



Mission Statement: 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; and foster life-long learners who are self-motivated with the adaptability for future change.

EMPLOYEE HANDBOOK

2026-2027

DISTRICT EDUCATIONAL SERVICE CENTER
1000 High Street • Mosinee, Wisconsin 54455-7499 • 715-693-2530

School Board Approval: July 21, 2026

Superintendent's Message

I am pleased to introduce you to the Mosinee School District, where our commitment to "Expect the Best" drives us to provide exceptional educational experiences for our students while maintaining a supportive, small-school atmosphere. Our district is proud to offer a variety of opportunities and resources that contribute to the academic and personal growth of our students. Here are some key highlights of our district:

Dual Credit Offerings:

Mosinee High School consistently ranks at or near the top in Central Wisconsin for dual credit offerings, credits taken, and tuition savings for students. Additionally, our students achieve high ACT scores within Marathon County, reflecting the quality education we provide.

Fabrication Labs:

Each of our school buildings features a state-of-the-art fabrication lab, allowing students to explore their creativity through modern methods and techniques. These labs are an essential part of our curriculum, providing hands-on learning experiences that inspire innovation.

Extracurricular and Co-curricular Activities:

We offer a wide range of extracurricular and co-curricular activities that encourage students to engage beyond the classroom. These activities help students develop essential life-long skills and foster a sense of community and belonging.

The Creske Center:

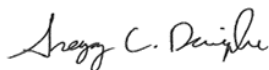
In collaboration with the Woodson YMCA, the Creske Center provides our community with access to a pool, auditorium, and gymnasium. This partnership also offers community education programs for our 55+ population, fostering connections with all community groups and promoting lifelong learning.

Once again, the Mosinee School District strives to "Expect the Best" from all parties in the district. We take the responsibility of educating the students of the district very seriously. We will not accept anything less than the best for all within our district.

We want to thank the community for their support of the district through fundraisers, attendance at events, and volunteering within our building. As a district, we feel we have many great things to offer and want to showcase that to the community. The Mosinee School District also wants to thank the school board for their willingness to serve the community in a very public-facing position. In many cases this is a thankless service to the community.

If anyone has a question or would like to talk further about the district feel free to please reach out to me. I can be reached either via email at gdoverspike@mosineeschools.org or by phone at (715) 693-2530.

Sincerely,



Greg Doverspike
Superintendent
Mosinee School District

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EMPLOYEE HANDBOOK ACKNOWLEDGEMENT

Do not print this form. An electronic version will be provided.

I hereby acknowledge notification and availability of the *Mosinee School District Employee Handbook*, which can be accessed online on the District website. My electronic signature in Skyward Employee Access indicates that I agree to abide by the standards, policies and procedures defined or referenced in this document.

It is also important to know that there are additional regulations, policies and laws that affect my employment, including the policies set forth in the Mosinee School District Board Policy Manual, job descriptions, and other state and federal laws. The *Mosinee School District Board Policies* can be located on the District's website.

I understand that this *Employee Handbook* includes the policies and procedures in effect at the time of publication. The information in this *Employee Handbook* is subject to change, which will be done consistent with the manner in which changes are made to board policy. I understand that changes in District policies may supersede, modify, or eliminate the information summarized in this *Employee Handbook*. As the District provides updated policy information, I accept responsibility for reading and abiding by the changes.

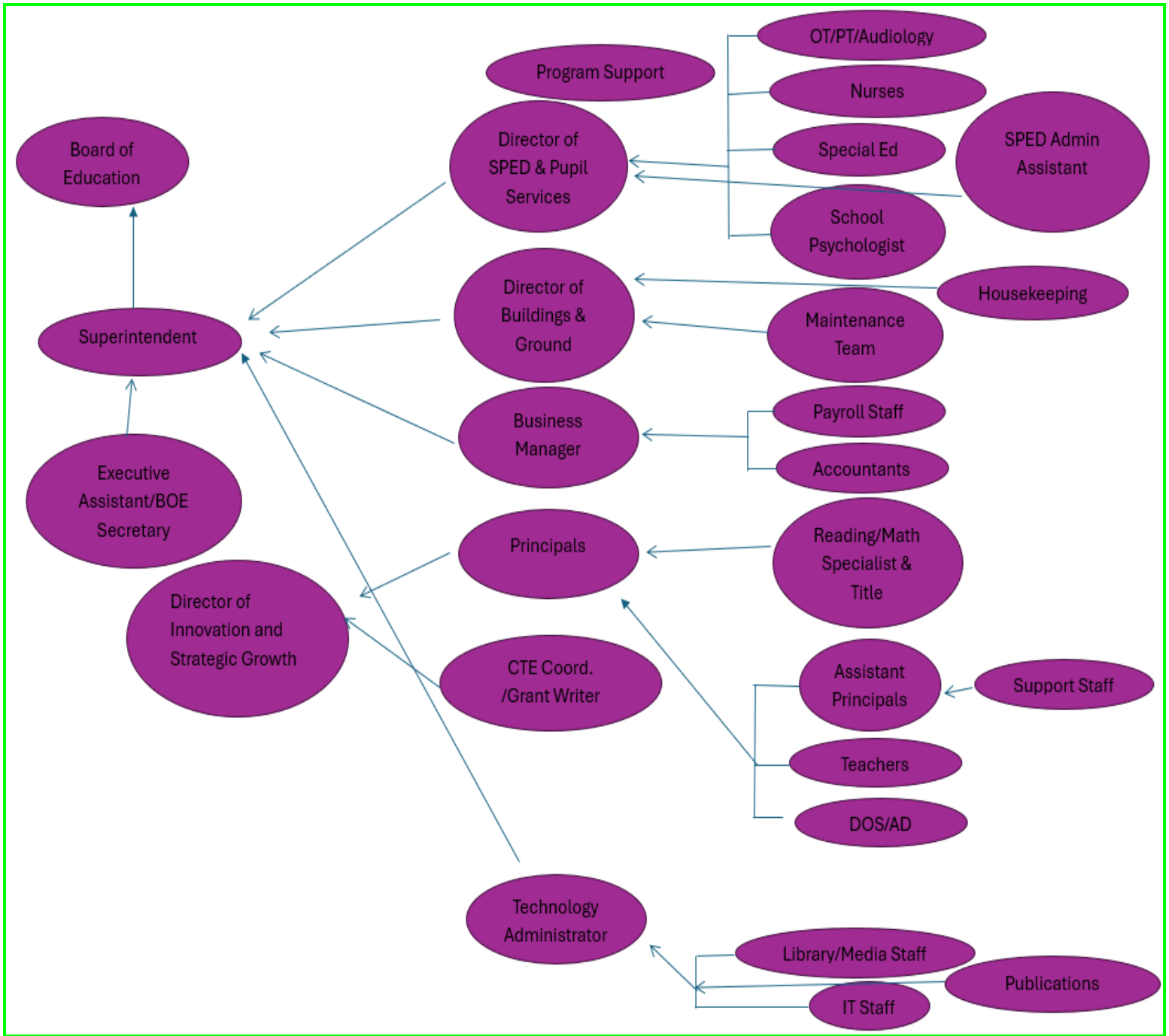
I understand that this *Employee Handbook* does not constitute a guarantee of future employment, future benefits, or a binding contract with the District for employment or benefits or for any other purpose or to alter my status as an at-will employee unless my status as an at-will employee is specifically modified, in writing, and then only to the extent required for those employees covered by Part II or Part III. I understand that nothing in this *Employee Handbook* is intended to confer a property interest in my continued employment with the District. I also accept responsibility for contacting my supervisor or Human Resources if I have any questions, concerns, or need further explanation. If any written contract between the District and an employee (or group of employees) conflicts with any provision of this *Employee Handbook*, the contract shall govern with respect to that issue.

CHAIN OF COMMAND – ORGANIZATIONAL CHART

The chain of command is the formal line of authority, communication, and responsibility within the District. Employees are expected to follow the established chain of communication as described in Policy 3112. Failure to do so may result in discipline.

See Policy 3112 – Board-Staff Communications

See Policy 4112 - Board-Staff Communications



NOTICE OF VIDEO SURVEILLANCE

The Board authorizes the use of video surveillance and electronic monitoring equipment at various school sites throughout the District and on school buses. Wherever the terms video surveillance or electronic monitoring are used, such reference includes both video and audio surveillance as possible technologies employed.

The Superintendent is responsible for determining where to install and operate fixed-location video surveillance/electronic monitoring equipment in the District. The determination of where and when to use video surveillance/electronic monitoring equipment will be made in a nondiscriminatory manner. Video surveillance/electronic monitoring equipment may be placed in common areas in school buildings (e.g. school hallways, entryways, the front office where students, employees and visitors are permitted to freely come and go, gymnasiums, cafeterias, libraries), the school parking lots and other outside areas, and in school buses. Except in extraordinary circumstances and with the written authorization of the Superintendent, video surveillance/electronic monitoring equipment shall not be used in areas where persons have a reasonable expectation of privacy (e.g. restrooms, locker rooms, changing areas, private offices (unless there is express consent given by the office occupant), or conference/meeting rooms), or in individual classrooms during instructional times.

Any person who takes action to block, move, or alter the location and/or viewing angle of a video camera shall be subject to disciplinary action.

Legible and visible signs will be placed at the main entrance to buildings and in the areas where video surveillance/electronic monitoring equipment is in use to notify people that their actions/behavior are subject to being monitored/recorded, which may include video and audio recording or both.

The Board will not place video surveillance/electronic monitoring equipment for the purpose of obtaining information for routine staff appraisal/evaluation or monitoring; however, video footage captured in the normal course of surveillance which shows information pertinent to staff performance or conduct may be used for that purpose.

See Policy 7440.01 – Video Surveillance and Electronic Monitoring



PART I – PROVISIONS APPLICABLE TO ALL EMPLOYEES

PREAMBLE AND DEFINITIONS

PREAMBLE

The Board of Education of the Mosinee School District and its employees recognize that the development and operation of an educational program of the highest quality is a shared responsibility. This is a responsibility, which for its effective discharge requires collaboration among the School Board, the administrative staff and all school district employees.

About this *Handbook*

- A. Employees Covered: This *Handbook* is provided as a reference document for the Mosinee School District (hereinafter referred to as "District") employees.
- B. Disclaimer: The contents of this *Handbook* are presented as a matter of information only. The plans, policies and procedures described are not conditions of employment. The District reserves the right to modify, revoke, suspend, terminate, or change any or all such plans, policies, or procedures, in whole or in part, at any time with implementation of new provisions. Further, the District reserves the right to interpret and determine the proper application of the contents of this *Handbook*. Employees should also take notice that this *Handbook* may be revised from time to time, at the discretion of the Board, at any time during the year.

The language which appears in this *Handbook* is not intended to create, nor is it to be construed to constitute, a contract between the District and any one or all of its employees or a guarantee of continued employment. Notwithstanding any provisions of this *Handbook*, employment may be terminated at any time, except as explicitly provided for in any other pertinent section of this *Handbook* or individual contract.

In case of a direct conflict between this *Handbook*, rules, regulations, or policies of the Board and any specific provisions of an individual written contract, the individual contract shall control. The Board retains the discretion, however, to interpret individual teacher contracts and how they are understood in light of this *Handbook*, as well as the discretion to determine whether a conflict between the contract and this *Handbook*, rules, regulations, or policies of the Board exist.

This *Employee Handbook* is intended to provide employees with information regarding policies, procedures, ethics, expectations, and standards of the District; however, this *Handbook* should not be considered all inclusive. Copies of Board Policies and Administrative Regulations are available online to all personnel. It is important that each employee is aware of the policies and procedures related to his/her position. The rights and obligations of all employees are governed by all applicable laws and regulations, including, but not limited by enumeration to the following: Federal laws and regulations, the laws of the State of Wisconsin, Wisconsin State Administrative Code and the policies of the Mosinee School District.

DEFINITIONS

- A. Administrative Employees: "Administrative Employee" is defined as a person who is required to have a contract under §118.24, Wis. Stats. and other supervisory administrative personnel designated by the District.
- B. Casual Employees: "Casual Employee" is defined as a person who is not scheduled to work on a regular basis and/or a student employee whose employment will terminate with the loss of his/her student status.
- C. Regular Employees: "Regular Employee" is defined as employees whom the District considers continuously employed, working either a fiscal or school year, until the District, at its discretion, changes the status of the employee.
 - a. 12-month Full-time Employee – "12-month Full-time Employee" is defined as an employee who is regularly scheduled to work at least 30 hours per week on a twelve

month (12-month) basis.

- b. 12-month Part-time Employee – “12-month Part-time Employee” is defined as an employee who is regularly scheduled to work less than 30 hours per week on a twelve month (12-month) basis.
 - c. School Year Full-time Employee – “School Year Full-time Employee” is defined as an employee who is regularly scheduled to work at least 30 hours per week for the instructional school year, including any work scheduled for immediately before and immediately after students are in attendance (a.k.a. The “teaching year”).
 - d. Regular, Part-time Employee – “Regular, Part-time Employee” is defined as an employee who is regularly scheduled to work for at least nine (9) months per year and is regularly scheduled to work less than 30 hours per week.
- D. Seasonal/Summer School Employees: “Seasonal Employee” is an employee who is hired for a specific period of time usually related to the seasonal needs of the District. A “summer school employee” is defined as an employee who is hired to work for the District as part of the summer school session. “Summer school session” is defined as the supplemental educational program offered during the summer, outside of the normal instructional year, for District students pursuant to Department of Public Instruction rules and regulations.
- a. If seasonal/summer school session employment is available, the District may offer seasonal/summer school employment to the applicable qualified regular school year employees. The District is free to use other, seasonal personnel, in its discretion to perform such work.
 - b. The terms and conditions of employment for seasonal/summer school sessions shall be established by the District at the time of hire. Unless specifically set forth by the District at the time of hire, work performed by a regular employee during a seasonal or summer school session shall not be used to determine eligibility or contribution for any benefits, length of service or wage/salary levels. Employment during a seasonal or summer school session in a separate job for any regular instructional year employee. Hiring for seasons/summer school session does not create an expectation of employment in any subsequent seasonal/summer school session.
- E. Substitute Employees: “Substitute Employee” is defined as a person hired to replace a regular employee during the regular employee's absence.
- F. Supervisor: The District will identify the individual employee's supervisor on the employee's job description. Supervisors include administrators and other managers designated by the District who have responsibility for the supervision and evaluation of assigned employees.
- G. Teachers: “Teacher” is defined as a person hired under a contract under § 118.21, Wis. Stats.
- H. Full-time Teachers: “Full-time teachers” are defined as persons hired under a contract pursuant to section 118.21, Wis. Stats. Whose contract has an assignment of no less than one hundred percent (100%) or 1.0 FTE of full-time equivalency.
- I. Temporary Employees: “Temporary Employee” is defined as a person hired for a specific project or position for a specific length of time. A temporary employee has no expectation of continued employment. An example would be a long-term substitute.

