



"Expect the Best"

Mosinee School District



SCHOOL DISTRICT OF MOSINEE

EMPLOYEE HANDBOOK (TEACHERS)

**School Board Approval:
August 23, 2016
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Superintendent's Message:

We take great pride in our responsibility to prepare our Mosinee children for a bright future. Creating a better tomorrow for all of us begins with our investment *today* into the academic and social success of our children. We sincerely value and appreciate your partnership with us to educate our children together. Your continued and ongoing support for a quality public education is truly one of the greatest gifts you can give to grow our community. I hope that you find the opportunity this school year to come out and support our student athletes, enjoy an amazing concert performance or volunteer in our classrooms. Our children on the stage or on the field/court will leave you amazed and filled with pride. Giving your time and talent to a child through volunteering will truly connect you to our future.

As a school community we are focused on academic and social excellence of our children. We strive to improve our student learning through a focus on excellent teaching and access to a rigorous and relevant curriculum for all of our children. We carefully monitor the progress of our students by measuring how they perform on local, state and national assessments that are aligned to the Wisconsin Model Academic Standards. We use our student learning data to respond to the individual needs of our students and to design creative and innovative opportunities that support their learning needs. If a child needs to be retaught, we do so. If they need interventions to improve their skills, we provide that to them. It is our number one goal to have *every* child meet or exceed our high expectations so that they are career and/or college ready upon graduation from Mosinee High School.

In early August our teams from each school came together to review our student learning data and to define specific, measurable, attainable, result-based and time bound goals that focus on student achievement and staff engagement. Together these two areas of school improvement have defined a clear roadmap for our work this coming year.

We are excited to prepare our children for the future by putting technology tools in their hands to increase their critical thinking, communication, collaboration, and creativity. This school year, students in grades K-5 will have access to Chromebooks and iPads in their classroom while students in grades 6-12 will have a personalized Chromebook in their hands each day. With this expanded use of technology comes a great responsibility to teach digital citizenship in partnership with our parents to all of our learners. Our K-3 students will participate in a new technology class to learn technology skills and our students in grades 4-12 will have digital citizenship skills infused within their curriculum. Our high school students will launch a Chromebook class to help their peers trouble shoot technology issues and to learn computer repair techniques. Leaping into the future with over 2,000 children is truly exciting!

School safety continues to be on the forefront of our minds as state and national news echo reports of school violence. Having a positive school environment that is orderly and safe where all students and staff feel valued and respected is a high priority for us. Our school crisis plans are continually reviewed and updated each year. In addition our staff will be involved in A.L.I.C.E. (Alert, Lockdown, Inform, Counter, and Evacuate) training throughout the school year. Creating positive, open and honest relationships within our school community builds our foundation for a safe and healthy school community.

Last year we invited you to be a part of our Community Facility Committee. Over six months that team met to process through our facility priorities and to define solutions for our future. In April our referendum failed, but what we learned together through that process will allow us to move forward this fall. In August we invited our entire community to respond to a survey and share more valuable input on the direction we should head to develop facility solutions. The results of that survey will be shared with the community and once again a Community Facility Committee will share the task with our Board of Education to define a solution for our long and short term facility needs.

In closing I want you to know how much we value the talent, dedication and passion of our entire staff to be the best that we can for our children. I know that together we are stronger and together we can create great schools for the Mosinee community. Thank you for your partnership and for your dedication to educating our youth. I am looking forward to an exciting school year!

Sincerely,



Ann Schultz, PhD / Superintendent of Mosinee School District



The Mission of the Mosinee School District is to:

- Improve student progress academically and socially preparing them to be productive members of a multicultural society.
- Promote partnerships with the community to create multiple opportunities for learning.
- Foster life-long learners who are self-motivated with adaptability for future change.

Strategic Planning

The focus of our work during the 2016-2107 school year will be:

Student Achievement:

- We will strive to improve student achievement through a number of efforts including:
 1. A focus on excellent teaching by establishing a dynamic teaching and learning framework
 - To continually improve our instructional practices, we have aligned our evaluation and supervision of our teaching staff to the Wisconsin Educator Effectiveness System. This process allows us to set high expectations and indicators of success for all teachers. Our principals and teachers will be evaluated and given feedback through a fair, valid, and reliable process using multiple measures across two main areas: educator practice and student outcomes.
 - It is our goal to improve educator professional practice so that our student learning increases. All of our teachers will meet at the beginning of the year to prepare and develop School Improvement Plans (SIPS) and individual Student Learning Objectives (SLOs) along with Professional Practice Goals (PPGs). These goals will be specific, measurable, attainable, results-based, and time-bound. Each goal will be continually monitored throughout the year so that the information we gain from working toward our goal(s) will allow us to make adjustments to our pedagogy and our professional development. At the end of the year, our goals will be summarized and the results will be shared so that we can continue to learn and grow with one another to improve student learning.
 2. Access to Rigor
 - We are committed to ensuring that our students have access to rigorous and relevant coursework. We will create opportunities for our students to take dual-credit courses and Advanced Placement courses and will monitor their learning success.

- We will focus on personalized learning opportunities so that all students have an opportunity to academically excel.
3. Closing Achievement Gaps
 - We will establish co-taught academic courses that have high expectations for all students and allow us to match appropriate strategies and resources to our students' academic needs.
 - We will monitor the academic progress of all students with a priority focus on our students identified with disabilities.
 4. Aligning our curriculum to the Wisconsin Academic Standards
 - Our standards specify what our students should know and be able to do in the classroom. It is our focus this year to specifically outline the standards that we teach for each class that we offer K-12.
 - In addition we will work to develop local common assessments within each class that measure our student learning and allow us to understand our students' progress toward meeting our academic standards.
 5. We will develop clear interventions to respond to students in academic need.
 - It is our goal to further refine and develop a flow chart that outlines the interventions that are available to our learners. We will track the progress of our students who require academic interventions and report out the progress that those learners have made.

Professional Compensation:

- A compensation model for teachers was developed during the 2014-2015 school year. Our desire to foster greater collaboration for all teachers to continue to grow and learn from one another has been a foundational piece of our new model. We have hired instructional coaches, building and team leaders, and have outlined clear responsibilities and roles for those leaders. In addition, we have given leadership roles to teachers to lead professional development opportunities for all staff. It is our goal to review and measure, using a survey, the effectiveness of our new leadership structure during our second year so that we understand the effectiveness of our leaders. In addition, a compensation committee has been formed and will continue to meet quarterly to review the progression of participants in this model and the level of professional development obtained by staff because of our move to this compensation structure.

Team Development:

- Our Professional Learning Community (PLCs) Teams include: Grade Level Teams, Department Teams, & PLC Teams: We are committed to working together in high functioning teams. Each school will begin the year with a thorough review of student learning data and determine as a school community what emerging student learning issues need our immediate and long term attention. From our comprehensive school needs assessment, a School Improvement Plan (SIP) will be developed at each school. Each team developed within the school will create a plan of action to communicate how their team actions will contribute to the success of the School Improvement Plan. In addition, each team will be committed to researching educational practices, engaging in inquiry and experimentation that lead to increased academic and social success for the students they service.

Technology:

- We are in our second year of our comprehensive five year technology plan. In our first year of implementation during the 2015-2016 school year, we gathered base line data that has allowed us to understand where our teachers and our students are in regards to the frequency of technology use in the classroom for communication, collaboration, critical thinking, and creativity. We will measure our teachers' and students' digital citizenship and will lay out a clear plan to improve our effectiveness in all areas of technology use in our classrooms. In addition, we have set specific goals for increasing our staff and student access to technology and have goals to improve our technology environment so that our technology support increases in our school community.

Employee Relations:

- Our relationships within our district and with our community contribute directly to our motivation, our morale, and our ability to meet the ambitious goals that we set. We place a high value on our staff engagement and our ability to work respectfully and cooperatively with one another. Each school team will set staff engagement goals and will continually monitor the progress of those goals so that we can continue to foster a respectful and positive school climate and culture. Our employee handbooks have been updated and will continue to be reviewed throughout the year to align with the emerging needs of our district staff. We value the strengths and talents of our employees and know that together we can achieve far greater success for our children.

School Environment:

- We value a safe, orderly and positive school climate and culture. It is our goal this year to develop and implement a positive behavior intervention support program at each school. Our emphasis this year will be to develop school wide systems of support that include proactive strategies for defining, teaching and supporting appropriate student behaviors. In addition, we will update and refine our emergency response handbooks and train our staff on crisis interventions.

Fiscal Responsibility:

- The school district will strive to maintain a balanced budget while funding programs and services that align with the vision and mission of the school district.

Facility Stewardship:

- We believe in having facilities that support the learning needs of our children. A comprehensive facility study was completed by CESA 10 during the 2014-2015 school year. A Community Facility Committee prioritized recommendations from that study and the Board of Education approved an April 2016 referendum that failed. In August of 2016 a Community Engagement Survey was conducted and will contribute to the re-prioritization of both long and short term facility goals for the school district. We will continue to work in partnership with the Mosinee Community Athletic Association (MCAA) to cooperatively develop a Mosinee Athletic Complex.

INTRODUCTION

The Mosinee School District is committed to working and communicating as a team to provide a safe and positive environment for all students. By providing a quality education that promotes optimal academic and emotional growth, we empower individuals to become caring, competent, responsible citizens enabling them to succeed in an ever changing world.

The Mosinee School District has designed this Employee Handbook to acquaint you with the School District's employment policies. While the Mosinee School District believes in the policies described in your Handbook, they are not conditions of employment. Rather, they are presented to you as guidelines and for your information. Nothing in the Handbook is intended to create an express or implied contract of employment with the School District.

Please take the time to read the Handbook carefully and become familiar with its contents. We encourage all employees who have a question about a particular provision of the Handbook to discuss the matter with their immediate supervisor, or if necessary, the Administrator.

ARTICLE 1 - ADMINISTRATION

Section 1.1 Governance Statement.

