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## **CO-CURRICULAR STAFFING**

The District will post all openings for co-curricular positions on WECAN (or such other defined employment website as the District may use from time to time), for at least five (5) calendar days. Any district employee may apply for the position. The District will hire the most qualified candidate for the position, regardless whether the candidate is currently employed by the District. Co-curricular assignments will also be issued individual contracts.

Pay for a co-curricular activity will be set by the District and the pay scale for these positions will be maintained by the Human Resources Department.

## **COMPENSATION AND PAYROLL**

A teacher's base salary will be determined by the District and the Board based on the salary bands for their teaching position. Hard to hire positions may be positioned higher on the salary band as necessary to attract high quality teachers. Teachers will be paid by direct deposit on a semi-monthly payroll distributed over 12 months.

As applicable, pay for additional responsibilities, for advanced degrees, and other additions to pay will be outlined in a compensation model maintained by the Human Resources Department. Additions to pay may, at District discretion, be compensated as an addition to base salary or as a stipend which will not be added to base salary.

Department Managers, Curriculum Chairs and overall additional responsibilities for instructional support will be part of the compensation system maintained by the Human Resources Department. The Department Manager responsibilities will be assigned by the Principals.

Merit pay, or pay for performance, will be determined at District discretion on an annual basis. Employees who are not performing up to District expectations may have their salaries frozen and may not receive either cost of living increases or merit pay.

## **CONTRACTS**

According to state statute, the District is legally required to issue individual teaching contracts to teachers being renewed for the following school year. Notice of renewal or nonrenewal of an individual teacher's contract shall be issued in accordance with §118.22, Wis. Stats. Final contracts for renewed teachers will be issued no later than May 15<sup>th</sup>. Contracts must be accepted and returned to the District no later than June 15<sup>th</sup>.

## **DISCIPLINE AND TERMINATION**

Discipline and/or termination of a teacher in situations other than a reduction in force or nonrenewal are addressed in the General Section of the Handbook.

## **EMERGENCY SCHOOL CLOSINGS**

In the event of a school closing, do not report to work. The day may be made up as set forth in the school calendar.

## EVALUATION

Evaluation of a teacher's job performance is a continuous process that focuses on improvement. Performance evaluation is based on an employee's assigned job duties and other job-related criteria. Every teacher in the District will be supervised and evaluated by an administrator and/or his or her designee. The administrator may be a certified building principal, associate principal, the Superintendent, or any other District Administrator, as appropriate for the teacher's role. An evaluating administrator will have the appropriate licensure and certification to perform evaluations and will have passed the proficiency testing according to state requirements.

In addition to the formative and summative assessment procedures, additional walkthroughs and observations may be conducted as deemed necessary by Administration and according to state requirements.

If, as a result of an Administrator's walkthroughs, observations and/or evaluations, Administration deems it necessary to place a teacher on a performance improvement plan, the teacher will have both an unannounced observation as well as a walkthrough, if possible, performed by an Administrator prior to each improvement plan meeting. An Administrator may also reference other contact with the teacher as may be pertinent to demonstrate the teacher's performance or lack of performance within the defined evaluation criteria. A teacher may be placed on an improvement plan, and kept on an improvement plan, for as long as is deemed necessary by Administration, in order to demonstrate the teacher's progress toward the goals and requirements set forth in the plan. A teacher will remain on summative assessment in all years in which the teacher is on an improvement plan and in the year after an improvement plan is ended.

## INSURANCE

Teachers who are scheduled to work 50% FTE or more will be eligible for Health Insurance, Dental Insurance and Cash in Lieu benefits. District insurance contributions and cash in lieu amount will be prorated for part-time employees.

Dental: The current District contribution will be set annually. The employee percentage may vary by option choice. The District may change the insurance plan options at any time.

Health Insurance: The current District contribution will be set annually. The employee percentage may vary by option choice. The District may change the insurance plan options at any time.

Cash in Lieu of Insurance: Teaching staff choosing not to take the District health insurance will receive cash-in-lieu of health insurance, at a dollar amount set by the District, currently \$275 per month. The teacher may take the cash-in-lieu amount in cash as part of their pay, or have the money put into a tax sheltered annuity (TSA).