EMPLOYEE CONDUCT, ETHICS AND WORK GUIDELINES

Employees of the Mosinee School District are expected to follow guidelines of conduct and ethics that protect the interests and safety of all students and employees. All employees and District representatives are expected to conduct themselves in the highest ethical manner.

District employees are expected to understand that their continued employment is a function of innumerable factors, including performance, conduct, and professionalism. No list is or can be complete. Accordingly, District employees must also meet professional standards for performance and conduct reasonably expected of employees in their position, and generally, as determined by the District. Employees are required to meet expectations as they are defined by their supervisors.

To maintain and promote these essentials, the Board expects all staff members to maintain high standards in their working relationships and in the performance of their duties to:

- Recognize basic dignities of all individuals with whom they interact in the performance of duties.
- Refrain from accepting gifts, free services, or anything of value for or because of any act performed or withheld that is within the range of services expected of the person as an employee of the District.
- Refrain from using his/her position to promote partisan politics, sectarian religious views, or selfish propaganda of any kind, or for personal, or non-monetary gain. Nothing in this subsection shall be construed to restrict activity protected by the First Amendment to the U.S. Constitution or Wis. Stat. 111.70(2) concerning protected concerted activity for mutual aid or protection. However, this policy provides notice that the District and its facilities are a "closed forum" to the greatest extent possible, so that unrelated activities do not interfere with the District's educational environment.
- Refrain from using his/her office or position in a way that produces or assists in the production of a substantial benefit, direct or indirect, for the employee, members of his/her immediate family or an organization with which the employee is associated.
- Adhere to all ethical standards for public employees and officials required by state law.
- All staff members are expected to be honest, trustworthy, and act with professional integrity.

It is not possible to list all the forms of behavior that are considered unacceptable in the workplace, but the following are examples of unacceptable workplace conduct that may result in disciplinary action:

- Discourteous conduct or poor service to students, staff, or the public.
- Theft or inappropriate, unauthorized removal or possession of District or coworker's property; use of District equipment or supplies for personal projects.
- Excessive or unauthorized absenteeism or tardiness, giving false reasons for absences from work, or for failing to report absences.
- Falsification of timekeeping records.
- Unauthorized overtime or failure to record overtime worked.
- Unauthorized disclosure of confidential information.
- Possession, manufacture, distribution, dispensing, or use of alcohol, hazardous inhalants, any controlled substance (including all illegal drugs), or substances represented as such, or any substance (lawful or unlawful) not used as prescribed/directed in order to experience mood- or mind-altering effects, while on duty, or while operating District owned or leased vehicles or equipment.
- Fighting, intimidation, or threatening violence in the workplace.
- Boisterous or disruptive activity in the workplace.
- Insubordination or other disrespectful conduct.
- Deliberate statements or actions detrimental to the District; knowingly spreading false reports intended to disrupt relationships among employees and/or between employees and the District.
- Improper, careless, negligent, destructive, or unsafe use or operation of equipment or vehicles.
- Violation of safety or health rules; habitual carelessness.
- Possession of dangerous or unauthorized materials, such as explosives, weapons, or firearms

- in the workplace or on the premises.
- Sexual or other forms of harassment.
- Transmitting, retrieving, or storing any documents or communications of a discriminatory, harassing, or pornographic nature.
- Disparaging, abusive, profane, or offensive language.
- Illegal activities including piracy, cracking, extortion, blackmail, or copyright infringement.
- Unauthorized use of District telephones/computers/email/internet.
- Unauthorized disclosure of District, staff, or student confidential information.
- Unsatisfactory work performance or conduct; deliberate or excessive waste of materials; poor workmanship or low productivity.

EMPLOYMENT LAWS

NONDISCRIMINATION ON THE BASIS OF SEX IN EDUCATION PROGRAMS OR ACTIVITIES

The Board of the Mosinee School District does not discriminate on the basis of sex in its education program or activity and is required by Title IX and its implementing regulations not to discriminate in such a manner. The requirement not to discriminate in its education program or activity extends to admission and employment. The District's Title IX Coordinator(s) is/are:

Tom McCarty
 Director of Innovation and Strategic Growth
 1000 High Street
 Mosinee, WI 54455
 715-693-2530
tmccarty@mosineeschools.org

Cristy Heldt
 Technology Director
 1000 High Street
 Mosinee, WI 54455
 715-693-2550
cheldt@mosineeschools.org

Any inquiries about the application of Title IX and its implementing regulations to the District may be referred to the Title IX Coordinator(s), the Assistant Secretary for the U.S. Department of Education's Office for Civil Rights, or both.

The Board has adopted a grievance process that provides for the prompt and equitable resolution of student and employee complaints alleging any action that is prohibited by Title IX and/or its implementing regulations. The grievance process is included in Policy 2266 – Nondiscrimination on the Basis of Sex in Education Programs or Activities. The grievance process specifically addresses how to report or file a complaint of sex discrimination, how to report or file a formal complaint of Sexual Harassment, and how the District will respond.

It is a violation of Board policy for a Complainant(s), Respondent(s), and/or witness(es) to knowingly make false statements or knowingly submit false information including intentionally making a false report of sexual harassment or submitting a false formal complaint. The Board will not tolerate such conduct and violators may be subject to discipline up to and including termination.

See Policy 2266 – Nondiscrimination on the Basis of Sex in Education Programs or Activities

SECTION 504/ADA PROHIBITION AGAINST DISABILITY DISCRIMINATION IN EMPLOYMENT

The Board prohibits discrimination against any employee or applicant based upon disability. As such, the Board will not engage in employment practices or adopt policies that discriminate on the basis of disability, or otherwise discriminate against qualified individuals with disabilities in regard to job application procedures, the hiring, advancement or discharge of employees, employee compensation, job training, or other terms, conditions and privileges of employment. The Board will not limit, segregate or classify applicants or employees in any way that adversely affects their opportunities or status because of disability. Additionally, the Board will not participate in any contractual or other relationships that have the effect of subjecting qualified individuals with disabilities who are applicants or employees to discrimination on the basis of disability.

The Board will provide reasonable accommodations to a qualified individual who has an actual disability or who has a record of a disability unless the accommodation would impose an undue hardship on the operation of the District's program and/or activities. A reasonable accommodation is not required for an individual who is merely regarded as having a disability.

If the staff member has questions regarding this policy or how to file a complaint they should contact the district Compliance Officers:

Tom McCarty
 Director of Innovation and Strategic Growth
 1000 High Street
 Mosinee, WI 54455
 715-693-2530
tmccarty@mosineeschools.org

Cristy Heldt
 Technology Director
 1000 High Street
 Mosinee, WI 54455
 715-693-2550
cheldt@mosineeschools.org

See Policy 8913 – Section 504/ADA Prohibition Against Disability Discrimination in Employment

NONDISCRIMINATION, EQUAL EMPLOYMENT OPPORTUNITY, AND ANTI-HARASSMENT

The Board does not discriminate on the basis of age, race, creed, color, disability, marital status, sex (including gender identity or gender stereotypes/nonconformance), pregnancy, childbirth, and related medical conditions, sexual orientation, national origin, ancestry, arrest record, conviction record, military service, or use or nonuse of lawful products off the employer's premises during nonworking hours or declining to attend a meeting or to participate in any communication about religious matters or political matters, religion, genetic information, or any other legally protected category (collectively, Protected Classes) in its programs and activities, including employment opportunities.

The Board is committed to providing a work environment that is free from Prohibited Conduct, responding promptly and effectively when it has knowledge of conduct that reasonably may constitute Prohibited Conduct, and addressing Prohibited Conduct in its education programs or activities. This commitment applies to all District operations and this policy applies to Prohibited Conduct occurring within or as a part of the District's education programs and activities, whether on school property or at another location during an activity sponsored by the Board.

If the professional staff member has questions regarding Nondiscrimination, Equal Employment Opportunity, or Anti-Harassment or how to file a complaint regarding equal employment they should contact the district Compliance Officers.

Tom McCarty
 Director of Innovation and Strategic Growth
 1000 High Street
 Mosinee, WI 54455
 715-693-2530
tmccarty@mosineeschools.org

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 1000 High Street
 Mosinee, WI 54455
 715-693-2550
cheldt@mosineeschools.org

In addition the staff member should refer to:

See Policy 3122 - Nondiscrimination and Equal Employment Opportunity

See Policy 4122 - Nondiscrimination and Equal Employment Opportunity

ETHICS AND CONFLICT OF INTEREST

Professional employees are expected to perform their duties in an ethical manner and free from an actual conflict of interest or from situations that create the appearance of a conflict of interest, in a manner consistent with 19.59, Wis. Stats. The Board's interest in enforcing this policy is to assure that the decisions and actions of public employees retain the public's trust. Therefore, even a conflict relationship that can be viewed as beneficial to the District, or that was intended to be beneficial to the District, may still be a violation of Board policy.

No employee may accept or engage in any employment, consulting, advising, or other professional activity with any organization other than the District, whether the employee will receive compensation for such outside activity or not, without first providing notice to the District Administrator.

See Policy 1130 - Ethics and Conflict of Interest

See Policy 3230 - Ethics and Conflict of Interest

See Policy 4230 - Ethics and Conflict of Interest

FAMILY AND MEDICAL LEAVE ACT

The District will comply with applicable state and federal laws regarding family and medical leave. In addition, specific information about the federal law is included below. Any other leaves of absence provided under District policies run concurrently with any leaves taken under state or federal Family and Medical Leave Laws.

The following link to the State of Wisconsin Department of Workforce Development Employee Rights Division website gives a comparison of federal and state Family and Medical Leave Act (FMLA) provisions, including a list of commonly asked questions and answers.

Ref. <https://dwd.wisconsin.gov/er/civilrights/fmla/>

- A. **Notification of Benefits and Leave Rights:** The District posts the text of a required federal notice regarding federal FMLA employee entitlements and obligations in conspicuous places where notices to employees and applicants are customarily placed. A copy of the notice can be accessed at the following link: <http://www.dol.gov/whd/regs/compliance/posters/fmlaen.pdf>. See 29 U.S.C. § 2619(a); 29 C.F.R. § 825.300(a)(1). This notice is posted on bulletin boards at all District sites;
- B. **Eligibility Notice:** When an employee requests FMLA leave, or when the District acquires knowledge that an employee's leave may be for an FMLA-qualifying reason, the District generally will notify the employee of the employee's eligibility to take FMLA leave within five business days, absent extenuating circumstances. 29 C.F.R. § 825.300(b);
- C. **Rights and Responsibilities Notice:** The District shall provide written notice outlining specific obligations of the employee eligible for federal FMLA that explains any consequences of not meeting those obligations. 29 C.F.R. § 825.300(c). The District uses a form entitled Notice of Eligibility and Rights and Responsibilities (FMLA) to provide this information. In addition, the District directs employees' attention to the following notice concerning employee rights and responsibilities under Wisconsin law, available at the following link: [DEPARTMENT OF WORKFORCE DEVELOPMENT - WISCONSIN FAMILY AND MEDICAL LEAVE ACT](#)
- D. **Designation Notice:** The form the District uses to inform employees in writing whether leave requested under the FMLA has been determined to be covered under the FMLA is the Designation Notice (Family and Medical Leave Act).

Any questions pertaining to FMLA may be directed to the Human Resource Director or his/her designee.

UNIFORMED SERVICES LEAVE

Employees performing duty, whether on a voluntary or involuntary basis, in a uniformed service shall be granted a leave of absence without pay in accordance with the provisions of federal law and state law. Additional leave beyond that required by law for such uniformed services may be granted at the discretion of the Board.

When time permits, the request for a reserve military leave should be as far in advance as possible so the employer can adequately plan for the absence. Whenever possible, the request should be accompanied by a copy of the reservist's military orders. The request may be submitted to the Human Resource Director or any other administrator or supervisor.

See Policy 3431 - Employee Leaves

See Policy 4431 - Employee Leaves

WISCONSIN RETIREMENT SYSTEM (WRS) CONTRIBUTIONS

The Board will contribute the employer's share to the Wisconsin Retirement System for all eligible employees. The employee will pay the employee's contribution to the Wisconsin Retirement System as required by the state retirement benefit plan.

GENERAL EMPLOYMENT PRACTICES AND EXPECTATIONS

ALCOHOL AND DRUG-FREE WORKPLACE

In order to protect the health, welfare, and safety of students and employees, no employee shall engage in any of the following conduct in any school building or on school premises, in any school-owned vehicle, or off-premises at any school-approved activity, event or function where students are under the jurisdiction of the District: possess, manufacture, distribute, dispense, use, or be under the influence of alcohol, hazardous inhalants, any controlled substance (including all illegal drugs), or substances represented as such. The sole exceptions to these prohibitions involve (1) medication prescribed to an employee and used by the employee in accordance with the instructions of the employee's health care provider, and (2) lawful products/ substances that, if misused, are potential intoxicants, but that are possessed and used solely for a lawful and authorized purpose and in accordance with any appropriate safety precautions and manufacturer directions. In addition, the District does not condone the involvement of any employee with illegal controlled substances, even when the employee is not on District premises.

The District may refer employees to law enforcement authorities for prosecution of suspected illegal behavior related to the use, possession, or distribution of drugs or alcohol on school grounds or as a part of any school sponsored activity. Any employee engaged in the performance of a federal grant is required to notify the Superintendent of Schools or their designee of any criminal drug statute conviction occurring in the workplace within five days of such conviction.

See Policy 3122.01 - Drug Free Workplace

See Policy 4122.01 - Drug-Free Workplace

EMPLOYEE SELF-REPORTING OF ARREST

All District employees shall notify the District Administrator as soon as possible, but no more than three (3) calendar days, after any arrest, criminal charges, criminal summons, indictment, conviction, no contest or guilty plea, or other adjudication of the employee for any criminal or municipal offense.

The requirement to report a conviction or deferred adjudication shall not apply to minor traffic offenses (e.g. non-moving violations, failure to yield, failure to obey a traffic signal, unattended vehicle, illegal parking). However, an offense of operating under the influence, revocation or suspension of license, and driving after revocation or suspension or any moving violation must be reported if the employee drives or operates a District vehicle or piece of mobile equipment or transports students or staff in any vehicle. Failure to report under this section may result in disciplinary action, up to and including termination. All employment decisions by the District based on such information must comply with Wisconsin's arrest and conviction discrimination law.

See Policy 3122.01 - Drug Free Workplace

See Policy 4122.01 - Drug-Free Workplace

FINANCIALLY RESPONSIBLE WITH DISTRICT FUNDS

Employees will be expected to be responsible with district funds, using only what is approved for expenditures, spending only what is necessary (not spending just to spend) and reporting any revenues and receipts received. It is expected that District credit card procedures are followed as well as the requisition/purchase order/invoice process to include abiding by due dates such as when to have purchase orders spent and new purchases entered, etc.