The Mosinee School Board governs the School District solely through its policies, which are divided into the following sets:

- (a) Policies that set goals and expectations for the District; and
- (b) Board-Superintendent Relations Policies that define how the Board interacts with the Superintendent.

In addition, the Board sets policies regarding its own function through its Board and Policies.

The Employee Handbook is approved by the School Board, in compliance with these policies. The daily operations of the School District are under the authority of the District's Administration.

Section 1.2 Management Rights.

The School 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 the Constitution of the State of Wisconsin and of the United States, including, but without limiting the generality of the foregoing, the right:

- (a) To the executive management and administrative control of the school system and its properties and facilities, and the school related activities of its employees;
- (b) To hire all employees and subject to the provisions of law to determine their qualifications, and the conditions for their continued employment, their dismissal or demotion (i.e. The School Board may withhold any increase in salary when the quality of service rendered does not justify such an advance. An annual increase in salary is based upon growth of teaching quality.); and to promote and transfer all such employees;
- (c) 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 or advisable by the School Board;
- (d) To make final decisions upon the means and methods of instruction, the selection of textbooks and other teaching materials, and the use of teaching aids of every kind and nature; and

(e) To determine class schedules, the hours of instruction, the duties, responsibilities, and assignments of all professional staff members, and other employees with respect thereto, non-teaching activities, and the terms and conditions of employment, and to set policies for emergency nursing services.

Nothing contained herein shall be considered to deny or restrict the School Board of its right, responsibilities, and authority under the laws of the State of Wisconsin or any other national, state, county, district, or local laws or regulations as they pertain to education.

Section 1.3 Administration.

The Superintendent shall be responsible for ensuring the efficient and effective implementation and the administration of not only the policies and procedures outlined in this Handbook, but implementation of the policies and resolutions as adopted by the School Board. The Superintendent may delegate such function as deemed necessary for the effective and efficient implementation of this system. The Superintendent or his/her delegate shall develop administrative procedures to implement the policies and procedures within this Handbook.

ARTICLE 2 - EMPLOYEE STATUS

This Employee Handbook is intended to provide information for full-time teachers, part-time teachers, full-time conditional employees, and part-time conditional employees employed by the District. For specific definitions of each position, please contact the District.

Generally, employees will be defined by terms similar to the following:

- Regular Full-Time Employees: Those regular employees who are employed under a full-time contract with the District under a “Teacher’s Contract.” See Appendix C.
- Regular Part-Time Employees: Those regular employees who are employed under a less than full-time contract with the District under a “Teacher’s Contract.” See Appendix C.
- Conditional Full-Time Employees: Those employees who are employed under a FT contract by the District under a “Conditional Teacher’s Contract.” See Appendix D.
- Conditional Part-Time Employees: Those employees who are employed under a PT contract by the District under a “Conditional Teacher’s Contract.” See Appendix D.

ARTICLE 3 - EMPLOYMENT POLICIES

Section 3.1 Equal Opportunity.

The District provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, genetic information, citizenship, status as a Vietnam-era, special disabled veteran, or other veteran who served on active duty during a war, campaign, or expedition, for which a campaign badge has been authorized, in accordance with applicable federal laws. In addition, the District complies with applicable state and local laws governing nondiscrimination in employment in every location in which the District has facilities and employees. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, benefits compensation, and training.

The District has a policy which does not tolerate employee harassment. In this connection, the District expressly prohibits any form of employee harassment based on race, color, religion, sex, national origin, age, disability, genetic information, citizenship, status as a Vietnam-era, special disabled, or other covered veteran, or status in any group protected by state or local law. Improper interference with the ability of the District's employees to perform their expected job duties is not tolerated.

Section 3.2 Reasonable Accommodation.

It is the District's policy to comply with applicable laws providing for nondiscrimination in employment against individuals with disabilities. An employee who believes he/she has a disability and may require an accommodation must contact the Superintendent.

Section 3.3 Employee Privacy Policy.

The District is sensitive to the need of protecting the personal and private information of applicants and employees. It is our policy to ensure that unauthorized individuals do not have access to such information. Employees are asked to provide personal data at hiring, and throughout their employment, for the purpose of compensation, fringe benefits, and other human-resource-related tasks. When such data is requested, or as soon as possible thereafter, the District will notify its employees about the purposes for which such data is collected and used. Employees wishing to have personal data released, such as for employment confirmation on a loan application should provide a written release to the party requesting the information to allow such information to be released. The employee should also inform the District Office about any third parties who may access the personal data.

The District will not provide personal data to any other third party or use personal data for any purpose other than that for which the data was originally collected without the prior written consent of the employee. Exceptions are to provide compensation or fringe benefits, or to satisfy government reporting requirements.

Section 3.4 Code of Ethics Statement.

Integrity is expected and required of every employee. Integrity is an essential element of every transaction with other employees, District representatives, suppliers, and customers. Integrity is equally important in the accuracy of our public relations, in the recording of our business transactions, and in the performance of our service.

The District is committed to conducting its business affairs in accordance with the law and the highest ethical standards at all times. The reputation we enjoy is determined by the example set by management and the character and good judgment of each employee and District representative. All employees and District representatives are expected to conduct themselves in the highest ethical manner.

- Employees and District representatives are to treat others with respect without regard to race, gender, color, religion, national origin, age, disability, sexual orientation, or marital status.
- Employees and District representatives are to perform their duties with honesty and integrity.
- Employees and District representatives are to exercise independent judgment free from any outside influence.
- Employees and District representatives are to do their utmost to comply with all applicable laws and regulations of federal, state, and local governments.
- Employees and District representatives are encouraged to promptly report any discriminatory behavior, sexual harassment, illegal activities, or other violations of this code.
- Management will take reasonable measures to protect the reporting employee from any retaliatory, harassing, or abusive behavior.
- Management at all levels is responsible for adherence to these principles and will vigorously pursue all appropriate remedies where these principles are violated.

If you become aware of any violation of this code or are uncertain as to the appropriate action that should be taken, we encourage you to promptly report the situation to your supervisor or Superintendent.

For more information on how ethics violations will be handled by the District, please see Policy No. 522.4.

Section 3.5 Teacher Evaluations.

To further the growth of the teachers within the District and to ensure that the Mosinee School District provides the highest quality of education to the community, teacher evaluations shall be conducted by the District. Such evaluations will occur at the discretion of the District. For information regarding the evaluation process, please contact the Superintendent.

Section 3.6 Personnel Files.

Evaluations shall be furnished to any teacher upon his/her request. Personnel files shall be available to employees in accordance with Wisconsin Statute 103.13(2).

Section 3.7 Seniority.

Seniority shall commence from the date of hire for each employee and will be computed based on the regularly scheduled hours. Ties in seniority shall be broken by lot. Employees may lose their seniority if they are discharged, quit, retire, or for other reasons as determined by the District.

It is understood that part-time employees shall accrue seniority on a prorated basis upon the percentage issued to the part-time employees as compared to full-time employees. Any fraction of a year shall be rounded to the next 1/10th of one year for purposes of computing years of seniority for each employee.

Section 3.8 Sexual and Other Unlawful Harassment.

It is the District's policy that employees and others acting on the District's behalf are entitled to respectful treatment in the workplace. Being respected means being treated honestly and professionally, with unique talents and perspectives valued. A respectful workplace is about more than compliance with the law. It is a working environment that is free of inappropriate behavior of all kinds. Each of us should understand that incidents of harassment and inappropriate behavior will not be tolerated at the District.

With respect to sexual harassment, the District prohibits the following:

Harassing Conduct

Harassment is unwelcome conduct toward an individual because of his or her race, color, sex, age, sexual orientation, religion, national origin, disability, or any other legally protected status, when the conduct creates an intimidating, hostile, or offensive work environment that causes work performance to suffer or negatively affects job opportunities. Examples of harassment that may violate the law and will violate this policy include:

- Oral or written communications that contain offensive name-calling, jokes, slurs, negative stereotyping, or threats. This includes comments or jokes that are

distasteful or targeted at individuals or groups based on race, color, sex, age, sexual orientation, religion, national origin, disability, or any other legally protected status.

- Nonverbal conduct, such as staring, leering, and giving inappropriate gifts.
- Physical conduct, such as assault or unwanted touching. Visual images, such as derogatory or offensive pictures, cartoons, drawings, or gestures. Such prohibited images include those in hard copy or electronic form.

Sexual Harassment

“Sexual harassment” means unwelcome sexual advances, unwelcome requests for sexual favors, unwelcome physical contact of a sexual nature, or unwelcome verbal or physical conduct of a sexual nature. Sexual harassment includes conduct directed by a person at another person of the same or opposite gender. Unwelcome verbal or physical conduct of a sexual nature includes, but is not limited to, the deliberate, repeated making of unsolicited gestures or comments of a sexual nature; the deliberate, repeated display of offensive sexually graphic materials which is not necessary for business purposes; or deliberate verbal or physical conduct of a sexual nature, whether or not repeated, that is sufficiently severe to interfere substantially with an employee’s work performance or to create an intimidating, hostile, or offensive work environment.

How to Report a Violation

Do not assume that the District is aware of the problem. If you experience or witness harassment in the workplace, report it immediately to your supervisor, or the Director of Instruction. If the supervisor or Director of Instruction is unavailable or you believe it would be inappropriate to contact that person, you should immediately contact any other member of management. You can raise concerns and make reports without fear of reprisal or retaliation.

Investigation and Response

If you report a complaint of harassment or inappropriate behavior, we will investigate your concerns. Where there has been a violation of policy, we will take appropriate action to try to avoid future violations. In appropriate cases, disciplinary action (up to and including termination) will be taken against those violating the Anti-Harassment Policy. We will inform parties about the status of reviewing their complaints. To respect the privacy and confidentiality of all people involved, we might not share specific details of the discipline or other action taken.

