

AV-W Employee Handbook 2024 - 2025 School Year



Arbor Vitae-Woodruff School District

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SECTION I: INTRODUCTION

Welcome

Welcome to the Arbor Vitae-Woodruff J1 School District. We thank you for choosing to be a part of our District. The vision of AV-W is to be committed to empowering each student to make a positive difference and to achieve personal greatness.

Purpose of the Employee Handbook

This Employee Handbook (“Handbook”) provides guidance and information regarding your employment with the Woodruff J1 School District (“District”). It is each employee’s responsibility to read, understand, be familiar with and comply with all provisions of this Handbook. It describes many of your responsibilities and expectations as an employee and outlines the programs developed by the District to benefit employees.

This Handbook applies to all employees. The provisions in this Handbook may be superseded by state and federal laws, by policies passed by the Board of Education of the Woodruff J1 School District (“Board”). Employees are expected to follow the policies in this Handbook as well as any building policies and the policies of the Board.

The information set forth in this Handbook does not constitute a contract, are not intended to create a contract, nor do they create a contract of employment, an assurance of continued employment, nor an obligation of any kind between the Woodruff J1 School District and any of its employees. Nothing contained in this Handbook, or any other document provided to District employees is intended to be, nor should it be, construed as a guarantee that employment or any employment benefit will be continued for any period of time, except as mandated by state or federal law. The provisions set forth in this Handbook supersede any and all prior personnel policies, procedures and practices, whether written, verbal or established by past practice, or Memorandums of Understanding excluding calculations on deferment for employees hired prior to 2007.

No handbook can anticipate every circumstance or question about a policy. The need may arise to change policies described within this Handbook. The District therefore reserves the right to revise, supplement, or rescind any portion of the Handbook at any time as it deems appropriate. Every employee of the District shall be provided with a copy of this Handbook and shall sign a statement acknowledging the employee has received a copy of this Handbook. The signed statement shall be placed on file with the District Administrator.

SECTION II: EMPLOYMENT

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, visitors, and the general public. The District expects employees to comply with all applicable Board policies, work rules, job descriptions, terms of this Handbook, and legal obligations.

The District expects employees to comply with the standards of conduct set out in Board policies, this Handbook, administrative regulations, and with any other policies, regulations and guidelines that impose duties, requirements, or standards attendant to their status as District employees. Violation of any policies, regulations and guidelines, set forth in this Handbook or otherwise, may result in disciplinary action, including termination of employment.

AV-W EMPLOYMENT STATUS:

- 12 Month, Full Time 40 hours a week, 52 weeks a year
- 10 Month, Full Time 40 hours a week, 46 weeks a year
- 9 Month, Full Time 40 hours a week, 40 - 42 weeks a year
- School Year, Full Time 40 hours a week, Per Teacher Contract/School Calendar
- 12 Month, Part time 18 hours a week, 52 weeks a year
- School Year, Part time 15 - 28 hours a week, 35- 40 weeks a year
- Seasonal Scheduled Part time hours during limited season

STATUS	CLASSIFICATION	SALARIED/ HOURLY	POSITION	VACATION	BENEFITS
12 Month, Full Time	Administration	Contract – Salaried	District Administrator	Per Contract	Contract & Employee Handbook
10 Month, Full Time	Administration	Contract – Salaried	Principal	Per Contract	Contract & Employee Handbook
9 Month, Full Time	Administration	Contract – Salaried	Director of Special Education	Per Contract	Contract & Employee Handbook
12 Month, Full Time	Administration	Hourly	Administrative Assistant	Per Handbook	Per Handbook
12 Month, Full Time	Professional	Salaried	Finance Director IT Lead Maintenance Director	Per Contract	Per Contract & Handbook
12 Month, Full Time	Support Staff	Hourly	Custodians IT Assistant	Per Handbook	Per Handbook
12 Month, Part Time	Support Staff	Hourly	Custodian (1)	None	Per handbook
School Year, Full Time	Professional	Contract - Salaried	Teachers Guidance Counselors Clinical Psych/ Dir of Pupil Services Physical Therapist Occup. Therapist	Per Contract	Per Handbook
School Year, Full Time	Support Staff	Hourly	School Secretary School Nurse Kitchen Supv. Basecamp Coordinator Outpost Coordinator Academic Support	None	Per Handbook
School Year, Part Time	Professional	Hourly	Speech Language Pathologist	None	Per Handbook
School Year, Part time	Support Staff	Hourly	Paraprofessionals Interventionalists Library Assistant Kitchen Assistant	None	Per Handbook

EMPLOYEE CODE OF CONDUCT

Reference: *Policy #3210 Staff Ethics*

Policy #3213 Student supervision and welfare

Employees are required to comply with all applicable standards of conduct, expectations, work rules, laws, regulations, board policies, handbook provisions, administrative rules and procedures. The following work rules and standards provide a basic outline for expected employee conduct while employed with the District. This list is not meant to be all inclusive but is an indication of what the District expects from employees. The work rules and standards are in addition to, and supplement, any other policies, work rules and standards of conduct in the District.

A. Workplace Safety. It is expected that employees will:

1. Perform their work in a manner which protects and preserves the safety of the employee, co-employee, students, and guests.
2. Comply with established safety laws, regulations, rules and procedures.
3. Provide truthful and correct information pertaining to an on-the- job injury or an off-the- job injury.

B. Records. It is expected that employees will:

1. Comply with Wisconsin's public records law and any applicable record retention policies, regulations and laws.
2. Be truthful and accurate when preparing school district records including, without limitation, time cards and not falsify, modify, or make other unauthorized alterations to any District record or assist others in doing so.
3. Maintain the confidentiality of records and information in accordance with applicable statutes, rules, policies and/or directives and not make unauthorized disclosures of confidential information.

C. Attendance. It is expected that employees will:

1. Timely provide proper notification that the employee will be absent or tardy from work.
2. Report promptly at the employee's designated starting time or end work as prescribed by the employee's supervisor.
3. Be at the assigned work area at the start and end of shifts, breaks, and meal periods.
4. Obtain authorization for all leave and timely report back to work upon expiration of an approved leave.
5. Demonstrate good attendance.
6. Not improperly use or abuse sick leave.
7. Not hinder the regular operation of a department or District office because of unauthorized or excessive absenteeism, tardiness or leaving work without permission.

D. Work Performance. It is expected that employees will:

1. Perform the duties and responsibilities of their assigned position competently, in accordance with the District's expectations and to the standards of quality and effectiveness established by the District and/or as may be required by law.
2. Participate in meetings, conferences and other activities as may be required by the District.
3. Not restrict output or engage in any intentional slowdown, work stoppage, or unauthorized strike.
4. Not engage in any activity which distracts or disrupts other employees on the performance of their duties.
5. Not engage in any pursuit which may interfere with the proper discharge of his/her duties and responsibilities as an employee of the District.
6. Maintain any valid license, certificate and/or permit required to perform of his/her assigned
7. Know the expiration date of his/her license, certification and/or permit and meet the position and provide the District with copies of all necessary licenses, certifications and permits.
8. Promptly carry out work assignments, instructions or directions given to the employee.

E. Conduct. It is expected that employees will:

1. Obey all supervisory written and/or oral directions.
2. Comply with all applicable laws and regulations as well as any rules, regulations or policies in this Handbook, departmental rules, Board policy or other applicable District policies, rules, regulations or procedures.
3. Report to work sober and not under the influence of alcoholic beverages, narcotics, drugs, or other controlled substances or have possession of the above.
4. Be awake and attentive.
5. Not promote, or participate in, indecent, illegal or inappropriate conduct.
6. Not engage in personal activities during work hours.
7. Not gamble on District premises or engage in gambling activities during work hours.
8. Speak to and treat students, co-employees, parents and members of the public in an appropriate and respectful manner.
9. Not engage in any insubordination or willful misconduct.
10. Not be convicted of any felony, misdemeanor or other offense the circumstances of which substantially relate to the circumstances of the employee's particular job or licensed activity.
11. Participate in and/or cooperate with a District investigation.
12. Participate in creation of and support established District mission, vision, goals, policies and procedures.

F. District Property. It is expected that employees will:

1. Operate District vehicles safely and in accordance with the law and any District rules, regulations or policies.
2. Use District property and equipment, including computer networks, e-mail systems, copiers and any other property, for work purposes or District-related business only unless in limited circumstances, there has been prior written approval from the District Administrator or designee.
3. Follow all rules, regulations, and practices relating to the safe use and security of District property and premises.
4. Show reasonable care and to take precautions from theft for any District property.
5. Not cause damage to public property or waste of public property or supplies.
6. Return to the District prior to the employee's last day of employment any equipment. Adhere to all internal controls that ensure the appropriate use of District funds.

The District may establish additional policies, work rules and other regulations as it deems necessary and in the best interests of the District. If you have questions regarding this policy, please contact the District Administrator.

CHILD ABUSE REPORTING

REFERENCE:

Policy #3213 Student supervision and welfare
Policy #5540.01 Investigations involving suspected child abuse
Policy #8462.01 Mandatory Threat Reporting ACT 143

All District employees are obligated to report child abuse or neglect. Further, employees must report any threats of abuse or neglect that have occurred. Employees are required to report an incident in situations when the victim of abuse or neglect is a child that is seen in the course of the employee's professional duties. This does not limit incidents to those only in the classroom.

Please contact Administration immediately with fact-specific questions about whether a report needs to be filed with the proper authority. The District will keep such information confidential and will not make any employment decision based on a District employee's decision to come forward with such an inquiry.

THREATS OF VIOLENCE

Reference: Policy 8462.01

MANDATORY REPORTING OF SCHOOL VIOLENCE THREATS Act 143 requires reporting of school violence threats by certain individuals, including teachers, school administrators, school counselors, other school employees, physicians, and other medical and mental health professionals. Specifically, an identified individual must report if the person believes in good faith, based on a threat made by an individual seen in the course of professional duties regarding violence in or targeted at a school, that there is a serious and imminent threat to the health and safety of a student, school employee, or the

public. These individuals must immediately inform a law enforcement agency of the facts and circumstances contributing to the belief that there is a serious and imminent threat. 1 The full list of individuals required to report threats of school violence can be found in s. 48.981 (2) (a), Stats., and is the same list of individuals required to report suspected child abuse and neglect. - 4 - The Act provides immunity from civil or criminal liability for any person or institution making a report in good faith, as well as immunity for health care providers who do not report based on their good faith belief and professional judgment that a report is not required. Act 143 also creates an exemption from mandatory reporting for members of the clergy if certain conditions are met. The Act mandates that school boards require employees to receive training regarding mandatory reporting of school violence threats. The mandatory reporting created by Act 143 applies to threats of violence against public, private, or tribal elementary or secondary schools. An intentional violation of the reporting requirement is an unclassified misdemeanor, subject to a fine of \$1,000 or less, imprisonment of six months or less, or both.