ATTENDANCE

The District expects employees to be present for work. Attendance is an essential function of virtually all positions held in the District. Employees are expected to adhere to their assigned schedule. For the schools to operate effectively, employees are expected to perform all assigned duties and work all scheduled hours during each designated workday unless the employee has received approved leave. Breaks and meal periods may only be taken during times designated by the employee's supervisor/building administrator and as further specified in other parts of this Handbook. Any deviation from assigned hours must have prior approval from the employee's supervisor/building administrator. Employees who are unable to report to work shall follow the applicable procedures for reporting his/her absence. Any time spent not working during an employee's scheduled day must be accounted for in Red Rover using the appropriate reasons; in this regard, the District does not authorize employees to take leave on an unpaid basis in their discretion and all leave, including unpaid leave must be specifically authorized by the District. The District will monitor attendance and absence patterns. Theft of time and/or improper modification of time worked records, or any misrepresentations, statements or conduct involving falsification of an employee's time worked will be investigated and will result in disciplinary action. Failure to notify the District of an absence and failure to report to work on such a day could result in disciplinary action.

CONFIDENTIALITY

State and Federal law requires that student education records be maintained as confidential. State law further exempts certain information and records from public disclosure. As such, the Board is obligated to take appropriate steps to maintain certain information and records as confidential. Individuals who have access to student education records may not remove them from Board property without express permission from their building principal or supervisor. An individual authorized to remove student education records from school property is responsible for the safety and security of the records and for returning them to the District intact. Confidential information and records may not be disclosed except as authorized by Board policy. Individuals who have access to confidential information and records while employed by the Board are reminded that their legal obligation to maintain such confidence extends beyond their term of employment in the District and they are prohibited from releasing, disclosing or otherwise disseminating confidential information or records subsequent to leaving the Board's employment.

See Policy 8350 - Confidentiality

FALSE REPORTS

It is a violation of Board policy for a Complainant(s), Respondent(s), and/or witness(es) to knowingly making false statements or knowingly submitting false information, including intentionally making a false report of sexual harassment or submitting a false formal complaint.

Employees may also be disciplined or terminated, for filing false reports or statements including but not limited to the following: accident reports, attendance reports, insurance reports, physician's statements, pre-employment statements, sick leave requests, student records, tax withholding forms and work reports.

FRAUD

The Board is committed to protecting the financial assets of the District. Fraudulent behavior by School District employees, any contracted entity, or other individual will not be tolerated.

Fraudulent behavior includes, but is not limited to, theft, embezzlement, lying or providing false information to obtain a material benefit, including falsification of employee time records or other manipulation of time records to obtain compensation for time not worked, purchasing property for personal use with School Board funds, and inappropriate personal use of School Board property.

GRIEVANCE PROCEDURE

The District has adopted a grievance procedure to resolve grievances by employees concerning discipline, termination, and workplace safety.

See Policy 3340 - Grievance Procedure

See Policy 4340 - Grievance Procedure

JURY DUTY

The District shall pay employees their regular salary when required to serve on jury duty. However, upon receipt of pay from the court system, the employee must reimburse the Mosinee School District the amount received for jury pay (excluding mileage). Employees shall report to school each day as soon as possible following their release from jury duty. Employees shall notify their administrator as soon as possible each day they are called for jury duty.

MANDATORY REPORTING OF CHILD ABUSE OR NEGLECT

State statutes mandate that any employee of a school district who has reasonable cause to suspect that a child has been abused or neglected or who has reason to believe that a child has been threatened with or subject to abuse or neglect shall immediately inform, by telephone or personally, the appropriate District administrative personnel and Marathon County Child Protective Services or local law enforcement of their report and/or the basis for their report. "Inform" under this section means that the employee must make certain that all information contributing to their report is conveyed to appropriate personnel immediately; leaving a message is not sufficient to "inform" appropriate personnel under this section. Abuse or neglect of a child may include physical abuse, emotional abuse, sexual abuse, or failure to provide for the basic needs of a child.

The law prohibits anyone who makes a report in good faith from being fired, disciplined, or discriminated against, and the reporter is protected from civil or criminal liability. In addition, the identity of the employee making the report will be kept confidential to the extent possible, while recognizing that cooperation with authorities' investigations may be required.

Any questions about this mandatory reporting requirement may be directed to a school principal or the Director of Student Services.

See Policy 8462 - Child Abuse and Neglect

REPORTING OF SEXUAL MISCONDUCT

Staff members who possess information leading a reasonable person to suspect that misconduct may have occurred, as indicated below, shall report this immediately to a designated administrator or Title IX Coordinator, who shall inform the District Administrator of the report.

- A. Sexual misconduct, as defined in 948.098 (1) (d), Wis. Stats., s. 948.098 (1)(d), by a school staff member, as defined in s. 948.098 (1) (c).;
- B. That an individual who has been convicted of a serious child sex offense, as defined in 948.13, Wis. Stats., s. 948.13, has engaged in an occupation or participated in a volunteer position that requires the individual to work or interact primarily and directly with children in a manner that would be a felony under s. 948.13.; and/or
- C. That a sex offender, as defined in 948.14 (1) (d), Wis. Stats., s. 948.14 (1) (d), has intentionally captured a representation of a minor student without the written consent of the minor student's parent or guardian.

Failure on the part of the staff member to immediately report the aforementioned (A., B., and/or C, above) may result in disciplinary action, up to and including termination.

See Policy 8462 – Reporting of Abuse and Neglect, and Sexual Misconduct

APPROPRIATE DISCUSSION CONTENT WHEN USING PERSONAL COMMUNICATION DEVICES (PCD)

When using PCDs to communicate with students and parents, staff members must use District-approved

communication platforms.

When staff and school officials communicate with students using PCDs, discussions must be appropriate and not prohibited grooming or boundary violations, professional, and related to legitimate school purposes. Communications described here should be as brief as possible and only contain what is necessary. Appropriate content includes:

1. Instructional communication (assignments, coursework, academic support);
2. School-related activities (clubs, athletics, events, field trips, rehearsals);
3. Scheduling or logistical information related to classes or school programs;
4. Pedagogical assistance related to school participation (clarifying expectations, reminders, or academic assistance); and,
5. Safety or emergency communication when necessary.

Communications must remain professional in tone, limited to educational or school-related matters, and consistent with District policies regarding staff–student boundaries. Failure to follow these policy expectations may result in discipline up to and including termination, and potential referral to law enforcement. The level of discipline will depend on the severity of the violation. This policy applies to communication that occurs during or outside of school hours.

Employees who are parents of students enrolled in the District may communicate with their own children using PCDs outside of District-approved platforms, provided such communications are personal in nature and not conducted in the employee's official capacity. This exception does not permit the employee to engage in District-related communications with other students outside of approved platforms, nor does it exempt them from applicable laws, policies, or expectations regarding professional conduct.

District-Approved PCD Communication Platforms

The Superintendent is required to designate and communicate the District-approved social media/communication platforms/sites, which all Board members, staff, coaches/advisors, and approved volunteers are required to use exclusively when communicating with each other and/or with students.

The approved communication platforms(s) which all staff and coaches/advisors are required to use exclusively when communicating with each other and/or with students is/are:

1. District email/messaging;
2. District-approved social media platforms.

Staff Required Reporting of Misconduct

Any concerns about inappropriate staff-student conduct must be reported immediately to a supervisor, principal, or the District's Compliance Officer(s). Anonymous reports will be investigated per District harassment procedures outlined in Policy 5517 - Student Anti-Harassment.

APPROPRIATE STAFF AND STUDENT RELATIONSHIPS

The District is committed to maintaining safe, professional, and developmentally appropriate relationships between staff and students. All employees are expected to uphold clear and appropriate boundaries and report concerns to protect student welfare.

Prohibited Conduct/Behaviors

This section applies to communications and behaviors that occur during or outside of school hours between an employee acting in the employee's official capacity and a student enrolled or otherwise participating in any aspect of the District's programming. To protect the wellbeing of students, grooming behaviors by staff are strictly prohibited. Likewise, this policy includes reference to other types of behaviors that, while not meeting the definition of grooming, constitute boundary violations that can create the appearance of grooming behavior.

- A. Grooming - Grooming behavior is defined as a course of conduct, pattern of behavior, or series of acts with the intention to condition, seduce, solicit, lure, or entice a child for the purpose of engaging in sexual intercourse or sexual contact, or for the purpose of producing, distributing, or possessing depictions of the child engaged in sexually explicit conduct.

These prohibited grooming behaviors, as well as the behaviors included below, cover both in-person and digital communications, during non-school and school hours, and include sexualized conversations, inappropriate physical contact, and efforts to isolate a child from their family or peers. Staff must not engage in any romantic or sexual conduct with students, including dating, advances, sexual contact, or sexually suggestive communication.

When accompanied by the intent described above, grooming behaviors include the following and other similar forms of interaction between school staff or volunteers and students:

1. hugging, kissing, or other physical contact with a student;
2. telling sexual jokes to students;
3. engaging in talk containing sexual innuendo or banter with students;
4. talking about sexual topics that are not related to curriculum;
5. showing to or discussing pornography with a student;
6. any other form of interaction with a student that involves the requisite intent described above.

- B. **Boundary Violations** - Staff-student relationships may become inappropriate based on the frequency, timing, location, or nature of interactions. An employee need not have any intent to engage in grooming of a student but may still violate the obligation to maintain appropriate boundaries between students and staff, and therefore be subject to disciplinary action. Consent from the student or parent does not justify boundary violations.

Maintaining professional boundaries is essential to student safety and assists staff and volunteers in avoiding circumstances that can be perceived as grooming behavior.; However, however, the District recognizes that certain physical contact or personal involvement may be clinically or educationally necessary. Behaviors that are required for a student's well-being or instructional success are permitted. This includes, but is not limited to: providing hygiene assistance to a student (e.g., following a toileting accident); physical spotting or corrective positioning in athletics (e.g., wrestling, gymnastics, or football); and administering first aid or emergency medical care.

Any behavior that lacks a clear educational or medical justification, or that serves the emotional or physical needs of the adult rather than the student, is strictly prohibited. Such behaviors may be indicators of grooming and will be subject to immediate investigation.

Inappropriate boundary violations may include, but are not limited to, the following:

1. inappropriate comments about a student's body or appearance;
2. taking an undue interest in a student (i.e. having a special friend or a special relationship);
3. initiating or extending contact with students beyond the school day for personal purposes;
4. using e-mail, text messaging, or websites to discuss personal topics or interests with students;
5. giving students rides in the staff member's personal vehicle or taking students on personal outings without administrative approval;
6. invading a student's privacy (e.g. walking in on the student in the bathroom, locker-room, asking about bra sizes or previous sexual experiences);
7. going to a student's home for non-educational purposes;
8. inviting students to the staff member's home without proper chaperones (i.e. another staff member or parent of student);
9. giving gifts or money to a student for no legitimate educational purpose;
10. accepting gifts or money from a student for no legitimate educational purpose;
11. being overly touchy with students;
12. favoring certain students by inviting them to come to the classroom at non-class times;
13. getting a student out of class to visit with the staff member;
14. providing advice to or counseling a student regarding a personal problem (i.e. problems related to sexual behavior, substance abuse, mental or physical health, and/or family relationships, etc.), unless properly licensed and authorized to do so;
15. being alone with a student behind closed doors without a legitimate educational purpose;
16. telling a student secrets and having secrets with a student; and
17. other similar activities or behavior.

Inappropriate boundary violations are prohibited and must be reported promptly.

- C. Preferential Treatment or Favoritism - Staff behaviors that demonstrate, or give the perception of, preferential treatment toward a student or group of students. Romantic or Sexual Conduct - Staff must not engage in any romantic or sexual conduct with students, including dating, advances, sexual contact, or sexually suggestive communication.

PERSONAL APPEARANCE/STAFF DRESS CODE

Every employee's appearance should be consistent with the high standards we set for ourselves as a District. The professional appearance of employees which includes dress, accessories and other body adornments, and grooming, not only reinforces their own shared vision of the District and their identity as highly motivated professionals working toward a common mission, but also strengthens the morale, sense of professionalism, dignity and self-worth; the community's perspective toward the District, public schools and the teaching profession; and, directly and indirectly, the conduct, morale, and performance of the District's students.

All employees must exercise good judgment in their choice of professional appearance for work and work-related activities by always appearing in a way that is appropriate to the situation and that will:

- A. Be physically clean, and neat;
- B. Dress in a manner consistent with their professional responsibilities;
- C. Dress in a manner that communicates to students a pride in personal appearance.

See Policy 3216 - Professional Staff Dress and Appearance

See Policy 4216 - Support Staff Dress and Appearance

VOLUNTARY DONATION OF PAID TIME OFF FOR MEDICAL HARDSHIP

The Mosinee School District will request donations to the Sick Leave Bank Prior to November 1 of each year, employees shall notify the District of the intention to donate up to two (2) PTO Days to the District sick leave bank. There will be only one sick leave bank for the district and any category of employee can donate and/or receive a day from the sick leave bank. The bank is intended for catastrophic illness only. The employee must have also exhausted all sick leave and all other available paid time off and be on leave for a medically verifiable catastrophic illness or injury. Catastrophic is defined as life threatening.

The sick leave bank will be available to care for the catastrophic illness of the employee, care of the employee's spouse, dependent children, parents, or members of the immediate household as defined in the Employee Handbook under Sick Leave. Up to a maximum of 30 days may be used by each qualified employee each year. Donated sick leave bank days will be made available to applicants on an as needed basis at the discretion of the superintendent or designee. There is no limit on the total number of sick leave days in the bank each year. For example, Employees are eligible for thirty (30) days for their own illness and ten (10) days for an illness of another one of the approved family groups.

If the balance of available days in the District sick leave bank becomes expended to zero available days, at any point in time, the superintendent or designee may request additional donation requests from District employees after November 1 of each year. In circumstances of an additional donation request, each District employee will only be able to donate three (3) PTO days per fiscal year to the District sick leave bank.

The superintendent or designee will determine eligibility for use of the sick leave bank. Applicants for the District sick leave bank agree to hold harmless the District regarding the determination of qualifications for use of the sick leave bank. Donations will be made on a voluntary basis by Mosinee School District employees. All District participants agree to hold harmless the District and its employees regarding the administration of the District sick leave bank program.

TERMINATION OF EMPLOYMENT

The employment relationship between the District and any employee shall be broken and terminated by:

- A. termination pursuant to the terms of this *Handbook* and the employee's individual contract (if any);
- B. voluntary resignation or quitting;
- C. retirement;

- D. nonrenewal of the employee's contract (unless the contract being non-renewed is for an extracurricular or temporary/seasonal assignment and the staff member remains employed with the district in another capacity);
- E. failure to return to work on the workday following the expiration of an authorized leave of absence unless unable to notify because of illness or other reasonable basis;
- F. failure to report to work by the date directed by the District; and/or
- G. job abandonment

TOBACCO USE

It shall be a violation of this policy for any staff members of the District to use, consume, display, promote, or sell any tobacco products, tobacco industry brand, tobacco-related devices, imitation tobacco products, or electronic smoking or vaping devices, regardless of content at any time on school property or at off campus, school-sponsored events. The Board authorizes the District Administrators to take reasonable measures related to the Board's expectation that the promotion and display of tobacco and related products on school property or at off-campus, school-sponsored events is prohibited

It shall be a violation of this policy for the District to solicit or accept any contributions, gifts, money, curricula, or materials from the tobacco industry or from any tobacco products retailer. This includes, but is not limited to, donations, monies for sponsorship, advertising, promotions, loans, or support for equipment, uniforms, and sports and/or training facilities. It shall be a violation of this policy to participate in any type of service funded by the tobacco industry while in the scope of employment for the District.

