

**Employee Handbook**  
*School District of Athens*

**Effective: July 1, 2016**  
**Revised: March 20, 2017**



**One Town**  
**One Team**  
**One Dream**

|                          |
|--------------------------|
| <b>Table of Contents</b> |
|--------------------------|

|    |   |    |
|----|---|----|
| I. | ALL EMPLOYEES   |    |
| A. | Preamble .....  | 4  |
| B. | Definitions .....                                     | 4  |
| C. | General Employment Conditions .....                   | 5  |
|    | At Will Employees                                     |    |
|    | District Expectations                                 |    |
|    | Confidentiality                                       |    |
|    | Conflict of Interest                                  |    |
|    | Background Checks                                     |    |
|    | Obligation to Report Criminal Record                  |    |
|    | District Property                                     |    |
|    | Identification Badge                                  |    |
|    | False Reports   |    |
|    | Gifts   |    |
|    | Investigations  |    |
|    | Licensure/Certification                               |    |
|    | Nepotism  |    |
|    | Personal Appearance/Dress Code                        |    |
|    | Personal Property                                     |    |
|    | Student Relations                                     |    |
|    | Social Media  |    |
|    | Political Activity                                    |    |
|    | Secondary Employment                                  |    |
|    | Severance from Employment                             |    |
|    | Solicitations   |    |
|    | Work Spaces   |    |
|    | Work Made for Hire                                    |    |
|    | Workplace Safety                                      |    |
|    | Personnel File  |    |
|    | Management Rights                                     |    |
|    | Work Stoppage   |    |
|    | Hiring, Promotion, Transfer                           |    |
|    | Payroll Procedures                                    |    |
|    | Mileage and Expense Reimbursements                    |    |
|    | Family and Medical Leave Act (FMLA)                   |    |
|    | Uniformed Services Leave                              |    |
|    | School Year Calendar                                  |    |
| D. | Employer Provided Benefits .....                      | 10 |
|    | Paid Time-Off (PTO) Provisions                        |    |
|    | Tax Sheltered Annuity/Deferred Compensation Programs  |    |
|    | Health Insurance Benefit                              |    |
|    | In-Lieu-Of Program                                    |    |
|    | Both Spouses Working in the School District of Athens |    |
|    | HSA/HRA Contribution                                  |    |
|    | Dental Insurance                                      |    |
|    | Short Term Disability Insurance                       |    |
|    | Long Term Disability Insurance                        |    |
|    | Term Life Insurance                                   |    |
|    | Wisconsin Retirement System (WRS)                     |    |
|    | Representation  |    |
| E. | Grievance Procedure .....                             | 13 |
| F. | Savings Clause .....                                  | 13 |
| G. | School Board Functions and Policies .....             | 13 |

|      |  |    |
|------|--|----|
| II.  | CONTRACTED STAFF   |    |
| A.   | Covered Employees .....                                    | 13 |
| B.   | Salary and Benefits .....                                  | 13 |
| C.   | Evaluation .....   | 13 |
| D.   | Bonus Pay .....  | 13 |
| III. | CERTIFIED INSTRUCTIONAL STAFF                              |    |
| A.   | Substituting for Teachers .....                            | 13 |
| B.   | Afterschool Programs .....                                 | 13 |
| C.   | Professional Development .....                             | 13 |
| D.   | Teaching Hours and Class Loads .....                       | 14 |
| E.   | Professional Pay Model .....                               | 14 |
| F.   | Union Dues .....   | 15 |
| G.   | Reductions in Force and Non-Renewal .....                  | 15 |
| H.   | Post-Employment Benefits .....                             | 15 |
| I.   | Breaking Contract .....                                    | 16 |
| J.   | Evaluation .....   | 16 |
| IV.  | CLASSIFIED SUPPORT STAFF                                   |    |
| A.   | Designation of Classified Employees by Time .....          | 16 |
| B.   | Work Schedule, Holidays, Vacations .....                   | 16 |
| C.   | Post Employment Benefit .....                              | 17 |
| D.   | Pay Plan .....   | 17 |
| E.   | Bonus Pay for Support Staff .....                          | 17 |
| F.   | Union Dues .....   | 17 |
| G.   | Evaluation .....   | 18 |
| V.   | SEASONAL, PROJECT, SUBSTITUTE, TEMPORARY, CASUAL EMPLOYEES |    |
| A.   | Pay Plan .....   | 18 |
| B.   | Substitutes Pay Plan .....                                 | 18 |
| VI.  | COACHING AND ACTIVITIES PERSONNEL                          |    |
| A.   | Philosophy .....   | 18 |
| B.   | Coaching/Advisor-Activity/Extra Duty Pay Plans .....       | 18 |
| i.   | Coaching Pay Plan .....                                    | 19 |
| ii.  | Advisor-Activity Pay Plan .....                            | 20 |
| iii. | Extra Duty Pay Plan .....                                  | 21 |
| VII. | APPENDIX A: GRIEVANCE PROCEDURE .....                      | 22 |

## I. ALL EMPLOYEES

### A. Preamble:

The School District of Athens affords equal employment opportunity to qualified individuals regardless of their race, color, religion, sex, national origin, age, marital status, genetic information, disability, or because of being a protected veteran, to the extent required by law, in all aspects of the employment relationship, including recruitment, selection, placement, training, assignment, promotion, transfer, compensation, benefits, and termination.

This employee handbook is an employment guide for employees of the School District of Athens. This handbook outlines important information about compensation, benefits, leaves and absences, grievance procedure, and work schedules. It is the employee's responsibility to read, understand and be familiar with this handbook. Any questions you have about provisions of the handbook should be brought to the district office Administrative Assistant.

The school building administrator to which you are assigned will establish additional appropriate guidelines and procedures. Questions that you have about these procedures and guidelines should be addressed with your supervisor.

This Handbook is not a contract or any part of a contract for employment, expressed or implied. Employees without an individual contract for employment are "at-will" employees.

Employees with an individual employment contract are subject to provisions of this handbook that are not covered in the individual employment contract. If there is a conflict between the provisions of this handbook and the terms of an individual employment contract the employment contract will control.

This handbook can be changed at any time at the discretion and action of the School Board of Athens.

This handbook is subservient to, and does not supersede the provisions set forth in District policies or state and federal laws.

### B. Definitions:

**Administrators:** Administrators are defined as persons who are required to have a contract under §118.24 Wisconsin Statutes and any other individual given an administrator contract by the School Board.

**District Office Administrative Assistant:** The administrative assistant performs functions as directed by the superintendent. In Athens, this position also serves as the financial services coordinator. This is a confidential contracted non-bargaining unit position. The position also supervises classified contracted employees.

**Certified Staff:** Certified employees are required to hold appropriate licensure or certification issued by the Wisconsin Department of Public Instruction under §118.21 and §118.22 Wisconsin Statutes, but does not include individuals employed as special education assistants, instructional assistants, para-professionals or other student learning assistants. Certified staff generally receive an individual contract for employment and the renewal of the individual contract is subject to Wisconsin Statutes.

**Classified Staff:** Classified staff are regular employees other than certified staff and administrators and do not receive an individual employment contract with the District.

**Discipline:** Discipline is defined as any employment action that results in disciplinary suspension without pay, disciplinary reduction in pay or other benefits, or disciplinary demotion. Discipline shall not include the following:

- performance evaluations or reviews;
- documentation of employee acts and/or omissions in an employment file;
- oral or written reprimands;
- administrative suspension with pay;
- non-disciplinary wage, benefit or salary adjustment; or
- other non-material employment action.

**Exempt Employment:** Exempt employees are exempt from the Fair Labor Standards Act (FLSA) requirements for overtime compensation. Generally, certified staff, administrators, managers and supervisors are exempt under FLSA regulations.