POLITICAL ACTIVITY

Reference Policy #3310 Freedom of Speech in Non-Instructional Settings

- A. Employees have civic responsibilities and rights including the right to vote, be an active member of a political party of their choice, campaign for candidates for election to public office, and seek, campaign for, and serve in public office.
- B. Political activities of employees must be conducted outside of school hours and off school premises. At no time may staff members present themselves as a representative of the school district, nor may they speak on behalf of the district without authorization of the District Administrator.
- C. In fulfilling their professional responsibilities as members of the staff, they will refrain from exploiting their privileges of position. They will not exploit students in any way for political purposes for themselves or for any party, candidate, or special interest group.

EQUAL OPPORTUNITY EMPLOYMENT

Reference Policy: 3122 Non-discrimination and Equal Employment Opportunity

- A. The Arbor Vitae-Woodruff J1 School District is an equal opportunity employer. It is the policy of the District that no person may legally be discriminated against in employment by reason of their age, race, creed, color, disability, pregnancy, marital status, sex, citizenship, national origin, ancestry, sexual orientation, arrest record, conviction record, military service, member in the National Guard, state defense force or any other reserve component of the military forces of Wisconsin or the United States, political affiliation, use or non-use of lawful products off the employer's premises during non-working hours, declining to attend a meeting or to participate in any communication about religious matters or political matters, the authorized use of family or medical leave or workers compensation benefits, genetic information, or any other factor prohibited by state or federal law.

- B. This policy shall apply to hiring, placement, assignment, seniority, transfer, promotion, layoff, recall or termination. Similarly, all salaries, wages, benefit programs and personnel policies shall be administered in conformity with this policy.
- C. Reasonable accommodations in accordance with ADA and the Wisconsin Fair Employment Act guidelines shall be made for qualified individuals with a disability or handicap, unless such accommodations would impose an undue hardship to the district.
- D. Any employee who believes he or she has been discriminated against in relation to this policy may file a complaint. Responsibility for overseeing the district's equal opportunity program and investigating discrimination complaints is assigned to the district administrator.

Equal Employment Opportunity and Nondiscrimination Statement of Compliance With Federal and State Law

- A. The Arbor Vitae-Woodruff J1 School District complies with all Federal and State Laws and Regulations prohibiting discrimination, and with all requirements and regulations of the U.S. Department of Education. No protected individual shall be discriminated against, excluded from participation in, denied the benefits of, or otherwise be subject to discrimination in employment or in any educational program or activity for which the district is responsible, or for which the district receives financial assistance from the United States Department of Education. It shall be the responsibility of the district administrator, serving as the designated employee, to examine existing policies and develop new policies where needed to ensure that the Arbor Vitae-Woodruff J1 School District does not discriminate pursuant to Federal, State Law, and, if applicable, local laws.
- B. District Administrator and Principal are hereby designated as coordinators to receive inquiries and complaints regarding State and Federal Laws pertaining to discrimination:

HARASSMENT AND BULLYING

REFERENCE: Policy 3362 Employee anti-harassment

Policy 3362.01 Threatening behavior toward staff members

- A. The Arbor Vitae-Woodruff J1 School District supports an educational environment that is free of harassment, bullying or intimidation of any form. It is therefore the policy of the District that neither students nor employees will be allowed to engage in any form of harassment, bullying or intimidation toward any person.

- B. Harassment, bullying or intimidation can arise from a broad range of physical or verbal behavior which can include, but is not limited to the following: aggressive or hostile behavior that is intentional that involves an imbalance of power between the bully and the bullied, and is typically repeated over time; physical or verbal assaults; non-verbal or emotional threats or intimidation; social exclusion and isolation; extortion; the use of a computer or telecommunication to send embarrassing, slanderous, threatening, or intimidating messages; teasing, putdowns, name-calling, cruel rumors, false accusations, and hazing; victimization that is not necessarily a result of or part of an ongoing conflict; physical or mental abuse; racial insults, ethnic slurs, religious slurs; unwelcome sexual advances or touching, sexual comments or jokes, sexually explicit derogatory statements, or discriminating remarks which are offensive or objectionable to the recipient, or cause the recipient discomfort, humiliation, or interfere with the recipient's academic performance.
- C. It is the responsibility of administrators, staff members, and all students to ensure that these prohibited activities do not occur and are reported to an administrator.
- D. Any person who believes that he/she has been the subject of prohibited harassment/bullying shall report the matter to the principal, in accordance with established complaint procedures for harassment/bullying. There shall be no retaliation against any person who files a complaint under this policy. All complaints shall be investigated in a timely manner. Third party witnesses are strongly encouraged to report observed incidents of harassment/bullying to the administration. Every effort will be made, when requested, to maintain the confidentiality of witness identity, unless the witness is requested to testify in a hearing.
- E. The administration and staff will inform students that the Arbor Vitae-Woodruff J1 School District does not tolerate harassment/bullying in any form and will take all necessary and appropriate action to eliminate it, up to and including discipline of offenders. This policy will be distributed annually to all enrolled students and their parents or guardians. The policy will be provided to any person who requests it and the complaint procedure will be made available to any students or parent/guardian wishing to file a complaint.

HARASSMENT AND DISCRIMINATION

*REFERENCE: Policy 3362 Employee anti-harassment
Policy 3340 Grievance Procedure*

All School District employees have the right to work in an environment where they are treated with respect and dignity and are free of all forms of harassment. The School District will not tolerate, condone, or allow harassment by any employee or nonemployee who conducts business with the School District. Employees shall not make offensive or derogatory comments to any person, either

directly or indirectly, based on race, color, sex, religion, age, disability, sexual orientation, or national origin.

The School District considers harassment and discrimination of others to be forms of serious employee misconduct. Therefore, the School District shall take direct and immediate action to prevent such behavior, and to remedy all reported instances of harassment and discrimination. A violation of this policy can lead to discipline up to and including termination.

Definitions

Verbal Harassment: Unsolicited or unwelcome verbal conduct, including but not limited to innuendoes, degrading or suggestive comments, repeated pressure for dates, jokes, unwelcome flirtations, degrading words used to describe an individual, obscene and/or graphic descriptions of an individual's body or threats that job, wages, assignments, promotions or working conditions could be affected if the individual does not agree to or submit to unwelcome conduct.

Non-Verbal Harassment: Unsolicited or unwelcome non-verbal conduct, including, but not limited to sexually suggestive or offensive objects or pictures, inappropriate usage of voicemail, electronic messaging, email, the internet or other such sources as a means to express or obtain sexual or discriminatory material, printed or written materials including offensive cartoons, suggestive or offensive sounds, whistling, catcalls or obscene gestures.

Physical Harassment: Unsolicited or unwelcome physical contact, including but not limited to touching, hugging, massages, kissing, pinching, patting, or regularly brushing against the body of another person.

Unwelcome Harassment: For the purpose of this policy, conduct is unwelcome when the person subjected to the conduct did not solicit or incite the conduct and regarded the conduct as undesirable or offensive. Conduct may be unwelcome despite participation by the offended employee and despite the fact that the offended employee does not tell the accused the conduct is unwelcome.

Sexual Harassment:

Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly a term of condition of employment; or

- Submission to or rejection of such conduct by an employee is used as the basis for employment decisions affecting the employee; or such conduct has the purpose or effect of unreasonably interfering with an employee's work performance or creating an intimidating, hostile, or offensive working environment.

Any verbal, written, visual or physical act that creates a hostile, intimidating or offensive work environment or interferes with an individual's job performance.

Other Forms of Harassment: Persistent and unwelcome conduct or actions on the basis of race, color, religion, national origin, disability, sex, arrest or conviction record, marital status, sexual orientation, membership in the military reserve, or use or nonuse of lawful products away from work and other protected categories under federal or state law is prohibited under this policy.

Complaint Procedures

REFERENCE: Policy 3340 Grievance Procedure

Any employee encountering harassment is encouraged but not required to inform the person that his or her actions are unwelcome and offensive. This initial contact can be either verbal or in writing. The employee is to document all incidents of harassment in order to provide the fullest basis for investigation.

Any employee who believes that he or she is being harassed shall report the incident(s) as soon as possible to a supervisor or the District Administrator so that an investigation can be conducted and, if necessary, steps may be taken to protect the employee from further harassment, and so that appropriate remedial action, where appropriate, may be initiated.

The supervisor or designee shall meet with the employee and document the incident(s) complained of, the person(s) performing or participating in the harassment, any witnesses to the incident(s) and the date(s) on which it occurred and shall report their findings to the District Administrator.

The District Administrator or designee shall be responsible for investigating any complaint alleging harassment or discrimination promptly and thoroughly. In the event the complaint is substantiated, the District Administrator will take prompt and effective action to address the problem.

In the event the District Administrator is the subject of a harassment complaint under this Policy, the School Board President or his designee shall conduct the investigation and take action to address any concerns arising from the investigation.

Confidentiality

Any harassment complaint filed under this policy will be promptly investigated in a confidential manner so as to protect the privacy of persons involved. Confidentiality will be maintained throughout the investigatory process, and records will be released only if required by state or federal law.

Retaliation

The School District will not permit or condone retaliation against an employee who files a harassment complaint, makes a report of harassment, or participates in an investigation. Retaliation is a violation of this policy and shall be reported immediately. Any employee found to have retaliated against another employee for filing a harassment complaint, reporting harassment, or participating in an investigation will be subject to the same disciplinary action as provided for harassment offenders. Complaints for retaliation shall be reported and processed in the same manner as complaints for harassment.

MANAGEMENT RIGHTS

- A. The Board, on its own behalf and on behalf of the electors of the District, hereby retains and reserves unto itself, without limitation, all powers, rights, authority, duties and responsibilities conferred upon and vested in it by the laws and constitution of the State of Wisconsin, and the United States, including but without limiting the generality of the foregoing, the right:
1. To the executive management and administration control of the school system and its properties and facilities and assignment of work to the employees, that would be consistent with this Agreement;
 2. To hire all employees and subject them to the provisions of the law; to determine their qualifications and the conditions for their continued employment, or their discipline, dismissal, non-renewal or demotion or transfer of such employees, that would be consistent with this Agreement.
 3. To establish grades and courses of instruction, including special programs, and to provide for athletic, recreational and social events for students, all as deemed necessary and advisable by the Board, that would be consistent with this Agreement;
 4. To decide upon the means and method of instruction, the selection of textbooks and other teaching materials, and the use of teaching aids of every kind or nature, that would be

consistent with this Agreement.

- B. The Board shall have the right which shall include the creation, combination, modification or elimination of any position deemed advisable by the Board.
- C. The exercise of the foregoing powers, rights, authority, duties, responsibilities by the Board, the adoption of policies, rules, regulations and practices in furtherance thereof, and the use of judgment and discretion in connection therewith, shall be limited only by the specific and express terms of this Agreement, and then only to the extent such specific and express terms thereof are in conformity with the Constitution and Laws of the State of Wisconsin, and the Constitution and Laws of the United States.

SECTION III: EMPLOYMENT STATUS AND RECORDS

EMPLOYMENT AT WILL

All of the District's employees are employed "at-will", and employment is not for any definite period, unless otherwise provided by individual contract. Termination of employment may occur at any time with notice. The District's professional staff members employed under individual contracts with the Board may be terminated or non-renewed consistent with the terms of the contract and consistent with Board Policy.