See Policy 3215 -Use of Tobacco and Nicotine by Professional Staff

See Policy 4215 - Use of Tobacco and Nicotine by Support Staff

WHISTLEBLOWER PROTECTION

The Board expects all its employees to be honest and ethical in their conduct, and to comply with applicable State and Federal law, Board policies, and administrative procedures. The Board expects employees to report to their immediate supervisors any violation or suspected violation of any Federal, State or local law, policy, or regulation committed by any employee, or agent of an agency or independent contractor which is doing business with the Board, which creates and presents a substantial or specific danger to the public's health, safety, or welfare. Additionally, employees are expected to report any act or suspected act of gross mismanagement, malfeasance, misfeasance, gross waste of public funds, suspected or actual Medicaid fraud or abuse, or gross neglect of duty committed by an employee or agent of an agency or independent contractor which is doing business with the Board.

It is the responsibility of an employee who is aware of conduct on the part of any Board member or employee that possibly violates Federal or State law, or Board policy, to call this conduct to the attention of the employee's immediate supervisor. If the employee's immediate supervisor is not responsive or is the employee whose behavior is in question, the employee should report the alleged misconduct to the District Administrator.

After such a report is made, the immediate supervisor will ask that the report be put in writing.

Any employee making such a report shall be protected from discipline, retaliation, or reprisal for making such report as long as the employee made such a report based on a reasonable and good faith belief that the report is accurate and not based on the employee's intent to harm, harass, intimidate, or retaliate against another individual.

Employees are subject to disciplinary action, up to and including termination, for purposely, knowingly, or recklessly making a false report under this policy. Conversely, employees are subject to disciplinary action, up to and including termination, if they are aware of a violation of Federal, State, or local law that the Board has the authority to correct and they do not make a report confirmed in writing to their immediate supervisor.

If the alleged misconduct that is reported involves a Board member, the employee shall report to the District Administrator who is authorized to engage the Board's legal counsel to manage an investigation concerning the matter. If the report concerns the Superintendent the employee shall make the report to the Board President, who is authorized to engage the Board's legal counsel to manage the investigation.

Upon receipt of a report made by a staff member pursuant to this policy, an investigation shall be commenced as soon as possible and shall be handled expeditiously.

See Policy 3211 - Whistleblower Protection
See Policy 4211 - Whistleblower Protection

WORKERS' COMPENSATION COVERAGE AND REPORTING RESPONSIBILITIES

All employees shall be covered by Workers' Compensation Insurance. If an employee sustains a work related injury or illness, the employee must immediately report the accident or illness to their supervisor. After first aid or medical attention, if necessary, the employee must contact our Workers Compensation Provider (Please contact the District Office for this information) to provide the necessary information for a claim form to be completed; the supervisor will report the injury if the employee is medically incapacitated and unable to report, and will ensure the employee provides a report as soon as practicable, if necessary. The claim form is required to be completed for all injuries or accidents even if medical attention is not necessary. Employees are expected to provide their supervisor with additional information about any changes in their work-related injury or illness as they occur.

RECEIPT OF LEGAL DOCUMENT BY EMPLOYEES

Service of Legal Process

Service of legal process is defined as a formal delivery of a notice of claim, summons, complaint, writ, or other legal notice to a defendant or interested party. This action officially notifies the defendant or interested party of a lawsuit or legal proceeding, establishing a court's jurisdiction over them.

Accepting Legal Service

Legal service requires compliance with procedural rules. The Board authorizes the District Administrator to receive service of legal process for District matters, pursuant to 118.26, Wis. Stats. The District Administrator is authorized to refer legal process to the Board's legal counsel.

Staff members may not accept service of legal documents on behalf of the District unless authorized by the District Administrator to do so. If authorized by the District Administrator to accept service of legal documents on behalf of the District, staff members may only accept service through personal service and should not agree to accept service via email, fax, or any other means other than personal service unless directed to do so by the District Administrator.

The District Administrator shall be immediately informed of the receipt of any legal documents by a District staff member naming a District staff member in their official capacity as a party to a legal action or otherwise implicating the District staff member's official duties as a subject of a lawsuit or legal proceeding.

Providing Testimony or Documentation

At times employees may be called upon to provide legal testimony or provide documentation on student or District matters. The staff member shall immediately notify their principal who shall notify the Superintendent who shall consult with the Board's legal counsel.

No staff member may produce confidential student records or testify concerning the content of student records without first notifying students or their principal.

See Policy – 8325 – Receipt of Legal Documents by Employees

PERSONNEL FILES

An employee shall have the right, upon request and consistent with the timelines and content limitations specified in State law, to review the contents of the employees personnel file, at least two (2) times per calendar year, while in the presence of the administrator or his/her designee. The employee shall be entitled to have a representative accompany them during such review. This examination must be accomplished in the presence of the person officially charged by the Superintendent with custody of those files.

See Policy 8320 – Personnel Records

PERSONNEL FILE RECORD CORRECTION

If there is any disagreement with the content or information contained in an employee's personnel record, the employee will follow the process established in Policy 8320 – Personnel Records to either have a correction made to the information in question, or to have the content in question removed from the file.

INFORMATION TECHNOLOGY

ACCEPTABLE USE OF TECHNOLOGY

The District provides employees with access to a wide range of information and communication technologies. It is anticipated that this access will enrich the educational environment. District employees are expected to abide by its policies and rules when using information technology and communication resources.

See Policy 7540 - Technology

ARTIFICIAL INTELLIGENCE

The Board acknowledges the positive impact and transformative potential of Artificial Intelligence (AI) in education and operations, emphasizing a balanced, people-centered approach. It supports the responsible and innovative use of AI in classrooms and professional settings, with the understanding that AI should enhance human interaction and instruction, not replace it, and all AI-driven decisions require human review. The District Administrator is authorized to support the use of artificial intelligence technology when its use is consistent with the District's mission, goals, and operational integrity.

Employee Use of AI

- A. Instructional Integration:** Employees may integrate AI tools into their instruction at their discretion and should clearly define the parameters for AI usage in the classroom by students using only District-approved AI applications/tools.
- B. Transparency & Professional Responsibility:** When using AI to create instructional materials, assessments, or feedback, employees shall maintain transparency by disclosing the role of AI in these processes. Employees must review and verify the accuracy and appropriateness of any AI-generated content. While AI may be used to assist with routine support functions, employees remain responsible for the intellectual core and final verification of all professional work products (including lesson plans, evaluations, and communications) to ensure the accuracy and appropriateness of the content.
- C. Data Privacy & Information Security:** Employees shall not input sensitive, confidential, personally identifiable, or proprietary information about students, colleagues, or institutional operations into AI systems that lack safeguards and policies to protect such data from being used in their training models. If an employee intends to enter personally identifiable information, sensitive or proprietary data into an AI tool, they must first ensure the tool is on the District's Approved AI Tool Inventory. If it is not, they must seek written approval from their Supervisor, who will consult with the IT Department regarding legal and privacy safeguards.
- D. Academic Integrity & Detection:** Using AI detection software to enforce academic integrity should be done in accordance with the knowledge that this software is not foolproof and that the disruptive nature of AI technologies in education can lead to considerable confusion regarding expectations for AI use. Employees should use AI-detection ethically and as the starting point of an inquiry into a possible violation of academic integrity rather than as a definitive indication of student dishonesty. Employees must also disclose the use of AI software in course curricula.
- E. Workflow Enhancement:** Employees may use AI tools to enhance workflows, such as drafting communications, analyzing data, or developing reports, provided the outputs are verified for accuracy and compliance with State and Board policies. The use of AI tools for such purposes should be disclosed when disseminating AI output.
- F. Records Management:** Any record, or portion thereof, generated or compiled by an artificial intelligence (AI) system is subject to all provisions of this policy, other applicable Board policies, and state or federal laws. The District is fully responsible for the accuracy, security, access, and disclosure of all AI-generated content within a record, as if created solely by a District employee. (see policy 8330 - Student Records and policy 8310 - Public Records)
- G. Behavioral Prohibitions:** Staff members are prohibited from using artificial intelligence (AI) tools to bully, harass, threaten, impersonate, or create or distribute deceptive or harmful content, including deepfake or synthetic media that falsely depicts another person. AI may not be used in ways that violate student or employee privacy, compromise confidential information, engage in academic or professional misconduct, or otherwise disrupt the educational environment.

Enforcement

Violation of the policy may result in disciplinary consequences. Staff may be disciplined for violations, up to and

including suspension or termination of employment. The District Administrator will refer any illegal acts to law enforcement.

See Policy 7540.08 – Artificial Intelligence

CARE AND RETURN OF DISTRICT ISSUED EQUIPMENT

Employees are responsible for the reasonable care and protection of District property and equipment issued to them in the course of their employment. This includes but is not limited to technology related equipment (e.g., devices and peripherals), keys, fobs, uniforms, instructional materials, classroom/office items, etc. Employees shall return all District property upon request or upon termination of employment or retirement. Each employee is responsible for the value of any District property not returned at the end of his/her employment or damaged due to abuse or misuse. The District will determine the value of the unreturned or damaged property, which may not exceed actual replacement cost. The employee may reimburse the District for the value of the unreturned or damaged property or the District may withhold such amount from the employee's remaining pay. In order to mitigate an employee's financial responsibility, any lost, stolen, or damaged property should be immediately reported to the employee's supervisor.

DISTRICT BENEFITS

The District offers benefits to employees meeting the eligibility requirements established in particular plan documents, typically, pending any exceptions, those employees working 30 or more hours per week. Official benefit plan documents are available to employees through Human Resources or visit the district website at <https://www.mosineeschools.org/district/human-resources.cfm>. The descriptions are general summary information that does not reflect the exact terms of the official benefit plans.

WISCONSIN RETIREMENT SYSTEM

Employees meeting the eligible requirements are automatically enrolled into the Wisconsin Retirement System.

CASH IN LIEU OF BENEFIT

The Board provides a cash in lieu of benefit for eligible employees opting out of the District's Health Insurance. The board reserves the right to review this benefit each year. The Board offers a total of \$300 single/\$600 family per fiscal year that is deposited into the District approved HSA provider and is split into two equal payments each December and May.

HEALTH, DENTAL, and VISION INSURANCE

The Board shall provide medical, dental, and vision insurance to eligible employees and for eligible retirees per the plan documents. The insurance carrier(s), program(s), and coverage will be selected and determined by the Board. Visit Human Resources>Employee Benefits on the District Website for additional information.

EMPLOYEE ASSISTANCE PROVIDER (EAP)

The Mosinee School District provides the services of an Employee Assistance Provider (EAP). Employee Assistance Services offer help with a variety of needs such as relationship conflicts, stress management, alcohol or controlled substance abuse, or depression/anxiety treatment. This confidential service is available to all employees of the District and members of their household providing services without charge to the employee. Visit Human Resources>Employee Benefits on the District Website for additional information. Contacts with the EAP are generally confidential. However, there are certain exceptions provided by law, contract, or policy (e.g.; in the event of an emergency).

EMPLOYEE WELLNESS PROGRAM

The District promotes healthy choices and wellness opportunities to improve and maintain health and wellbeing. It encourages employees to participate in wellness challenges and activities organized internally and externally. Employees and spouses who are on the District's group health plan are also eligible to receive a gift card for participating in an annual wellness exam. Visit Human Resources>Employee Benefits on the District Website for additional information.

LIFE INSURANCE

The Board shall provide life insurance to eligible employees per the plan document. The insurance carrier(s), program(s), benefits, and coverage will be selected and determined by the Board. Visit Human Resources>Employee Benefits on the District Website for additional information.

LONG-TERM DISABILITY INSURANCE (LTD)

The District provides a long-term disability (LTD) benefits plan to help eligible employees per the plan document. The insurance carrier(s), program(s), benefits, and coverage will be selected and determined by the Board. Visit Human Resources>Employee Benefits on the District Website for additional information.

OPTIONAL SHORT-TERM DISABILITY (STD)

The Board shall provide access to short-term disability insurance to eligible employees. The insurance carrier(s), program(s), benefits, and coverage will be selected and determined by the Board. The employee shall pay the full premium if opting into the plan. Visit Human Resources>Employee Benefits on the District Website for additional information.



**Part II - PROVISIONS APPLICABLE TO
HOURLY (NONEXEMPT) AND SALARIED
EMPLOYEES WITHOUT INDIVIDUAL
CONTRACTS UNDER § 118.22 OR 118.24,
WIS. STATS**

WORK SCHEDULE

WORKDAY

- A. Custodial Employee: Custodial employees shall normally be scheduled between the hours of 6:00 a.m. and 11:00 p.m., Monday through Friday. If it is necessary to have a custodian work on a weekend, they will be assigned on a rotating basis.
- B. Secretarial Employees: Secretarial employees shall normally be scheduled to work between the hours of 7:00 a.m. and 5:00 p.m., Monday through Friday unless school activities require a different schedule.
- C. Teacher Assistant Employees: Teacher Assistant employees shall normally be scheduled to work between the hours of 7:00 a.m. and 4:00 p.m., Monday through Friday, unless school activities require a different schedule.

OVERTIME

Prior approval by a supervisor or management must be obtained for all overtime hours worked. Overtime work is to be held to a minimum consistent with the needs of the service. It is the responsibility of each department to explore all possible alternatives before a decision is made to require employees to work on an overtime basis. Further, it is the responsibility of each department to ensure that the provisions of overtime pay are administered in the best interest of the District. Each department should develop internal controls that provide a means of reviewing and evaluating the use of overtime.

Overtime at the rate of time and one-half (1 1/2) the employee's normal hourly rate will be paid for all hours worked in excess of forty (40) hours in any one week. Hours paid for vacation, sick leave, personal, and/or holiday will not be considered as hours worked in determining forty (40) hours in any week.

Paid leave time may be counted as time worked if required by applicable laws or regulations. Full time, full year employees may have vacation benefits and/or other procedures for use of leave that differ from part time or school year personnel. Talk to your supervisor for details.

EXCEPTIONS

Holiday hours will be factored into the 40 hour per week overtime pay calculation when the employee is required to work on a holiday or is required to work extra hours during that 40-hour week as a result of a holiday.

If an employee, who is regularly scheduled to work 40 hours per week, is called in on a day that the employee schedules a full day off (for any type of leave), the employee will be paid time and one half of their hourly rate for their actual time worked on that day.