**Fiscal Year:** The fiscal year is from July 1 through June 30.

**Non-exempt Employment:** Non-exempt employees are assigned an hourly wage and are impacted by the Fair Labor Standards Act (FLSA).

**Overtime:** Overtime is hours worked in excess of 40 in one work week. Employees eligible for overtime pay, as determined under the Fair Labor Standards Act (FLSA), will be paid time and one-half for overtime hours.

**School Year:** School year, as used in this Handbook, is annually established by the District and meets or exceeds requirements established by the state of Wisconsin or regulations established by the Wisconsin Department of Instruction (DPI).

**Summer School Employee:** A summer school employee is a casual employee who works for the District during the summer school session.

**Summer School Session:** Summer school session is defined as the supplemental educational program offered for District students pursuant to Department of Public Instruction rules and regulations.

**Substitute Employees:** Substitutes are casual employees hired to replace a regular employee during the regular employee's leave of absence. A long-term substitute is defined as an employee who replaces a regular employee with an approved absence of 11 or more days.

**Supervisor:** Supervisors include administrators and other managers designated by the District and have responsibility for the supervision and evaluation of assigned employees.

**Teacher:** Teachers are certified staff with primary responsibility for direct instruction of pupils.

**Temporary/Casual Employees:** Temporary employees are casual employees hired for a specific project or purpose for a specific length of time. A temporary employee has no expectation of continued employment.

**Termination:** Termination, as used in this handbook, means an involuntary loss of employment with the District. Termination results in involuntary separation and with prejudice to the employee. An involuntary termination will result in the loss of employment benefits. Termination shall NOT include:

- workforce reduction;
- voluntary termination including, without limitation, quitting or resignation;
- job abandonment;
- end of employment due to disability;
- retirement;
- non-renewal under §118.22 Wisconsin Statutes; or
- any other cessation of employment not involving involuntary termination, including, but not limited to, completion of assignment of a temporary, seasonal, casual, contract, daily, substitute, or replacement employment relationship.

**Work site:** Work site is the place the employee performs his/her duties on behalf of the District, but not necessarily on a school owned or leased property, other than an employee's home.

**Workplace Safety:** Workplace safety, as used in this Handbook, means any alleged violation of any standard established under state law or rule or federal law or regulation relating to workplace safety.

C. General Employment Conditions:

**At-Will Employees:** Any employee who does not have an active individual contract of employment with the School District of Athens is an “at-will” employee of the district.

**District Expectations:** The District expects its employees to produce quality work, maintain confidentiality, work efficiently, and exhibit a professional and courteous attitude toward other employees, parents, students, and the public. The District expects employees to comply with established standards of conduct, all applicable Board policies, administrative rules, supervisor directives, established procedures, work rules, job descriptions, terms of this handbook, and legal obligations. Violation may result in disciplinary action, including termination of employment.

The District expects its employees to refrain from conducting activities during work time that is not associated with their assigned duties and responsibilities.

The following delineation of employment practices is for informational purposes and is not intended to be an exhaustive list of all employment expectations that may be found in other applicable Board policies, work rules, job descriptions, operating procedures, common practices of educational establishments and legal obligations.

**Confidentiality:** Pupil information obtained as the result of employment with the District is confidential and protected by law unless such information has been designated as pupil directory data in School Board policy. The law and respect for our student’s rights 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 superintendent, or designee.

**Conflict of Interest:** A conflict of interest is defined as any judgment, action or relationship that may benefit an employee or another party with which the employee is affiliated because of the employee’s position with the District. No employee may use his or her position to obtain financial gain or anything of substantial value for the private benefit of himself or herself or his or her immediate family, or for an organization with which he or she is associated.

No employee may negotiate or bid for, or enter into a contract in which the employee has a private pecuniary interest, direct or indirect, if at the same time the employee is authorized or required by law to participate in the employee's capacity as an employee in the making of that contract or to perform in regard to that contract some official function requiring the exercise of discretion on the employee's part. No employee may, in the employee's capacity as an employee, participate in the making of a contract in which the employee has a private pecuniary interest, direct or indirect, or performs in regard to that contract some function requiring the exercise of discretion on the employee's part.

No employee may receive for his or her personal benefit anything of value from any person other than the District to sell, promote the sale of or act as an agent or solicitor for the sale of any goods or services to any pupil while on the property of or at an activity of the District.

**Background Checks:** Offers of employment are contingent upon the results of various background checks. Employment will be offered pending the return and disposition of background checks. Volunteers are also required to complete a background check. Individuals given an offer of employment are required to file, on forms provided by the District, a statement identifying whether the applicant:

- has been convicted of a misdemeanor or felony in this state or any other state or country; and
- has been dismissed or non-renewed, or has resigned from employment in-lieu-of a potential dismissal or non-renewal.

Falsifying information shall be grounds for termination of employment. Further, all persons given an offer of employment shall:

- agree to the release of all investigative records for examination for the purpose of verifying the accuracy of criminal information; and
- if requested, supply a fingerprint sample and submit to criminal history records checks.

**Obligation to Report Criminal Record:** All District employees shall notify the district office, as soon as possible, but no more than three calendar days, of any arrest, indictment, conviction, no contest or guilty plea, or other adjudication for any felony, any offense involving moral turpitude, and any of the following:

- alleged misconduct, including but not limited to, verbal, physical or sexual abuse or harassment;
- resignation, discipline or dismissal for immoral conduct or incompetence;
- revocation, suspension, denial or investigation of a professional certificate or license;
- violation of any civil, state or federal law or local ordinance for actions involving sexual conduct, physical abuse of a child and/or contributing to the delinquency of a child;
- participation in a deferred prosecution to resolve a criminal matter;
- currently on probation, parole or other court-ordered supervision in any jurisdiction;
- acquitted or found not guilty by reason of insanity, mental disease or defect, diminished mental capacity or comparable legal defense or basis of an offense involving sexual conduct or harm or threat of harm to another;
- are or have been a party to a civil settlement, award or agreement or any kind that involved an allegation concerning your conduct as an employee in an educationally related position or setting;
- crimes involving school property or funds;
- 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;
- crimes that occur wholly or in part on school property or at a school-sponsored activity;
- a misdemeanor which involves moral turpitude [e.g. an act or behavior that gravely violates moral sentiments or accepted moral standards of the community]; or
- a misdemeanor that violates the public trust.

The requirement to report a conviction or deferred adjudication 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. Such report shall be made as soon as possible, but in no circumstance more than three calendar days after the event giving rise to the duty to report.

The District may conduct criminal history and background checks on its employees. An arrest, indictment or conviction of a crime shall not be an automatic basis for termination. The District shall consider the following factors in determining what action, if any, should be taken:

- the nature of the offense;
- the date of the offense;
- the relationship between the offense and the position to which the employee is assigned.

Nothing herein shall prohibit the District from placing an employee on administrative leave based upon an arrest, indictment or conviction.

**District Property:** The District may provide an employee with equipment or supplies to assist in the performance of duties. Employees are required to show reasonable care and to take precautions for theft for any equipment issued. District owned property shall not be used by the employee for personal reasons. Any equipment, unused supplies, keys, employee identification badges or any other item issued by the District must be returned prior to the employee's last day of employment.

Employees shall not use District provided property, including computer networks, email systems, air wave rights, copiers, and any other property for other than District related business. Communications related to District purposes with parents, students and others, using District property, shall be in conformance with the District's acceptable use policy.

**Identification Badge:** Employees shall, at all times, while on school premises or with pupils outside of school premises, wear, in a visible place, a District issued employee identification badge.

**False Reports:** Employees shall not file false reports or statements, including but not limited to, accident reports, attendance reports, insurance reports, physician's statements, pre-employment statements, sick leave requests, student records, tax withholding forms, and work reports.