DISCIPLINE, DISCHARGE & NON-RENEWAL

*REFERENCE: Policy 3139 Staff Discipline
Policy 3140 Termination, Non-renewal and Resignation*

Employees who violate state or federal law, District policies, rules, and procedures (including, without limitation, those listed in this Handbook), have unsatisfactory work performance, or whose conduct is detrimental to the interests of the District, are subject to disciplinary action up to and including termination from employment. At the sole discretion of the District, various types of employee discipline may be imposed which may include, but not be limited to: verbal warning, written warning, suspension with or without pay, and termination of employment. None of these disciplinary measures are required to be used before discharge from employment occurs, nor are the listed actions required to be used in any specific order. Nothing in this Handbook shall be construed to establish a "just cause" standard for discipline or discharge or otherwise require progressive discipline.

Grounds for discipline include, but are not limited to the following:

1. Failure to correct behavior as required in verbal reprimands.
2. Dishonesty or falsification of records.
3. Insubordination (Refusal to obey reasonable orders, insolence, etc.)
4. Theft or destruction of school equipment or property.

5. Drinking intoxicants while on duty.
6. Use of drugs while on duty, other than prescribed by a physician.
7. Unauthorized use of school equipment or property, unused supplies, keys, employee identification badges or any other item issued by the District.
8. Condition brought about from use of drugs or intoxicants away from work which interferes with job performance, efficiency or discipline. Employees suspected of such a condition may be required to obtain a statement from a physician, designated by the District Administrator, at District expense, prior to returning to work.
9. Fighting or creating a disturbance or creating discord among fellow employees, students, or parents.
10. Possession of a dangerous weapon while on duty.
11. Sleeping on duty.
12. Absence from work without approval.
13. Gambling on school property or while on duty.
14. Disclosure of confidential information.
15. Violation of district rules and policies.

The District may also non-renew employees, at its sole discretion and in accordance with Section 118.22, Wisconsin Statutes. While §§ 118.22 and 118.24 set forth mandatory deadlines for renewal and non-renewals, nothing in the statutes prevents the board and the teacher or administrator from mutually agreeing to modify or terminate his or her contract.

Deadlines	Required Notices	
April 30	Preliminary Notice of Nonrenewal	Board must inform teacher in writing that board is considering nonrenewal and that, if teacher files request with board within 5 days after receiving preliminary notice, teacher has right to private conference with board prior to written notice of nonrenewal.
May 15	Formal Notice	Board must give the teacher written notice of renewal or non-renewal. If no notice given the contract in force shall continue for the ensuing school year.
June 15	Teacher Acceptance or Rejection	If the teacher receives renewal notice, or if the teacher does not receive any notice, the teacher must accept or reject in writing the contract by this date.

LIQUIDATED DAMAGES

Liquidated damages may exist for contracted staff as stated in individual contracts. Notice of intent to resign must be in writing and delivered to the District Administrator. Resignation is effective upon acceptance by the Board.

PERSONNEL RECORDS

REFERENCE: Policy #8320 Personnel Records

- A. Personnel files shall be maintained for each employee and may contain such information as an application, credentials, transcripts, references and other pertinent information concerning the employee. Individual personnel records shall be maintained in accordance with state and federal laws and regulations, including Wisconsin Statutes 103.13.
- B. An employee shall have the right upon request, by appointment, to review the contents of his or her personnel file added subsequent to employment by the School Board as provided by law.
- C. If an employee desires to review his or her personnel records, he/she should contact the District Administrator's office for an appointment. Consistent with applicable law, the district will allow employees to inspect their personnel records twice a year and within seven (7) working days after the employee makes the request for inspection.

PROFESSIONAL ATTIRE

All employees represent the District and are expected to set an example in their dress and grooming. Therefore, employees are expected at all times during scheduled working hours to wear attire that defines a professional atmosphere to students, parents, and the public. Dress or attire that the District believes adversely affects the educational atmosphere as unsafe, disruptive, or inappropriate is not allowed. Employees who appear for work inappropriately dressed will be addressed in a private conference with their supervisor, building principal, district administrator, or designee.

TOBACCO, DRUG AND ALCOHOL FREE WORKPLACE

Reference: *Policy #3122.01 Drug free workplace*
Policy #3170 Substance abuse
Policy #3215 Use of tobacco

- A. The School District does not permit the use of tobacco products or vaping materials in any of the district facilities or on district property. Violation of this policy will result in discipline, up to and including termination.
- B. The District recognizes alcohol and other drug abuse as a potential health, safety and security problem, and it is the district's intent and obligation to provide a drug-free, healthful, safe and secure work environment. Therefore, the use, sale, purchase, manufacture, distribution, dispensation, possession or presence in one's system of alcohol or a controlled substance on school District premises or while conducting District business off premises (e.g. chaperoning or supervising students) is absolutely prohibited by the District. The policy will be applied in a

manner that is consistent with the District's obligations under state and federal disability laws.

- C. All employees are advised that remaining drug and alcohol free on school premises or while conducting District business off premises is a condition of continued employment with the District. Any employee who fails to remain drug and alcohol free will face discipline up to and including termination. The District may require an employee to undergo a drug or alcohol test when the district has a reasonable suspicion that the employee is in violation of this rule. The employee will be referred to a certified testing laboratory for completion of the test.
- D. Employees must, as a condition of employment, abide by the terms of this policy. In addition, an employee must notify the district of any criminal drug statute conviction for a violation occurring on District premises or while conducting District business off premises. Anyone violating this policy may be terminated.

COMMUNICATION

Reference Communication Policies

Policy 7530.02 Staff Use of Personal Communication Devices

Policy 7542 Access to District Technology Resources from Personally-Owned Personal Communication Devices

Policy 7530.01 Board-Owned Personal Communication Devices

Policy 7540.04 Staff Education Technology Acceptable Use and Safety

The District is committed to providing technology resources that allow employees to communicate effectively with all employees in the District.

A. Electronic Communications

1. Electronic communications are protected by the same laws and policies and are subject to the same limitations as other types of media. When creating, using or storing messages on the network, the user should consider both the personal ramifications and the impact on the District should the messages be disclosed or released to other parties. Extreme caution should be used when committing confidential information to the electronic messages, as confidentiality cannot be guaranteed.
2. The District may review email logs and/or messages at its discretion. Because all computer hardware, digital communication devices and software belong to the District, users have no reasonable expectation of privacy, including the use of email, text-message and other forms of digital communications, e.g. voicemail, Twitter™, Facebook™, etc. The use of the District's technology and electronic resources is a privilege which may be revoked at any time.

3. Electronic mail transmissions and other use of the District's electronic communications systems or devices by employees shall not be considered confidential and may be monitored at any time by designated District staff to ensure appropriate use. This monitoring may include, but is not limited by enumeration to, activity logging, virus scanning, and content scanning. Participation in computer-mediated conversation/discussion forums for instructional purposes must be approved by curriculum and District administration. External electronic storage devices are subject to monitoring if used with District resources.

B. User Responsibilities:

Network/Internet users (students and District employees), like traditional library users or those participating in field trips, are responsible for their actions in accessing available resources. The following standards will apply to all users (students and employees) of the Network/Internet:

1. The user in whose name a system account is issued will be responsible at all times for its proper use. Users may not access another person's account without written permission from an administrator or immediate supervisor.
2. The system may not be used for illegal purposes, in support of illegal activities, or for any other activity prohibited by District policy.
3. Users shall not redistribute copyrighted programs or data without the written permission of the copyright holder or designee. Such permission must be specified in the document or must be obtained directly from the copyright holder or designee in accordance with applicable copyright laws, District policy, and administrative regulations.
4. A user must not knowingly attempt to access educationally inappropriate material. If a user accidentally reaches such material, the user must immediately back out of the area on the Internet containing educationally inappropriate material. The user must then notify the building administrator and/or immediate supervisor of the site address that should be added to the filtering software, so that it can be removed from accessibility.
5. A user may not disable internet tracking software or implement a private browsing feature on District computers or networks. Browsing history shall only be deleted by authorized staff or in accordance with the District's technology department's directives.

C. Guidelines for Electronic Communication with Students: Authorized Personnel may communicate through electronic media with students who are currently enrolled in the District only within the following guidelines:

1. The employee shall limit communications to matters within the scope of the employee's

professional responsibilities (e.g., for classroom teachers, matters relating to class work, homework, and tests).

2. If an employee receives an unsolicited electronic contact from a student that is not within the employee's professional responsibilities (e.g., for classroom teachers, matters relating to class work, homework, and tests), the employee shall not respond to the student using any electronic media except to address a health or safety emergency.
3. The employee is prohibited from communicating with students through a personal social network page; the employee must create a separate social network page ("professional page") for this purpose. The employee must enable administration and parents to access the employee's professional page.
4. Only a teacher, coach, or other employee who has an extracurricular duty may communicate with students through text messaging. The employee may communicate only with students who participate in the extracurricular activity over which the employee has responsibility.
5. Employees shall not intentionally communicate with any student between the hours of 5:00 p.m. and 7:00 a.m. on non-school related topics unless the employee has supervisory responsibilities for the student at that time. An employee may, however, make public posts to a social network site, blog, or similar application at any time.
6. Upon request from administration, an employee will provide the phone number(s), social network site(s), or other information regarding the method(s) of electronic media the employee uses to communicate with any one or more currently enrolled students.
7. The employee continues to be subject to applicable state and federal laws, local policies, administrative regulations, including:
 - a. prohibitions against soliciting or engaging in sexual conduct or a romantic relationship with a student.
 - b. confidentiality of student records.
 - c. Confidentiality of other District records, including educator evaluations, credit card numbers, and private email addresses.
 - d. Upon written request from a parent, the employee shall discontinue communicating with the parent's minor student through email, text messaging, instant messaging, or any other form of one-to-one communication.
 - e. An employee may request an exception from one or more of the limitations above by submitting a written request to District Administrator.

D. Retention of Electronic Communications and other Electronic Media: The District archives all non-spam emails sent and/or received on the system in accordance with the District's adopted record retention schedule. After the set time has elapsed, email communications may be discarded unless the records may be relevant to any pending litigation, pending public records request, or other good cause exists for retaining email records.

E. Electronic Recording: Employees shall not electronically record by audio, video, or other means, any conversations or meetings unless each and every person present has been notified and consents to being electronically recorded. Persons wishing to record a meeting must obtain consent from anyone arriving late to any such meeting. Employees shall not electronically record telephone conversations unless all persons participating in the telephone conversation have consented to be electronically recorded. These provisions are not intended to limit or restrict electronic recording of publicly posted Board meetings, grievance hearings, and any other Board sanctioned meeting recorded in accordance with Board policy. These provisions are not intended to limit or restrict electronic recordings involving authorized investigations conducted by District personnel, or authorized agents of the District, or electronic recordings that are authorized by the District, e.g. surveillance videos, extracurricular activities, voicemail recordings.

F. Compliance with Federal, State and Local Law: For all electronic media, employees are subject to certain state and federal laws, local policies, and administrative regulations, even when communicating regarding personal and private matters, regardless of whether the employee is using private or public equipment, on or off District property. These restrictions include

1. Confidentiality of student records.
2. Confidentiality of other District records, including educator evaluations and private email addresses.
3. Confidentiality of health or personnel information concerning colleagues, unless disclosure serves lawful professional purposes or is required by law.
4. Prohibition against harming others by knowingly making false statements about a colleague or the District.