Inappropriate Behavior

The District’s goal is to have a work environment where we all treat each other respectfully and professionally. Any unprofessional or disrespectful behavior, even if it does not rise to the level of “harassment,” interferes with that goal and will not be tolerated. The District

reserves the right to respond to inappropriate behavior even where no one has complained or indicated they have been offended.

Management Responsibility

Any supervisor or manager who becomes aware of possible sexual or other unlawful harassment must immediately advise the Superintendent or any member of management so it can be investigated in a timely and confidential manner.

Application

This policy applies to all employees and to anyone else doing business for or with the District. This includes customers, vendors, suppliers, and contractors.

The District prohibits any form of retaliation against any employee for reporting a violation of this policy, filing a complaint under this policy, or for assisting in a complaint investigation. However, if, after investigating any complaint of harassment or discrimination, the District determines that the complaint is frivolous and was not made in good faith or that an employee has provided false information regarding the complaint, disciplinary action may be taken against the individual who filed the complaint or who gave the false information, up to and including an unpaid suspension or termination.

Section 3.9 Vacancies, Transfers, and Reassignments.

The general policy of the District will be to appoint and promote positions within the District based solely upon merit, qualifications, and the needs of the District. The District shall endeavor to fill job vacancies and new positions by promotion with qualified employees with successful job performance histories from within the organization when possible. The Board will make every reasonable effort to make the same department or grade level assignment to each teacher as given the previous school year. In event of a new assignment, the Board will first consider volunteers for placement. Seniority, certification, and job knowledge/skills will be used to determine placement of staff when no volunteers can be found. The Board will notify any teacher with a change in assignment by July 15.

Placement.

(a) The Board retains the right to make grade, subject, and activity assignments, and to make transfers between schools as necessary in the best interest of the district;

(b) Insofar as practical, assignments and transfers will take into consideration, employee professional training, experience, specific achievements, and services in the district;

(c) Any teacher wishing another assignment or transfer to another school shall apply for the vacant position. Vacancies in the system shall be posted in each building during the school term.

(d) In making involuntary assignments and transfers, the District will transfer the teacher with the appropriate certification needed who has the least seniority in the District unless the transfer is not in the best interest of the School District. Permanent assignments or transfers will not be made without prior discussion with the teacher.

Layoff.

In the event the Board determines to reduce the number of teaching positions, the Board shall determine the positions to be eliminated and shall issue notices to the employees affected in accordance with applicable statutory requirements. The District will look to seniority, certification, and job knowledge and skills when determining which teacher shall be subject to layoff. The ultimate decision will be made with the best interest of the District in mind.

Section 3.10 Part-time Teachers.

Part-time teachers will be required to be at school for the time they are assigned. The District will attempt to make all part-time assignments continuous blocks of time. For more information, please contact the District Superintendent.

All part-time teachers shall be paid an additional \$300 annually to attend all inservice days, flex days, work days, and the monthly staff meeting scheduled by their building.

Section 3.11 Extended Contracts.

The Board may, at its discretion, offer extended contracts for services rendered outside the regular contract day or contract year to certified employees. All such extended contracts result from a voluntary agreement between the employee and the Board of Education.

For more information about extended contracts, please contact the District Superintendent.

Section 3.12 Acceptable Internet Use.

It is the policy of the Mosinee School District to expect that staff will use the Internet system and e-mail in a responsible manner. Accordingly, the District has established procedures for the use of the Internet system and E-mail along with rules governing staff's use in accessing these systems. Staff must realize that use of this electronic information resource is a privilege, not a right. Violations of the procedures or rules will result in appropriate disciplinary action up to and including written reprimand, suspension without pay, and possible discharge.

For more information, please contact the Superintendent or reference Policy No. 522.7.

Section 3.13 Hiring of Relatives.

The employment of relatives in the same area of an organization may cause serious conflicts and problems with favoritism and employee morale. In addition to claims of partiality in treatment at work, personal conflicts from outside the work environment can be carried into day-to-day working relationships.

Although the District has no prohibition against hiring relatives of existing employees, we are committed to monitoring situations in which relatives work in the same area. In case of actual or potential problems, the District will take prompt action. This can include reassignment or, if necessary, termination of employment for one or both of the individuals involved.

For more information please contact the Superintendent or reference Policy No. 522.4a.

Section 3.14 Employee Conduct and Work Rules.

General Provisions

Proper dress will be the standard for the employees in the School District of Mosinee.

Rules of Conduct

To ensure orderly operations and provide the best possible work environment, the District expects employees to follow rules of conduct that will protect the interests and safety of all employees and the organization.

Listed below are some rules and regulations of the District. This list should not be viewed as being all-inclusive. Types of behavior and conduct that the District considers inappropriate and which could lead to disciplinary action up to and including termination of employment without prior warning at the sole discretion of the District include, but are not limited to, the following:

- Theft or inappropriate removal or possession of property
- Falsification of timekeeping records
- Working under the influence of alcohol or illegal drugs
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty, or while operating employer-owned vehicles or equipment
- Fighting or threatening violence in the workplace
- Boisterous or disruptive activity in the workplace

- Negligence or improper conduct leading to damage of employer-owned or customer-owned property
- Insubordination or other disrespectful conduct
- Violation of safety or health rules
- Smoking in the vicinity of school buildings
- Sexual or other unlawful or unwelcome harassment
- Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace. The District strictly prohibits concealed carry by its employees during the course of employment.
- Excessive absenteeism or any absence without notice
- Unauthorized absence from workstation during the workday
- Violation of personnel policies
- Unsatisfactory performance or conduct
- Unauthorized disclosure of proprietary or confidential information

Section 3.15 Workplace Violence Protection.

The District is committed to preventing workplace violence and to maintaining a safe work environment. Given the increasing violence in society in general, the District has adopted the following guidelines to deal with intimidation, harassment, or other threats of (or actual) violence that may occur during business hours or on its premises.

All employees, including supervisors and temporary employees, should be treated with courtesy and respect at all times. Employees are expected to refrain from fighting, “horseplay,” or other conduct that may be dangerous to others. Firearms, weapons, and other dangerous or hazardous devices or substances are prohibited from the premises of the District without proper authorization.

Conduct that threatens, intimidates, or coerces another employee, a customer, or a member of the public at any time, including off-duty periods, will not be tolerated. This prohibition includes all acts of harassment, including harassment that is based on an individual’s sex, race, age, and any characteristic protected by federal, state, or local law.

All threats of (or actual) violence, both direct and indirect, should be reported as soon as possible to your immediate supervisor or any other member of management. This includes threats by employees, as well as threats by customers, vendors, solicitors, or other members of the public. When reporting a threat of violence, you should be as specific and detailed as possible. All suspicious individuals or activities should also be reported as soon as possible to a supervisor. Do not place yourself in peril. If you see or hear a commotion or disturbance near your work station, do not try to intercede or see what is happening.

The District will promptly and thoroughly investigate all reports of threats of (or actual) violence and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as is practical.

Anyone determined to be responsible for threats of (or actual) violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action up to and including termination of employment.

The District encourages employees to bring their disputes or differences with other employees to the attention of their supervisors or to the Superintendent before the situation escalates into potential violence. The District is eager to assist in the resolution of employee disputes, and will not discipline employees for raising such concerns.

Student Discipline

(a) Any case of school-related assault upon a teacher shall be promptly reported to the Board or its designated representative. The Board will provide legal counsel to advise the teacher of his or her rights and obligations with respect to such assault and shall promptly render all reasonable assistance to the teacher in connection with handling of the incident by law enforcement and judicial authorities;

(b) If any teacher is complained against or sued as a result of any action taken by the teacher while in pursuit of his or her employment, the Board will provide legal counsel and render all necessary assistance to the teacher in his or her defense, including the payment of any judgment rendered against said teacher in accordance with Wisconsin Statutes;

(c) Time lost by a teacher in connection with any incident mentioned in this article shall not be charged against the teacher; and

(d) The Board will reimburse teachers for any loss, damage, or destruction of clothing or personal property of the teacher while on duty in the school, on school premises, or on a school-sponsored activity if caused by a student or other person while said teacher is acting within assignment of administration, authority of this Agreement, School Board policies, or statutes, accidental damage, or loss excluded.

ARTICLE 4 - RECOGNIZED ABSENCES FROM WORK

Section 4.1 Sick Leave.

Each employee is entitled to twelve (12) sick leave days per year. Sick leave shall be utilized for illness of the employee and shall be used for all days of work missed by the employee due to illness on a consecutive day basis. In the event the District believes an employee is abusing Sick Leave, the District may request verification of illness by a medical professional. If the employee requests reimbursement for incurred medical expenses, the District will have the right to name the medical professional. Nothing in this paragraph shall limit an employee's legal access to FMLA benefits.

If in the employee's previous year they had perfect attendance, a two sick day bonus will be added to the employee's accumulated sick leave with the exception of personal days, which are charged to sick leave.

Sick leave use for care of the employee's spouse, dependent children, parents, or members of the immediate household is limited to twelve (12) days per year. Dependent children are defined as the employee's children or step-children through age 25 as long as the parent provides more than 50% of their support.

Part-time employees will receive a prorated amount of sick leave based on their FTE. Sick leave can be taken in one hour increments.

Section 4.2 Personal Leave.

Four (4) Personal Leave Days shall be granted for personal business of the employee. Teachers will notify their principals at least twenty-four (24) hours in advance, preferably in writing; prior to the leave. Personal days must be taken in half day or full day increments. The District will deduct sick leave time in half day or full day increments in equal amounts to the personal day time used. Personal leave cannot be granted if sick leave is not available. Personal leave use will not affect the two sick day bonus provided under Section 4.1 Sick Leave.

Not more than three (3) persons for each area shall be granted Personal Leave at one time. Areas are defined as follows: EC-3, 4-8, and 9-12.