**Gifts:** An employee or a member of the employee's immediate family may not accept, directly or indirectly, any gift, money, gratuity, or other consideration or favor of any kind from anyone other than the District that a reasonable person would understand was intended to influence official action or judgment of the employee in executing decision-making authority affecting the District, its employees or students. It shall not be considered a violation of this policy for an employee to receive entertainment, food, refreshments, meals, health screenings, amenities or beverages that are provided in connection with a conference sponsored by an established or recognized educational or business association. Teachers may accept only gifts of token value from students.

Employees shall decline gifts, gratuities or favors from any organization or individual seeking to do business with the District. Gifts that are intended for the benefit of the District should be referred to the business office for proper processing consistent with Board Policy. Gifts of nominal or of insubstantial value and services offered for a reason unrelated to the employees' position and which could not reasonably be expected to influence a decision may be accepted.

**Investigations:** Employees have an affirmative duty to provide supervisors, or any other District official conducting an investigation, all relevant and factual information related to the subject of an investigation.

**Licensure/Certification:** Employees who are required to be licensed or certified by law must provide the District with a copy of the current license/certificate. Employees hired with specific certifications/licenses shall keep all said licenses/certification current unless authorized, in writing, by the superintendent, or designee, to allow the certificate/license to expire.

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

For purposes of this Handbook, a "relationship by affinity" is defined as one that includes, but is not limited to, a relationship which an individual has with his or her spouse, designated partner, father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, adoptive sibling, adoptive child, adoptive parent, adoptive first cousin, a financial dependent or co-dependent [for example sharing the same place of residence]. A "relationship by consanguinity" is defined as a relationship which an individual has with a blood relative that extends to first cousin. The phrase "decision to hire" includes every aspect of the hiring process.

Should a District employee be called upon to participate in a decision to hire, retain, promote, evaluate, or determine the salary of a person related to him or her by affinity or consanguinity, as defined above, the employee shall inform his/her supervisor of the relationship and shall refrain from participating in such hiring.

**Personal Appearance/Dress Code:** Employees are expected to present a well-groomed and professional appearance. The District expects that all employees are neat, clean, and wear appropriate attire that is in good taste and suitable for an educational setting. Dress or attire considered disruptive, inappropriate or which adversely affects the educational atmosphere is not acceptable.

Generally, employees not required to wear a uniform shall dress in business casual attire when students, parents or the public is normally present in the building and at a school-sponsored events.

Employees not required to wear a uniform may wear approved spirit wear on designated spirit days.

Custodians, maintenance, and food service personnel shall wear attire approved by their supervisor.

Employees may be required to wear appropriate safety gear as deemed necessary by their supervisor.

**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 does not have insurance coverage for any loss or injury for which the District does not have legal responsibility.



**Student Relations:** Employees shall, at all times, maintain a professional relationship and exhibit a professional demeanor in their interactions with students and 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 social, including social media, or romantic relationships with students, regardless of whether or not the student is 18 years old or older.

**Social Media:** Employees shall not communicate with students, including adult students, through social media, except for educational purposes expressly related to the student's course work or co-curricular activities.

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

- No school employee shall, during the school day, use time for the solicitation, promotion, election, or defeat of any referendum, candidate for public office, legislation, or political action.
- No school employee shall use in any way the classrooms, buildings, or pupils for the purpose of solicitation, promotion, election, or defeat of any referendum, candidate for public office, legislation, or political action.
- No school employee shall make use of school equipment or materials for the purpose of solicitation, promotion, election, or defeat of any referendum, candidate for public office, legislation, or political action.

**Secondary Employment:** Secondary employment shall not interfere with normal work hours or diminish the capacity of the employee to perform his/her duties.

**Severance from Employment:** An employee's employment relationship shall be broken by:

- termination pursuant to the terms of this Handbook and the employee's individual contract, if any;
- voluntary resignation;
- retirement;
- nonrenewal of the employee's contract;
- failure to return to work the day following the expiration of an authorized leave of absence; and
- job abandonment.

**Solicitations:** Employees shall not solicit students. All solicitations of employees must be approved in advance by the administration and be consistent with Board Policy.

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

**Work Made for Hire:** Any work prepared by an employee within the scope of his/her employment or while under the pay of the District is owned by, and the property of, the District.

**Workplace Safety:** All employees shall adhere to District safety rules and regulations and shall report unsafe conditions or practices to the appropriate supervisor. Firearms and dangerous weapons are prohibited on all property of the District, except licensed peace officers who are serving in their official capacities.

Any employee who is injured on the job shall report the injury to the employee's immediate supervisor and shall complete the appropriate form(s) prior to seeking medical attention, if possible. In the event of an emergency, the employee shall notify his/her immediate supervisor within twenty-four (24) hours after the occurrence of the emergency, or as soon as practicable thereafter. The employee shall cooperate fully with the District's representative in regard to investigation of any injury or accident.

**Personnel File:** A confidential personnel file is maintained for every active employee of the District. The file is the property of the District and contains essential employee information and documents.

Employees may view the contents of their file by submitting a request to the district office. The Superintendent's administrative assistant, or designee, will schedule a time for the review of the file. Examination of the file must be done in the presence of the administrative assistant, or designee.

**Management Rights:** Management retains all rights of possession, care, control and management that it has by law, and retains the right to exercise these functions, including the adoption of policies, rules, regulations and practices in furtherance thereof, and the use of judgment and discretion in connection therewith.

**Work Stoppage:** Employees of the District shall not engage in, condone, assist or support any strike, slowdown, or sanction, or withhold in full or in part any services to the District.

**Hiring, Promotion, Transfer:** Whenever a vacancy is to be filled within the district, such vacancies may be posted or filled in a manner most advantageous to the effective running of the district. The district will assign employees to positions that the employee is qualified to perform.

**Payroll Procedures:** Employees will be paid through direct deposit. There will be 24 pays issued during the fiscal year. Paydays will be on the 15th and the last day of the month. If the pay-day lands on a non-banking holiday or weekend, the pay will be deposited on the closest banking day before that date.

**Mileage and Expense Reimbursements:** Reimbursement for mileage and other expenses will be made only if the expense is approved in advance by the employee's supervising administrator. Reimbursement claim forms must be submitted within 30 days of the occurrence of the expense. Failure to submit claim forms in a timely manner may result in denial of the claim and other discipline. The mileage rate will be the current IRS rate per mile.

**Family and Medical Leave Act (FMLA):** The district will provide benefits required under state and federal statute. See the district office for assistance if FMLA activities will be considered.

Information Resources: [Wisconsin FMLA](#) [Federal FMLA](#) [Board Policy: 532.41](#)

**Uniformed Services Leave:** The Board will grant rights to employees entering the uniformed services as required under state and federal law. See the district office for assistance if Uniformed Services Leave will be considered.

Information Resources: [Wisconsin Fair Employment Law Federal](#) [USERRA](#)

**School Year Calendar:** The School Board will determine the school year calendar. The calendar will be constructed based on the constraints of state law and the Department of Public Instruction regulations and rules. If a scheduled school day is cancelled due to unforeseen circumstances, it will be made up at the end of the school year. The Board may at its discretion waive the make-up day if it does not violate state law or Department of Public Instruction regulations and rules.