Life Insurance: Benefit will be a payout of one (1) times their salary at the time of their death. The benefit is fully paid by the District. Employees are eligible to purchase supplemental life for themselves, spouses, domestic partners and children.

Long Term Disability: District will pay 100% of the premium and the policy currently pays out at 66 2/3% of your salary.

## JOB ASSIGNMENT

If there is a change to a teacher's teaching assignment for the following school year, the change will be posted in the employee access section of Skyward and the teacher will be notified by the building principal if there are any changes after May 31.

Curriculum Chair Position: Assignments are generally made on a five (5) year cycle but the District reserves the right to reassign the position to another employee.

Department Manager Position: Assignments are generally made on a three (3) year cycle but the District reserves the right to reassign the position to another employee.

## **JOB RESPONSIBILITIES**

The job responsibilities of a member of the teaching staff shall be set out in the employee's job description on file in the Human Resources Department. Teachers' daily job requirements, including attendance at staff meetings, building leadership team meetings, etc., will be set by the building Principal, by the Director of Curriculum and Instruction or by other District Administrators, as required.

The District has the right to assign and re-assign teachers to adequately staff all classrooms, interventions, and resource areas. Teachers may also request grade level, subject matter, and building transfers. Transfers must be requested by February 1 of each year. Such requests will be considered by the District and, if approved, the teacher will be notified in writing.

## **JOB SHARING**

Written requests for job sharing shall be submitted by February 1 of each year to the Human Resources Department with a copy to the building principal in which the teachers work. If a job share request is approved, the teachers will be notified of the terms of the job share arrangement. The District reserves the right to set the terms and workday of teachers engaged in a job share arrangement.

## **LICENSING AND PROFESSIONAL IMPROVEMENT REQUIREMENTS**

All certified staff members will write either a Personal Professional Development plan as described in the Professional Development Manual located in District Workspace on Teachscape, or a Professional Development Plan as required by PI-34 for each school year. Teachers are responsible for providing their current license to Human Resources within 20 days after receipt or recertification.

The District will assist teachers by providing orientation and support as a teacher develops their Professional Development Plan.

## **LIMITED TERM CONTRACTS**

In some circumstances, it is appropriate to issue a teacher a Limited Term contract. A Limited Term contract will be issued to an employee hired for a defined period of time of not more than one (1) year. A Limited Term contract would include a beginning and end date. The employee has no right to nonrenewal because the employee knows the contract will end on a certain date. The contract for a Limited Term employee is not subject to automatic renewal and is a contract for a limited duration, and therefore not subject to Section 118.22 Wis. Stat. If a position is available for the subsequent school year, a new contract may be issued at District discretion.

If a substitute teacher works more than sixty (60) consecutive days in an assignment for an absent teacher, the substitute will be deemed to have become a limited term employee, and will be eligible for teacher compensation and benefits.

## **MENTORING**

All teaching staff new to the District or new to the profession will be provided mentors. Teachers with fewer than three (3) years of overall teaching experience will be provided a mentor for three (3) years, or until they have their professional educator license. Teachers with more than three (3) years of experience will be provided a mentor for one (1) year. All employees provided a mentor must participate in the District's mentoring program.

Pay for mentors will be kept on a schedule maintained by the Human Resources Department. Pay is currently \$700 for the first year of mentoring a teacher and \$500 in years two and three, but is subject to review annually. Mentors will be paid \$700 for one year of mentoring a teacher with more than three years of experience, subject to annual review.

To receive compensation as a mentor, teachers must complete two workshops affiliated with the SEWNTTP consortium: One on Instructional Coaching and another on Coaching and Observation Strategies for Working with Beginning Teachers. After receiving this training, a mentor must attend a mentor refresher course once every three (3) years through the consortium or such other program as designated by the District.