Personal Leave shall be granted on a first-come, first-served basis and shall be conditioned by the availability of substitute teachers. In cases of extreme need, the Superintendent can increase the number of individuals allowed to take personal leave on a given day. Personal days that are a result of Acts of God or beyond the control of the employee will have priority over other requests and will be granted above the three-person limit.

Coaches will be allowed to utilize Personal Leave to attend state tournaments in their field of coaching as a spectator, by the District, without a reduction of sick leave time.

Exception: If a team or member of a team shall compete in a state tournament, the coaches will not be charged personal leave to attend.

Part-time Employees

Part-time employees will receive a prorated amount of leave based on their FTE. Personal days are to be taken in full or half day increments.

Section 4.3 Educational Leave.

Any regularly employed teacher who has at least three (3) years of continuous employment in the Mosinee school system may apply for and the Superintendent may grant a leave of absence not to exceed two (2) years for advanced study.

(a) Requests for such leaves must be submitted in writing to the Superintendent of Schools no later than March 1 of the school year immediately prior to the school year for which the leave is requested;

(b) No salary shall be paid during this leave; however, the Board agrees to pay the teacher's health, dental, and life insurance protection, provided a minimum of 6 graduate credits per semester is maintained.

(c) A teacher, upon returning, shall be restored to his former position or a position of like nature, seniority, and status, and agrees to teach within the Mosinee school system for a minimum of two (2) years after returning from the educational leave.

Section 4.4 Funeral Leave.

Up to five (5) days of funeral leave are to be granted. These days are deducted from sick leave. Part-time employees will receive a prorated amount of leave based on their FTE. Funeral leave can be taken in half or full day increments.

Section 4.5 Military Leave

Leave of absence for military service will be granted according to provisions of state or federal law.

Section 4.6 Family and Medical Leave.

The District will comply with applicable state and federal laws regarding family and medical leave. Please see Appendix B for more information.

Section 4.7 Jury Duty.

Teachers required to serve on a jury shall receive the difference between their normal salary and jury pay minus travel pay reimbursement. Teachers shall report to school immediately following their release from jury duty each day. Teachers shall notify the Administration as soon as they are called for jury duty.

Section 4.8 Extended Leaves.

Any regularly employed teacher who has at least three (3) years of continuous employment in the Mosinee School District may apply for and the Superintendent may grant a leave of absence not to exceed two (2) years. A leave of absence may be granted for travel, ill health, home or foreign teacher exchange, and other reasons approved by the Superintendent.

(a) Requests for such leave shall be submitted in writing to the Superintendent of Schools not later than March 1 of the school year immediately prior to the school year for which the leave is requested. Requests for leaves for time off for adoption of a child shall be requested as soon as possible;

(b) The leave of absence is not credited as a year of experience on the salary schedule, and no remuneration shall be paid by the Board during this leave (including sick leave or maternity leave); however, the teacher may have the option to carry and pay for any insurance the District carries; and

(c) A teacher, upon returning, shall be restored to his former position if it still exists. If the position does not exist, the teacher shall be restored to a position of like nature, seniority, and status.

Section 4.9 School Cancellations.

Teachers will be paid when schools are closed by order of the Superintendent because of adverse weather conditions beyond the control of the District. Teachers will not be required to make up the first three (3) such days lost in any school year provided the District meets all state requirements.

ARTICLE 5 - BENEFITS

Disclaimer: The descriptions listed below are meant to serve as a general summary of the benefit plans offered by the District. The descriptions are not to be reflective of the exact terms of the official benefit plans. Official benefit plan documents are available to employees through Human Resources.

Section 5.1 Eligibility

To qualify for the District health insurance program, the employee must work and be paid for at least thirty (30) hours per week. To determine pay for hours worked per week, the District will look at payments made over the prior 12 months.

To qualify for the District's life, long term disability, vision, and dental insurance, the employee must work at least thirty (30) hours per week.

Section 5.2 Health Insurance.

The District provides a group health insurance plan for all qualified personnel.

The District will provide full payment of single or family health insurance less 12% (or 16% for those who have not completed the District's Wellness Program) of the monthly premium cost for 2016-2017 which will be paid by the employee. The \$1300/\$2600 (single/family) deductible Security Health HMO plan is the base plan. Employees can buy up to Security Health Point of Service plan. If an employee elects to participate in a plan other than the base plan, they will pay the additional cost along with their normal contribution.

Teachers who are eligible to participate in an HSA (Health Savings Account) will have a deposit made into their account at CoVantage Credit Union in January of 2017. Full-time teachers will have deposited \$600 if they have a family insurance benefit and \$300 if they have a single insurance benefit. Part-time teachers, as long as they are eligible for the health insurance benefit, will receive a prorated benefit.

The District will pay each teacher that elects not to participate in the health insurance program an annual payment of \$600. Part-time teachers will receive a prorated benefit.

The District reserves the right to change the plan, amount of employer paid premium, or carriers at any time. Participation in the group health insurance plan is subject to all requirements imposed by the carrier.

Part-time employees who are eligible for health insurance will be provided insurance benefits contributions prorated according to their hours worked.

For more information about eligibility and the maintenance of the plan, contact Human Resources.

Section 5.3 Dental Insurance.

The District will provide a full payment of single or family basic dental insurance less \$2.00 per month single and \$4.00 per month family.

Part-time employees who are eligible for dental insurance will be provided insurance benefits contributions prorated according to their hours worked.

Section 5.4 Vision Insurance.

The District will provide full payment for single or family basic vision insurance less \$1.00 per month single and \$2.00 per month family. The vision program will only be provided if 75% of the teachers participate in the program.

Part-time employees who are eligible for vision insurance will be provided insurance benefits contributions prorated according to their hours worked.

Section 5.5 Life Insurance.

The District reserves the right to change the plan or carriers at any time. Participation in the life insurance plan is subject to all requirements imposed by the carrier.

The District will provide \$100,000 in Term Life Insurance at no cost to every full-time teacher. Part-time teachers may choose to participate in the \$100,000 term life insurance plan. The district will pay a portion of the premium prorated on F.T.E. The teacher will pay the balance by payroll deductions.

For more information about eligibility and the maintenance of the plan, contact Human Resources.

Section 5.6 Long Term Disability Insurance.

The District provides fully paid Long Term Disability Insurance for each employee. The District will provide Long Term Disability Insurance coverage at 90% of salary after 60 days at no cost to the teacher. The District will continue to pay other insurance benefits to a teacher on disability for 1 year from the date of disability.

Section 5.7 Severance Pay

Teachers will be reimbursed at a rate of \$36.00 for all accumulated sick days at the end of their employment with the District. This severance payment will be made to a 403b plan account in the name of the employee. Severance pay will be granted to anyone leaving the district after 15 years of service or the equivalence of 15 years of service.

Part-time Teachers: The payment of severance pay based upon accrued sick leave shall be computed based upon an 8 hour per day basis to determine the number of days that remain accumulated in the sick leave account of the part-time teacher.

Section 5.8 Retirement Contributions.

The District agrees to pay employer-required retirement contributions pursuant to Wisconsin State Law.

Section 5.9 Retirement Benefits.

The Mosinee School District hereby establishes a retirement program. To qualify for the retirement program, a teacher must meet the following requirements:

- (a) The teacher must have completed 13 years of full-time employment, or the equivalent of 13 years of full-time employment in the Mosinee School District at the time of retirement;
- (b) The teacher must be 55 years or more of age. Retirement will take place at the conclusion of the school year.
- (c) The teacher must submit a letter to the School Board requesting retirement by February 1st.

The District shall pay each teacher who elects retirement, a sum of \$47,000.00. This payment will be paid out in sixty (60) monthly installments. This payment will be made to a 403b plan account in the name of the employee. The first payment to the 403b account shall begin after July 1st.

Upon the death of the retiree, the payments will continue to be made to the 403(b) Special Pay Plan if there is a living spouse. Upon the death of the retiree and the spouse, payments shall cease.

The District shall allow the retiree to participate in the Group Health Insurance Program provided to regular District employees under the following provisions:

- (a) The District will pay up to \$400.00 per month toward family health coverage or up to \$150.00 per month toward single health coverage. In the event one spouse from the District retires before the other, the District will pay up to \$150.00 per month toward the premium cost of their base family health insurance plan. Health insurance contributions by the District will cease when the employee becomes eligible for Medicare. A retiree will only be allowed to stay on their health, dental, and vision insurance plans until they are Medicare eligible. The retiree can stay on their life insurance plan to age 65. The retiree's spouse will be able to stay on our health, dental, and vision insurance plans until they become Medicare eligible or the retiree is Medicare eligible, whichever comes first, COBRA law will be followed when administering this provision;
- (b) Any difference between the District's contribution toward health insurance and the actual premium will be payable by the retiree; and

(c) Upon the death of either the individual or the spouse, the health insurance coverage shall be converted from Family to Single coverage.

ARTICLE 6 - HOURS AND COMPENSATION

Section 6.1 General.

The Mosinee School District Compensation Schedule for Professional Educators can be found in Appendix F.

For assignments outside the student day, teachers may be compensated at the discretion of the District. All employee paychecks shall be issued on the dates established for the teaching staff.

Section 6.2 Hours.

Standard Work Day

(a) The normal school day throughout the system shall be 7:40 a.m. to 3:40 p.m. The District reserves the right to alter the beginning and ending time of the teacher day as long as the teacher day remains eight (8) consecutive hours. Teachers shall be allowed to leave one-half hour early on Fridays, days before holidays, and vacations; and

(b) On occasion, it may be necessary for professional staff to alter their day. When it is necessary to arrive late or leave early, excluding student contact time, teachers will notify the principal. When it is necessary to arrive early or stay late, teachers will be expected to do so.

(c) The normal assignment for a teacher in grades six through twelve on an eight period day shall be six teaching periods, one-half period of Middle School Teacher Advisory or High School Enrichment Period, two preparation periods and duty-free lunch period. A teacher who volunteers to accept a seventh teaching duty assignment shall be paid an additional 1/24th of the BA base per semester.