D. Employer Provided Benefits:

**Paid Time-Off (PTO) Provisions:**

(1) Leave for Personal Illness

- \* Full-time twelve-month employees shall receive twelve (12) days per year of paid-time-off for personal illness.
- \* Full-time school-year employees shall receive (10) days per year of paid-time-off for personal illness.
- \* Paid-time-off for personal illness can accumulate up to a 50-day bank.
- \* All elements of the benefits described in this paragraph will be prorated for part-time employees 50% FTE and above.
- \* Leaves for personal illness after the third consecutive day of absence shall require a return-to-work notice from a physician.
- \* *Full-time certified employees hired before July 1, 2013, can accumulate a 110 day personal-illness bank. Full-time classified employees hired before July 1, 2013, can accumulate a 115 day personal-illness bank. Days accumulated as a part-time employee in these classes will be prorated.*

- (2) Leave for Illness of Family Members
- \* Absences due to illness of family members shall be deducted from paid-time-off leave for personal illness. Maximum usage for this purpose shall be six (6) days per year.
  - \* Employees who are expectant mothers may use accrued personal-illness leave for days missed per the recommendation and professional determination of their doctors.
  - \* Leaves for illness of a family member after the third consecutive day of absence shall require a return-to-work notice from a physician.
- (3) Leave for an Emergency
- \* An employee may, in case of emergency, be granted up to four (4) days per year of paid emergency leave.
  - \* These emergency-leave days are non-cumulative and will be deducted from the paid-time-off bank for personal illness.
  - \* This leave must be approved by the superintendent in advance of the leave if at all possible.
  - \* Emergency leave is also applicable to a death in the immediate family. Immediate family is defined as spouse, parents, guardian, child, brother or sister, mother-in-law, father-in-law, sister-in-law, brother-in-law, grandparents, and grandchildren. One day of emergency leave may be used for the death of a friend. Proration for part-time employees 50% and above applies.
- (4) Leave for a Long-Term Disability
- \* Any employee upon qualification for Long Term Disability (LTD) shall make application and upon acceptance shall no longer receive regular paid-time off as long as LTD payments continue. Personal-illness days shall not be forfeited for days compensated through LTD.
- (5) Leave for Personal Reasons
- \* Two (2) days of personal leave with pay may be granted to each full-time employee, but no more than one per semester upon approval of the District Administrator.
  - \* The employee's personal-illness bank will be reduced by one (1) day for each day of personal leave.
  - \* Exceptions to the "one personal day per semester" may be requested in unusual circumstances to the District Administrator.
  - \* Staffing impact may require denial of a request.
  - \* Personal-leave days may not be used to extend school-year breaks.
  - \* Personal-leave days may not be used on the first or last day of the school year.
  - \* Personal-leave days will not accumulate.
  - \* Proration for part time employees 50% and above applies.
- (6) Leave that is Unpaid [Board Policy: 532.42](#)
- \* Unpaid leave may be requested for unusual circumstances.
  - \* Short periods of unpaid leave (one week or less) must be approved by the district administrator prior to exercising unpaid-leave absences.
  - \* Unpaid continuous leaves beyond five (5) working days must be approved by the Board prior to exercising unpaid-leave absences.
  - \* Unpaid absences taken without approval may be considered an act of job abandonment by the employee.
- (7) Leave for Jury Duty
- \* Employees who are called for jury duty will be reimbursed the difference between compensation received for such duty and his/her regular salary.
- (8) Anniversary Date for Leaves
- \* Twelve-month full-time or part-time employees hired outside of the usual July 1 fiscal year contract will have their paid-time-off leave appropriately adjusted to a future July 1 anniversary date.
- (9) Vacation Leaves
- \* Vacation time will be accrued only by full-time and part-time twelve-month employees.
  - \* Employees are not eligible for vacation until they complete a minimum of 1,020 hours of work.
  - \* The years of employment for the purpose of determining vacation allowances will be only those consecutive years where an employee has worked at least 1950 regularly scheduled hours.

- \* Vacation allowances are as follows:
  - One week paid-time-off with one year of employment: 5 days
  - Two weeks paid-time-off with two or more years of employment: 10 days.
  - Three weeks paid-time-off with seven or more years of employment: 15 days.
  - Four weeks paid-time-off with thirteen (13) or more years of employment: 20 days.
- \* Vacation time may not be taken in less than half-day blocks.
- \* All vacation requests will be made in writing and approved by the District Administrator or his/her designee.
- \* Vacation days will not accumulate.

(10) Inclement Weather Leave

- \* In the event that any or all employee working areas are closed due to inclement weather or other emergency situations, employees will not report to work unless the District Administrator or delegate requests the employee to come to work.
- \* For full-time or part-time twelve-month employees, any day made up for students or staff development, the employee may elect to use a paid-time-off personal illness day to compensate for not reporting to work on the inclement weather or other emergency situation days.

Submission for leave requests should be submitted to the employee's supervisor no later than 48 hours in advance when possible.

**Tax Sheltered Annuity/Deferred Compensation Programs:** The district offers Tax Sheltered Annuity and Deferred Compensation programs. See the district office for more details on using these programs.

**Health Insurance Benefit:** Employees may participate in a health insurance program provided by the district. Employees will pay 12.6% of the premium of the program as well as associated deductibles and other costs. The district will determine the carrier. See the district office for more details on using the program. Part-time employees (75% FTE and above) will be able to participate on a prorated basis determined by the district.

**In-Lieu-Of Program:** The district will offer \$300 per month cash for full-time staff who decline health insurance coverage and are not covered by the district's health insurance in any manner. Part-time staff (75% FTE and above) will have this benefit prorated.

**Both Spouses Working in the School District of Athens:** The district will offer a \$2000 per year cash for the full-time spouse not on health insurance. Part-time staff (75% FTE and above) will have this benefit prorated.

**HSA/HRA Contribution:** From a year-to-year basis, the board may approve a Health Savings Account (HSA) or Health Reimbursement Account (HRA) contribution to employees who participate in the District's high-deductible health plan (HDHP). Part-time employees (75% FTE and above) will have this benefit prorated. One-half payment will be made in January and the second-half payment made in July.

**Dental Insurance:** The district will pay 92% of the premium for single dental insurance for full-time school and fiscal-year employees. The district will pay 62.5% of the premium for family dental insurance for full-time school and fiscal-year employees. The district will choose the carrier. Part-time employees (75% FTE and above) will have this benefit prorated.

**Short-Term Disability Insurance:** The district offers voluntary short-term disability insurance. The employee is responsible for paying the full premium. See the district office for more information.

**Long-Term Disability Insurance:** The district will pay the full premium for full-time school or fiscal-year employees for long term disability insurance. The district will choose the carrier. Part-time employees (75% FTE and above) will have this benefit prorated. See the district office for more details on using the program.

**Term Life Insurance:** The district will pay the full premium for full-time school or fiscal-year employees who wish to participate in a term life insurance plan (annual salary). Employees may purchase additional coverage at their own expense (\$10,000 additional). The district will determine the provider. Part-time employees (75% FTE and above) will have this benefit prorated. See the district office for more details on using the program.

**Wisconsin Retirement System (WRS):** The Board shall pay a portion of the employee's required pension cost toward the Wisconsin Retirement System as determined by §40.05 and §66.0518 Wisconsin Statutes. The employee will pay the remaining portion.

**Representation:** In the event any employee is called to a meeting with representatives of the District for the purpose of investigating circumstances which may lead to discipline or discharge, the employee may request to bring an advocate. Nothing in this provision shall prevent the District from removing an employee from the work place if immediate action is required.

E. Grievance Procedure:

The Board has a grievance procedure for employees. Please refer to Appendix A.

F. Savings Clause:

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

G. School Board Functions and Policies:

Notwithstanding any provision of this Handbook, the School Board, on behalf of the electors of the District, retains and reserves unto itself all powers, rights, authority, responsibilities, and duties conferred upon and vested in it by the laws and constitutions of the State of Wisconsin and the United States.

## II. CONTRACTED STAFF

A. Covered Employees:

Licensed administrators, confidential secretarial staff, supervisors, district technology specialist, and the district administrator's administrative assistant.