Mentors will have the following responsibilities:

1. Be available to your mentee and set clear expectations
2. Encourage, support, and guide your mentee in academic (and personal) life
3. Be patient with your mentee and build a trusting relationship (e.g., share your background)
4. Serve as a model with core instructional practices that are used consistently at your level
5. Teach your mentee core learning principles aligned with instructional practices as well as how to perform routine tasks and problem solve
6. Emphasize professional honesty, accuracy and reliability
7. Ask your mentee questions about professional progress, mentoring partnership, & PDP goals
8. Provide the New Teacher Induction team with information regarding presentations and publications that would be valuable follow up opportunities for the mentee
9. Meet with the mentee frequently (at least twice per month) to address learning needs
10. When appropriate, attend professional development sessions together. Mentors will not be required to attend all sessions for the New Teacher Induction program

At District discretion, the mentor and mentee may be required to complete a contract, agreement and/or evaluation.

## **NATIONAL BOARDS**

There will be an upfront stipend of up to \$2,000 to begin the National Board Process. This would be considered the first year's stipend after completion of the National Board Certification Exam. You must sign the National Board Certification agreement which will outline the prorated reimbursement terms if an employee resigns or is terminated before completing the first year after passing the NB Certification exam. The stipend will be still be paid at 100% if an employee moves to part-time, but is still an employee of the District.

## **NONRENEWAL**

Teachers employed by the District are subject to nonrenewal on a statutory basis, as prescribed in §118.22, Wis. Stats. No teacher shall be non-renewed for arbitrary or capricious reasons. The nonrenewal of a teacher shall be exclusively subject to the provisions of §118.22, Wis. Stats., and is not covered by the grievance procedure under this Handbook. The nonrenewal of a teacher is not a termination under the Discipline and Termination provision in the grievance procedure.

If a teacher is subject to the PI-34 process and has not received his or her Professional Education License within five (5) years from teacher's date of license and no extension has been issued by the DPI, the teacher will be subject to nonrenewal. The nonrenewal of a teacher for this reason will not be considered arbitrary or capricious.

## **ORIENTATION PERIOD**

A teacher who is new to the District will be considered to be in an orientation period for their first three (3) years of employment with the District. At any time during that three (3) year period, if the District determines in its sole discretion that the teacher is not advancing and performing at the level expected by the District, or for any other reason not arbitrary or capricious, the teacher may be terminated.

All employees new to the District will have an additional three (3) days added to the beginning of their work year for the first three (3) years they are with the District, subject to change at the discretion of the District.

An employee who is subject to the PI-34 process and who, at the end of his or her three (3) year probationary period, does not yet hold or has not yet completed his or her Professional Educator License, will continue in the orientation period until the Professional Educator License has been obtained. Once the Professional Educator license has been obtained and certified by the District, the employee's probationary period shall cease.

## **REDUCTION IN STAFF**

The District reserves the sole and exclusive right to eliminate teaching positions within the District for budgetary reasons, decreases in enrollment, elimination of program areas of instruction, or for any other circumstances deemed necessary in the best interests of the District. Decisions made as to which employees will be subject to layoff in a reduction in force shall not be arbitrary or capricious.

If there is a reduction in force, selection of staff for reduction will be based on a number of factors, including but not limited to, educational needs of the District, qualifications by grade level, department and/or certification, teacher performance, student achievement, length of service, specialized trainings, collegial relationships, and leadership. For additional information, see the Reduction in Force provision in the General Section of the Handbook.

If there is a reduction in force in a particular department or subject area, the District's decision on layoff will be based on the teachers currently teaching within that department or subject area, regardless of whether any particular teacher is certified to teach in another department or subject area. The District will use its discretion in determining whether the teacher is qualified to be re-assigned to another department or subject area in which that teacher is certified. Should the District decide to re-assign a teacher to a different subject area in which the teacher is certified but has not taught in for a period of years, the District may require that the teacher give evidence prior to the first day of school of having earned up to six (6) credits approved by the District in the new field within the preceding five (5) years. The District may, at its discretion, set up alternative criteria based on District needs.

Although length of service in the District will be considered when there is a reduction in force, it will only be considered as one of many factors. Employees subject to a reduction in force have no right to displace or "bump" another employee.

A reduction in force is not a termination under the Discipline and Termination provision in the General Section of the Handbook and is not subject to the District's grievance procedure. The District's decisions on employees affected by a reduction in force are final.

The District will no longer provide both "preliminary" and "final" notices of layoff. A notification of layoff will be provided to affected employees no later than May 15<sup>th</sup> of each year.