Standard Work Year

During the school year, teachers shall work approximately a total of 190 days, including 180 student contact days, one administrative day, two parent conference days, three district in-service days and three building flex days. Teachers shall work three additional workshop/orientation days during the first year they are hired by the School District. The basic calendar for student contact days, preschool workshops, and parent conferences will be distributed at the beginning of each School Year.

Section 6.3 Reimbursement for Single Period Substitutes.

Principals are to choose single period substitutes by first utilizing volunteers. If volunteers are not available, the assignments shall be made on a rotating basis. Where the principal knows in advance, notice shall be given to the teacher on the prior teaching day.

At the beginning of each semester, teachers who wish to volunteer for single period subbing should inform the building principal. When it becomes necessary to secure a single period substitute, the middle school and high school administration will first attempt to use these volunteers. If volunteers are not available, the assignments shall be made on a rotating basis. Single period substitutes will be paid \$15.00 for each period of substitute work.

A school period is identified as any period of time from 25 minutes to 45 minutes. Some flexibility must exist for both parties to interpret periods of time slightly smaller than 25 minutes or slightly larger than 45 minutes. School periods less than 15 minutes will be considered significantly smaller than 25 minutes, and will not be considered a period, and will not be reimbursed. Time periods significantly larger than 45 minutes will be considered multiple periods, and will be paid as multiple periods.

Section 6.4 Miscellaneous Compensation.

Miscellaneous Compensation Schedule for Professional Educators is defined in Appendix G.

Extended Contracts and Supplementary Compensation

The Board may, at its discretion, offer extended contracts for services rendered outside the regular contract day or contract year to certified employees. All such extended contracts result from a voluntary agreement between the employee and the Board of Education. Services enumerated under this subsection are not exhaustive. Categories of extended contracts include:

- 1) Extended Professional Services may be contracted when the district determines that the staff member's duties are required beyond the stated contract length. Extended professional service contracts:
 - a. must be individually approved by the Board of Education;
 - b. is expressed in days worked;
 - c. are compensated at the staff member's prorata daily rate.

- 2) Curriculum Development Services may be required when the district engages in district approved curriculum evaluation and improvement activities. Curriculum Development Services:
 - a. are authorized by the Director of Instruction following Board approval of the district budget;

- b. are expressed in the total number of hours to be paid to an individual upon the completion of their assigned task;
 - c. are compensated at a rate of \$25.00 per hour.
- 3) Non-instructional Services may be contracted when the district determines that a staff member's services are necessary to achieve specific non-instructional goals not otherwise addressed in the extra duty provisions of the master contract. Non-instructional services contracts:
 - a. must be individually approved by the Board of Education;
 - b. are expressed in hours worked;
 - c. are compensated at the base maintenance custodian rate.

Extra Pay Assignments

All extra-curricular athletic coaching assignments shall be voluntary. Other extracurricular activities may be assigned if no district employee volunteers to serve in that position. However, no part-time teacher may be assigned to an extra-curricular position and no teacher may be assigned to an extracurricular activity involving students from another building.

Any teacher who wishes to be relieved of his/her academic extra pay assignment will be released as soon as a replacement is found who is qualified and acceptable to the Board.

Within a reasonable time after the Board has knowledge that a vacancy in an extra pay assignment will occur, the Board shall post a notice announcing such vacancy in a conspicuous place in each school building and shall furnish a copy of the notice to the Association. No extra pay assignment may be assigned by the District unless the notice announcing the vacancy in such assignment has been posted for at least five (5) calendar days. This requirement shall not be interpreted to prevent the district from immediately filling a vacant pay assignment on a temporary basis.

Contracts will be issued to teachers in the month of August for the upcoming school year. Employees shall return their contracts within ten (10) days of receipt.

Decisions for non-renewal of said contracts will be made in November for summer and fall activities, in March for winter activities, and in June for spring activities.

Written notice shall be given for non-renewal. Written comments on performance shall be given during the season or activity before written notice of non-renewal is given. In the case of non-renewal, the teacher may, within five (5) school days after notice of non-renewal, request a conference with the School Board. The teacher has the option of having the conference public or private.

Final decision for renewal or non-renewal of said contract will be made following the conference. If no request for a conference following a non-renewal is made, the contract will be considered non-renewed. Please reference Appendix E for more information.

Homebound Instruction

Homebound instruction pay shall be \$25.00 per hour plus mileage.

Other Extra Pay Schedule

Individuals who are asked to work by the Principal or Athletic Director, and who agree to serve (i.e. workers for athletic events, chaperones, etc.) shall be paid \$10.00 per hour for their service.

Noon Duty

The parties agree that noon duty for teachers shall be paid at an hourly rate of \$22.00 per hour.

Section 6.5 Mileage Reimbursement.

Employees will be reimbursed for mileage on non-school owned automobiles at a rate of 0.51 cents per mile both within and outside of the School District.

GRIEVANCE PROCEDURE

I. Purpose.

The purpose of this Policy is to set forth the procedure to be followed with respect to grievances by employees. The terms of this Policy shall control unless another valid and enforceable relevant grievance procedure exists in a collective bargaining agreement that applies to the matter.

The non-renewal of an individual teacher contract or an administrator contract issued, respectively, pursuant to Section 118.22 and Section 118.24, Wis. Stats., is not subject to this procedure and is addressed solely under the timelines and procedures mandated by Section 118.22 and Section 118.24, Wis. Stats., as applicable.

II. Definitions.

A grievance is defined as a dispute or misunderstanding regarding the actions of School District officials with regard to the following:

- Employee termination

“Termination” does not include a voluntary quit; a layoff, or failure to be recalled from layoff at the expiration of any recall period; retirement; job abandonment such as “no-call, no-show,” or failure to report to work; any workforce reduction activities; job transfer; action taken for failure to meet the qualifications of a position; action taken pursuant to an ordinance other than an ordinance specifically addressing employee discharge; death; or the end of the employment of a temporary, contract, or part-time employee.

- Employee discipline

“Discipline” includes verbal reprimands; written reprimands; and suspensions without pay. Discipline does not include performance evaluations, performance improvement plans, or counseling (verbal or written) regarding job performance.

- Workplace safety

Conditions of employment affecting an employee’s physical health or safety, the safe operation of workplace equipment and tools, safety of the physical work environment, personal protective equipment, and workplace violence.

III. Preliminary Procedures.

A. Preliminary Grievance Steps.

Step 1: Prior to filing a written grievance, employees should discuss any problem or complaint with his/her Immediate Supervisor to determine if the grievance can be resolved.

Step 2: If the grievance cannot be resolved at Step 1, the employee must file a written grievance with the Immediate Supervisor no later than ten (10) calendar days from the date the employee first becomes aware of the termination, discipline, or workplace safety condition causing the grievance. The Immediate Supervisor shall respond to the grievance in writing within seven (7) calendar days of receipt of the written grievance.

B. Appeal to District Administrator.

Step 3: If the grievance is not resolved at Step 1 or 2, the employee may appeal a denial by filing a written appeal of the grievance to the District Administrator within ten (10) calendar days from the Immediate Supervisor's decision. The District Administrator or designee shall meet with the parties to discuss the matter at a time that both parties are available. Within seven (7) calendar days of the meeting, the District Administrator or designee shall issue a written decision sustaining or denying the grievance.

IV. Hearing Officer Proceeding.

A. Appeal to Hearing Officer.

Step 4: If the grievance is not resolved at Step 3, the employee may appeal a denial by filing a written request for a hearing before a Hearing Officer. This request must be received by the District Administrator no later than fourteen (14) calendar days after the employee receives the District Administrator's or designee's written response.

On appeal, the District Administrator or designee shall transmit the grievance and all responses to the Hearing Officer. As soon as is practicable thereafter, the Hearing Officer shall schedule a date for a hearing. The hearing shall be held at a mutually agreeable time in a public building.

B. Hearing Procedure.

The Hearing Officer shall have the authority to administer oaths and issue subpoenas at the request of the parties and shall be responsible for the fair and

orderly conduct of the hearing and the preservation of the record. The hearing shall be conducted in accord with the hearing procedures of the American Arbitration Association. Any party requesting a subpoena from the Hearing Officer is responsible for the fees associated with the subpoena. All testimony shall be taken under oath and shall be recorded by a court reporter under the supervision and control of the Hearing Officer, unless another method of recording is mutually agreed to by the parties and approved by the Hearing Officer. All costs associated with the hearing, including the cost of the Hearing Officer (if any), the court reporter, and preparation of a transcript of the hearing shall be evenly split between the parties. The Hearing Officer may only recommend the overrule of a disciplinary action if the action taken was arbitrary or capricious.

C. Hearing Officer Decision.

The Hearing Officer shall submit his or her decision affirming or reversing the action with the reasons therefore in writing to the District Administrator within thirty (30) calendar days of the close of the hearing or the submission of the parties' written briefs, if any, whichever is later, or on a later date mutually agreed upon by the parties. The District Administrator or designee shall mail a copy of the Hearing Officer's decision to the last known address of each of the parties.

V. School Board Review.

A. Appeal to School Board.

Step 5: Within fourteen (14) calendar days of the date that the Hearing Officer's decision is mailed, either party may file with the District Administrator a written notice of appeal of the Hearing Officer's determination to the Board of Education ("School Board"). Any such appeal shall be on the written record, the preparation of which shall be the responsibility and at the cost of the party seeking the appeal. The appealing party shall supply a copy of the written record to the other party without charge. The written record shall be filed with the District Administrator within twenty (20) calendar days of the notice of appeal. The School Board shall receive no further evidence on the matter, but may request additional written submittals of the parties on matters which were raised before the Hearing Officer. The School Board may retain outside counsel, if necessary, during the process.