B. Salary and Benefits:

Salary and benefits will be outlined in the contracts individually negotiated with each person. Contracted items will supersede any item generally referred to in the employee handbook if there is a conflict. State and Federal statutes also impact the employment rights and responsibilities of the contracted individual.

C. Evaluation:

Contracted employees will be evaluated on criteria described by state and local expectations. Job descriptions will provide the basis of areas of responsibility to be measured.

D. Bonus Pay for Supervisors of Support Staff:

For any "4" on the evaluation form, the supervisor will receive \$50 per component up to a \$150 maximum during a rating year evaluation. This bonus is available every year as it is intended that these evaluations be completed each year. This bonus pay is not permanent to a salary base. (Effective in the 2017-18 school year.)

## III. CERTIFIED INSTRUCTIONAL STAFF

A. Substituting for Teachers:

If a qualified substitute cannot be found, teachers will be expected to supervise the absent teacher's classes. They will be reimbursed at the rate of \$20.00 for each 45-minute period.

B. Afterschool Programs

The rate of pay for afterschool programs approved by the district is \$20 per 60-minute hour.

C. Professional Development:

Teachers will be expected to participate successfully in district provided professional development. Administration will assess the degree of successful participation by the employee. This assessment will be part of the overall evaluation of the employee.

Teachers may request a scholarship to participate in professional development in addition to the district's directed professional development plan. That professional development proposal must be in concert with the district's professional development goals. These scholarships must be approved by the district administrator and the CIA director and be within the budgeted professional development resources approved by the Board.

D. Teaching Hours and Class Loads:

The typical school teaching day will be 7:30 am to 3:30 pm. As exempt professional employees, teachers will be expected to attend after school meetings as directed by administration for staff, student, parent, committee meetings, professional development, and district assigned events. Employees who are unable to attend due to other district responsibilities (coaching for instance) or unanticipated conflicts may request to be excused but will be responsible for the acquiring the information of the event missed. This request must be approved by the district administrator or building principal.

The district will determine the daily instructional schedule. A preparation period of 45 minutes will be provided, as well as a 30 minute duty-free lunch. Administration will schedule the other times for instruction of courses and/or other district duties. Part-time employees will have prorated instructional/duty responsibilities.

E. Professional Pay Model:

The base salaries of teachers will be determined sensitive to state statutes and approved by the Board. The Board may determine to provide additional supplemental pay at its sole discretion. This will be for core services rendered during the school calendar year.

Newly hired teachers will be provided a base salary appropriate to the skills brought to the district and the market forces impacting acquisition of those categories of employees.

Teachers may be asked to consider additional duties beyond the school year calendar. Summer school instructors will be paid based on a salary model determined by the Board.

Paid holidays are recognized as Labor Day, Thanksgiving Day and Memorial Day.

Professional Staff Compensation Plan

Contract Year Defined: First Day of Inservice to Last Day of Inservice

> Notification due by August 15 to receive adjustments below.

**Base Wage Increases**

> SLO Completion and Scoring (timely)

> PPG Completion (timely)

> All three (3) mini-observations completed with post-conferences

> Each teacher observes one (1) peer (peer coaching)

CPI (starting point only); Set by the Board

> In effective in next contract year

**Opportunities for Permanent Base Wage Additions**

> Successful Rating Year Educator Effectiveness Scores

\* Employment Years 1-5 = 2.0 or greater

\* Employment Years 6-10 = 2.5 or greater

\* Employment Years 11+ = 3.0 or greater

\$500 added to the individual teacher's base

> Once every three years

> Added to base in next contract year

> License Renewal

\* PI3 teachers

\* PI34 teachers

\$500 added to the individual teacher's base

> Once every five years (except in PI34 Initial Educator renewal to Professional Educator which could be three or four years.)

> Added to base in next contract year

> Life License Graduate Credits

\$500 for each additional six (6) graduate credits

> Added to base in next contract year

> Advanced Degree

\* Master

\* Master Educator

\* National Content Certification

\* Educational Specialist

\* Doctorate

\$4000 added to the individual teacher's base for each additional advanced degree

> Added to base in next contract year

> Pre-existing advanced degrees do not qualify

**Bonus Pay**

- > Bonus for any “4” Distinguished Ratings in a rating year \$100 per component up to \$500 (one time/year)
- > Payable in current contract year

**Supplemental Pay** (not permanent to the teacher’s base)

>Payable at the end of the season, semester, or School year

- |  |  |
|--|--|
| > Co-Curricular Schedule   | Employee Handbook                            |
| > Athletic Schedule  | Employee Handbook                            |
| > Extra Duties   | Employee Handbook                            |
| > Co-Curricular & Athletic Performance                           | As determined by the Board                   |
| > CWETN Teacher  | \$200/class/semester                         |
| > Dual Credit Teacher  | \$200/class/semester                         |
| > AP Courses   | \$200/class/semester                         |
| > Teaching Multiple Content Areas (with multiple certifications) | \$250 per semester of multiple content areas |
| > Odysseyware Mentor (on-line courses)                           | \$50 per semester course                     |
| > Afterschool programs   | \$20 per 60-minute hour                      |
| > Multi-grade Instruction (Elementary)                           | \$1000 per year                              |
| > Student Teacher  | \$500 (one student teacher per year)         |

F. Union Dues:

The district will not collect union dues from represented employees per §111.845 Wisconsin Statute. The employer may not deduct labor organization dues from a general employee's earnings.

G. Reductions in Force and Non-Renewal:

Teachers employed in the District are subject to non-renewal on a statutory basis as prescribed in §118.22 Wisconsin Statutes. Such nonrenewal shall be exclusively subject to the provisions of §118.22 Wisconsin Statutes and is not covered by the grievance procedure of this Handbook.

The Board may find it necessary to reduce its employee force due to fiscal constraints or programmatic changes. Staff who will be considered to be fully or partially reduced in assignment will be afforded procedural rights outlined in state statute.

Staff who have been partially or fully reduced in contract may apply for other posted positions in which they have licensure. The district retains at its discretion the right to assign existing employees to positions in which they are licensed to perform duties.

H. Post-Employment Benefits:

Upon retirement from the school district, teachers who have 15 years of continuous full-time employment, were hired before July 1, 2013, and retire with benefits from the Wisconsin Retirement System (WRS) shall receive a stipend of \$25 per unused sick leave day to a maximum of \$2750 payable by January 1 of the year following retirement. Appropriate forms will be provided to the IRS upon distribution of this stipend. Certified employees hired on or after July 1, 2013, will not receive this benefit.

Professional Certified Staff

1. Employees Hired Prior to the 2011-12 School Year.

Upon retirement, the employee shall have placed in a district-sponsored HRA (Health Retirement Account) for health insurance premium for the lesser of the following two options:

- a. Number of years of service times \$2000 (prorated for part-time employees counting those years with 75% employment or greater).
- b. Maximum of \$48,000.

The retiree will seek out and pay for their own health insurance plan with allowances made for COBRA as per federal law.

The employee shall successfully complete fifteen (15) continuous years of service to the district prior to retirement.

2. Employees Hired for the 2011-12 School Year and thereafter

Upon retirement, the employee shall have placed in a district-sponsored HRA (Health Retirement Account) for health insurance premium for the lesser of the following two options:

- a. Number of years of service times \$1500 (prorated for part-time employees counting those years with 75% employment or greater).
- b. Maximum of \$36,000.

The retiree will seek out and pay for their own health insurance plan with allowances made for COBRA as per federal law.

The employee shall successfully complete fifteen (15) continuous years of service to the district prior to retirement.

This benefit negates upon resignation or termination with no pay out.