G. Personal Web Pages: Employees may not misrepresent the District by creating, or posting any content to, any personal or non-authorized website that purports to be an official/authorized website of the District. No employee may purport to speak on behalf of the District through any personal or other non-authorized website.

I. Disclaimer: The District's electronic systems are provided on an "as is, as available" basis. The District does not make any warranties, whether expressed or implied, including, without limitation, those of merchantability and fitness for a particular purpose with respect to any services provided by the system and any information or software contained therein. The District does not warrant that the functions or services performed by, or that the information or software contained on the system will meet the system user's requirements, or that the system will be uninterrupted or error-free, or that defects will be corrected. Opinions, advice, services, and all other information expressed by system users, information providers, service providers,

or other third-party individuals in the systems are those of the individual or entity and not the District. The District will cooperate fully with local, state, or federal officials in any investigation concerning or relating to misuse of the District's electronic communications system.

SECTION IV: EMPLOYEE PROVISIONS

TEACHER PLACEMENT AND WORK SCHEDULE

REFERENCE: Policy #3132 Vacancies

Administration will make the final decision on teacher placement.

- A. The Board retains the right to establish hours for the school day. Employees are also required to all attend all staff meetings at regularly scheduled times, parent teacher conferences and open houses. Employees may be disciplined in case of late arrival or early leaving during the working day.
- B. Schedules for the school year shall be established prior to June 15th of each year except in unusual cases where the employees will be notified of schedules as soon as possible.
- C. The Administration shall be directed to distribute the duties of all full-time employees in the system so that each employee is provided a 30 minute duty-free lunch break and attempt to provide equitable preparation time breaks within each student day.

POSTING VACANCIES

All vacancies for professional and support staff positions will be communicated to the all staff as soon as they are known by the Administration. In the event vacancies occur during the summer, an all-staff email will be disseminated. Any employee wishing to make an in-house transfer to an open position, will be given due consideration before posting externally.

ATTENDANCE

Regular attendance is required of every District employee. It is the employee's responsibility to be on the job on time each day, ready to work, to return on time from scheduled breaks and lunch breaks, and to remain working until the end of the scheduled shift. Although there are justifiable reasons to take off from work, employment assumes the availability for work and excessive absenteeism and/or excessive tardiness will lead to discipline, including discharge.

Reporting If an employee must be absent or late on any work day, he/she is to notify the District Administrative Assistant, *prior to 6:00 a.m.*

Guest Teacher Folder Teachers (Support Staff, when applicable) are expected to have a substitute folder for use when the employee is absent from school. The folder must be left in a visible place or there must be a note designating where it can be located. The folder should include information on student seating and other helpful hints to assure safe and productive instruction occurs while the teacher is out. If possible for unplanned absences, but required for pre-planned absences, the teacher should provide a detailed lesson plan that aligns to the topic being studied and refrain from busy work unrelated to course objectives. It is important to view these days as continuous instruction days and not as “free days” for the students. Teachers are responsible to follow up on substitute recommendations and referrals for student misconduct. The Crisis Binder should be included with the sub materials.

Absence An absence due to the employee’s own accident or illness will be considered an excused absence. If an employee is absent due to an accident or illness for three consecutive days, he or she may be required to provide a written excuse, and, at Administration's option, a release for Return to Work, signed by a licensed medical provider .

Unless approved by District Administrator , an absence for any other reason will be considered an unexcused absence, and each scheduled work day that an employee is absent is a separate incident. Unexcused absences from work for two scheduled work days without calling in or notifying the employee’s supervisor is considered a voluntary resignation.

Tardiness Tardiness, unless due to emergency conditions excused by Principal/District Administrator, is never warranted. Excessive tardiness will result in disciplinary action, including dismissal.

EMPLOYEE PERFORMANCE EVALUATION

Reference: *Policy #3 Evaluations*

The Arbor Vitae-Woodruff J1 School District seeks to employ, retain, and promote highly competent and productive personnel. The District defines standards for performance that promotes the achievement of students including professional knowledge, instructional planning, instructional delivery, assessment for and of learning, learning environment, and professionalism. The District also evaluates employees based on their job description.

- A. Teacher (includes certified teaching staff). The District evaluates teachers using the evaluation system aligned with the State Educator Effectiveness Model and WI State Teaching Standards.
- B. Paraprofessional and Instructional Aides,. The District Administrator evaluates employees annually using a District specified evaluation tool.

DISTRICT CALENDAR

The Board of Education shall set the yearly calendar in compliance with State requirements. According to DPI, calendars will be based upon at least 437 hours of direct pupil instruction in kindergarten, at least 1,050 hours of direct pupil instruction in grades 1 through 6 and at least 1,137 hours of direct pupil instruction in grades 7 to 12. The Board of Education shall determine if school closings will be made up.

STUDENT HOURS OF ATTENDANCE

Minimum of 1,137 hours of instruction per Wisconsin DPI requirements.

SCHOOL CLOSURE

Should inclement weather or other emergency situations require the district to close school, automated calls will be placed to staff using the automated message system. Local television and radio stations will also be notified. It is understood that staff and students may be required to make up days lost due to inclement weather or other emergency situations, if required by Wisconsin Statutes or the Board of Education when the district schools have been closed because of inclement weather or other emergency situations.

In the event there is a school closure, all extra-curricular activities will be canceled, with the only exception being those that are approved by the District Administrator

SCHOOL CLOSURE MAKE UP AGREEMENT

The Board agrees to continue compensation for all employees for the first two canceled days, due to inclement weather, of a school year. For every canceled day thereafter, time will need to be made up. Note: The District administrator will make the decision as to the severity of the weather (i.e., cold weather vs. hazardous driving) to be in attendance for 12 month employees.

For every canceled day thereafter for Contractual employees, employees will be given different opportunities to make up the canceled days prior to June 30. These opportunities will be at the discretion of the district administrator.

Hourly employees may use PTO (not sick days) to cover hours not worked. If hourly employees don't have PTO or choose not to use PTO, these days will be unpaid by the district. Hourly employees choosing to use PTO will be expected to notify the finance department of that decision within two business days.

PROFESSIONAL DEVELOPMENT AND REMUNERATION

Employees under this contract who incur expenses (registration, fees, lodging, meals and mileage) in carrying out their authorized duties shall be reimbursed by the District upon submission of an approved voucher and such supporting receipts as required by the Administration. Such expenses may be approved and incurred within budgetary allocations and in accordance with established procedures.

- A. Travel Both in-district and out-of-district travel may be reimbursed. The mileage reimbursement rate shall be based upon the prevailing Internal Revenue Service approved rate.
- B. Meal Expenses Cost of meals while traveling to, from and while attending the approved activity, including taxes and tips, is allowed. Original itemized receipts are required for a single meal reimbursement. No reimbursement is allowed for the cost of alcoholic beverages. Meal expenses will be granted only for overnight stays. Meals will be capped at the IRS rate.
- C. Lodging If an employee is attending an approved activity as a representative of the District, the room limit for the approved dates will be the single rate accommodations that are provided through the activity.

SECTION V: EMPLOYEE PAY AND BENEFITS

REFERENCE: Policy #3431 Employee Leaves

PAID LEAVE

Paid leave (PTO, Sick, Vacation) is credited at the beginning of each fiscal year. The fiscal year begins July 1st and ends June 30th of each successive year of contracted employment. It is the responsibility of the employee to record the use of paid leave in accordance with the district protocol. Leave forms must be filled out completely and turned in to the appropriate supervisor prior to leave becoming officially granted. Emergency leave will be granted as officially recorded by office staff until the employee is capable of filing the appropriate leave form. The District Office will report the official record of leave to the employee on a request-only basis.

Paid Leave Use

- A. Paid leave shall be paid for any absence from work given the proper notice and arrangement for absence listed below has been followed:
 - 1. Request for leave (planned in advance) has been given in writing to the immediate supervisor at least twenty four (24) hours prior to day of absence and the type of leave has been selected.
 - 2. Request for leave (called in on day of absence) has been completed following district guidelines for emergency absence and the type of leave has been selected.
- B. Paid leave may be allowed in increments of full or half days.

- C. *Half-day paid leave* is applicable when the leave requested transitions between 11:00 am and 1:00 pm on any scheduled day of work and is available to full-time employees only; **Request for leave of less than the Half-day paid leave option may be approved by the employee's immediate supervisor if the employee making the request has found proper coverage for the employee's scheduled responsibilities. Such leave will not result in a deduction of leave. Said coverage will not be compensated.*
- D. Not more than three (3) employees may be out on paid leave (planned in advance) at any one time.
- E. A leave request that extends a scheduled “break” in the school calendar (i.e. spring break, winter break, or Thanksgiving) will be granted with the following stipulations: 1) Employee will not be paid for the date(s) requested off and will not be allowed to use paid leave of any type, and 2) Employee will be responsible for reimbursement of insurance coverage during the date(s) of absence(s). **(Please see Appendix A for estimated costs)**
- F. In the event of a serious health condition or unforeseen life event of a spouse, child, domestic partner or parent, employees covered in this handbook may request to the District Administration for consideration of leave, in addition to the currently offered leave days, if said condition or event qualifies as leave under the Family Medical Leave Act (FMLA) requirements.

PAID TIME OFF

Status	PTO	Carry Over
FT & PT, 12 month and School Year	2 days per year	Employees have the option to carryover one PTO day to the following year, maximum of 3 days in any given contract year.

NOTE:

- Not more than three (3) employees may be out on paid leave (planned in advance) at any one time.
- PTO days may not be used during the WI Forward Testing week for staff working with grades 3-8.
- PTO days may not be used during the last two weeks of school.

SICK LEAVE

Reference: Policy #3432 Employee Sick Leave

Status	Sick Leave Days
FT & PT, 12 month	10 days per year
FT & PT, School year	8 days per year

NOTE:

Sick days can not be used as PTO Days. PTO days may be used for sickness if sick days have been exhausted.

Sick leave days can carry over and can be accrued to a maximum of 40 days.

Sick days earned after 7/1/2011: There is no payout for unused paid sick leave. Held sick days and newly accrued paid leave will hold no monetary value.

Sick leave earned prior to 7/1/2021: Held sick leave days from prior to 7/1/2011 – Grandfathered employees shall have access to currently held sick leave days. Held sick leave days will not expire if unused and will be contributed to the employee's Health Reimbursement Account upon retirement at the rate of \$85.00 per day for teachers, and \$25.00 per day for support staff. Teachers previously selling sick days will be compensated at the rate of \$35.00 per day for each day sold at the time of retirement.

VACATION

Contracted Employees

Contract language will define the number of vacation days per year as negotiated with each contracted employee.

Non-Contract 12 Month, FT Employees

After one year of employment	Five (5) days
After two years of employment	Ten (10) days
After eight years of employment	Fifteen (15) days
After fourteen years of employment	Twenty (20) days

Note:

Employees hired after July 1, will be credited with prorated vacation to the following July 1. The District Administrator may grant new employees credit for years of experience.

No Accumulation: Vacation must be taken during the current school year and shall not accumulate from year to year.