Paid leave time may be counted as time worked if required by applicable laws or regulations. Full time, full year employees may have vacation benefits and/or other procedures for use of leave that differ from part time or school year personnel. Talk to your supervisor for details.

DUTY FREE LUNCH

An employee scheduled for a lunch break will be provided with an unpaid duty-free lunch period of not less than thirty (30) minutes. If the employee's 30-minute lunch period is interrupted by work duties authorized by the employee's supervisor, the 30-minute break will revert from an unpaid break to a paid break. When this occurs, the supervisor may opt to make a 30-minute adjustment to the employee's work schedule within the current or following pay period. Alternatively, with the supervisor's approval, the employee may restart his/her lunch period after the work-related interruption in order to receive a 30- minute uninterrupted break.

RED ROVER AND TIME CARD PROCEDURES FOR HOURLY (NON-EXEMPT) EMPLOYEES

Hourly, non-exempt staff are expected to clock in at the beginning of their workday and clock out at the end of their workday. Corrections to adjust times should be the exception on rare occasions. Time worked for nonexempt employees must be submitted immediately following the pay period for which the work was performed. Time worked will be reported using the Red Rover system.

ASSIGNMENTS, VACANCIES AND TRANSFERS

JOB POSTING

When the District determines that there is a vacancy to be filled through the posting process, notice of such an available position shall be posted on the District's website through WECAN (Wisconsin Education Career Access Network). Administration will also email postings to internal staff making them aware of the posting. The Human Resource Director has the ability to waive a posting period in times of urgency or when a similar position is posted or has recently been posted to facilitate hiring efficiencies.

PROCESS FOR FILLING VACANCIES

An employee who applies for a vacant position prior to the end of the posting period, may be granted an interview for the position. The District will attempt to select, in its discretion and judgement, the most qualified and best-suited applicant for any position based upon stated job descriptions (this does not prohibit the District from considering qualifications that are related to the position or that exceed those minimum qualifications listed in the job description) and the right to consider and appoint outside applicants when the District determines its appropriate. The term "applicant" refers to both internal candidates and external candidates for the position.

TRANSFERS

The District reserves the right to transfer an employee who it believes, in its discretion, is qualified for a position. No employee will be involuntarily transferred by the District without a conference followed by a written notice from the Human Resource Director or his/her designee. Employees who are temporarily transferred into a position, as directed by administration, with a higher pay classification for three (3) or more hours per day shall be paid at the rate of the new classification at their current tier. Special Ed bus riders are excluded from the three (3) hour stipulation, will be paid at the SPED rate, and must be licensed.

REDUCTION IN STAFF

It is the responsibility of the Board to provide the staff necessary for the implementation of the educational program of the District and the operation of the schools and to do so efficiently and economically.

The Board reserves the right to abolish positions in the District and to reduce the staff whenever reasons of decreased enrollment of students, return to duty of regular professional staff members after leaves of absence, suspension of schools or territorial changes affecting the District, or other circumstances warrant.

Where appropriate, attrition may be used to achieve the necessary number of position reductions.

The Superintendent shall determine the appropriate employees for reduction considering all factors that s/he deems important and in the best interests of the District.

Selection of staff for reduction once positions have been identified will be based on the following considerations:

1. Qualifications of the employees being considered for reduction
2. Performance of employees, based on performance evaluations
3. Input from direct supervisors

No employee whose position has been eliminated shall have any right to be contacted by the District in the event that a vacancy opens in the future for which the laid off employee may be qualified. Likewise, no such employee is entitled to a future position or is provided any preference over other applicants. Any employee whose position was eliminated under this policy may file a grievance under Policy 4340. Staff whose employment ended with the District due to a reduction in force, shall not be prevented from applying for future positions with the District.

See Policy 4131 - Reduction in Staff

EMPLOYEE PERFORMANCE EVALUATIONS

EVALUATION

The primary purpose of an employee performance evaluation is to provide continuous improvement in the quality of service to the community/students/staff of the District and to identify and, when appropriate, remediate performance concerns or take action to conclude the employment relationship. Evaluation is but one tool for measuring an employee's performance. Employees must recognize that evaluation does not determine overall performance. In addition, employees are expected to recognize that mathematical averaging of any evaluation can contribute to meaningful overall assessment, but any one aspect of performance may be critical or even dispositive in specific cases. Finally, disagreement with an evaluation does not provide grounds for noncompliance with directives given or for any failure to pursue objectives identified in good faith; an employee who disagrees with some or all of their evaluation has the opportunity to have their rebuttal attached to the evaluation but bears responsibility to take direction from their supervisor.

PROCEDURES AND INSTRUMENTS

The District will orient employees regarding evaluation procedures and instruments.

FREQUENCY

The frequency of evaluations shall be established at the discretion of the District.

RECEIPT OF EVALUATION

Each employee shall receive a copy of his or her evaluation. The employee will be expected to sign his or her evaluation to acknowledge receipt of the same.

COMMENTS AND DISPUTES

The employee may respond in writing and may elect to have his or her comments attached to the completed evaluation as provided for by law.

EVALUATORS

The District shall determine whether employees shall be evaluated and by which supervisory personnel.

STAFF DISCIPLINE

The Board retains the right and the responsibility to manage the workforce. When the discipline of a staff member becomes necessary, such action shall be consistent with the requirements of any applicable Board policy, and State and Federal law. The District Administrator may issue discipline when s/he deems appropriate; however, student performance on examinations may not form the basis for staff discipline.

INVESTIGATION OF POSSIBLE CRIMINAL ACTIVITY

The District may be required to investigate potential wrongdoings on the part of its employees, and such wrongdoing in some cases may involve potential criminal conduct and/or co-occurring law enforcement investigation. Such investigations still require that the employee truthfully answer questions relating to the activity and refusal to answer may result in discipline up to and including termination. Employees required to respond to questions regarding potential criminal activity are permitted to do so without waiving any Constitutional rights against self-incrimination that may apply during the course of a criminal investigation. As appropriate, employees will be informed of this right through what is often referred to as a "Garrrity Warning". The Garrrity Warning informs the employee that the employee is required to respond to questions posed during the investigation and that answers to questions relating to the employee's conduct may be used by the District for determining appropriate discipline, but will not be provided to law enforcement officials in the course of their independent criminal investigation, unless otherwise required by law.

Staff may be disciplined for violations of Board policy or for other failure to meet the expectations and obligations of their position. No staff member may be subject to arbitrary or capricious disciplinary action, or disciplinary action that is otherwise in violation of law.

Disciplinary action will normally follow a progressive discipline model that is designed to correct inappropriate conduct on the part of staff members. Progressive discipline will generally progress as follows:

- A. oral reprimand, with a written record placed in the employee file;
- B. written warning;
- C. suspension, the length of which is determined by the administration to effect the corrective goal of discipline; and
- D. termination, pursuant to the process established for termination as set forth in Policy 4140.

The Superintendent may skip one or all steps in the progressive discipline model when s/he deems that the severity of the offense requires more substantial discipline, or in the case of termination, where the Superintendent determines that the conduct is so egregious as to require the staff members immediate termination of employment, consistent with the process established for termination as set forth in Policy 4140.

All instances of staff discipline are subject to the employee grievance procedure, set forth in Policy 4340.

TIME-OFF

PAID HOLIDAY

HOLIDAY SCHEDULE

All regular full-time employees shall be granted the following holidays off with pay:

- July 4 and July 5
- Labor Day
- Thanksgiving Day and Friday after Thanksgiving
- Christmas Eve Day and Christmas Day
- New Year's Eve Day and New Year's Day
- Good Friday
- Memorial Day

Full-time employees shall receive holiday pay for the above holidays if they work the day before and the day after each holiday with the exception of normal days off or excused paid absences.

If a holiday falls on a Saturday or Sunday, either the preceding Friday or the following Monday, or the following Monday and Tuesday shall be declared the holiday(s). Such a schedule may be determined at the School Board's sole discretion.

A. WORK ON HOLIDAYS

- a. Any employee who is required to work on any of the above-mentioned holidays shall be scheduled for a different day off in lieu of the named holiday.

B. HOLIDAY PAY RATE

- a. Holiday pay shall be computed at the employee's regularly classified rate at the regularly scheduled number of hours.

C. PART-TIME EMPLOYEES

- a. Part-time employees shall receive holiday pay for the above holidays if they work the day before and the day after each holiday with the exception of normal days off or excused paid absences.

PAID VACATION

On July 1 of each year, regular year-round full calendar year employees will be credited with their vacation allowance for the period of July 1 of that year to June 30 of the following year. The vacation allowance that is credited at this time should be used prior to June 30 of the following year unless approved in advance by the District.

A. ANNIVERSARY DATE

- a. All newly hired regular year-round employees who work a minimum of 1040 hours and will be assigned a vacation anniversary date of July 1 following their date of hire from which vacation allowance determinations will be made. The amount of vacation time will be available effective on the employee's date of hire and FTE (full-time equivalent).
- b. Vacation must be used prior to reaching their anniversary date.

B. VACATION ALLOTMENT DAYS

- a. Employee hired in July - 5 days
- b. Employee hired from August to September - 4 days
- c. Employee hired from October to December - 3 days
- d. Employee hired from January to March - 2 days
- e. Employee hired from April to June - 1 day

C. VACATION WITH PAY

- a. All regular year-round employees who work a minimum of 1040 hours shall receive the following vacation with pay prorated based on FTE (full-time equivalent):
 - i. On anniversary date 5 days
 - ii. 1 years after anniversary date - 10 days
 - iii. 7 years after anniversary date - 15 days
 - iv. 11 years after anniversary date - 20 days
 - v. 19 years after anniversary date - 25 days

D. SCHEDULING OF VACATION

- a. Employees shall request vacation time-off two weeks in advance. However, employees may be granted vacation time off without the two-week notice with the approval of their supervising Administrator.
- b. Vacations shall be scheduled by the Supervisor based on the number of employees that may be on vacation during any workweek.
- c. Maintenance employees may only be scheduled up to seven (7) days of vacation during the months of May and June.
- d. Housekeeping employees may only be scheduled up to ten (10) days of vacation during the months of May and June.

E. VACATION INCREMENTS

- a. Vacation may be used in minimum increments of one hour, and in increments of 15 minutes after the first hour.

F. RETIREMENT, RESIGNATION/TERMINATION, OR TRANSFER TO A POSITION NOT ELIGIBLE FOR VACATION

- a. Upon retirement, transfer to a position not eligible for vacation, or resignation/termination, an employee will receive pay for any earned but unused vacation, prorated based on the last date of vacation eligible employment (July 1). Vacation may be used after a resignation or retirement notice is submitted, but can not be paid to extend a resignation or retirement date. Compensation for any earned, but unused vacation days will be paid out at the employee's current rate of pay in a lump sum on the final paycheck.
- b. Overused vacation (accrued, but not earned) shall be paid back and deducted from the employee's final paycheck or paid back to the District via personal check if sufficient funds cannot be deducted from the final paycheck.

PAID TIME OFF (One Year Trial Period)**A. PAID TIME OFF PROVIDED**

Each teacher shall be entitled to twelve (12) days of Paid Time Off (PTO). Part-time teachers will receive prorated PTO based on the percentage of time they work. Any unused PTO Day will move to the employee's Sick Leave bank. Each new fiscal year, employees must use all of their allocated PTO days in total before utilizing Sick Leave from their Sick Leave bank.

After PTO is exhausted, Sick Leave may be used for illness or medical reasons for self, medical/dental appointments for self, medical/dental appointments for a family member, and to care for an ill family member. Sick Leave may only be used for a child over the age of 18 if the employee is on approved FMLA.

Definitions of family members are:

- a. Child: means a natural, adopted, foster or treatment foster child, a stepchild or a legal ward who is less than eighteen (18) years of age or the individual is eighteen (18) years of age or older and cannot care for himself or herself because of a serious health condition.
- b. Parent: means a natural parent, foster parent, treatment foster parent, adoptive parent, stepparent or legal guardian of an employee, or the same relative of an employee's spouse or domestic partner.
- c. Spouse: means an employee's legal husband or wife.
- d. Serious Illness: means a disabling physical or mental illness, injury, impairment or condition

involving any of the following

- e. Inpatient care in a hospital, nursing home, or hospice.
- f. Outpatient care that requires continuing treatment or supervision by a healthcare provider

Sick leave may be used in minimum increments of one hour, and in increments of 15 minutes after the first hour. The only exception would be employees whose full day is a partial hour (ex. 5.5 hours), then they will be required to use 5.5 hours when requesting an entire day off.

The District may require a certification by a medical provider after an employee has been absent for an illness or any other use of Sick Leave. All medical certifications must be kept in the employee's medical file. The District may question or investigate the use of Sick Leave. Any employee obtaining Sick Leave benefits by fraud, deceit, or falsified statements shall be subject to disciplinary action.

Employees with approved FMLA leaves may reserve two (2) PTO days to use in the same year as indicated in the Paid Time Off section below. In this case, employees will have access to their Sick Leave bank prior to using the reserved PTO day(s).

B. PAID TIME OFF DESCRIPTION

PTO provides a bank of leave time for employees to use at their discretion when requesting time away from work. PTO is designed to increase flexibility and choice by empowering employees to prioritize elements of their flexible compensation and positively influence their work-life balance. Employees in the following categories receive the stated number of PTO days at the start of each school year:

Each teacher shall be entitled to twelve (12) days of paid Sick Leave per year that is cumulative. Part-time teachers will receive prorated sick days based on the percentage of time they work. Sick leave shall be used for the illness of the employee and shall be used for all days of work missed by the employee due to illness.

New employees hired after the first day of the work year will receive a prorated number of PTO days based on the number of remaining workdays. For example, if the employee will work 138 days out of the 184 scheduled days for their position, the proration would be calculated as $138/184 \times 12 = 9$ days (then converted to hours, rounded up to the nearest hour).

a. Guidelines

A reason is not required when requesting pre-planned PTO. PTO requests will be approved/denied by the employee's supervisor in the order received without detriment to the learning or work environment. The supervisor will determine if the request is approved or denied based on the needs of each building and department at the time of the request. The operational needs of the building or department will be taken into consideration prior to approving or denying a request for PTO. Employees may request a maximum of five (5) consecutive days of pre-planned PTO.

Employees should not assume that their PTO request has been approved until they receive approval notice from Red Rover. Calling in, emailing, texting or telling the employee's supervisor of an absence does not mean the absence is approved. Only by completing and submitting the request and receiving notification of the request approval will an employee's PTO request be completed. Failure to complete and submit the request as stated above may lead to disciplinary action as well as having the day(s) recorded as unpaid.

For PTO requests that are a full workday in duration, employees will use the number of hours they are scheduled to work (ex. 5.5 hours). Employees requesting between 3-5 days of pre-planned PTO are advised to submit their request in Red Rover as soon as possible, preferably two weeks or more notice.

It is recommended that absence requests for PTO be entered into Red Rover (if a substitute is needed) at least 72 hours prior to the day being requested off (except in the case of illness or emergency), to give the supervisor time to review the request.