I. Breaking Contract:

If a teacher resigns prior to fulfilling their contract, the teacher shall forfeit liquidated damages. There will be a \$1000 penalty if said resignation occurs between June 15 and July 15 of any calendar year, and \$2000 from July 15 through the remainder of the school term. The Board may waive this penalty for unusual circumstances.

J. Evaluation:

Teaching employees will be evaluated on criteria directed by state and local expectations. Job descriptions will provide the basis of areas of responsibility to be measured. For instructional staff, they will be evaluated on curriculum fidelity, instructional behaviors using the Danielson/State of Wisconsin model, and formative and summative assessment expertise. Additionally the organizational behaviors of staff will be evaluated to measure fidelity to the professional behavior expectations of the Board.

The administration will be responsible for the creation of instruments and procedures to assure a valid and reliable evaluation of the employee. Minimally, an evaluation of teachers will occur at a frequency required by state law. The district administrator will direct additional evaluations upon the recommendations of the building principals.

**IV. CLASSIFIED SUPPORT STAFF**

A. Designation of Classified Employees by Time:

Twelve-month full-time: A twelve-month full-time employee is defined as an employee who normally works at least 37.5 hours per week and is scheduled for all work days of the year on a twelve-month basis exclusive of paid holidays, vacations, and paid-time-off personal illness usage.

Twelve-month part-time: A twelve-month part-time employee is defined as an employee who is regularly scheduled to work less than 37.5 hours on a twelve-month basis.

School-year full-time: A school-year full-time employee is defined as an employee who normally works at least 37.5 hours per week during the school year. The school term may include specified periods of time prior to the start of the school year and after school closes.

School-year part-time: A school-year part-time employee is defined as an employee who is normally scheduled to work less than 37.5 hours per week during the school year.

The van driver will be assigned as needed by administration.

B. Work Schedule, Holidays, Vacations:

The normal work week for employees shall be Monday through Friday. The District reserves the right to make changes in the normal work week and/or work day. The hours of assignment may be provided in an assignment form for the employee.

An unpaid duty-free lunch period of thirty (30) consecutive minutes shall be permitted employees scheduled to work a shift of six (6) or more hours. Food Service employees will not have a scheduled unpaid duty-free lunch period.

Overtime shall be paid at the rate of time and one-half the employee's regular hourly rate of pay for all time worked in excess of forty (40) hours in any work week.

Traditional holidays that will be recognized for 12-month full-time employees are as follows:



1. New Year's Day
2. Good Friday
3. Memorial Day
4. Independence Day
5. Labor Day
6. Thanksgiving Day
7. Christmas Eve
8. Christmas Day

Support staff school-year employees will receive three (3) paid holidays per school year. All employees shall receive prorated holiday pay computed on the basis of the number of hours they work in a normal day. Paid holidays are recognized as Labor Day, Thanksgiving Day and Memorial Day.

If a holiday falls on Sunday, Monday shall be declared the holiday. If a holiday falls on Saturday, Friday shall be declared the holiday. Any employee required to work on a holiday shall receive overtime pay.

The Board will adjust support staff work days and hours at its discretion. Budget constraints and service needs will be the prime determinants in adjustments to these assignments.

Any employee working six (6) or less hours per day shall be entitled to one fifteen (15) minute break. Any employee working more than six (6) hours per day shall be entitled to two 15 minute breaks per work day. Any employee who voluntarily gives up their 15 minute break shall do so without additional compensation.

Classified employees who work before or beyond their assigned hours without supervisor permission will be considered insubordinate and subject to progressive discipline. Good communication with the supervisor will make this a rare occurrence.

During the summer months outside the general school-year calendar, the buildings and grounds supervisor may schedule the custodial staff for 10-hour-days, four-days-per-week as necessary. When working this type of schedule, a day-of-leave would be considered 1.25 day of leave.

C. Post-Employment Benefit:

Upon retirement for those employees eligible to receive benefits from the Wisconsin Retirement System (WRS) and with 15 years of continuous full-time service with the district, the retiree shall receive a stipend of \$15 per unused sick leave day to a maximum up to 110 days for those hired before July 1, 2013. The stipend will be payable by January 1 of the year following retirement. Appropriate forms will be provided to the IRS upon distribution of this stipend. Employees hired after July 1, 2013, will not receive this benefit.

Retirees can remain on the district's health care plan for a period of time allowed by federal statute (COBRA). The retiree will pay for all premium and other costs defined in the plan.

D. Pay Plan:

Classified staff will be paid on an hourly basis. The rate of pay will be determined by the Board. The Board will inform the employee of their rate of pay through a documented schedule.

E. Bonus Pay for Support Staff:

For any "4" on the evaluation form, the support staff individual will receive \$25 per component up to a \$75 maximum during a rating year evaluation. This bonus is available every year as it is intended that these evaluations be completed each year. This bonus pay is not permanent to a salary base. (Effective in the 2017-18 school year.)

E. Union Dues:

The district will not collect union dues from represented employees per §111.845 Wisconsin Statute. The employer may not deduct labor organization dues from a general employee's earnings.

- F. Evaluation:  
Support staff employees will be evaluated on criteria informed by local administrative expectations. Job descriptions will provide the basis of areas of responsibility to be measured. Additionally, the organizational behaviors of staff will be evaluated to note the degree of professionalism required by the Board.

The administration will be responsible for the creation of instruments and procedures to assure a valid and reliable evaluation of the employee. Minimally, an evaluation of support staff will occur at least once a year. The district administrator will direct additional evaluations upon the recommendations of the building principals and supervisors.

V. **SEASONAL, PROJECT, SUBSTITUTE, TEMPORARY, CASUAL EMPLOYEES**

A. Pay Plan:

Employees asked to consider voluntary non-instructional projects outside of their school year responsibilities will be offered pay based on agreement between the district and the employee.

Persons asked to consider voluntary short term or seasonal projects will be offered pay based on agreement between the district and the person.

This does not include persons employed as substitutes/long-term substitutes.

B. Substitutes Pay Plan:

Substitute Teachers - \$100/day (plus \$5.00/day after 15 days per semester).

Long-term substitute (LTS) teacher - After ten (10) days of substitute rate, per diem will be based minimally on lowest base salary of a teacher. The per diem will be calculated on this base and a per diem determined with proration factors if necessary.

Custodians - \$10.25/hour.

All other support staff (aides/food service/secretaries/special education van driver) - \$9.25/hour.

The Board may adjust the amount of pay on a case-by-case basis.

VI. **COACHING AND ACTIVITIES PERSONNEL**

A. Philosophy:

The School District of Athens recognizes that learning occurs in many contexts. A classroom can be a traditional four-wall experience. Additional student participation in athletics and activities provides another set of classrooms to learn life-long skills. Competition, teamwork, respect, persistent commitment, and technical skills can be learned and enhanced through athletics and activities. While winning remains an important element in competitive sports and activities, it is only one of many elements to a successful experience. Our successful programs will make a great effort to acquire great performance from our students and acquire the highest awards available. Additionally, whatever the win or losses, a program can be successful when participating students learn to improve their skills, become good followers and leaders and exhibit great character as they represent their district, families, and community.

Coaches and activity advisors have a central role in the success of our programs. Additionally, many people also help in the processes of events. Without those ticket-takers and other extra-duty employees, we would not be able to execute our best presentation of events.

B. Coaching/Advisor-Activity/Extra Duty Pay Plan:

These plans are attached to this handbook.

