees in law enforcement or fire protection activities is exempt from the overtime pay provisions.

YOUTH EMPLOYMENT

16 years old is the minimum age for most occupations. An 18-year old minimum applies to hazardous occupations. Minors 14 and 15 years old may work outside school hours under certain conditions. For more information, visit the YouthRules! website at www.youthrules.gov

ENFORCEMENT

The Department has authority to recover back wages and an equal amount in liquidated damages in instances of minimum wage, overtime, and other violations. The Department may litigate and/or recommend criminal prosecution. Employers may be assessed civil money penalties for each willful or repeated violation of the minimum wage or overtime pay provisions of the law. Civil money penalties may also be assessed for violations of the FLSA's child labor provisions. Heightened civil money penalties may be assessed for each child labor violation that results in the death or serious injury of any minor employee, and such assessments may be doubled when the violations are determined to be willful or repeated. The law also prohibits retaliating against or discharging workers who file a complaint or participate in any proceeding under the FLSA.

ADDITIONAL INFORMATION

- Some state laws provide greater employee protections; employers must comply with both.
- Employees under 20 years of age may be paid a youth minimum wage of not less than $4.25 an hour during their first 90 consecutive calendar days after initial employment by an employer.
- Employers are required to display this poster where employees can readily see it.

The law requires employers to display this poster where employees can readily see it.

WAGE AND HOUR DIVISION
UNITED STATES DEPARTMENT OF LABOR

1-866-487-9243
TTY: 1-877-889-5627
www.dol.gov/whd

WH1385 REV 07/16

APPENDIX B – FACULTY COMPENSATION MODEL

Faculty Compensation Model 2026-2027					
Step	BA	BA+15	MA BA and NBCT	MA+24 MA and NBCT	Doctoral
1	53,936	54,987	58,143	59,195	60,246
2	55,069	56,122	59,277	60,329	61,381
3	56,204	57,256	60,412	61,463	62,515
4	57,3	58,389	61,544	62,597	63,649
5	58,472	59,523	62,679	63,731	64,783
6	59,606	60,657	63,813	64,866	65,917
7	60,739	61,791	64,947	65,999	67,050
8	61,873	62,925	66,081	67,133	68,185
9	63,008	64,060	67,216	68,267	69,319
10	64,141	65,193	68,348	69,400	70,453
11	65,276	66,327	69,483	70,535	71,587
12	66,409	67,460	70,617	71,669	72,721
13	67,543	68,595	71,751	72,803	73,854
14	68,677	69,729	72,885	73,936	74,989
15	69,810	70,863	74,019	75,070	76,122
16	70,945	71,997	75,152	76,204	77,257
17	72,079	73,131	76,287	77,339	78,390
18	73,213	74,264	77,420	78,472	79,524
19	74,346	75,399	78,555	79,607	80,658
20	75,481	76,533	79,689	80,740	81,793
21	76,614	77,667	80,822	81,874	82,926
22	77,749	78,803	81,956	83,008	84,061
23	78,883	79,935	83,090	84,143	85,194
24	80,017	81,068	84,224	85,276	86,327
25	81,150	82,203	85,358	86,410	87,462
26	82,285	83,337	86,493	87,544	88,596
27	83,418	84,471	87,626	88,678	89,730
28	84,553	85,604	88,760	89,812	90,864
29	85,686	86,738	89,894	90,947	91,998

The district will use the following criteria for step placement.

- All Wisconsin public 4K-12 experience (including Charter Schools with instrumentality) in a contracted position equal or greater than .75 FTE in which a Wisconsin teaching license was required.

- All out of state 4K-12 public experience in a contracted position equal or greater than .75 FTE in which a state teaching license was required.
- All international 4K-12 experience in a contracted position greater than equal or greater than .75 FTE in which a teaching license was required.
- Years of experience less than .75 FTE will be totaled and used in determining step placement.
- Substitute teaching, long-term subbing, a leave of absence, student teaching and practicum teaching is not included in this definition.
- No other time worked will be reviewed or credited toward step placement.
- All teaching experience previously recognized by MHASD before Dec. 1st, 2023 will be honored.

Faculty members who have exhausted the vertical steps will receive each year's identified increase in the last cell of the individual's corresponding lane plus a 0.5% increase. (Funding considerations applies)

Faculty who are on an improvement plan or fail to complete the educator effectiveness requirements will not advance to the next step the following year.

The district will use the following criteria for lane placement.

- BA (Bachelor's degree)
- BA +15 (Bachelor's degree+15 additional administratively approved credits)
- MA (Master's degree in an approved master's program) or BA and NBCT (Bachelor's degree and an active certification as a National Board Certified Teacher)
- MA+24 (Master's degree + 24 additional administratively approved credits) or MA + NBCT (Master's degree and an active certification as a National Board Certified Teacher)
- Doctoral (Doctoral degree in an approved doctoral program.)
- All credits previously recognized by MHASD before Dec. 1st, 2023 will be honored.

Faculty who qualify for lane advancement due to a change in credit attainment or certification must be pre-approved. Official evidence of completion must be submitted to the district office prior to September 15.

The district reserves the right to set compensation in hard to fill positions as market conditions may justify.

Funding Considerations

The compensation model is premised on the assumption that it will include increases each fiscal year for all who qualify provided budgetary funds are available as determined by the district. The district will make every attempt to not freeze movement for more than 2

consecutive years for faculty. In addition, the Board may increase the dollar value of the steps as annual budgets allow.