July 1 shall be the vacation anniversary date for all employees.

Termination: Upon retirement or termination of employment, 12 month full employees will be paid for accrued and unused vacation time on a prorated basis based on wage at time of accrual.

The District will not pay additional salary in lieu of vacation not used, nor provide advanced payment of vacation pay.

12 Month employees may take vacation on a day-to-day basis, with approval of the District Administrator or Principal, so long as it does not disrupt the needs of the District or result in the payment of overtime to other employees.

PAID HOLIDAYS

12 Month Full-time and Part-time Employees

Receive ten (10) paid holidays per year at the employee’s base hourly rate of pay. The holidays which these employees will be compensated for are as follows:

- | | |
|-------------------------------|--------------------|
| Labor Day | New Year’s Eve Day |
| Thanksgiving Day | New Year’s Day |
| Friday after Thanksgiving Day | Good Friday |
| Christmas Eve Day | Memorial Day |
| Christmas Day | Independence Day |

Eligibility: In order for the 12-month employee to receive pay for any of these holidays, the employee must be on the payroll for the pay period during which the holiday falls. The employee must be in attendance on the work day immediately preceding and following the holiday to be eligible for holiday pay, except when an employee is on approved absence. If the holiday falls on a Saturday or Sunday, twelve-month employees shall be granted a day off, mutually agreed upon, corresponding to a day students are not in school.

School Year Full-time and Part-time Support Staff:

Receive four paid holidays per year at their normal rate of pay. Holidays which the employees will be compensated for are as follows:

- Labor Day,
- Thanksgiving Day
- Christmas Day
- Memorial Day

SHORT TERM/LONG TERM DISABILITY

In the event an employee becomes eligible for benefits under the District's short term or long term disability insurance program, the employee will no longer receive paid leave.

LEAVE WITHOUT PAY

Reference: Policy 3431 Employee Leaves

Employees requesting unpaid leave must exhaust all other avenues of paid leave before being granted their request. Employees being granted unpaid leave days are held responsible for the daily cost of their health and dental insurance. Employees will incur Health and Dental insurance costs on the 1st day of unpaid leave. No more than 5 days of unpaid leave days will be allowed per fiscal year.

REPORTING PROCEDURE "EMERGENCY ABSENCE – DOCTORS CERTIFICATE

If at all possible, each employee shall be required to inform district appointed staff prior to his/her normal daily starting time of his/her need to be absent. It is the responsibility of the employee to make a documentable effort to communicate such absence in a manner that will allow the district to find suitable replacement for the time requested for absence. The district appointed staff member will record the request for absence as an emergency and report it to the employee's immediate supervisor. Nothing in this section shall be interpreted as limiting the District's ability to discipline or discharge employees for excessive absenteeism.

JURY DUTY LEAVE

Subject to the provision on "Payment for Time Out on Jury Duty" (see below), a non-accumulative paid leave for as much time as is required will be provided to an employee to serve on a jury for which he or she is summoned by the court when such duty occurs during the employee's work hours. No paid leave will be provided for jury duty that occurs outside of the employee's regular work hours or work days.

A. Employee Notice

An employee must notify his or her immediate supervisor as soon as notice of jury duty is received. Also, the employee is expected to contact his or her immediate supervisor immediately upon termination of jury duty or when temporarily relieved of jury duty.

B. Payment for Time Out on Jury Duty

An employee who is unable to report for work because of jury duty will be paid the regular hours he or she is scheduled to work. The employee will send a copy of the check received from serving on the jury to the District Administrator and/or his/her designee and will remit the total value of the compensation to the district. The employee will not suffer any loss of benefits that would be accrued during this time (i.e. sick leave, health insurance, vacation, etc.) or loss of any salary adjustment to which the employee is entitled. The time required for any employee to serve on jury duty will not be deducted from paid leave or vacation time the

employee has earned or will earn in the future.

BEREAVEMENT LEAVE

- A. Bereavement/Funeral Leave for a Death in the Immediate Family - In the event of death in an employee's immediate family, the employee shall be allowed per occurrence three (3) days off work with pay. Such days shall not be deducted from the employee's paid leave. Immediate family includes: spouse, parent(s), domestic partner, children, brother, sister, grandchildren, grandparent, step-relatives of the same relationship as provided herein of the employee and his or her spouse.
- B. Bereavement/Funeral Leave for a Death of an Individual Outside of the Immediate Family - Employees shall be granted one day with pay per occurrence to attend funerals of aunts, uncles, nieces, nephews, first cousins and other individuals residing in the employee's household. Such days shall not be deducted from the employee's paid leave.
- C. Additional Bereavement Leave - In extenuating circumstances, additional days may be granted by the District Administrator or his/her designee. Such additional days, at the option of the employee, shall be deducted from the employee's paid sick leave if the employee wants leave to be paid.
- D. Part-time Employee - Part-time employees will receive bereavement leave on a prorated basis based upon the number of hours they are scheduled to work. The prorated amount shall be based on the assumption that a full-time employee works 2,080 hours per year.

UNIFORMED SERVICES

Employees performing duty, whether on a voluntary or involuntary basis, in a uniformed service shall be granted a leave of absence without pay in accordance with the provisions of federal law, state law, and this *Handbook*. The "uniformed services" consist of the following [20 CFR§ 1002.5 (o)]:

Army, Navy, Marine Corps, Air Force and Coast Guard

Army Reserve, Naval Reserve, Marine Corps Reserve, Air Force Reserve and Coast Guard Reserve

Army National Guard and Air National Guard

Commissioned Corps of the Public Health Service

Any other category of persons designated by the President in time of war or emergency

- A. Seniority/Length of Service during Uniformed Services Leave - Employees shall continue to accrue length of service for wage/salary increments, if applicable, and all other purposes where length of service is a factor. The employee's absence shall not be construed as a break in service for any purpose.

Reemployment rights extend to persons who have been absent from a position of employment because of "service in the uniformed services." "Service in the uniformed services" means the performance of duty on a voluntary or involuntary basis in a uniformed service, including:

Active duty and active duty for training

Initial active duty for training

Inactive duty training

Full-time National Guard duty

Absence from work for an examination to determine a person's fitness for any of the above types of duty

Funeral honors duty performed by National Guard or Reserve members

Duty performed by intermittent employees of the National Disaster Medical System (NDMS), which is part of the Department of Health and Human Services, when activated for a public health emergency, and approved training to prepare for such service (added by Pub. L. 107-188, June 2002). See 42 U.S.C. § 300hh-1led).

- B. Request for Uniformed Services Leave - When time permits, the request for a reserve military leave should be as far in advance as possible so the employer can adequately plan for the absence. Whenever possible, the request should be accompanied by a copy of the reservist's military orders. The request shall be submitted to the District Administrator or his/her designee.

UNPAID LEAVES OF ABSENCE

Reference: Policy #3430.02 FMLA (Family Medical Leave Act)

Medical Leave

- A. Application Procedures All requests for an unpaid medical leave of absence, other than emergencies, must be submitted to the District at least thirty (30) business days prior to the anticipated beginning of the leave. Such application will be reviewed and processed by the District Administrator and shall be granted or denied in his/her sole discretion. The request must be accompanied by a physician's statement attesting to the disability and anticipated duration of the leave. The District reserves the right to request interim statements from the physician. The unpaid medical leave of absence shall not exceed one (1) calendar year, unless the employee is eligible for long-term disability benefits. If the employee is eligible for long-term disability benefits, the District shall grant an unpaid medical leave due to disability for up to a total leave period of twenty-four (24) months.

- B. Benefits During Leave

Length of service and other benefits shall not accrue during such leave.

The employee may continue health insurance during the leave of absence by remitting the full premium amounts to the District. The continuation of health insurance at the employee's expense is contingent upon the health insurance carrier allowing such a benefit. If the premium is not received by the first of the month, the employee's insurance coverage shall be terminated,

During the unpaid leave, the employee shall retain accumulated paid leave, but shall not accrue any additional paid leave during the unpaid leave.

- C. Placement upon Return from Leave The employee shall notify the District Administrator or his/her designee of the employee's intent to return to work at least forty-five (45) days prior to the expiration of the leave. If the employee does not provide such notice, he/she will be deemed to have resigned from his/her position with the District as of the expiration date of the leave. Upon return from any leave of absence, the employee may be returned to his or her former position, if available. If the former position is not available as determined by the District, the employee shall be returned to a position equivalent in terms of percentage of contract unless the employee's percentage of contract was reduced or increased due to nonrenewal or layoff, whichever is applicable.

The employee shall be eligible to return to duty from an unpaid medical leave of absence when he/she is physically able provided:

1. The employee has previously indicated his/her intent to return to duty following the expiration of the medical leave.
2. The employee provides his/her physician's certification that he/she is able to return to work. The District reserves the right to designate another physician to verify or refute the employee's physician's certification. If the two physicians' certifications are in conflict, a third mutually agreed to physician will issue a physician's certification. The third physician's certification will be binding on the parties. The District will pay all costs associated with the second and third physician's certification.

- D. Failure to Return after Expiration of Leave In the event the employee does not return to work following the expiration of the leave, and subject to applicable legal restrictions, he/she will be deemed to have resigned his/her position with the District and waived any and all rights to further employment by the District.
- E. Interaction with Family and Medical Leave Provisions Unpaid medical leave, the term of such leave and participation in insurance programs under this section as provided for above shall be concurrent with any leave(s) provided for under the Wisconsin Family and Medical Leave Act and/or under the federal Family and Medical Leave Act.

Child Rearing Leave

- A. Application Procedures The employee shall make written application for an unpaid child rearing leave to the District Administrator at least **30** business days in advance unless the employee is unable to provide such notice due to medical reasons, or in the case of an adoption, the teacher is unable to provide such advance notice due to the placement requirements of the adoption process. The application for an unpaid child rearing leave shall

include acceptable medical or legal (for adoption) verification and the anticipated date of beginning the leave and return to work. Such application will be reviewed and processed by the District Administrator and shall be granted or denied in his/her sole discretion.

B. Duration of the Unpaid Child Rearing Leave The maximum length of the leave shall be in accordance with FMLA provisions. Shorter leave and/or an early return from the leave shall only be upon the mutual agreement of the teacher and the Board.

C. Benefits During the Unpaid Child Rearing Leave: Child rearing leave is an unpaid leave after all of the sick leave has been utilized.

During the unpaid child rearing leave, the teacher may continue participation in insurance programs at his/her own expense subject to approval of the carrier. If the premium is not received by the first of the month, the teacher's insurance coverage shall be terminated.

During the unpaid child rearing leave, the teacher shall retain accumulated paid leave, but shall not accrue any additional paid leave during the unpaid child rearing leave.

D. Return from the Unpaid Child Rearing Leave The employee shall notify the District Administrator or his/her designee of the employee's intent to return to work at least forty-five (45) days prior to the expiration of the leave. If the employee does not provide such notice he/she will be deemed to have resigned from his/her position with the District as of the expiration date of the leave. Upon return from any leave of absence, the employee may be returned to his/her former position, if available. If the former position is not available as determined by the District, the employee shall be returned to a position equivalent in terms of percentage of contract unless the employee's percentage of contract was reduced or increased due to nonrenewal and/or layoff, whichever is applicable.