**COACHING PAY PLAN**

|   | <b>Years 1-5</b> | <b>Years 6-10</b> | <b>Years 11+</b> |
|---|------------------|-------------------|------------------|
| <b>High School Head Coaches</b>                         | <b>LEVEL I</b>   | <b>LEVEL II</b>   | <b>LEVEL III</b> |
| Football  | \$3,122          | \$3,458           | \$3,795          |
| Girls Basketball  | \$3,122          | \$3,458           | \$3,795          |
| Boys Basketball   | \$3,122          | \$3,458           | \$3,795          |
| Wrestling   | \$3,122          | \$3,458           | \$3,795          |
| Volleyball  | \$2,517          | \$2,797           | \$3,078          |
| Cross Country   | \$2,517          | \$2,797           | \$3,078          |
| Baseball  | \$2,517          | \$2,797           | \$3,078          |
| Track (Boys)  | \$2,517          | \$2,797           | \$3,078          |
| Track (Girls)   | \$2,517          | \$2,797           | \$3,078          |
| Softball  | \$2,517          | \$2,797           | \$3,078          |
| <b>High School Assistant Coaches</b>                    | <b>LEVEL I</b>   | <b>LEVEL II</b>   | <b>LEVEL III</b> |
| Football (2)  | \$1,873          | \$2,103           | \$2,327          |
| Boys Basketball   | \$1,873          | \$2,103           | \$2,327          |
| Girls Basketball  | \$1,873          | \$2,103           | \$2,327          |
| Wrestling   | \$1,873          | \$2,103           | \$2,327          |
| Volleyball  | \$1,454          | \$1,622           | \$1,790          |
| Baseball  | \$1,454          | \$1,622           | \$1,790          |
| Softball  | \$1,454          | \$1,622           | \$1,790          |
| Track (Boys)  | \$1,454          | \$1,622           | \$1,790          |
| Track (Girls)   | \$1,454          | \$1,622           | \$1,790          |
| <b>High School Additional Assistants (if necessary)</b> | <b>LEVEL I</b>   | <b>LEVEL II</b>   | <b>LEVEL III</b> |
| Volleyball  | \$1,285          | \$1,423           | \$1,566          |
| Girls Basketball  | \$1,285          | \$1,423           | \$1,566          |
| Boys Basketball   | \$1,285          | \$1,423           | \$1,566          |
| Softball  | \$1,285          | \$1,423           | \$1,566          |
| Baseball  | \$1,285          | \$1,423           | \$1,566          |
| Football  | \$1,285          | \$1,423           | \$1,566          |
| Track (Boys)  | \$1,285          | \$1,423           | \$1,566          |
| Track (Girls)   | \$1,285          | \$1,423           | \$1,566          |
|   | <b>Years 1-2</b> | <b>Years 3-4</b>  | <b>Years 5+</b>  |
| <b>Middle School Coaches</b>                            | <b>LEVEL I</b>   | <b>LEVEL II</b>   | <b>LEVEL III</b> |
| Football  | \$843            | \$971             | \$1,125          |
| Volleyball  | \$843            | \$971             | \$1,125          |
| Boys BB   | \$843            | \$971             | \$1,125          |
| Girls BB  | \$843            | \$971             | \$1,125          |
| Wrestling   | \$843            | \$971             | \$1,125          |
| Softball  | \$700            | \$800             | \$919            |
| Baseball  | \$700            | \$800             | \$919            |
| Track   | \$700            | \$800             | \$919            |
| Cross Country   | \$700            | \$800             | \$919            |
| Assistants  | \$304            | \$406             | \$508            |

A performance bonus may be considered by the Board for HS programs that progress beyond the first performance in Regional competition (for football, the first qualified game in postseason).

**Notes:**

- \* Assistant coaches becoming a head coach in the same sport will begin at “Year 1”. No years of experience from assistant coaching will transfer to being a head coach.
- \* Head coaches who return to being an assistant coach in the same sport will retain all years of experience in the assistant coaching position.
- \* Voluntary coaches accrue no years of experience in any sport or level.

**ADVISOR-ACTIVITY PAY PLAN**

|  | <b>Years 1-5</b> | <b>Years 6-10</b> | <b>Years 11+</b> |
|--|------------------|-------------------|------------------|
| <b>GROUP A</b>                             | <b>LEVEL I</b>   | <b>LEVEL II</b>   | <b>LEVEL III</b> |
| Band Special Events (Fall, Winter, Spring) | \$3,714          | \$3,850           | \$3,967          |
| <b>GROUP B</b>                             | <b>LEVEL I</b>   | <b>LEVEL II</b>   | <b>LEVEL III</b> |
| Yearbook Advisor                           | \$1,215          | \$1,351           | \$1,468          |
| Musical Production (Fall)                  | \$1,215          | \$1,351           | \$1,468          |
| <b>GROUP C</b>                             | <b>LEVEL I</b>   | <b>LEVEL II</b>   | <b>LEVEL III</b> |
| District Newsletter                        | \$890            | \$991             | \$1,133          |
| Forensics                                  | \$890            | \$991             | \$1,133          |
| Cheerleaders                               | \$890            | \$991             | \$1,133          |
| FCCLA Advisor                              | \$890            | \$991             | \$1,133          |
| FBLA Advisor                               | \$890            | \$991             | \$1,133          |
| FFA  | \$890            | \$991             | \$1,133          |
| Skills USA                                 | \$890            | \$991             | \$1,133          |
| Science Olympiad                           | \$890            | \$991             | \$1,133          |
| Swing Choir (Spring)                       | \$890            | \$991             | \$1,133          |
| Student Council                            | \$890            | \$991             | \$1,133          |
| Academic Decathlon                         | \$890            | \$991             | \$1,133          |
| Assistant Musical Supervisor               | \$890            | \$991             | \$1,133          |
| <b>GROUP D</b>                             | <b>LEVEL I</b>   | <b>LEVEL II</b>   | <b>LEVEL III</b> |
| National Honor Society                     | \$535            | \$661             | \$787            |
| High Quiz Bowl                             | \$535            | \$661             | \$787            |
| Middle School Yearbook                     | \$535            | \$661             | \$787            |
| Middle School Forensics                    | \$535            | \$661             | \$787            |
| Middle School Student Council              | \$535            | \$661             | \$787            |
| Elementary Yearbook                        | \$535            | \$661             | \$787            |
| Assistant Science Olympiad                 | \$535            | \$661             | \$787            |
| Colorguard                                 | \$535            | \$661             | \$787            |
| <b>GROUP E</b>                             | <b>LEVEL I</b>   | <b>LEVEL II</b>   | <b>LEVEL III</b> |
| Senior Class Advisor                       | \$900            |                   |                  |
| Junior Class Advisor                       | \$900            |                   |                  |
| Sophomore Class Advisor                    | \$570            |                   |                  |
| Freshman Class Advisor                     | \$570            |                   |                  |
| Co-Curricular Code Coordinator             | \$200            |                   |                  |
| SOAR Student-to-Student Mentor Coordinator | \$200            |                   |                  |
| Math League                                | \$200            |                   |                  |
| Middle School Math League                  | \$100            |                   |                  |
| Spelling Bee Coordinator                   | \$100            |                   |                  |

A performance bonus may be considered by the Board for HS programs that progress to state &/or national competition.