B. School Board Decision.

Step 6: Within sixty (60) calendar days of the receipt of the written record, the School Board shall make and file its written decision with the District Administrator. The District Administrator or designee shall, within five (5) calendar days, mail a copy of the decision to the last known address of the

employee or the employee's representative. The Hearing Officer's determination shall be affirmed if the School Board determines that credible evidence in the record supports it. If the determination is not supported by a majority of the School Board, the Board may reverse the Hearing Officer's determination or modify it. The Board's decision shall be final and binding on the parties. There shall be no subsequent right of appeal.

VI. Hearing Officer Selection.

A. Qualifications/Selection.

The School District may contract with a Hearing Officer to hear and determine appeals at Step 4. Any Hearing Officer so engaged shall not be a School District employee or receiving any compensation or benefits from the School District other than those described below.

The District Administrator or designee may maintain a panel of at least five (5) individuals who have indicated a willingness to serve in the capacity of Hearing Officer and who are experienced in personnel matters and/or who are attorneys, retired members of the judiciary, retired administrative staff, or currently on the list of arbitrators or mediators for the American Arbitration Association or the Federal Mediation and Conciliation Service. The Hearing Officer selected to hear a matter shall be selected by the District Administrator or designee.

B. Compensation.

The Hearing Officer shall be compensated at the Hearing Officer's regular rate for the hearing, travel time, and time spent preparing the decision. The compensation for the Hearing Officer will be split evenly between the parties.

VII. Settlement of Grievance.

A grievance shall be considered waived if not filed or appealed within the designated timelines. A grievance shall be deemed settled and dismissed at the completion of any step in the grievance procedure if all parties concerned are mutually satisfied or the grievance has not been timely processed to the next level. All settlements shall be in writing and signed by the employee in question and the appropriate District official(s) involved at the step level that the grievance was settled.

VIII. Revisions/Updating.

This Policy may be revised, updated, or repealed by the Board of Education at any time.

FAMILY MEDICAL LEAVE POLICY

Child rearing, family member medical leave, and employee medical leave are available to employees as specified below. The intent of this Policy is to comply with both the Wisconsin and federal Family and Medical Leave Acts. Should this policy conflict in any way with the applicable federal and state statutes or regulations, then the statutes or regulations shall control.

I. FAMILY MEDICAL LEAVE GENERAL REQUIREMENTS

A. Eligibility:

Federal law--To be eligible for the federal leave discussed below, the employee must have worked for twelve (12) months (need not be consecutive) and worked at least one thousand two hundred fifty (1,250) hours in the last twelve (12) month period. The employee must work at a worksite where fifty (50) or more employees are employed within seventy-five (75) miles of that worksite.

State law --Employees who have been employed by the District for one (1) year and who have worked one thousand (1,000) hours during the preceding fifty-two (52) weeks are eligible for the leaves provided under Wisconsin law. (For leave available under state law, paid time off counts as hours worked.)

This policy assumes that an employee is eligible for federal and state leaves. This may not always be the case. Employees are to submit written requests for leave in all cases so that the District may make an eligibility determination.

B. Length of Child Rearing Leave, Family Member Medical Leave, and Employee Medical Leave:

Federal law -- The federal Family and Medical Leave Act provides twelve (12) weeks of family and medical leave in a “twelve (12) month” period. For purposes of the federal law, the “twelve (12) month” period is a rolling twelve (12) month period measured backward from the date an employee uses any family/medical leave.

State law -- Under state law, an employee is entitled to six (6) weeks of child-rearing leave, two (2) weeks of family member medical leave, and two (2) weeks of employee medical leave in a calendar year (i.e., January – December).

State, Federal, and District leaves provided for the same purposes run concurrently. For example, vacation used for an employee’s medical condition also qualifies as employee medical leave under state and federal law and, as such, is also deducted from an employee’s leave entitlement under state and federal laws. Similarly, leave that qualifies as both state and federal leave will be deducted from leave available under each law.

C. Definitions:

1. Serious Health Condition - Under this policy, a “serious health condition” is considered to be a disabling physical or mental illness, injury, impairment, or condition involving any of the following:
 - a. Inpatient care in a hospital, nursing home, hospice, or residential medical facility; or
 - b. Outpatient care that requires continuing treatment or supervision by a health care provider.

Whether the leave requested falls in the category of federal FMLA leave or state FMLA leave, a physician is required to certify the “serious health condition” within the meaning of law involved.

2. Week - Generally, “week” for purposes of partial absence leave means five (5) work days of leave.
3. Leave Deductions - For each work day or work week that an employee works fewer than the regularly scheduled hours for that employee by using partial or intermittent absence leave, the specific amount taken will be deducted for purposes of computing leave taken and leave remaining.

II. CHILD REARING LEAVE

- A. Purpose: Unpaid child rearing leave may be used within sixteen (16) weeks prior to, or within twelve (12) months following:
 1. The birth of the employee’s natural child; or
 2. The placement of a child with the employee for adoption or as a precondition to adoption under section 48.90(2) of the Wisconsin Statutes, but not both; or
 3. The placement of a child with the employee for twenty-four (24) hour foster care that is made by or with agreement of a government agency.
- B. Length of Child Rearing Leave: In a twelve (12) month period, no employee may take more than twelve (12) weeks of federal child rearing leave. In addition, no more than twelve (12) weeks leave can be taken for the birth of any one child. If both the mother and father of a child are employed by the District, and they both desire child rearing leave, they are generally only entitled to a combined total leave of twelve (12) weeks. Child-rearing leave provided under federal law generally runs concurrently with the six (6) weeks of child-rearing leave provided under state law in a calendar year (i.e., January-December.)

- C. Use of Accrued Paid Time: For leave taken in accordance with state law, an employee may substitute a maximum of six (6) weeks of accrued paid time, such as vacation, for the first six (6) of the otherwise unpaid twelve (12) week leave period. For leave taken in accordance with federal law, the employee may choose, or the District may require, that accrued paid vacation or certain other leave be substituted for part or all of the remaining leave period.
- D. Scheduling Child Rearing Leave: An employee is to submit a written request for child rearing leave no less than thirty (30) calendar days before the leave is to commence. If the date of the birth, adoption, or foster care placement requires leave to begin sooner, the employee shall provide notice as soon as practicable.
- E. Intermittent Child Rearing Leave: For leave taken in accordance with state law, that is, the first six (6) weeks of leave within sixteen (16) weeks prior to or after the child-rearing event (e.g., birth of child), the employee may take child rearing leave as an intermittent or as a partial absence from employment in increments of no less than four (4) hours. An employee who does so shall schedule the intermittent or partial absence so it does not unduly disrupt the District's operations. To comply with this requirement, an employee is to provide the District, in writing, with the employee's proposed schedule of intermittent or partial absences no less than one (1) week before the schedule of absences is to commence. The schedule must be of a sufficient definiteness that the District is able to schedule replacement employees, if necessary, to cover the absences. Partial or intermittent leave must commence within sixteen (16) weeks before or after the birth, adoption, or foster placement of a child. Leave cannot be taken intermittently or as a partial absence before or beyond sixteen (16) weeks of the event, unless previously approved in advance. Any remaining child-rearing leave must be taken in a single block.

III. FAMILY MEMBER MEDICAL LEAVE

- A. Purpose: Unpaid family member medical leave may be used to care for the employee's spouse, child, parents, or spouse's parent if they have a serious health problem.
- B. Length of Family Member Medical Leave: In a twelve (12) month period, no employee may take more than twelve (12) weeks of federal family illness leave for the employee's spouse, child, or parents. The federal leave generally runs concurrently with the two (2) weeks of family illness leave provided under state law in a calendar year. A maximum of two (2) weeks of family illness leave may be taken for a spouse's parent in a calendar year (i.e., January-December).
- C. Use of Accrued Paid Time: For leave taken in accordance with state law, an employee may substitute a maximum of two (2) weeks of paid accrued time, such as vacation, for the first two (2) weeks of the otherwise unpaid twelve (12) week leave period. For leave taken in accordance with federal law, the District may require that any paid vacation be substituted for part or all of the remaining leave period.

IV. EMPLOYEE MEDICAL LEAVE

- A. Purpose: Unpaid medical leave may be used by an employee who has a serious health condition which makes the employee unable to perform his or her job duties.
- B. Length of Employee Medical Leave: No employee may take more than twelve (12) weeks of federal medical leave in a twelve (12) month period. This leave generally runs concurrently with the two (2) weeks of employee medical leave provided under state law in a calendar year.
- C. Use of Accrued Paid Time: For leave taken in accordance with state law, an employee may substitute a maximum of two (2) weeks of paid accrued time, such as vacation, for the first two (2) weeks of the otherwise unpaid twelve (12) week leave period. For leave taken in accordance with federal law, the District may require that any paid vacation be substituted for part or all of the remaining leave period.

V. SCHEDULING FAMILY MEDICAL AND EMPLOYEE MEDICAL LEAVE

An employee is to submit a written request for family medical and employee medical leave no less than thirty (30) calendar days before the leave if the leave is foreseeable and as soon as possible for unforeseeable leave. Failure to provide thirty (30) calendar days notice of a foreseeable leave may result in a denial of the leave. When medically necessary, an employee may take employee medical leave as an intermittent or as a partial absence from employment in increments of no less than four (4) hours. An employee who does so shall schedule the intermittent or partial absence so it does not unduly disrupt the District operations. To comply with this requirement, an employee is to provide the District, in writing, with the employee's proposed schedule of partial absences with reasonable promptness after the employee learns of the probable necessity of such leave.

VI. MEDICAL CERTIFICATION

If an employee requests a family member medical leave or employee medical leave under this policy, the employee may be required to have a Medical Certification Form completed. If so, this form must be completed by the employee plus the health care provider treating the family member or employee and returned within fifteen (15) days.

If the requirements for a certification are not complied with or the certification is not returned timely, the District may delay or deny family illness or employee medical leave and the absence will be considered unexcused. The District may request a second health care provider opinion at District expense.