In the case of illness or emergency, employees are required to contact their supervisor immediately

and if possible, at least two (2) hours before the start of the workday. The time off request must be entered into Red Rover (if a substitute is needed) prior to the start of the workday.

Employees may exceed the maximum 5 consecutive days of PTO if it is for a sick- or medical-related reason. The employee may be required to apply for FMLA and/or provide medical certification if using more than 5 consecutive days of PTO.

If pre-planned PTO absences deplete an employee's total balance for the year and prior to those pre-planned absences an employee needs to use an unplanned PTO day (examples: employee becomes ill, has an emergency, sick family member, etc.) a PTO day must be canceled and applied to the unplanned day. For example, an employee pre-plans and schedules their total allocation of PTO days in advance to go on a vacation in February. In November, the employee calls in sick. A PTO day will be taken from the pre-planned absences and will be applied to the sick day. Therefore, the day that was canceled will be a leave without pay day if the employee still wants time off. As mentioned above, employees cannot access their Sick Leave bank until all PTO has been exhausted.

For FMLA-related absences that are the same or longer than the employee's remaining PTO balance, employees will be allowed to reserve up to two (2) days of their PTO for future use (after their FMLA absence(s)) within the same school year. The reserved PTO day(s) will no longer hold a cash value and cannot be paid out if unused. The employees that use this option will have access to their Sick Leave bank prior to using the reserved PTO day(s) since the days no longer hold a cash value. If the reserved PTO day(s) are not used by the end of the fiscal year, they will automatically roll into their Sick Leave bank (unless their bank is at the maximum number of days, then in this case the day(s) will be forfeited).

b. **Building Maximum Per Day**

Not more than three (3) people for each building level shall be granted PTO at one time. Areas are defined as follows: EC-3, 4-8, and 9-12.

C. PTO FOR FAMILY

PTO used for care of the employee's spouse, dependent children, parents, or members of the immediate household is limited to twelve (12) days per year.

D. DEFINITIONS: THE FOLLOWING DEFINITIONS APPLY UNDER THIS SECTION:

- a. Child: means a natural, adopted, foster or treatment foster child, a stepchild or a legal ward who is less than eighteen (18) years of age or the individual is eighteen (18) years of age or older and cannot care for himself or herself because of a serious health condition.
- b. Parent: means a natural parent, foster parent, treatment foster parent, adoptive parent, stepparent or legal guardian of an employee, or the same relative of an employee's spouse or domestic partner.
- c. Spouse: means an employee's legal husband or wife.
- d. Serious Illness: means a disabling physical or mental illness, injury, impairment or condition involving any of the following
- e. Inpatient care in a hospital, nursing home, or hospice.
- f. Outpatient care that requires continuing treatment or supervision by a healthcare provider

E. HOLIDAYS DURING PTO

If a paid holiday falls within a period when an employee is on PTO, it shall be charged as a paid holiday and not deducted from the employee's sick leave balance.

F. PROOF OF ILLNESS

- a. The District may require a certificate of illness signed by either a licensed physician, a nurse practitioner, or a physician assistant. Such a certificate should include a statement releasing the employee to return to work and a statement as to whether any limitations or restrictions are placed upon the work which may be performed.
- b. Nothing in this section or policy shall be interpreted to restrict the District's right to investigate use of PTO leave by employees and require employees to answer questions, provide documentation, or take other reasonable steps to establish that leave has been used appropriately. Further, nothing in this section or in any related policy shall be interpreted as limiting the District's ability to discipline or discharge employees for misuse of sick leave (i.e., use not authorized by this Section), or for providing false or misleading information about application for or use of sick leave.

G. PTO INCREMENTS

PTO may be used in increments of 15 minutes.

H. WORKER'S COMPENSATION

Sick leave benefits will not be paid out while an employee who cannot work is receiving Worker's Compensation.

I. SCHOOL CANCELLATION DAYS

Support staff may choose to use a paid day such as a vacation day or PTO day, if available, or a non-paid day when school is closed due to inclement weather or for other reasons as determined by the District.

BEREAVEMENT LEAVE

- A. Up to five (5) days of bereavement leave will be granted and deducted from PTO balance.
- B. Bereavement leave may be used in increments of a minimum of one (1) hour, with 15-minute increments thereafter.

SHORT-TERM LEAVE OF ABSENCE

Employees may request up to five (5) workdays without pay for special circumstances once they have used or scheduled all their personal and vacation leave. Requests for leave must be submitted in writing to the Human Resource Director as soon as possible or seven (7) days prior to the beginning of the leave. Such requests will be approved or denied based on the circumstances, the availability of a qualified substitute, and the employee's attendance record. This type of leave shall be used in half or full day increments.

See Policy 4431 - Employee Leaves

EXTENDED LEAVE OF ABSENCE

Upon recommendation from the Human Resource Director or his/her designee, a leave of absence may be granted by action of the Board of Education to permit any regularly employed teacher who has at least three (3) years of continuous employment in the Mosinee School District a leave of absence not to exceed two (2) years:

- A. to be an exchange teacher;
- B. to travel;
- C. to explore an alternative career; or,
- D. for any other reason deemed acceptable to the Board.

Written request for a leave of absence shall be submitted to the Human Resource Director or their designee no later than March 1 in the year prior to the school year for which the leave would be effective.

If an employee is requesting a leave of absence for any reason that is under six months, the request must be made to the Superintendent. The Superintendent has the right to approve the leave that is under six months and must inform the Board of Education of the leave and the request for it.

The leave of absence is not credited as a year of experience: no remuneration shall be paid by the Board during this leave (including sick leave) and employees shall not accrue benefits during the term of the leave. The employee may continue health and dental insurance during the leave of absence by remitting the full premium amounts to the District by the date(s) specified by Human Resources. The continuation of health and dental insurance at the employee's expense may be contingent upon the health insurance carrier allowing such a benefit. If the premium is not received by the first of the month, for each month where coverage is sought, the employee's insurance coverage may be terminated.

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 to the extent possible.

RETIREMENT

SEVERANCE PAY

Upon termination of employment, employees who are 55 years of age or older with fifteen (15) or more years of experience will be paid \$43.00 per day, based on an eight (8) hour workday, for unused sick leave. This severance payment will be made to a 403b plan account in the name of the employee.

POST EMPLOYMENT BENEFIT

The Mosinee School District established a retirement program effective July 1, 2021. In this Section, the term “retirement” is used to refer to a resignation for purposes of retirement. To qualify for the retirement program, a support staff employee must meet the following requirements:

- A. Work year-round as a full time (1 FTE) support staff employee;
- B. Have completed 15 years of full-time employment (18 years if hired after July 1, 2021) in the Mosinee School District at the time of retirement;
- C. Be 55 years of age or older at the time of retirement. To retire, the support staff member must resign from his/her employment effective at the conclusion of the support staff member’s contract year;
- D. Submit a letter to the School Board requesting retirement at least 30 days prior to desired retirement date;
- E. Submit a qualified letter from WRS showing full retirement effective date; and
- F. The employee must retire, in fact, as indicated in the submitted letter of retirement referenced in Section D, above, on the retirement date indicated in the letter to the School Board.

A. TIER 1: FOR THOSE HIRED PRIOR TO JULY 1, 2021

DISTRICT HRA CONTRIBUTIONS

Upon retirement, those meeting eligibility requirements noted above shall receive a contribution from the District of \$410 per year of service up to a maximum benefit of \$16,400 into a Health Reimbursement Account (HRA). The funds may be used to reimburse premiums and allowable medical expenses determined by the IRS paid by the retiree to remain on the District’s medical plan for the COBRA continuation period or another (outside) health plan as long as the premiums paid for the health coverage were paid after-tax.

If an employee terminates before retirement, the HRA benefit is forfeited.

NON-ELECTIVE 403(b) DISTRICT CONTRIBUTIONS “BRIDGE BENEFIT”

In addition to the HRA benefit, the Tier 1 benefit also includes a non-elective 403(b) District contribution. The District will provide a contribution to a 403(b) account at the time of retirement. This contribution is considered a bridge benefit based upon the support staff’s employment from the date of hire through June 30, 2021. The District will provide \$350 for each year of service from date of hire through June 30, 2021. This non-elective 403(b) contribution will be paid into the retiree’s 403(b) account within 60 days following retirement or January of the calendar year following the year of retirement, if the maximum IRS contribution amounts were met in the calendar year of retirement.

403(b) DISTRICT MATCH CONTRIBUTIONS

Beginning with the 2021/22 school year, upon the successful completion of each school year, the District will provide a match contribution to the non-elective 403(b) plan. This contribution will be equal to the total amount the eligible support staff has contributed to their 403(b) account during the school year up to a defined District match maximum amount for the year and each year thereafter based upon the following:

Years of Consecutive Full-time Service	Defined Maximum
	100% up to:
1 – 5	\$ 300
6 – 10	\$ 500
11 +	\$ 700

District contributions noted above will be made annually in July. At the time the District contribution is made, the support staff employee must be an active full-time (regularly scheduled to work at least 30 hours/week) year-round (12-month) employee. Further, such employees must have met both the full-time and year-round employee requirements for the full year for which the contribution is made. Should the support staff member not return to full-time, year-round employment the following school year, the support staff member has not met the eligibility to receive the contribution for the prior year, unless the reason is retirement.

Note, that upon the untimely death of an active full-time support staff otherwise eligible for the non-elective 403(b) post-employment benefit, the District will make the contribution for the current year of service and the entire District contributions will be immediately vested, regardless of the below vesting schedule.

Vesting will consist of a percentage of total District contributions subject to earnings/losses on such contributions as maintained by the 403(b) plan vendor based upon the following schedule:

Vested Amount	Year of Vesting
50%	After the 10 th year of service
100%	After the 15 th year of service

Support Staff will not be fully vested for the 403(b) benefit until the completion of their 15 years of service. At that time, the support staff employee will be 100% vested. If a support staff employee does not complete a minimum of 15 consecutive years of service, the funds contributed into the 403(b) account that are not vested at the time of severance of employment, will be forfeited and used for any lawful purpose, including as an offset to the District's future 403(b) plan contribution(s).

Years of service for vesting purposes start with the support staff's date of full-time year-round employment, even if it is prior to July 1, 2021. For example, a support staff employee who has completed their 10th year of consecutive full-time year-round service in the District by July 1, 2021 would be 50% vested for the District-provided contributions made, while a support staff employee who has completed their 16th year of full-time year-round service in the District by July 1, 2021 would be 100% vested for District-provided contributions made.

B. TIER 2: FOR THOSE HIRED ON OR AFTER JULY 1, 2021

ACTIVELY FUNDED DISTRICT HRA CONTRIBUTIONS

Upon completion of each year of service, the District shall make an annual contribution of \$410, up to a maximum total benefit of \$16,400 into a Health Reimbursement Account (HRA). These funds will be placed into an irrevocable account earmarked by an individual at the end of each school year. Upon retirement, the funds may be used to reimburse premiums and allowable medical expenses determined by the IRS paid by the retiree to remain on the District's medical plan for the COBRA continuation or another (outside) health plan as long as the premiums paid for the health coverage were paid after-tax.

If an employee terminates before retirement, the HRA benefit is forfeited.

403(b) DISTRICT MATCH CONTRIBUTIONS

Beginning with the 2021/22 school year, upon the successful completion of each school year, the District will provide a match contribution to the 403(b) plan for eligible support staff employees in Tier 1 and Tier 2. This contribution will be equal to the total amount the eligible support staff has contributed to their 403(b) account during the school year up to a defined District match maximum amount for the year and each year thereafter based upon the following:

Years of Consecutive Full-time Service	Defined Maximum
	100% up to:
1 – 5	\$ 300
6 – 10	\$ 500
11 +	\$ 700

District contributions noted above will be made annually in July. At the time the contribution is made, the support staff employee must be an active full-time (working at least 30 hours/week) year-round (12 months) employee. Further such employees must have met both the full-time and year-round employee requirements for the full year for which the contribution is made. Should the support staff member not return to full-time year-round employment the following school year, the support staff member has not met the eligibility to receive the contribution for the prior year, unless the reason is retirement.

Note, that upon the untimely death of an active full-time support staff otherwise eligible for the non-elective 403(b) post-employment benefit, the District will make the contribution for the current year of service and the District contributions earned through the fiscal year-end will be immediately vested, regardless of the below vesting schedule.

Vesting will consist of a percentage of total District contributions subject to earnings/losses on such contributions as maintained by the 403(b) plan vendor based upon the following schedule:

Vested Amount	Year of Vesting
50%	After the 10 th year of service
100%	After the 15 th year of service

Support Staff will not be fully vested for the 403(b) benefit until the completion of their 15 years of consecutive, full-time, year-round service. At that time, the support staff employee will be 100% vested.

If a support staff employee does not complete a minimum of 15 consecutive years of service, the funds contributed into the 403(b) account that are not vested at the time of severance of employment, will be forfeited and used for any lawful purpose, including as an offset to the District's future 403(b) plan contribution(s).

Years of service for vesting purposes start with the support staff's date of hire as a full-time, year round employee. For example, a support staff employee who began employment in 2022 that is not full-time and/or year-round and thus, not eligible for the benefit, may later become a full time, year-round employee and become eligible for the match benefit. That employee's years of service for vesting purposes begins with their date of hire as a full-time, year-round service. Therefore, an employee could have 10 or more years of total service but only be eligible for the District match contributions for 3 years (the years the employee was a full-time, year-round employee). In this case, the employee would be 0% vested as vesting begins after the 10th consecutive year of full-time, year-round service.

COMPENSATION

MILEAGE REIMBURSEMENT

Employees will be reimbursed for mileage on non-school owned automobiles at the current IRS rate both within and outside of the School District.

MOSINEE SCHOOL DISTRICT COMPENSATION SCHEDULE FOR SUPPORT STAFF

2026-2027

MOSINEE SCHOOL DISTRICT COMPENSATION SCHEDULE FOR SUPPORT STAFF

Group	*Step 1	*Step 2	*Step 3	*Step 4	*Step 5	*Step 6	BOE Annual Approved Increase	Max
1	\$14.14	\$14.49	\$14.85	\$15.22	\$15.60	\$15.99	→	\$22.05
2	\$15.15	\$15.53	\$15.91	\$16.31	\$16.72	\$17.14	→	\$23.63
3	\$16.16	\$16.56	\$16.97	\$17.40	\$17.84	\$18.28	→	\$25.30
4	\$17.67	\$18.12	\$18.57	\$19.03	\$19.51	\$20.00	→	\$22.56
5	\$19.19	\$19.67	\$20.16	\$20.66	\$21.18	\$21.71	→	\$29.93
6	\$21.21	\$21.74	\$22.29	\$22.84	\$23.42	\$24.00	→	\$33.08

***Steps do not imply years of experience.**

- Group 1 Housekeeping
- Group 2 Teacher Assistant
- Group 3 Alternative Education Assistant
- ELL Assistant
- Health Assistant
- Special Education Assistant
- Group 4 RVA Learning Center Coordinator
- Library Assistant (moved from 3)
- Technical Assistant
- Group 5 Administrative Assistant
- Special Education Administrative Assistant
- Specialized Intervention Support Assistant
- Athletic Director & Community Ed Secretary
- Student Attendance Secretary
- Student Services Secretary
- Group 6 Facility Maintenance Technician

STEP ADVANCEMENT

SATISFACTORY EVALUATION

- A. Employees must have received an overall satisfactory evaluation as established by the District to be eligible for step advancement. Employees who are on a Plan of Improvement will not be eligible for step advancement regardless of length of service.