APPENDIX C - SUPPORT STAFF COMPENSATION PLAN

2026-2028

1. Annual increase -- First priority is for all Support Staff to receive an annual increase.
2. Support Staff Longevity Based Compensation Model Support Staff - Second priority is an additional wage increase based on years of service with the District.
    a. Funding Considerations – The Support Staff Longevity Based Compensation Model is premised on the assumption that increases will occur each fiscal year for all who qualify provided that budgetary funds are available as determined by the District. The District will make every attempt to not freeze movement for staff members who have reached the requirements for an increase.

    b. Support Staff Longevity Based Compensation Model

1 Year	2 Year	3 Year	5 Year	10 Year	15 Year	20 Year	25 Year	30 Year
$0.20	$0.20	$0.20	$0.30	$0.40	$0.40	$0.40	$0.40	$0.40

    c. Longevity increase is effective at the beginning of the next school year.
        i. Years of service rules:
            1. No credit for substitute years - we cannot predict how many hours/shifts they worked.
            2. Mid-year hires –
                a. Hires prior 2/1 would receive full a year credit for that year.
                b. Hires after 2/1 would not receive that years' service credit
            3. Transfer positions – retain years of service
            4. Staff that is rehired by MHASD should retain their years of service credit.

APPENDIX D - CO-CURRICULAR PAY SCHEDULE

MHASD CO-CURRICULAR PAY SCHEDULE

A 5,115 / 5,625 / 6,140	**D 2,985 / 3,285 / 3,580**	**G 1,705 / 1,875 / 2,050**
Band Director-HS	Ass't Soccer-Girls-HS	Ass't Track-MS
District Media Production Coordinator	Ass't Softball-HS	Ass't Wrestling-MS
Head Basketball-Girls-HS	Ass't Volleyball-HS	DECA Assistant-HS
Head Basketball-Boys-HS	District Fine Arts Facilities Coordinator	Head Cross Country-MS
Head Football-HS	Fitness Center Advisor- Fall- HS	Head Forensics-HS
Head Gymnastics-HS	Fitness Center Advisor- Winter- HS	Team Leader-HS (Building)
Head Wrestling-HS	Fitness Center Advisor- Spring- HS	Winter Spirit Squad-HS
Head Track-HS	Major Play Advisor-HS	Yearbook-MS
	Musical Ass't Director-HS	
B 3,840 / 4,220 / 4,605	Musical Director-MS	**H 1,280 / 1,410 / 1,535**
Ass't Basketball-Boys-HS	Student Council Advisor-HS	Academic Decathlon-HS
Ass't Basketball-Girls-HS	Head Track-MS	Ass't Basketball-MS
Ass't Gymnastics-HS		Ass't Cross Country-MS
Ass't Wrestling-HS	**E 2,560 / 2,815 / 3,070 (6)**	Ass't Volleyball-MS
Head Baseball-HS	DECA-HS	Building AV Coordinator
Head Cross Country-HS	Head Basketball-Boys-MS (7)	Fall Spirit Squad-HS
Head Golf-Boys-HS	Head Basketball-Boys-MS (8)	Head Science Olympiad-HS
Head Golf-Girls-HS	Head Basketball-Girls-MS (7)	Head Science Olympiad-MS
Head Soccer-Boys-HS	Head Basketball-Girls- MS (8)	Safety Patrol-IC
Head Soccer-Girls-HS	Head Volleyball-MS (7)	Winter Dance-HS
Head Softball-HS	Head Volleyball-MS (8)	
Head Swim- Boys- HS	Head Wrestling-MS	**I 855 / 940 / 1,025**
Head Swim- Girls- HS	Mentor Program-HS	Ass't Science Olympiad-HS
Head Volleyball-Girls- HS	Skills USA-HS	Ass't Science Olympiad-MS
Vocal Director-HS	Student Council Advisor-MS	Ass't Forensics-HS
		Class Advisor-HS
C 3,410 / 3,750 / 4,095	**F 2,130 / 2,345 / 2,560**	District LMC Coordinator
Ass't Football-HS	Art Club-HS	Fall Dance-HS
Ass't Track-HS	Ass't FFA-HS	Forensics-MS
District Assistive Technology Coordinator	Band Director-MS	Future Problem Solvers-HS
Musical Director-HS	National Honor Society-HS	Knitting Club-MS
	Student Council-IC	
D 2,985 / 3,285 / 3,580	Strings-MS & HS	**J 580 / 620 / 665**
Ass't Baseball-HS	Team Leader-K-8 (Building/Dept.)	Team Leader-HS (Department)
Ass't Cross Country-HS	Vocal Music-MS	
Ass't Golf-Boys-HS	Yearbook-HS	
Ass't Golf-Girls-HS		
Ass't Soccer-Boys-HS		

Level	A	B	C	D	E	F	G	H	I	J
Years Exper.										
1-4	10.23%	7.68%	6.82%	5.97%	5.12%	4.26%	3.41%	2.56%	1.71%	1.16%
5-8	11.25%	8.44%	7.50%	6.57%	5.63%	4.69%	3.75%	2.82%	1.88%	1.24%
9+	12.28%	9.21%	8.19%	7.16%	6.14%	5.12%	4.10%	3.07%	2.05%	1.33%

These percentages are based on $50,000.00

Updated 2024.05.20