VII. INSURANCE AND BENEFITS

While an employee is on a child rearing, family medical, or employee medical leave, the District will maintain group health insurance coverage under the conditions that applied before

the leave began. If, prior to the leave, the employee was required to participate in the premium payments, the employee is required to continue with his/her share of the premiums while on leave. An employee's failure to make the required payments may result in termination of the employee's insurance coverage. The District has the right to collect from an employee the health insurance premiums the District paid during a period of unpaid leave if the employee does not return to work after the leave entitlement has been exhausted or expired. An employee must return to work for at least thirty (30) calendar days in order to be considered to have "returned" to work. However, an employee's liability to repay health insurance premiums does not apply if his or her failure to return to work is due to a serious health condition or specific circumstances beyond the control of the employee.

VIII. RETURN FROM LEAVE

An employee returning from employee medical leave may be required to obtain medical certification from the health care provider that she/he is able to resume work. An employee returning from family and/or medical leave can return to his or her old position, if vacant, at the time the employee returns to work. If the position is no longer vacant, the employee may be offered an equivalent position with equivalent benefits, pay, and other terms and conditions of employment.

**TEACHER'S CONTRACT
SCHOOL DISTRICT OF MOSINEE
Mosinee, WI**

IT IS HEREBY AGREED by and between the Board of Education of the School District of Mosinee, hereinafter designated "School Board," and Name – Full Name (FML), a professionally trained educator legally qualified in the State of Wisconsin, hereinafter designated "Teacher," that the Teacher is to perform services as follows in the schools of said District for a term of 90 days or 9.5 months for an amount of salary as shown below and approved by the Board of Education:

CONTRACT ASSIGNMENT ON CONTRACT at:

Calculated FTE	Step Description	Matrix Step Amount	Calculated Contract

The teaching service will commence on the _____ day of _____, 20____ and for services properly rendered, the School Board is to pay the Teacher the amount due accordingly to this contract in 21 or 26 installments payable every two weeks.

IT IS FURTHER AGREED that this Contract is made and shall remain subject to the provisions of Sections 118.21 and 118.22, as revised, and to the rules, regulations and policies of the School Board now existing and as may reasonably be hereinafter enacted, and the Teacher agrees to, in all respects, abide by and comply with the same. The School Board agrees to furnish the Teacher with a written copy of all rules, regulations, and policies now in effect.

IT IS FURTHER AGREED that the parties understand and agree that this is a solemn, binding contract not to be breached by either party. The contract may be terminated by the Teacher, by submitting a Letter of Resignation to the Superintendent of Schools. Liquidated damages will be assessed to the teacher who resigns his/her position or otherwise breaches his/her contract according to the table below:

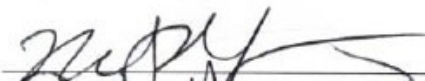
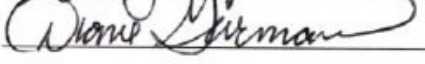
<u>Resignation Period</u>	<u>Liquidated Damages Amount</u>
July 1-31	\$750
August 1-14	\$1,000
August 15-31	\$1,500
September 1 to end of contract, with 30 day notice	\$1,500
without 30 day notice	\$2,250

A teacher's payment must accompany resignation and be in the form of a check. If payment is not made, liquidated damages will be withheld from any accrued unpaid wages due the teacher, if such wages are in payment for services performed under this Contract. Teachers may be exempt from payment for liquidated damages based on the discretion of the Superintendent.

The School Board may, if it deems necessary, require the performance by the Teacher of the regular duties of said Teacher up to and including the 30th day after notice of intent to terminate the Contract is given.

This Contract is not valid until approved by the Board of Education. Contract is not valid unless signed and returned by the Teacher on or before _____, _____, 20____. Dated this _____ day of _____, 20____.

SCHOOL BOARD OF MOSINEE

 _____ President
 _____ Clerk
 _____ Teacher
 _____ Date

**CONDITIONAL TEACHER'S CONTRACT
SCHOOL DISTRICT OF MOSINEE
Mosinee, WI**

IT IS HEREBY AGREED by and between the Board of Education of the School District of Mosinee, hereinafter designated "School Board", and _____, a conditional Teacher legally qualified in the State of Wisconsin, hereinafter designated "Teacher," that the Teacher is to perform services as follows:

The terms of said conditional contract will commence on the ____ day of _____, 20____, and shall continue until the end of this school year or the return to work of the regular teacher. (Approximate return date _____) or (End of school year date _____.)

For such services rendered, the said School Board is to pay the said Teacher under the following plan: _____ together with the following fringe benefits:

IT IS FURTHER AGREED that provisions of this conditional contract are not subject to renewal provisions of Section 118.22, Title XIV of the Wisconsin Statutes as revised.

Contract is not valid until approved by the Board of Education.

Contract is not valid unless signed and returned by the Teacher on or before _____, 20_____.

Dated this _____ day of _____, 20_____.

SCHOOL BOARD OF MOSINEE

_____ President

_____ Clerk

_____ Teacher

_____ Address

_____ Date

**EXTRA-CURRICULAR CONTRACT
SCHOOL DISTRICT OF MOSINEE
Mosinee, Wisconsin**

IT IS HEREBY AGREED by and between the Board of Education of the School District of Mosinee, hereinafter designated "School Board," and _____, to perform extra-curricular services as follows:

\$ _____ is approved by the Board of Education for the 2015-16 school term for services rendered. Payment for such services properly rendered shall be payable as follows: All sports at the end of that sport season. All other activities, one-half in January and balance at the end of the school term.

IT IS FURTHER AGREED that the parties understand and agree that this is a solemn, binding contract for the period specified above and it is not to be breached by either party without good and sufficient grounds.

Contract is not valid unless signed and returned on or before _____, 20_____.

Dated this _____ day of _____, 20_____.

SCHOOL BOARD OF MOSINEE

_____ President

_____ Clerk

_____ Teacher

_____ Address

_____ Date

Mosinee School District Compensation Schedule for Professional Educators

The Mosinee Compensation Schedule will be implemented as presented here. A quarterly review of the compensation schedule will be conducted each year with a final review occurring prior to April 1 of each year. At the end of the annual review recommendations for changes, additions or deletions to the Compensation Schedule will be brought to the Board of Education for their consideration.

Professional Educators must be in *good standing*, as defined by satisfactory performance and will not be on a *Plan of Improvement* in order to enter into and continue to progress through the compensation schedule.

Professional Educators will move vertically on the schedule one tier after each successful year of teaching (recommended for contract renewal through professional evaluations) Professional Educators will advance to different levels of the Compensation Schedule based on a positive evaluation and the attainment of Professional Development points provided funds are available as determined by the District. The level of points required is outlined within each level.

			Level 6+ Requirements
Grandfathered	Yearly Stipend	Compensation Level Increase \$0	<p>While on Level 6, teachers will move vertically on the schedule one tier after each successful year of teaching (recommended for contract renewal) Teachers must earn 6 approved Professional Development Points to move to 6C.</p> <p>Teachers in tier 6C and those who have been grandfathered at their old salary must earn a minimum of 3 Professional Development Points annually to earn the Yearly Stipend.</p>
	\$650	Over \$71,000	
Level 6	Alternate Year(s) Stipend	Compensation Level Increase \$1,200	
6C	\$650	\$71,000	
6B		\$69,800	
6A		\$68,600	
Level 5 to Level 6 Increase \$3,000			
			Level 5 Requirements
Level 5	Alternate Year(s) Stipend	Compensation Level Increase \$1,200	<p>While on Level 5, teachers will move vertically on the schedule one tier after each successful year of teaching (recommended for contract renewal) Teachers must have 18 approved Professional Development Points to move on to Level 6.</p> <p>Teachers initially placed at Level 5C may move to Level 6A after 1 year if they earn 12 approved Professional Development points. If not, in year two they shall receive the Alternate Year Stipend at the end of their second year and every year after until 12 approved Professional Development points have been earned.</p>
5C	\$650	\$65,600	
5B		\$64,400	
5A		\$63,200	
Level 4 to Level 5 Increase \$3,000			
			Level 4 Requirements
Level 4	Alternate Year(s) Stipend	Compensation Level Increase \$1,200	<p>While on Level 4, teachers will move vertically on the schedule one tier after each successful year of teaching (recommended for contract renewal) Teachers must earn 18 approved Professional Development Points <u>and must have a masters degree</u> to move on to Level 5.</p> <p>Teachers initially placed at Level 4C may move to Level 5A after 1 year if they earn 12 approved Professional Development points. If not, in year two they shall receive the Alternate Year Stipend at the end of their second year and every year after until 12 approved Professional Development points have been earned.</p>
4C	\$650	\$60,200	
4B		\$59,000	
4A		\$57,800	

Level 3 to Level 4 Increase \$3,000				
			Level 3 Requirements	
Level 3	Alternate Year(s) Stipend	Compensation Level Increase \$1,200	<p>While on Level 3, teachers will move vertically on the schedule one tier after each successful year of teaching (recommended for contract renewal) Teachers must earn 18 approved Professional Development Points to move on to Level 4.</p> <p>Teachers initially placed at Level 3C may move to Level 4A after 1 year if they earn 12 approved Professional Development points. If not, in year two they shall receive the Alternate Year Stipend at the end of their second year and every year after until 12 approved Professional Development points have been earned.</p>	
3C	\$650	\$54,800		
3B		\$53,600		
3A		\$52,400		
Level 2 to Level 3 Increase \$3,000				
			Level 2 Requirements	
			<p>While on Level 2, teachers will move vertically on the schedule one tier after each successful year of teaching (recommended for contract renewal) Teachers must earn 18 approved Professional Development Points to move on to Level 3.</p> <p>Teachers initially placed at Level 2C may move to Level 3A after 1 year if they earn 12 approved Professional Development points. If not, in year two they shall receive the Alternate Year Stipend at the end of their second year and every year after until 12 approved Professional Development points have been earned.</p>	
Level 2	Alternate Year(s) Stipend	Compensation Level Increase \$1,200		
2C	\$650	\$49,400		
2B		\$48,200		
2A		\$47,000		
Level 1 to Level 2 Increase \$3,000				
			Level 1 Requirements	
			<p>While on Level 1, teachers will move vertically on the schedule one tier after each successful year of teaching (recommended for contract renewal) Teachers must earn 18 approved Professional Development Points to move on to Level 2.</p> <p>Teachers initially placed at Level 1E may move to Level 2A after 1 year if they earn 12 approved Professional Development points. If not, in year two they shall receive the Alternate Year Stipend at the end of their second year and every year after until 12 approved Professional Development points have been earned.</p>	
Level 1	Alternate Year(s) Stipend	Compensation Level Increase \$1,000		
1E	\$650	\$44,000		
1D		\$43,000		
1C		\$42,000		
1B		\$41,000		
1A		\$40,000		
Level 1 to Level 2 Increase \$3,000				

Notes: Eight teachers in Levels 1-5 chose to receive a stipend rather than to move up a tier. I was given many different reasons as to why the teacher chose to take the stipend rather than do the work to move on the schedule. All teachers were aware of what was needed, but just chose not to do the PD points. The remaining 128 teachers moved a tier or level.