MOVEMENT BETWEEN GROUPS

When an employee applies for another position that is in a different group, compensation will be determined based on the following:

- Previous experience in the area of hire;
- Ability to meet or exceed the posted job qualifications;
- Labor market;
- Education and/or certifications.



**PART III - PROVISIONS FOR
EMPLOYEES WITH INDIVIDUAL
CONTRACTS UNDER § 118.22, WIS.
STATS, AND
PROFESSIONAL/EXEMPT NON
SUPERVISORY EMPLOYEES**

PROFESSIONAL WORK HOURS/WORKDAY

STANDARD WORK YEAR

The school calendar shall be determined by the Board. During the school year, teachers shall work the total number of days in the calendar. New teachers shall work the number of contract days established in contract language, and administration has the privilege to determine if new teacher orientation is within or without each year's contracted days. No more than three days will be allocated to new teacher orientation each year. The basic calendar for student contact days, preschool workshops, and parent teacher conferences will be distributed at the beginning of each school year and shall be at the discretion of the Board.

NORMAL HOURS OF WORK

Teaching is a professional occupation. Although professionals' work is not limited to any specified number of hours or days per week, the "normal" hours of work for full-time employees in positions authorized as "40 hours per week" are eight (8) hours per day Monday through Friday. If a teacher accepts a voluntary assignment during his/her duty free lunch period, he/she may include such time as part of his/her eight (8) hour work day.

STANDARD WORKDAY

- A. The normal workday throughout the system shall be 7:30 a.m. to 3:30 p.m. The District reserves the right to alter the beginning and ending time of the workday as long as the workday remains eight (8) consecutive hours. Teachers shall be allowed to leave following the dismissal of buses on Fridays, days before holidays, and vacations.
- B. It may be, on occasion, necessary for professional staff to alter their workday. When it is necessary to arrive late or leave early, excluding student contact time, it is necessary that teachers notify their principal of this change.
- C. The normal assignment for a teacher in grades four through twelve working an 8 -period day shall be six teaching periods. This will include an Enrichment or Teacher Advising Period, one preparation period, one duty, and duty-free lunch period. Administration reserves the right to change this assignment as student and District needs and initiatives fluctuate.

ADMINISTRATIVELY CALLED MEETINGS

STAFF MEETINGS

Teachers may be required to attend administratively called staff meetings. Administratively called meetings may begin before the normal workday starts or go later than the end of the normal workday. The administration will attempt to provide reasonable notice of all such meetings and the anticipated duration of the meeting.

OTHER ADMINISTRATIVELY CALLED MEETINGS

In addition to staff meetings, teachers may be required to attend other administratively called meetings, including meetings of individual educational plan teams, parent-teacher conferences, department meetings, or activities of similar nature, which are normally conducted at times outside the normal workday. Teachers may be required to attend such events regardless of the date, time, or duration of said meetings. Teachers required to attend staff meetings or other administratively called meetings will not receive additional remuneration above their regularly paid salaries for attending such meetings.

ATTENDANCE AT SCHOOL EVENTS

Teachers may be required to attend school events. These events, though not limited by enumeration, may include an open house, music program, art show and/or other District or building events that occur after a normal workday. Whenever possible, teachers shall be given no less than thirty (30) calendar days' notice of such events. Teachers who have a co-curricular conflict or have pre-approved coursework to attend may be excused at the discretion of the building administrator or his/her designee. Any such conflict should be communicated to the applicable administrator as soon as possible before the date of the school event.

EMERGENCY SCHOOL CLOSURES

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

Any days after three (3) lost days in a school year the District will create a plan for how those days will be made up for staff if they do not include students. Administration will notify staff by April 1st of the plan for making up the time lost after three (3) days.

REDUCTION IN FORCE, POSITIONS AND HOURS

REDUCTION IN FORCE

At times it may be necessary to reduce the number of staff employed by the District. If the District, in its sole discretion, determines that it is necessary to reduce the number of positions or the number of hours in any position, the provisions set forth in this section shall apply.

NOTICE OF REDUCTION

The District will provide full-time teachers with the rights established by Wis. Stat. 118.22 for purposes of reduction in force. The preliminary notice to consider nonrenewal shall specify the effective date of the nonrenewal, the right to a private conference under Wis. Stat. 118.22, and will refer the employee to this "Reduction in Force, Positions and Hours" provision in this Handbook.

Part-time teachers are not subject to Wis. Stats. 118.22 and will only be provided with a notice of reduction on or before May 30 if their contract or assignment will be reduced in the following school year.

PROCEDURE FOR REDUCTION

The needs of the District shall be the prime consideration used in determining which employees shall be reduced. In the implementation of staff reductions under this section, individual employees shall be selected for full or partial reduction in accordance with the following steps:

1. Step One - Attrition: Normal attrition resulting from employees retiring or resigning will be relied upon to the extent that it is administratively feasible in implementing staff reductions.
2. Step Two - Volunteers: Volunteers will be reduced next. Requests for volunteers will be sent to employees within each grade level, departmental and certification area. An employee who volunteers to be reduced under this section will put his/her request in writing. Volunteers will only be accepted by the District if in the District's opinion the remaining employees in the department/certification area are qualified to perform the remaining work.
3. Step Three - Selection for Reduction: The elimination of a position does not necessarily mean the teacher occupying the position will be dismissed or that the position will always be refilled. When determining who will be reduced as part of a Reduction in Force, the District will consider the following criteria:
 - a. Educational Needs of the District: Will be those needs as identified and determined by administration;
 - b. Qualifications: Including, but not limited to specific skills, certification [if applicable], training, experience, and any other legitimate capability that will further a candidate's ability to do the job effectively;
 - c. Qualifications of the Remaining Employees in the Grade Level, Department or Certification Area: Relevant qualifications will be those experiences and training that best relate to the position(s) to be maintained and District needs. These experiences shall include but not be limited to current and past assignment and practical experience in the area of need;
 - d. Performance of the Employees: Performance of the employees under consideration as reflected in previous and current District evaluations and in other established means of assessing employee performance and capability; and
 - e. Length of Service of the Employee.

Although length of service in the District will be considered when reducing employees, it will not be the sole deciding factor in any decision regarding who will be reduced. Employees, who are reduced, do not have any

right to displace or “bump” another employee.

The administrative team reserves the right, in its discretion and judgment, to consider these criteria and any other additional factors that, in its discretion and judgment, are deemed relevant to the specific position and relative merit of the candidates under consideration. In this regard, the administrative team reserves the right to give weight to those factors deemed most important in the circumstances for the position.

See Policy 3131 - Reduction in Staff

TEACHER ASSIGNMENTS, VACANCIES AND TRANSFERS

DETERMINATION OF ASSIGNMENT

Teachers will be assigned or transferred by the Superintendent or their designee.

ASSIGNMENT AND TRANSFERS

The District Administrator shall oversee the assignment and transfer of professional personnel in accordance with the provisions of the Employee Handbook. All placements will prioritize the best interests of the District while adhering to certification requirements.

See Policy 3130 – Assignment and Transfer

JOB POSTING

When the District determines that there is a vacancy to be filled through the posting process, notice of such an available position shall be posted on the District's website through WECAN (Wisconsin Education Career Access Network). Administration will also email postings to internal staff making them aware of the posting. The Human Resource Director has the ability to waive a posting period in times of urgency or when a similar position is posted or has recently been posted to facilitate hiring efficiencies.

PROCESS FOR FILLING VACANCIES

An employee who applies for a vacant position, prior to the end of the posting period, may be granted an interview for the position. The District retains the right to select, in its discretion and judgment, the most qualified and best-suited applicant for any position based upon stated job descriptions (this does not prohibit the District from considering qualifications that are related to the position and exceed those minimum qualifications listed in the job description) and the right to determine when to consider outside applicants. The term “applicant” refers to both internal candidates and external candidates for the position.

TEACHER ABSENCE AND SUBSTITUTES

When a teacher is to be absent from school, it is the responsibility of the teacher to use the following procedure for entering an absence into Red Rover to report their absence and to secure a substitute.

- A. Short-notice Absences such as Sick, Serious Illness of a Family Member, Bereavement, and Personal Leave:
 - a. Immediately report your absence into Red Rover's automated system either by phone or computer (preferably the evening prior to the time of the absence, or before 6:00 a.m. the same day of the unplanned absence), and;
 - b. Enter the absence details in Red Rover the same day or no later than the day you return from your absence.
- B. Pre-arranged Absences:
 - a. Report your absence to the building secretary or to the secretary where the absence starts and;
 - b. Immediately enter the absence details into Red Rover (after your absence has been approved, it will show up in Red Rover).
- C. Professional Development/Other - absence reasons that do not impact your paid time off including professional development, coaching, field trips, IEP meetings etc.:
 - a. Request approval for your absence from your building principal in advance.
 - b. Report your absence to the building secretary or the secretary where the absence starts prior to the absence date.
 - c. Professional Development absences should be entered into Red Rover as District Obligation.
- D. Extended Absences - absences that require a duration more than three days:

- a. Report your absence to the building secretary or the secretary where the absence starts prior to the absence date, and
- b. Enter the absence details into Red Rover prior to your absence (after your absence has been approved, it will show up in Red Rover).

SUMMER SCHOOL ASSIGNMENTS

When possible, summer school subjects should be made known on or before May 15. All current teachers in the District may apply for summer school positions in the same manner as non-District teachers through the WECAN system.

TEACHER RESIGNATIONS

The teacher's individual contract shall be considered binding on both parties. If for any reason a teacher asks for release from the contract, it is understood that the following conditions for release shall apply:

- A. The teacher must give the District notice that he/she intends on severing his/her contract with the District. Whenever possible, the teacher must give such notice at least sixty (60) calendar days prior to the date the employee desires the severance to occur.
- B. It is agreed that liquidated damages are due to the District with the sixty (60) calendar day notice of resignation as follows:
 - a. One thousand dollars (\$1,000) if the employee's resignation is effective on or before June 30th.
 - b. Two thousand dollars (\$2,000) if the employee's resignation is effective July 1 through July 31st.
 - c. Three thousand dollars (\$3,000) if the employee's resignation is effective August 1 through the final contract day of the current contract year.
- C. Liquidated damages and the sixty (60) calendar day notice requirement would not apply to teachers who do not return their contracts by June 15th and, accordingly, do not enter into a contract with the Board, or whose resignation is tendered and effective after the end of the school year, but before June 16th.
- D. The employee may choose to have liquidated damages deducted from the employee's last paycheck(s) or the employee shall submit payment for the liquidated damages amount at the time of resignation. If the employee does not submit payment at the time of resignation, the District reserves the right to deduct some or all of the liquidated damages that are due and owing from the employee's final paycheck. In this regard, the employee remains responsible for any unpaid amount that remains after the District has made the payroll deductions authorized by this Section.

The Board in its discretion may waive the liquidated damages for the following reasons:

- A. Employment transfer of spouse or domestic partner;
- B. Illness of employee;
- C. Other reasons as determined by the Board of Education.

In the event the District chooses to waive the liquidated damages, the District shall return any damages submitted with the resignation notice to the employee.

An employee who is involuntarily transferred and chooses to resign his/her position shall not be assessed liquidated damages. The employee must submit a written resignation to the Human Resource Director within 15 calendar days of receipt of the involuntary transfer notice.

An employee who is involuntarily called into service by the United States government for military duty shall not be assessed liquidated damages.

TEACHER EVALUATION

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 an administrator and/or their designee. The administrator may be a certified building principal, assistant principal, or District administrator. Such evaluations will occur at the discretion of the District. For information regarding the evaluation process, please contact your administrator.

DISCIPLINE, TERMINATION AND NONRENEWAL

STANDARD FOR NONRENEWAL FOR FULL-TIME TEACHERS

Newly employed full-time teachers and other professional or certified staff will be evaluated and assessed to determine if the teacher has the skills, abilities, and talents to successfully teach in the Mosinee School District. Generally, this process will span an introductory period of three complete teaching years. However, all teachers and other professional or certified staff are expected to continue to demonstrate these skills, abilities, and talents throughout their careers. In the event that a full-time teacher shall be non-renewed based on performance, subject to the provisions of Wis. Stat. §118.22, such action shall be taken only after the direct observation and evaluation of the teacher. Efforts will also be made to offer guidance to correct identified teaching deficiencies.

Nonrenewal of a full-time teacher shall be exclusively subject to the provisions of section 118.22, Wis. Stats. and is not covered by the grievance procedure under this *Handbook*. However, the District may, in its discretion, authorize access to the grievance procedure on a case-by-case basis, if and when appropriate under state law.

STANDARD FOR DISCIPLINE AND TERMINATION

The Board retains the right and the responsibility to manage the workforce. When the discipline of a staff member becomes necessary, such action shall be consistent with the requirements of any applicable Board policy, and State and Federal law. The Superintendent may issue discipline when s/he deems appropriate; however, student performance on examinations may not form the basis for staff discipline.

INVESTIGATION OF POSSIBLE CRIMINAL ACTIVITY

The District may be required to investigate potential wrongdoings on the part of its employees, and such wrongdoing in some cases may involve potential criminal conduct and/or co-occurring law enforcement investigation. Such investigations still require that the employee truthfully answer questions relating to the activity and refusal to answer may result in discipline up to and including termination. Employees required to respond to questions regarding potential criminal activity are permitted to do so without waiving any Constitutional rights against self-incrimination that may apply during the course of a criminal investigation. As appropriate, employees will be informed of this right through what is often referred to as a "Garrrity Warning". The Garrrity Warning informs the employee that the employee is required to respond to questions posed during the investigation and that answers to questions relating to the employee's conduct may be used by the District for determining appropriate discipline, but will not be provided to law enforcement officials in the course of their independent criminal investigation, unless otherwise required by law.

Staff may be disciplined for violations of Board policy or for other failures to meet the expectations and obligations of their position. No staff member may be subject to arbitrary or capricious disciplinary action, or disciplinary action that is otherwise in violation of law or public policy.

Disciplinary action will normally follow a progressive discipline model that is designed to correct inappropriate conduct on the part of staff members. Progressive discipline will generally progress as follows:

- A. oral reprimand, with a written record placed in the employee file;
- B. written warning;
- C. suspension, the length of which is determined by the administration to effect the corrective goal of discipline; and
- D. termination, pursuant to the process established for termination as set forth in Policy 3140.