## **RETIREMENT**

Teachers age 57 or older with at least 20 years of District experience will qualify for retirement benefits. It is requested that Teachers give notice of their intent to retire by February 15<sup>th</sup> of the year of retirement.

Tax Sheltered Annuity Payment: Upon retirement, teachers will receive a fixed dollar amount (currently \$1,250) per month for 60 months. These dollars will be deposited by the District in a tax sheltered annuity and will grow tax deferred until withdrawn by the retiree. If a teacher should die during the period of the annuity payments, a surviving spouse or surviving domestic partner shall be entitled to a lump sum payment equal to one hundred (100%) percent of the remaining annuity payments owed to the retiree. The surviving spouse/domestic partner will receive the lump sum payment in cash within thirty (30) days after the District receives documentation confirming the death of the retiree. Internal Revenue Service rules and regulations prohibit the District from making the surviving spouse/domestic partner lump sum payment into a tax sheltered account. The surviving spouse/domestic partner benefit vests as of the date of the employee's death, meaning that if the employee has any surviving spouse at the time the retiree dies, the surviving spouse/domestic partner will receive the remaining benefit regardless whether the retiree was married at the time of retirement.

The benefit provided to the surviving spouse/domestic partner may be subject to tax implications as would be required by local, state and federal laws.

## **SUMMER SCHOOL STAFFING**

Summer school vacancies will be posted on WECAN (or such other defined employment website as the District may use from time to time) and the most qualified candidates will be chosen. Summer school teachers will be provided twenty (20) minutes of preparation time for every class they teach. The rate of pay for summer school teachers will be kept on a scheduled in Human Resources.

## **TEACHER DEFINITION**

Teachers are certified staff and defined as persons hired who receive a contract under § 118.22, Wis. Stats.

## **WORK DAY AND WORK YEAR**

The number of days in a teacher's work year will be determined by the District. All teachers new to the District will have three (3) additional days in their work year for new teacher orientation days for the first three years of their employment with the District. Additionally, there will be one day for general new staff orientation year one.

Teachers will observe the normal workday schedule for each building/department and additionally may have responsibilities which extend beyond the normal workday such as staff meetings, team meetings, special events, duty assignments, etc. Teaching staff will attend all mandatory District in-services and training sessions as required by the District. In-services may, in some cases, be held outside the teacher's scheduled work-day.

School psychologists and social workers will have five (5) additional work days in their contracts beyond the teacher work year calendar.

Guidance counselors, while they will work the same number of days as other teachers, may have a different calendar which includes some flex time during the normal teacher school year in order to open up days during the summer for guidance counselor work. The schedule must be approved by a building Administrator and is subject to District discretion.

Teachers who are on partial contracts or job share assignments will also attend mandatory District in-services and training sessions at no additional pay.

The District understands that the number of work days affects our teachers' summer schedules and the District will remain sensitive to our teachers' summer months in planning any additional work days to a teacher's schedule, with the knowledge, however, that some trainings are only offered at particular times during the year.

The number of minutes or periods of student contact time shall be determined by the District. The District has the right to assign additional responsibilities during the teacher's workday including supervisory duties, flex, learning centers, intervention time, etc. Additional responsibilities can be reassigned at any time. To the best of the District's ability, the District will try to assign duties to non-traveling teachers before those that are traveling. The District will also strive to decrease travel, and the District will work to ensure that a traveling teacher's schedule is appropriate with respect to duties, travel time and preparation time.

The District will provide appropriate preparation periods for all teaching staff, including traveling teachers, and will provide a lunch period as required by law.

Teachers at the high school level will be assigned to six (6) classes per semester. At District discretion, this may be a sixth class, or assignment to learning labs, intervention support, etc. If a teacher is assigned to more than six (6) classes in a semester, the teacher will be paid for an overload, according to the pay schedule maintained by Human Resources.

Teachers at the middle school level will be assigned to teach at least five (5) classes per semester, but in total, teachers will have an equivalent of six (6) contacts with students. This may include a flex period, a sixth class, a duty, intervention support, or other assigned responsibility.

A full-time library teacher will be defined as twenty three (23) sections.