Four teachers who are on the grandfathered level chose not to do the PD points to receive the \$650.00 stipend. Ten of the teachers in the Grandfathered level did decide to complete the PD points and get the \$650.00 stipend.

How can a teacher earn *Professional Development Points*?

- *Professional Development Points* are calculated based on the amount of time, rigor and relevance of the professional development.
- Professional Development Points will be awarded if the Professional Development has been approved by the district. Approval of Professional Development Points occurs by submitting one of the following forms:
 - The Mosinee School District Professional Development Point Request Form for graduate credit
 - The Mosinee School District Professional Development Point Request Form for undergraduate credit
 - The Mosinee School District Professional Development Point Request Form for locally provided or self-directed professional development

1 Professional Development Points = 10 hours of Professional Development
3 Professional Development Points = 1 Credit = 30 Hours of Professional Development
6 Professional Development Points = 2 Credits = 60 Hours of Professional Development
9 Professional Development Points = 3 Credits = 90 Hours of Professional Development
12 Professional Development Points = 4 Credits = 120 Hours of Professional Development
15 Professional Development Points = 5 Credits = 150 Hours of Professional Development
18 Professional Development Points = 6 Credits = 180 Hours of Professional Development

- *Professional Development Points* must be earned during non-contracted time or during a personal day.
- *Professional Development Points* will be calculated for changes in compensation in the following manner: When you are ready to move to the *next* level you are required to turn in your documentation of approved Professional Growth by **April 1** so that your correct contract for the following year can be issued to you by June 1.
- *Professional Development Points* earned *will not* be carried over from level to level.
- Initial placement in the compensation model will occur at the discretion of the Administration.

What is a stipend?

- Stipends are not part of the individual teacher's contract but would be provided as a non-recurring supplemental pay.
- Stipends may be earned by Professional Educators at the top tier of each level if they have not achieved the Professional Development points needed to move *up to* the next level. During this time, if the teacher has a positive evaluation (recommended for contract renewal) and is not on a Plan of Improvement they will be eligible to receive the stipend provided funds are available as determined by the district. Stipends would not be part of the individual teacher's contract, but would be provided as non-recurring supplemental pay.

Steps for a Professional Development Point Dispute

Step 1: Prior to filing a written dispute regarding a professional development point request, employees should discuss the dispute with the Director of Instruction to determine if the dispute can be resolved.

Step 2: If the dispute cannot be resolved at Step 1, the employee must file a written appeal to the Director of Instruction no later than ten (10) calendar days from the date the employee first becomes aware of the professional development point denial causing the dispute. The Director of Instruction shall respond to the appeal in writing within seven (7) calendar days of receipt of the written dispute.

Step 3: If the dispute is not resolved at Step 1 or 2, the employee may appeal a dispute of professional development points by filing a written appeal of the dispute to the District Administrator within ten (10) calendar days from the Director of Instruction's decision. The District Administrator or designee shall meet with the parties to discuss the matter at a time that both parties are available. Within seven (7) calendar days of the meeting, the District Administrator or designee shall issue a written decision sustaining or denying the professional development point dispute.

MISCELLANEOUS COMPENSATION

A. Extra Pay Schedule – Mosinee School District

Class A	Years in Activity	Compensation Level
A1	0-4	\$3,749.20
A2	5	\$4,820.40
A3	10 or more years	\$5,891.60

Athletic

- High School Head Wrestling
- High School Head Football
- High School Head Basketball (Boys and Girls)
- High School Head Hockey
- High School Head Gymnastics
- High School Head Volleyball
- High School Head Track (Boys and Girls)
- High School Head Softball
- High School Head Baseball
- High School Head Cross Country
- High School Head Boys' Soccer
- High School Head Girls' Soccer

Non-Athletic

- *High School Yearbook
- *High School State Senate

Class B	Years in Activity	Compensation Level
B1	0-4	\$2,856.54
B2	5	\$3,213.60
B3	10 or more years	\$3,570.67

Athletic

- High School Assistant Hockey (2)
- High School Assistant Soccer (4)
- High School Assistant Football (5)
- High School Assistant Wrestling
- High School Assistant Baseball (3)
- High School Assistant Softball (3)
- High School Assistant Basketball (3 Boys, 3 Girls)
- High School Assistant Gymnastics
- High School Assistant Volleyball (4)
- High School Assistant Track (4)
- High School Assistant Cross Country

Non-Athletic

- *High School Dance Squad Advisor
- *High School Musical (2 every other year)

Class C	Years in Activity	Compensation Level
C1	0-4	\$2,142.40
C2	5	\$2,320.93
C3	10 or more years	\$2,499.47

Athletic

High School Head Golf
 Middle School Soccer (3)
 Middle School Basketball (3 Boys, 3 Girls)
 Middle School Volleyball (4)
 Middle School Head Wrestling
 Middle School Head Gymnastics
 Middle School Football (2)
 Middle School Track (2)
 Middle School Cross Country (2)

Non-Athletic

*High School Marching Band
 *Team/Department Leaders (21 total 7 per bldg)
 *Middle School Band
 *High School FFA, School Forest
 *High School One Act Play
 *High School Forensics
 *High School Pep Band
 *Elementary School Forest Coordinator
 *High School DECA

Class D	Years in Activity	Compensation Level
D1	0-5	\$1,428.27
D2	6 or more years	\$1,606.80

Athletic

Middle School Dance
 Special Olympics Coach (2)
 High School Golf Varsity Assistant
 Middle School Assistant Wrestling
 Middle School Assistant Gymnastics
 Weight Room Supervisor
 Middle School Assistant – Track (2)
 Fitness Center Supervisors
 (2 per semester)

Non-Athletic

*Technology Coach (6)
 *Instructional Coach (6)
 *Mentors
 *Middle School Forensic Advisor
 *Health Coordinator
 *Middle School Yearbook
 *Middle School Dance Coach
 *High School Assistant Forensics
 *Middle School Naturalist Club
 *Middle School Drama
 *High School Science Olympiad
 *Middle School Math Teams
 *HS Spring Head Drama-every other year
 *Middle School Student Senate
 *High School TNT (Teens Needing Teens) Club
 *HS FCCLA (Family and Career and
 Community Leaders of America) Club

Class E	Years in Activity	Compensation Level
E1	0-5	\$892.67
E2	6 or more years	\$1,071.20

Athletic

Non-Athletic

- *High School Color Guard
- *High School M-Club
- *Senior Class Advisor (2)
- *Junior Class Advisor (2)
- *High School National Honor Society
- *Middle School STEAM (Science, Technology, Engineering, Arts, and Mathematics) Club
- *Chemical Hygiene Officer
- *Elementary School Yearbook

Class F	Years in Activity	Compensation Level
F1	0-5	\$357.07
F2	6 or more years	\$535.60

Athletic

Non-Athletic

- *Sophomore Class Advisor (2)
- *Freshmen Class Advisor (2)
- *High School Graphic Arts Club
- *High School Library Club
- *High School Math Club
- *High School World Language Club
- *High School Outdoor Club
- *High School Manufacturing Club
- *High School Trees for Tomorrow
- *Middle School Trees for Tomorrow

*Positions that require placement found prior to resignation of existing person.

NOTE: Fitness Center/Weight Room Supervisor positions can be split. Also, some assistant positions will depend on student numbers.

**ACKNOWLEDGEMENT
OF RECEIPT AND UNDERSTANDING
OF THE SCHOOL DISTRICT OF MOSINEE
EMPLOYEE HANDBOOK**

I have received a copy of the Handbook. I understand that this revision supersedes all other previous versions of the policies that are addressed in this handbook and I will destroy all other versions.

I know that I must understand the information contained in the handbook so that I may comprehend my rights and responsibilities as an employee of The School District of Mosinee. I also know that if I have any questions concerning any of this information, I am to talk with my supervisor or the Personnel Manager.

I understand that the handbook is not an employment contract, but it is an explanation of the School District of Mosinee’s policies and procedures. I realize that the District may interpret, clarify, revise, and/or deviate from the procedures set forth in this handbook. I also realize the employment relationship between the School District of Mosinee and me is terminable at will by either party and that nothing in this handbook creates additional rights, or provide a basis for me to believe my employment is not terminable at will.

My signature on this form indicates that I agree to abide to all terms and provisions designated in the Employee Handbook and will comply with those policies and procedures as they are written and as they may be modified from time to time. I understand that if I fail to abide by these policies I can be disciplined, up to and including termination.

I understand that the School District of Mosinee reserves the right to access, monitor, and retrieve emails, voicemails, computer files, Internet records, and any other information contained on or within the School District of Mosinee computer system at any time, at the School District of Mosinee sole discretion, and I have no expectation of privacy regarding my use of this electronic data.

Employee Signature

Date