E. Interaction With Family and Medical Leave Provisions: Child rearing leave, the term of such leave and participation in insurance programs under this section as provided for above, shall run concurrent with any family leave(s) provided for under the Wisconsin Family and Medical Leave Act and/or under the Federal Family and Medical Leave Act.

Unpaid Leave of Absence - For Other than Medical and Child Rearing Reasons

Policy #3161 Unrequested leaves of absence/Fitness for duty

A. Application Procedures All requests for other unpaid leave of absence, other than emergencies, must be submitted to the District at least 30 days prior to the anticipated beginning of the leave. Such application will be reviewed and processed by the District Administrator and shall be granted or denied at his/her discretion. The unpaid leave of absence shall not exceed one (1) calendar year.

B. Benefits During Leave Length of service and other benefits shall not accrue during such leave.

The employee may continue health insurance during the leave of absence by remitting the full premium amounts to the District. The continuation of health insurance at the employee's expense is contingent upon the health insurance carrier allowing such a benefit. If the premium is not received by the first of the month, the employee's insurance coverage shall be terminated.

During the unpaid leave, the employee shall retain accumulated paid leave, but shall not accrue any additional paid leave during the unpaid child rearing leave.

C. Placement upon Return from Leave

The employee shall notify the District Administrator or his/her designee of the employee's intent to return to work at least forty-five (45) days prior to the expiration of the leave. If the employee does not provide such notice he/she will be deemed to have resigned from his/her position with the District as of the expiration date of the leave. Upon return from any leave of absence, the employee may be returned to his or her former position, if available. If the former position is not available as determined by the District, the employee shall be returned to a position equivalent in terms of percentage of contract unless the employee's percentage of contract was reduced or increased due to nonrenewal or layoff, whichever is applicable.

BENEFITS

Insurance

There are two plan options this year, and an Election Form must be completed for everyone taking our health insurance

Ø SimplyOne: Marshfield Clinic's health system is the only network.

Ø Premier: Is our current plan, which includes Marshfield Clinic, Aspirus, Mayo, UW Health

SimplyOne will be our base plan, and will be offered at no cost to the employee.

In order to remain with our Premier Plan, you will have to pay 10% of the premium.

You will need to complete the Election Form indicating your choice. If we do not receive an election form, you will automatically be enrolled in the SimplyOne Plan effective 7/1/2024.

- A. Health Insurance The District shall offer a “High Deductible Plan” with deductibles to be defined on an annual basis. The District will contribute 100% of the premium for eligible employees (full-time employees working 37.5-40 hours a week).

Employees who are eligible for health insurance from the District but who can demonstrate that they have other health coverage may elect through the cafeteria plan to receive additional payment of cash compensation in lieu of receiving the District’s health insurance coverage. The value of the option is \$3,000 and will be disbursed in equal installments over the number of employee paychecks per year. Employees who choose the “cash in lieu” option shall be able to enroll in the District’s health plan at a later date pursuant to the carrier’s late enrollment terms, timelines, and conditions of re-entry or during annual open enrollment period.

- B. Dental Insurance The District shall provide a dental insurance plan with a \$1,500/year maximum. The District shall pay 100% toward the monthly premium for eligible employees (full-time employees working 37.5-40 hours a week).

- C. Cafeteria Plan (Health and Dental)

The District shall provide at its expense a cafeteria plan within the meaning of Section 125 of the Internal Revenue Code of 1986, as amended (the “code”), allowing for pre-tax payment of premium contributions. It shall be the responsibility of the employee to pay the employee portion of the employment taxes which may be imposed upon any additional cash payments paid to the employee under the cafeteria plan, including, by way of illustrations and not limitation, FICA taxes.

D. Life Insurance

The DISTRICT shall pay the entire cost of a Group Life Insurance plan for employees who qualify for eligibility within the Wisconsin Retirement System. Qualifying employees also have the option to purchase additional life insurance at the employee’s expense.

E. Worker’s Compensation

AS REQUIRED BY THE STATE OF WISCONSIN, WORKERS COMPENSATION COVERAGE SHALL BE PROVIDED BY THE DISTRICT FOR ALL EMPLOYEES.

If you are involved in an accident while working, or witness an accident, you must report the incident to PRINCIPAL OR DISTRICT ADMINISTRATOR immediately. You will be required to report to the School Nurse and complete a written report related to the accident WITHIN 24 HOURS OF INCIDENT or before leaving duties the same day of the accident.

F. Short-term and Long-term Disability *subject to potential carrier changes**

The District will offer a Voluntary (Employee Paid) Short-Term Disability Plan. Employees need to be statused at a minimum of at least 17.5 hours per week to qualify for this benefit.

The District will offer a Non-Contributory (Employer Paid) Long-Term Disability Plan. Employees need to be stasured a minimum of 17.5 hours per week to qualify for this benefit.

TAX SHELTERED ANNUITY PROGRAM

A tax-sheltered annuity program (Section 403(b)) and a Deferred Compensation Plan (Section 457) will be available to employees.

WISCONSIN RETIREMENT SYSTEM

The District shall make the full employer portion of the WRS contribution as determined by the Employee Trust Fund Board for all eligible employees. All employees eligible for the WRS shall make the employee portion of the WRS contribution as determined by the Employee Trust Fund Board.

Any employee currently receiving WRS payments may not be eligible to receive group insurance or any other matching in kind payments.

HEALTH REIMBURSEMENT ACCOUNT

A. The Board shall provide annual contributions into a Health Reimbursement Account (HRA) to be used for Health Premiums only, based on the following employee classification:

Administration 9, 10 and 12 month full time employees	\$3,000 or per Contract
Full Time, 12 Month Professional Employees	\$3,000
Full Time, School Year Professional employees	\$2,000
FT Support Staff, 12 month employees	\$1,000
FT School Year Support Staff stasured at 37.5 – 40 hrs/week	\$ 750
Part Time School Year Employees stasured at least 17.5 hours per week	\$ 500

B. Contributions will be made by June 30th for all employees that have completed their contracted work days. The District will prorate the retirement contribution for employees hired for less than the full term of employment of the position classification.

- C. Employees hired before July 1, 2014 - Contributions will be vested after the 5th year of consecutive service with the District. Contributions for each consecutive year of employment after year five will vest immediately at the successful completion of the contracted work days. (All employees hired before 7/1/09 are vested as of 6/30/14)

Employees hired after July 1, 2014 – Employees hired after July 1, 2014 will have their contributions vested after ten (10) years consecutive service. Administrators will be vested after seven (7) years of consecutive service.

- D. Upon retirement, funds may be used to continue payment of District's health insurance at the group rate until Medicare eligible.

Employees Hired Prior to July 1, 2007 and retiring after July 1, 2011

HRA Contributions: Upon retirement, the District will make a total HRA contribution based upon 4% of the retiree's annual salary for all years of full-time employment up until June 30, 2011. This total amount will be contributed in 8 equal payments over a period of 4 years. This HRA is a "Premium Only" account. These contributions may be used for payment of medical premiums either on the District's medical plan until Medicare eligibility or another provider of their choice. To be eligible you must be at least age 55 with a minimum of 15 years of full-time continuous service in the District.

SPECIAL PAY (Support Staff)

Overtime Pay: All *hourly* employees shall be paid overtime pay at the rate of 1.5 times their regular rate of pay for all hours worked in excess of 40 hours per week and for all Saturday, Sunday and holiday work, unless otherwise agreed between the District Administrator and the individual employee. A 12-month hourly employee, with administration's approval, who works a 10 hour work day for a summer schedule, will not be considered in violation of the 8 hour per day overtime requirement. All overtime hours worked must have the pre-approval of the District Administrator or their designee.

Call-in Pay: All employees called in on off hours shall receive a minimum of two (2) hours of pay at the applicable rate.

Building Check: Custodial employees shall be paid two hours at 1.5 of their pay rate for each time they return to the building to perform weekend, holiday, or emergency building checks.

Compensatory Time Off: In compliance with Wisconsin state statute, In lieu of overtime pay (over 40 hours a week), hourly employees may, at their option, choose to receive overtime earnings as compensatory time off. Compensatory time off may only be taken by mutual agreement between the

District Administrator and the employee. All compensatory time MUST be taken within the pay period overtime is incurred. Any remaining compensation time not taken within this time frame will be paid out in that pay period.

Wages and Salaries:

Employees shall be paid according to their classification. Following are minimum starting wages for the **2024-2025** school year.

Paraprofessionals/Instructional Aides:	\$22.08
Secretaries & Accounting Clerk:	\$23.62
Custodians:	\$25.36

Substitute Wages:

Teacher (must have sub license)	\$150.00 a day
Paraprofessional (must have license)	\$15.00 an hour, \$20.00 an hour with sub teacher license
Instructional Aide	\$11.00 an hour
Secretary	\$11.00 an hour
Custodian (summer or sub)	\$15.00 an hour
Kitchen Aide	\$11.00 an hour
School Nurse, RN	\$20.00 an hour

Extra Pay for Extra Service

Employees involved in curriculum development, direct instruction outside the school day, and other duties as assigned by Administration will be paid at the following rates.

Extra pay for extra service must have prior approval by Administration, turned in to Finance by the 15th of each month. All extra time will be paid on the 30th of the month.

Extracurricular Activity	2024-2025
A. Basketball Coach - 2 for boys 2 for girls	\$1,860 per coach
B. Track Coach - 4	\$1,860 per coach
C. Volleyball Coach - 2	\$1,860 per coach
D. Football Coach - 2	\$1,860 per coach
E. Gymnastics Coach - 2	\$1,860 per coach
F. Mural Program Coach	\$1,860
G. Yearbook Coach	\$1,860
H. Summer School Teacher	\$460 (1 Session) \$920 (2 Sessions)
I. IEP Meeting	\$27.07 per meeting

J. Overnight Supervision for Student Activity	\$100 per night
K. Mentor Leader Mentors	\$1,250 \$400 yr.
L. Curriculum Pay (\$47,853/ 187 days / 8 hrs)	\$31.99 hr.
M. Musky Time Teachers	\$27.07 hr.
N. Athletic Director	\$4,500 (school year)
O. Summer School Organizer	\$4,500 (school year)
P. STEAM Club	\$1,860
	Approved 5/13/2024 Bd. Mt

Compensation

School Year Full Time Contracted staff shall be paid twenty-one (21) equal installments by direct deposit. Paydays shall be on the 15th and 30th day of the month. If the pay date falls on a Saturday or Sunday, employees shall receive their paycheck direct deposit on the last previous business day. Teachers may elect a 12-month arrangement which pays 24 equal installments.

YEARS OF EXPERIENCE

Newly hired teachers may be credited with up to four years full time experience or equivalent, and/or specialized licensure. See the chart below for starting salaries. Special circumstances or variances will require Board approval.