**EXTRA DUTY PAY PLAN (VARSITY EVENTS)**

| <b>FOOTBALL</b>   | Number   | Event Pay |
|---|----------|-----------|
| Ticket seller   | 1        | \$25      |
| Ticket taker  | 1        | \$25      |
| Statistics (offense & defense)                              | 2        | \$25      |
| Supervisor  | 1 or 2   | \$25      |
| Chain workers   | 3        | \$25      |
| Announcer   | 1        | \$25      |
| Timer   | 1        | \$25      |
| Line Painter (non-custodian person)                         | 1        | \$10/hour |
| <b>VOLLEYBALL</b>   | Number   | Event Pay |
| Ticket seller (begins prior to JV game on a varsity night)  | 1        | \$25      |
| Ticket taker (begins prior to JV game on a varsity night)   | 1        | \$25      |
| Timer   | 1        | \$25      |
| Scorebook   | 1        | \$25      |
| <b>CROSS COUNTRY</b>  | Number   | Event Pay |
| Clerk of Course   | 1        | \$25      |
| Race Leader (use of ATV)                                    | 1        | \$25      |
| Line Painter (non-custodian person)                         | 1        | \$10/hour |
| <b>BASKETBALL</b>   | Number   | Event Pay |
| Ticket seller (begins prior to JV game on a varsity night)  | 1        | \$25      |
| Ticket taker (begins prior to JV game on a varsity night)   | 1        | \$25      |
| Timer   | 1        | \$25      |
| Scorebook   | 1        | \$25      |
| <b>WRESTLING</b>  | Number   | Event Pay |
| Ticket seller (begins prior to JV match on a varsity night) | 1        | \$25      |
| Ticket taker (begins prior to JV match on a varsity night)  | 1        | \$25      |
| Scorebook   | 1        | \$25      |
| Timer   | 1        | \$25      |
| <b>SOFTBALL</b>   | Number   | Event Pay |
| Scorebook   | 1        | \$25      |
| Line Painter (non-custodian person)                         | 1        | \$10/hour |
| <b>BASEBALL</b>   | Number   | Event Pay |
| Scorebook   | 1        | \$25      |
| Line Painter (non-custodian person)                         | 1        | \$10/hour |
| <b>TRACK</b>  | Number   | Event Pay |
| Clerk of Course   | 1        | \$25      |
| Announcer   | 1        | \$25      |
| Meet Manager  | 1        | \$25      |
| Timers (running events, if needed)                          | 8        | \$25      |
| Workers (field events)                                      | 6        | \$25      |
| Line Painter (non-custodian person)                         | 1        | \$10/hour |
| <b>VARSITY AWAY</b>   | Number   | Event Pay |
| Scorebook   | 1        | \$25      |
| <b>VARSITY AWAY</b>   | Number   | Event Pay |
| Chaperoning Student Bus Trips                               | Per Trip | \$25      |

## APPENDIX A: GRIEVANCE PROCEDURE

### RESOLUTION FOR GRIEVANCE PROCEDURE THE SCHOOL DISTRICT OF ATHENS

Approved 9/19/2011

#### DISCIPLINE AND GRIEVANCE PROCEDURE

Discipline. Discipline may result when an employee's actions do not conform with generally accepted standards of good behavior, when an employee violates a policy or rule, when an employee's performance is not acceptable, or when the employee's conduct is detrimental to the interests of the School District of Athens. Disciplinary action may call for any of four steps – verbal warning, written warning, suspension (with or without pay) or termination of employment – depending on the problem and the number of occurrences. There may be circumstances when one or more steps are bypassed. Certain types of employee problems are serious enough to justify either a suspension or termination of employment without going through progressive discipline steps. The School District of Athens reserves the right, in its sole discretion, to impose disciplinary action as may be appropriate to the particular circumstances.

Grievance Procedure. This procedure is intended to comply with §66.0509 Wisconsin Statutes and provides a grievance procedure addressing issues concerning workplace safety, discipline and termination. This policy applies to all employees covered under §66.0509 Wisconsin Statutes. An employee may appeal any level of discipline under this grievance procedure. For purposes of this policy, the following definitions apply:

1. "Employee discipline" includes all levels of progressive discipline but shall not include the following items:
  - Placing an employee on paid administrative leave pending an internal investigation;
  - Counseling, meetings, or other pre-disciplinary action;
  - Actions taken to address work performance including use of a performance improvement plan or job targets;
  - Demotion, transfer, or change in job assignment;
  - Other personnel actions taken by the employer that are not a form of progressive discipline.
2. "Employee termination" shall include action taken by the employer to terminate an individual's employment for misconduct or performance reasons, but shall not include the following personnel actions:
  - Voluntary quit;
  - Layoff or failure to be recalled from layoff at the expiration of the recall period;
  - Retirement;
  - Job abandonment, "no-call, no-show", or other failure to report to work;
  - Termination of employment due to medical condition;
  - Lack of qualification or license;
  - Other inability to perform job duties.
3. "Workplace safety" is defined as conditions of employment affecting an employee's physical health or safety, the safe operation of workplace equipment and tools, safety of the physical work environment, personal protective equipment, workplace violence, and training related to same.

Any written grievance filed under this procedure must contain the following information:

- The name and position of the employee filing it,
- A statement of the issue involved,
- A statement of the relief sought,
- A detailed explanation of the facts supporting the grievance,
- The date(s) the event(s) giving rise to the grievance took place,
- The identity of the policy, procedure or rule that is being challenged,
- The steps the employee has taken to review the matter, either orally or in writing, with the employee's supervisor,
- The employee's signature and the date.

## **STEPS OF THE GRIEVANCE PROCEDURE**

Employees should first discuss complaints or questions with their immediate supervisor. Every reasonable effort should be made by supervisors and employees to resolve any questions, problems or misunderstandings that have arisen before filing a grievance.

### **Step 1 – Written Grievance Filed with the Direct Supervisor.**

The employee must prepare and file a written grievance with the Direct Supervisor within five (5) business days of when the employee knows, or should have known, of the events giving rise to the grievance. The Direct Supervisor will investigate the facts giving rise to the grievance and inform the employee of his/her decision, if possible, within ten (10) business days of receipt of the grievance. In the event the grievance involves the Direct Supervisor, the employee may initially file the grievance with the District Administrator, who shall conduct the Step 1 investigation.

### **Step 2 – Review by the School District of Athens Administrator.**

If the grievance is not settled at Step 1, the employee may appeal the grievance to the District Administrator within five (5) business days of the receipt of the decision of the Direct Supervisor at Step 1. The District Administrator or his/her designee will review the matter and inform the employee of his/her decision, if possible, within ten (10) business days of receipt of the grievance.

### **Step 3 – Impartial Hearing Officer.**

If the grievance is not settled at Step 2, the employee may request in writing, within five (5) business days following receipt of the Administrator's decision, a request for written review by an impartial hearing officer. The School District of Athens shall select the impartial hearing officer. The hearing officer shall not be a School District employee. In all cases, the grievant shall have the burden of proof to support the grievance. The impartial hearing officer will determine whether the District acted in an arbitrary and capricious manner. This process does not involve a hearing before a court of law; thus, the rules of evidence will not be followed. Depending on the issue involved, the impartial hearing officer will determine whether a hearing is necessary, or whether the case may be decided based on a submission of written documents. The impartial hearing officer shall prepare a written decision. Both parties will share equally in the cost of the impartial hearing officer.

### **Step 4 – Review by the Governing Body.**

If the grievance is not resolved after Step 3, the employee or the District Administrator shall request within five (5) business days of receipt of the written decision from the hearing officer a written review by the Athens School Board. The Athens School Board shall not take testimony or evidence; it may only determine whether the hearing officer reached an arbitrary or incorrect result based on a review of the record before the hearing officer. The matter will be scheduled for the School Board's next regular meeting. The School Board will inform the employee of its findings and decision in writing within ten (10) business days of the meeting. The Athens School Board shall decide the matter by majority vote and this decision shall be final and binding.

An employee may not file a grievance outside of the time limits set forth above. If the employee fails to meet the deadlines set forth above, the grievance will be considered resolved. If it is impossible to comply with the deadlines due to meeting notice requirements or meeting preparation, the grievance will be reviewed at the next possible meeting date. An employee must process his/her grievance outside of normal work hours, unless the employee elects to use accrued paid time (vacation, comp time etc.) in order to be paid for time spent processing his/her grievance through the various steps of the grievance procedure.