Teacher's Salary							
Years of Experience	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025
0-1	\$39,320.00	\$40,279	\$41,008.00	\$41,512.00	\$43,463.00	\$46,440.00	\$47,853.00
2	\$40,443.00	\$40,779	\$41,508.00	\$42,012.00	\$43,963.00	\$46,940.00	\$48,353.00
3	\$41,567.00	\$41,279	\$42,008.00	\$42,512.00	\$44,463.00	\$47,440.00	\$48,853.00
4	\$42,690.00	\$41,779	\$42,508.00	\$43,012.00	\$44,963.00	\$47,940.00	\$49,353.00

NON-RENEWAL, LAYOFF AND RECALL PROCEDURE

Reference: Policy #3140 Termination, Non-Renewal, and Resignation

- A. **Board Rights:** This procedure shall apply when the School Board decides to reduce the professional staff. After the Board has determined where the reduction shall occur, the following procedure shall be used.
- B. **Notice:** In the event that the Board anticipates that non-renewal, layoff or reduction in hours will be necessary for the next contract year, the employee so affected will be given a preliminary notice on or before April 30th and a final notice by May 15th of the preceding year. The employee may be issued an individual employee contract contingent upon the availability of work.
- C. **Selection Criteria:**
The selection of employees to be non- renewed, laid off or reduced in hours shall be made based on the following criteria:

Type, quantity, and/or quality of service provided, including staff member performance as determined by the district and contribution to the school community beyond the classroom and school system;

Adaptability to other assignments (academic and extracurricular) and multiple licenses;

Evidence of professional growth as well as specialized or advanced training;

Effectiveness in teaching and in related professional responsibilities evidenced by teacher evaluation.

Program reduction/element

1. The elimination of a position does not necessarily mean the individual occupying the position will be dismissed.
2. Employees whose contracts are not renewed do not have any right to replace or “bump” another employee

- D. **Recall:** Employees who have been laid off will be given first consideration for such vacancies that shall occur in their area of certification for a period of one (1) year following the layoff. Reinstatements shall be made without loss of benefits accrued from prior years of service in the District. Within ten (10) calendar days after an employee received a notice of re-employment, he/she must advise the District in writing that he/she accepts the position offered by such notice and will be able to commence employment on the date specified therein. Any notice shall be considered received when sent by certified letter, return receipt requested, to the last known

address of the employee in question as shown on the District's records. It shall be the responsibility of each employee on layoff to keep the District advised of his/her current whereabouts. Any and all reemployment rights granted to a professional on layoff shall terminate upon such employee's failure to accept within said ten (10) calendar days any position for which he/she is certified, offered to him/her by the District.

Grievance Procedure

Reference: *Policy #3340 Grievance Procedure*

I. **Purpose.** Eligible employees shall use the procedure to resolve disputes with the Arbor Vitae Woodruff Joint School District ("District") regarding covered employee termination, employee discipline, or workplace safety issues. This Grievance Procedure may be modified or eliminated by the District at any time, with or without prior notice. This procedure is not a guarantee of employment, a guarantee of any rights or benefits, does not create or grant covered employees with a property interest in their employment or tenure rights of any kind and does not constitute a contract of employment, express or implied. Unless specifically required by another statute or code, the District's employment relationship with employees eligible to use this procedure is at will and employment may be terminated at any time for any reason, with or without cause and with or without notice, at the option of the District or the employee.

II. Definitions.

A "**grievance**" shall mean a dispute regarding an employee's discipline or termination of employment, or a dispute concerning workplace safety. No grievance shall be processed under this policy unless it is filed on the forms provided.

The term "**days**" means regular business days, Monday through Friday, other than weekends and holidays regardless of whether the employee is scheduled to work. The time limits within which an action is to be taken under this Grievance Procedure shall be computed by excluding the first day and including the last day.

A "**grievant**" is an employee that has filed a grievance.

An "**employee**" for purposes of a grievance of discipline and termination (as defined in this Grievance Procedure) means a regular full-time employee who has completed one (1) year of continuous employment with the District or a regular part-time employee who has worked nine hundred (900) hours for the District in the year preceding the event which is the subject of the grievance and who has completed one (1) year of continuous employment with the District. "Employee" does not include, without limitation, any of the following: other part-time employees, temporary employees, seasonal employees, limited term employees, contractors or their respective employees, or employees covered by a collective bargaining agreement containing a grievance procedure for Discipline or Termination. "**Employee**" for purposes of Workplace Safety (as defined in this procedure) means any employee of the District.

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

"Discipline" is defined as any of the following adverse employment actions: disciplinary suspension of employment; disciplinary reduction in base pay; and disciplinary reduction in rank or demotion. "Discipline" does not include, without limitation, any of the following actions: layoffs or workforce reduction activities; non-disciplinary wage, benefit or salary adjustments or reductions; non disciplinary reductions in rank or demotions; plans of correction or performance improvement; performance evaluations or reviews; documentation of employee acts or omissions in an employment file; oral or written reprimands; administrative suspensions pending investigation of misconduct or nonperformance; or change in assignment or assignment location.

"Termination" means an involuntary discharge from employment initiated by the District. Layoffs (reduction in force) are not considered terminations and are not subject to this procedure.

III. Procedures

A. Step I - Grievance Initiation and District Administrator Review.

An employee may initiate a grievance in the following manner:

1. For a grievance relating to discipline or termination, by presenting a written grievance on the form attached to this policy as Exhibit A to the District Administrator within five (5) calendar days of the event giving rise to the grievance or the date upon which the employee should have reasonably known the facts giving rise to the grievance.
2. For a grievance relating to workplace safety, by presenting a written grievance on the form attached to this policy as Exhibit B to the District Administrator within five (5) calendar days of the event giving rise to the grievance or the date upon which the employee should have reasonably known the facts giving rise to the grievance.

The employee must sign and date the grievance. A grievance will not be considered filed until the employee signs the grievance and the grievance is received by the District Administrator.

After receipt of the written grievance, the District Administrator, or his/her designated representative, will meet with the grievant in an effort to resolve the issue(s) raised by the grievance. Within ten (10) days after the meeting, the District Administrator shall respond

to the grievance in writing. The District Administrator shall also determine if the grievance is timely, if the grievance form is properly completed and signed, if the subject matter of the grievance is within the scope of this Grievance Procedure and if the grievance is otherwise properly processed as required by this Grievance Procedure. If the District Administrator is aware of other similar pending grievances, s/he may consolidate those matters and process them as one grievance.

B. Step 2 - Impartial Hearing Officer.

If the grievance is not satisfactorily resolved at Step 1, the grievance may be appealed within ten (10) days after the grievant receives the Step 1 response. The grievant shall submit a written statement specifically describing the reason(s) for the appeal. If the decision at Step 1 is based, in whole or in part, on the basis of timeliness, scope of this Grievance Procedure or other failure of the grievant to properly follow this Grievance Procedure, the matter shall be referred to the Board who shall determine whether the matter should be processed further. If the Step 1 decision addresses only the merits of the grievance, the grievance will be referred to an Impartial Hearing Officer (IHO). The IHO will be designated by the District Administrator. Any costs incurred by the IHO will be paid by the School District. The IHO will convene a hearing in the manner the IHO determines necessary. The IHO may require the parties to submit grievance documents and witness lists in advance of the hearing to expedite the hearing provided, however, that neither party shall submit pre-hearing or post-hearing briefs or position statements.

In discipline or termination cases, unless specifically required by another statute or code, the employee bears the burden of proof to persuade the IHO by clear and convincing and satisfactory evidence that the District's decision to discipline/terminate the employee did not have a rational basis. If the employee does not meet his or her burden of proof, IHO shall deny the grievance.

In workplace safety cases, the District bears the burden of proving by a preponderance of the evidence that the condition identified by the employee does not constitute a Workplace Safety violation and that no corrective action is required. If the District does not meet its burden of proof, the IHO shall grant the grievance.

In all cases, the oral or written statements of students, which would otherwise be hearsay, will be considered by the IHO without the direct testimony of students. The IHO may only consider the matter presented in the initial grievance filed by the employee.

The IHO's decision shall be in writing and shall contain findings of fact and a decision.

C. Step 3 - Appeal to Board of Education.

Either party may appeal an adverse determination at Step 2 to the School Board by filing written notice to the District Office within ten (10) days of receipt of the decision of the IHO. The School Board shall, within thirty (30) days after submission of the appeal, schedule the review of the IHO's decision. The review may be conducted by the Board during a closed session meeting unless an open session is requested by the employee. The Board shall not take testimony, accept additional evidence, accept briefing, accept oral argument or otherwise conduct a hearing of any sort in relation to an appeal. The Board shall base its decision on the materials submitted at the hearing before the IHO and the IHO's written decision. The Board shall not overturn or otherwise modify the IHO's decision unless the decision of the IHO is found to be clearly erroneous. A majority vote of those members of the Board present shall decide the appeal. The Board will issue a final written decision which shall be binding on all parties.

For purposes of appeal to the Board of Education on teacher terminations, the decision of the Board shall be the final decision on termination of the Wis. Stat. § 118.21 statutory teacher contract.

III. Remedies. In discipline/termination cases, the IHO or Board may award any of the following remedies: (a) reinstatement; (b) a lesser adverse employment action consisting of a suspension, reduction in the length of a suspension, oral or written reprimand or documentation of employee acts and/or omissions in an employment file; (c) back pay; and (d) in the event of a reinstatement following termination, reimbursement of the District's applicable percentage of any payments made by the Employee for continuation of health insurance under the *Consolidated Omnibus Budget Reconciliation Act (COBRA)*.

In Workplace Safety cases, the IHO may only order that the District remedy the violation and may not order specific remedial measures or expenditure of funds.

IV. Timelines. Failure to process a grievance by the grievant within the time limits, or agreed upon extensions, shall constitute waiver of the grievance and the grievance will be considered dismissed. Failure of a District representative to meet the time limits applicable to responding to the grievance shall constitute a denial of the grievance and applicable time limits for advancing the grievance shall apply. To encourage that grievances are addressed in a prompt manner the time limits set by this Grievance Procedure are intended to be strictly observed and may not be extended except in extreme circumstances and then only upon the express written consent of all parties.

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

**ARBOR VITAE-WOODRUFF JOINT SCHOOL DISTRICT
DISCIPLINE/TERMINATION GRIEVANCE FORM**

Please fill out this form completely. If you need more space, use a separate sheet of paper.

Name of Grievant:	Work Phone:
Job Title:	Home Phone:
Home Mailing Address:	Date & Time Received:
Discipline/Termination Being Grievied. Provide a description of the discipline/termination being grievied.	
Basis for Grievance. Provide a detailed description of the reason or reasons why you believe that the District's decision to discipline or terminate you was incorrect and should be overturned and a detailed description of any facts or information which support your belief.	
Witnesses. Identify by name, telephone number and address of all witnesses that you believe will support your claim that the District's decision to discipline or terminate you was incorrect and should be overturned. Provide a summary of the facts and/or information known by each witness.	
Documents. Attach any documents which support your claim that the District's decision to discipline or terminate you was incorrect. If you do not have a document, provide a description of the document which includes date of the document, the source of the document and the content of the document.	

<p>Remedy Requested. Describe in detail how you believe the District's disciplinary action or termination should be modified.</p>
<p>Certification and Signature. By my signature below, I certify that I have read the above complaint and, under penalty of law, I declare that this complaint is true and correct.</p> <p>Signature of Grievant: _____</p> <p>Date Signed: _____</p>

INSTRUCTIONS

1. USE: This grievance form is for use in connection with the Arbor Vitae-Woodruff Joint School District's ("District") Grievance Procedure ("Grievance Procedure"). This grievance form may be used only in connection with "discipline" and "termination" as defined by the Grievance Procedure. Please refer to the Grievance Procedure for additional rules and restrictions.

2. FILING DEADLINE: This grievance form must be completely filled out, signed and filed with the Office of the District Administrator within five (5) calendar days of the event giving rise to the grievance or the date upon which the employee should have reasonably known the facts giving rise to the grievance. The failure of an employee to timely file a grievance within five (5) calendar days or any period of extension granted by the District Administrator shall constitute a waiver of the employee's right to use the Grievance Procedure and an abandonment of the grievance. Please refer to the Grievance Procedure for further details regarding the initiation of a grievance.

3. FILLING OUT THE GRIEVANCE FORM

- a. **Event Being Grieved.** This section requires you to describe the disciplinary act or termination that you are grieving. The description should include the reason(s) you understand you were disciplined/ terminated and the date on which the discipline/termination occurred. A grievance form may only address one (1) disciplinary

event.

- b. Basis for Grievance.** This section of the form requires you to provide a detailed description of the reason or reasons why you believe that the District's decision to discipline or terminate you was incorrect. Single word or limited responses to the effect that the discipline/termination was "wrong," "unfair," "unequal" or "mistakes" are insufficient. You must provide a *detailed* response explaining why you believe the disciplinary action or termination taken by the District was incorrect or unreasonable and a *detailed* description of any facts, events or other information which support your belief. Note that under the Grievance Procedure, you will have the burden of proving by clear and convincing and satisfactory evidence that the District did not have a rational basis for the disciplinary action/termination.
- c. Witnesses.** This section of the form requires you to identify all witnesses who you believe will support your claim that the disciplinary action or termination taken by the District was incorrect. The last known telephone number and address of each witness must be provided. You are also required to provide a detailed description of the facts or information known by each witness that supports your claim that the disciplinary action or termination taken by the District was incorrect and should be overturned. Single word or limited descriptions to the effect that the witness knows the discipline/termination was "wrong," "unfair," "unequal" or "mistaken" are insufficient. Employees must provide a *detailed* description of the facts or information known by each witness.
- d. Documents.** This section of the form requires you to produce all documents you believe support your claim that the disciplinary action or termination taken by the District was incorrect. If you do not have the documents, you are required to provide a description of each document which includes the date of the document, the source of the document and a description of the contents.
- e. Remedy Requested.** This section requires you to describe how you believe that the discipline or termination should be changed. The remedies that are available under the Grievance Procedure are limited to one (1) or more of the following: (a) reinstatement; (b) a lesser adverse employment action consisting of a suspension, reduction in the length of a suspension, oral or written reprimand or documentation of employee acts and/or omissions in an employment file; (c) back pay; and (d) in the event of a reinstatement following termination, reimbursement of the District's applicable percentage of any payments made by the Employee for continuation of health insurance under the Consolidated Omnibus Budget Reconciliation Act (COBRA).

4. ASSISTANCE: All information on the grievance form must be provided. If you have any questions regarding the information required by the form, please contact the Office of the District Administrator at (715) 356-3283 ext. 4451. Employees in the Administrator's office may only offer assistance in identifying the information required in the grievance form. Employees are encouraged to consult an attorney of their choice with any legal questions.

ARBOR VITAE-WOODRUFF JOINT SCHOOL DISTRICT WORKPLACE SAFETY GRIEVANCE FORM

Please fill out this form completely. If you need more space, use a separate sheet of paper.

Name of Grievant:	Work Phone:
Job Title:	Home Phone:
Home Mailing Address:	Date & Time Received:
<p>Identification of Condition Being Grieved. Provide a description of the Workplace Safety condition being grieved.</p>	
<p>Basis for Grievance. Provide a detailed description of the standard under federal or state law, or Board Policy that you believe has been violated and a detailed description of any facts or information which support your belief.</p>	
<p>Witnesses. Identify by name, telephone number and address of all witnesses that you believe will support your claim that the District has violated a standard established under federal or state laws, or</p>	

Board Policy. Provide a summary of the facts and/or information known by each witness.
Documents. Attach any documents which support your claim. If you do not have a document, provide a description of the document which includes date of the document, the source of the document and the content of the document.
Remedy Requested. Describe in detail the remedy you request.
<p>Certification and Signature. By my signature below, I certify that I have read the above complaint and, under penalty of law, I declare that this complaint is true and correct.</p> <p>Signature of Grievant: _____</p> <p>Date Signed: _____</p>

INSTRUCTIONS

1. USE: This workplace safety grievance form is for use in connection with the Arbor Vitae-Woodruff Joint School District's ("District") Grievance Procedure ("Grievance Procedure"). Any Employee of District may use the Grievance Procedure provided that the hazard or condition which is the subject of the grievance constitutes a "Workplace Safety" violation as defined in the Grievance Procedure and the Employee has complied with the conditions for filing a Workplace Safety grievance outlined in the Grievance Procedure. An Employee does not have to be personally impacted by a claimed hazard or condition in order to file a Workplace Safety grievance. Please refer to the Grievance Procedure for additional rules and restrictions.

2. FILING DEADLINE: In accordance with the Grievance Procedure, an employee may initiate a grievance relating to Workplace Safety by presenting written communication to the District Administrator within five (5) calendar days of the events giving rise to the grievance. The Employee must sign and date the grievance. The failure of an Employee to timely file a grievance with the Office of the District Administrator within five (5) calendar days or any period of extension granted by the District Administrator shall constitute a waiver of the Employee's right to use the Grievance Procedure and an abandonment of the grievance. Please refer to the Grievance Procedure for further details regarding the initiation of a Workplace Safety grievance.

3. FILLING OUT THE GRIEVANCE FORM

a. Condition Being Grieved. This section requires you to describe the Workplace Safety hazard or condition that you are grieving. A grievance form may only address one (1) Workplace Safety hazard or condition.

b. Basis for Grievance. This section of the form requires you to provide a detailed description of the standard or standards under federal or state law, or Board Policy that you believe the hazard or condition violates. The description must include an explanation as to how the hazard or condition constitutes a violation of federal or state law, or Board Policy. Single word or limited responses simply indicating the hazard or condition violates federal or state law, or Board Policy or a standard in federal or state law or Board Policy are insufficient.

c. Witnesses. This section of the form requires you to identify all witnesses who you believe will support your claim. The last known telephone number and address of each witness must be provided. You are also required to provide a detailed description of the facts or information known by each witness that supports your claim. You must provide a *detailed* description of the facts or information known by each witness.

d. Documents. This section of the form requires you to produce all documents you believe support your claim. If you do not have the documents, you are required to provide a description of each document which includes the date of the document, the source of the document and a description of the contents.

e. Remedy Requested. This section requires you to describe your opinion on the appropriate remedy.

4. ASSISTANCE: All information on the grievance form must be provided. If you have any questions regarding the information required by the form, please contact the Office of the District Administrator at (715) 356-3283 ext. 4451. Employees in the Administrator's office may only offer assistance in identifying the information required in the grievance form. Employees are encouraged to consult an attorney of their choice with any legal questions.

EMPLOYEE RECEIPT ACKNOWLEDGEMENT

I acknowledge that I have received and read The AV-W (Arbor Vitae-Woodruff J1 School District's) Employee Handbook 2024 - 2025 School Year and understand the provisions contained herein.

I further understand that the AV-W Employee Handbook 2024 - 2025 School Year, and provisions contained therein, does not constitute a guarantee of employment or an employment contract, express or implied. I understand that my employment is at-will unless governed by my individual employment contract and that my employment may be terminated at any time with just cause or at the end of the individual's contract.

Date: _____

Employee Name (Print): _____

Employee Name Signature: _____

District Administrator Name (Print): Jocelyn Hardy

District Administrator Name (Signature): _____

NOTE: The employee may opt to sign the electronic agreement provided during staff inservice on August . Employees may type their full name to acknowledge receipt and knowledge of the location of our AV-W Employee Handbook. Employees may also request a hard copy of this page for their records.

APPENDIX A

Unpaid Days Insurance Cost (Teachers)

Health Care + Dental = Total Amount Owed Day

Family Health - Premier	\$17,65.63* 12 = \$21,187.55 \$21,187.55 / 187 days = \$113.30	Family Health - Simply One	\$1662.84 * 12 = \$19,954.08 \$19,954.08/ 187 days = \$106.71
Single Health - Premier	\$799.22 * 12 = \$9,590.62 \$9,590.62/ 187 days = \$51.29	Single Health - Simply One	\$752.69 * 12 = \$9,032.28 \$9,032.28 / 187 days = \$48.30
Dental Family	\$136.02 * 12 = \$1,632.24 \$1,632.24/187 = \$8.73		
Dental Single	\$51.67* 12 = \$620.04 \$620.04/187 = \$3.32		
Cash in Lieu Of Insurance	\$3,000 annual \$3,000/187 = \$16.04 per day		

Unpaid Days Insurance Cost (12 month employees)

Health Care + Dental = Total Amount Owed Day

Family Health	\$17,65.63* 12 = \$21,187.55 \$21,187.55/ 260 days = \$81.49	\$1662.84 * 12 = \$19,954.08 \$19,954.08/260 days = \$76.75
Single Health	\$888.02 * 12 = \$10,656.24 \$10,656.24 / 260 days = \$40.99	\$752.69 * 12 = \$9,032.28 \$9,032.28 / 260 days = \$34.74
Dental Family	\$136.02 * 12 = \$1,632.24 \$1,632.24 /260 = \$6.28	
Dental Single	\$51.67 * 12 = \$620.04 \$620.04/260 = \$2.38	
Cash in Lieu Of Insurance	\$3,000 annual \$3,000/260 = \$11.54	

AV-W School Calendar 2024 - 2025

Approved 12/11/23

July

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Aug. 14 - New Family Registration 8am-4pm
 Aug. 15 & 16 - Staff Retreat
 Aug. 19 & 20 - Curriculum
 Aug. 27, 28, 29 - Professional Development
 Aug. 28 - Meet & Greet, 4pm-6pm

Sept. 2 - Labor Day
 Sept. 3 - 1st Day of School
 Sept. 27 - Professional Development (no students)

October

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Oct. 14 - Professional Development (no students)

Nov. 1 - Professional Development (no students)
 Nov. 12 & 14 - Student Led Conferences
 Nov. 27 - 29 - Thanksgiving Break

Dec. 23 - 31 - Winter Break

January

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

March

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Jan. 1-3 - Winter Break
 Jan. 6 - School Resumes
 Jan. 20 - Professional Development (no students)

Feb. 17 - Professional Development (no students)

March 17 - 21 - Spring Break

April

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

May

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

June

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

April 8 & 10 - Student Led Conferences
 April 18 - No School
 April 21 - Professional Development (no students)
 Forward Exam (April 14 - 25)

May 16 - Professional Development (no students)
 May 26 - Memorial Day - No School

June 6 - Last Day of School (1/2 day for students)

171.5 Student Days
 15.5 Professional Developmental Days
 1175 Total Hours of Instruction
 (required 1137)