The Superintendent may skip one or all steps in the progressive discipline model when s/he deems that the severity of the offense requires more substantial discipline, or in the case of termination, where the Superintendent determines that the conduct is so egregious as to require the staff members immediate termination of employment, consistent with the process established for termination as set forth in Policy 3140.

All instances of staff discipline are subject to the employee grievance procedure, set forth in Policy 3340 - Grievance Procedure.

TIME-OFF

In the event that an employee has exhausted all time off allocations, it will result in days without pay. If further explanation is needed, please contact the payroll department.

PAID HOLIDAY

HOLIDAY SCHEDULE

All regular full-time employees shall be granted the following holidays off with pay:

- July 4 and July 5
- Labor Day
- Thanksgiving Day and Friday after Thanksgiving
- Christmas Eve Day and Christmas Day
- New Year's Eve Day and New Year's Day
- Good Friday
- Memorial Day

Full-time employees shall receive holiday pay for the above holidays if they work the day before and the day after each holiday with the exception of normal days off or excused paid absences.

If a holiday falls on a Saturday or Sunday, either the preceding Friday or the following Monday, or the following Monday and Tuesday shall be declared the holiday(s). Such a schedule may be determined at the School Board's sole discretion.

D. WORK ON HOLIDAYS

- a. Any employee who is required to work on any of the above-mentioned holidays shall be scheduled for a different day off in lieu of the named holiday.

E. HOLIDAY PAY RATE

- a. Holiday pay shall be computed at the employee's regularly classified rate at the regularly scheduled number of hours.

F. PART-TIME EMPLOYEES

- a. Part-time employees shall receive holiday pay for the above holidays if they work the day before and the day after each holiday with the exception of normal days off or excused paid absences.

ADMINISTRATION - PAID VACATION

On July 1 of each year, regular year-round employees will be credited with their vacation allowance for the period of July 1 of that year to June 30 of the following year. The vacation allowance that is credited at this time should be used prior to June 30 of the following year unless approved in advance by the District.

A. ANNIVERSARY DATE

- a. All newly hired regular year-round employees who work a minimum of 1040 hours and will be assigned a vacation anniversary date of July 1 following their date of hire from which vacation allowance determinations will be made. The amount of vacation time will be available effective on the employee's date of hire and FTE (full-time equivalent).
- b. Vacation must be used prior to reaching their anniversary date.

B. VACATION ALLOTMENT DAYS

- a. Employee hired in July - 5 days
- b. Employee hired from August to September - 4 days
- c. Employee hired from October to December - 3 days
- d. Employee hired from January to March - 2 days
- e. Employee hired from April to June - 1 day

C. VACATION WITH PAY

- a. All regular year-round employees who work a minimum of 1040 hours shall receive the following vacation with pay prorated based on FTE (full-time equivalent):
 - i. On anniversary date - 5 days
 - ii. 1 years after anniversary date - 10 days
 - iii. 7 years after anniversary date - 15 days
 - iv. 11 years after anniversary date - 20 days
 - v. 19 years after anniversary date - 25 days

D. SCHEDULING OF VACATION

- a. Employees shall request vacation time-off two weeks in advance. However, employees may be granted vacation time off without the two-week notice with the approval of their supervising Administrator.
- b. Vacations shall be scheduled by the Supervisor based on the number of employees that may be on vacation during any workweek.
- c. Maintenance employees may only be scheduled up to seven (7) days of vacation during the months of May and June.
- d. Housekeeping employees may only be scheduled up to ten (10) days of vacation during the months of May and June.

E. VACATION INCREMENTS

- a. Vacation may be used in minimum increments of one hour, and in increments of 15 minutes after the first hour.

PAID TIME OFF (One Year Trial Period)

A. PAID TIME OFF PROVIDED

Each staff member shall be entitled to twelve (12) days of Paid Time Off (PTO). Part-time staff will receive prorated PTO based on the percentage of time they work. Any unused PTO Day will move to the employee's Sick Leave bank. Each new fiscal year, employees must use all of their allocated PTO days in total before utilizing Sick Leave from their Sick Leave bank.

After PTO is exhausted, Sick Leave may be used for illness or medical reasons for self, medical/dental appointments for self, medical/dental appointments for a family member, and to care for an ill family member. Sick Leave may only be used for a child over the age of 18 if the employee is on approved FMLA. Definitions of family members are:

- a. Child: means a natural, adopted, foster or treatment foster child, a stepchild or a legal ward who is less than eighteen (18) years of age or the individual is eighteen (18) years of age or older and cannot care for himself or herself because of a serious health condition.
- b. Parent: means a natural parent, foster parent, treatment foster parent, adoptive parent, stepparent or legal guardian of an employee, or the same relative of an employee's spouse or domestic partner.
- c. Spouse: means an employee's legal husband or wife.
- d. Serious Illness: means a disabling physical or mental illness, injury, impairment or condition involving any of the following
- e. Inpatient care in a hospital, nursing home, or hospice.
- f. Outpatient care that requires continuing treatment or supervision by a healthcare provider

Sick leave may be used in minimum increments of one hour, and in increments of 15 minutes after the first hour. The only exception would be employees whose full day is a partial hour (ex. 5.5 hours), then they will be required to use 5.5 hours when requesting an entire day off.

The District may require a certification by a medical provider after an employee has been absent for an illness or any other use of Sick Leave. All medical certifications must be kept in the employee's medical file. The District may question or investigate the use of Sick Leave. Any employee obtaining Sick Leave benefits by fraud, deceit, or falsified statements shall be subject to disciplinary action.

Employees with approved FMLA leaves may reserve two (2) PTO days to use in the same year as indicated in the Paid Time Off section below. In this case, employees will have access to their Sick Leave bank prior to using the reserved PTO day(s).

B. PAID TIME OFF DESCRIPTION

PTO provides a bank of leave time for employees to use at their discretion when requesting time away from work. PTO is designed to increase flexibility and choice by empowering employees to prioritize elements of their flexible compensation and positively influence their work-life balance. Employees in the following categories receive the stated number of PTO days at the start of each school year:

Each teacher shall be entitled to twelve (12) days of paid Sick Leave per year that is cumulative. Part-time teachers will receive prorated sick days based on the percentage of time they work. Sick

leave shall be used for the illness of the employee and shall be used for all days of work missed by the employee due to illness.

New employees hired after the first day of the work year will receive a prorated number of PTO days based on the number of remaining workdays. For example, if the employee will work 138 days out of the 184 scheduled days for their position, the proration would be calculated as $138/184 \times 12 = 9$ days (then converted to hours, rounded up to the nearest hour).

a. Guidelines

A reason is not required when requesting pre-planned PTO. PTO requests will be approved/denied by the employee's supervisor in the order received without detriment to the learning or work environment. The supervisor will determine if the request is approved or denied based on the needs of each building and department at the time of the request. The operational needs of the building or department will be taken into consideration prior to approving or denying a request for PTO. Employees may request a maximum of five (5) consecutive days of pre-planned PTO.

Employees should not assume that their PTO request has been approved until they receive approval notice from Red Rover. Calling in, emailing, texting or telling the employee's supervisor of an absence does not mean the absence is approved. Only by completing and submitting the request and receiving notification of the request approval will an employee's PTO request be completed. Failure to complete and submit the request as stated above may lead to disciplinary action as well as having the day(s) recorded as unpaid.

For PTO requests that are a full workday in duration, employees will use the number of hours they are scheduled to work (ex. 5.5 hours). Employees requesting between 3-5 days of pre-planned PTO are advised to submit their request in Red Rover as soon as possible, preferably two weeks or more notice.

It is recommended that absence requests for PTO be entered into Red Rover (if a substitute is needed) at least 72 hours prior to the day being requested off (except in the case of illness or emergency), to give the supervisor time to review the request.

In the case of illness or emergency, employees are required to contact their supervisor immediately and if possible, at least two (2) hours before the start of the workday. The time off request must be entered into Red Rover (if a substitute is needed) prior to the start of the workday.

Employees may exceed the maximum 5 consecutive days of PTO if it is for a sick- or medical-related reason. The employee may be required to apply for FMLA and/or provide medical certification if using more than 5 consecutive days of PTO.

If pre-planned PTO absences deplete an employee's total balance for the year and prior to those pre-planned absences an employee needs to use an unplanned PTO day (examples: employee becomes ill, has an emergency, sick family member, etc.) a PTO day must be canceled and applied to the unplanned day. For example, an employee pre-plans and schedules their total allocation of PTO days in advance to go on a vacation in February. In November, the employee calls in sick. A PTO day will be taken from the pre-planned absences and will be applied to the sick day. Therefore, the day that was canceled will be a leave without pay day if the employee still wants time off. As mentioned above, employees cannot access their Sick Leave bank until all PTO has been exhausted.

For FMLA-related absences that are the same or longer than the employee's remaining PTO balance, employees will be allowed to reserve up to two (2) days of their PTO for future use (after their FMLA absence(s)) within the same school year. The reserved PTO day(s) will no longer hold a cash value and cannot be paid out if unused. The employees that use this option will have access to their Sick Leave bank prior to using the reserved PTO day(s) since the days

no longer hold a cash value. If the reserved PTO day(s) are not used by the end of the fiscal year, they will automatically roll into their Sick Leave bank (unless their bank is at the maximum number of days, then in this case the day(s) will be forfeited).

b. **Building Maximum Per Day**

Not more than three (3) people for each building level shall be granted PTO at one time. Areas are defined as follows: EC-3, 4-8, and 9-12.

B. PTO FOR FAMILY

Sick leave used for care of the employee's spouse, dependent children, parents, or members of the immediate household is limited to twelve (12) days per year.

C. DEFINITIONS: THE FOLLOWING DEFINITIONS APPLY UNDER THIS SECTION

- a. Child: means a natural, adopted, foster or treatment foster child, a stepchild or a legal ward who is less than eighteen (18) years of age or the individual is eighteen (18) years of age or older and cannot care for himself or herself because of a serious health condition.
- b. Parent: means a natural parent, foster parent, treatment foster parent, adoptive parent, stepparent or legal guardian of an employee, or the same relative of an employee's spouse or domestic partner.
- c. Spouse: means an employee's legal husband or wife.
- d. Serious Illness: means a disabling physical or mental illness, injury, impairment or condition involving any of the following
- e. Inpatient care in a hospital, nursing home, or hospice.
- f. Outpatient care that requires continuing treatment or supervision by a healthcare provider
- g. Sick leave may be used in minimum increments of one hour, and in increments of 15 minutes after the first hour.

D. HOLIDAYS DURING PTO

- a. In the event that a paid holiday falls within a period when an employee is on PTO, it shall be charged as a paid holiday and not deducted from the employee's PTO balance.

E. PROOF OF ILLNESS

- a. The District may require a certificate of illness signed by either a licensed physician, a nurse practitioner, or a physician assistant. Such a certificate should include a statement releasing the employee to return to work and a statement as to whether any limitations or restrictions are placed upon the work which may be performed.

F. PTO BONUS

- a. If a teacher in their previous year had perfect attendance, excluding the use of personal days, a two sick day bonus will be added to their accumulated sick leave.

G. PTO INCREMENTS

- a. PTO may be used in minimum increments of one hour, and in increments of 15 minutes after the first hour.

H. WORKER'S COMPENSATION

- a. Sick leave benefits will not be paid out during the time an employee is receiving Workers Compensation.

BEREAVEMENT LEAVE

- A. Up to five (5) days of bereavement leave will be granted and deducted from PTO Balance.
- B. Bereavement leave may be allowed in increments of a minimum of one (1) hour, with 15-minute increments thereafter.

EXTENDED LEAVE OF ABSENCE

Upon recommendation of the Human Resource Director or his/her designee, a leave of absence may be granted by action of the Board of Education to permit any regularly employed teacher who has at least three (3) years of continuous employment in the Mosinee School District a leave of absence not to exceed two (2) years:

- A. to be an exchange teacher;
- B. to travel;
- C. to explore an alternative career; or,
- D. for any other reason deemed acceptable to the Board.

Written request for a leave of absence shall be submitted to the Human Resource Director or their designee no later than March 1 in the year prior to the school year for which the leave would be effective.

The leave of absence is not credited as a year of experience: no remuneration shall be paid by the Board during this leave (including sick leave) and employees shall not accrue benefits during the term of the leave. The employee may continue health and dental insurance during the leave of absence by remitting the full premium amounts to the District by the date(s) specified by Human Resources. The continuation of health and dental insurance at the employee's expense may be contingent upon the health insurance carrier allowing such a benefit. If the premium is not received by the first of the month, for each month where coverage is sought, the employee's insurance coverage may be terminated.

If an employee is requesting a leave of absence for any reason that is under six months, the request must be made to the Superintendent. The Superintendent has the right to approve the leave that is under six months and must inform the Board of Education of the leave and the request for it.

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 to the extent possible. The District reserves the right to place a teacher in an appropriate teaching assignment upon return from a leave of absence.

See Policy 3431 - Employee Leaves

RETIREMENT

SEVERANCE PAY

Teachers will be reimbursed at a rate of \$60 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.

POST EMPLOYMENT BENEFIT

The Mosinee School District hereby modifies the established retirement program effective July 1, 2021. In this Section, the term "retirement" is used to refer to a resignation for purposes of retirement. To qualify for the retirement program, a teacher must meet the following requirements:

The teacher must have completed the follow number of years of full-time employment, or the equivalent of full-time employment in the Mosinee School District at the time of retirement as follows:

- A. Tier 1: a minimum of 13 years of service;
- B. Tier 2: a minimum of 15 years of service;
- C. Tier 3: a minimum of 18 years of service.
- D. The teacher must be 55 years of age or older. To retire, the teacher must resign from his/her employment effective at the conclusion of the teacher's contract year.
 - a. The teacher must submit a letter to the School Board requesting retirement by March 1.
- E. To allow staff to align their planned retirement after their 55th birthday, with the first day of eligibility for receiving a WRS pension, an alternative option for retirement is the following: Notice of retirement at the end of the first semester or after the last day of June of a given year but before the first day of school. The District would require a 60-day notice with this option.
- F. The employee must retire, in fact, as indicated in the letter of resignation submitted for purposes of retirement, referenced in Section D, above, on the retirement date indicated in the letter to the School Board.
- G. For those eligible to retire under WRS after the end of the current school year but prior to the start of the following school year. (For example, someone turning age 55 in July would not have been able to retire by June 30 because he/she would still be age 54). A person in this situation would not need to wait until the following March 1 to retire and receive post employment benefits. Comparatively, a person turning age 55 prior to the start of the second semester of a given school year, would have the

opportunity to retire and receive retirement benefits if notice is given within the 60 day timeframe).

A. TIER 1: AGE 45 OR OLDER WITH AT LEAST 1 YEAR OF SERVICE AS OF JULY 1, 2021

DISTRICT HRA CONTRIBUTIONS

Upon retirement, those meeting eligibility requirements noted above, shall receive annual contributions for 5 years from the District of \$6,500 per year into a Health Reimbursement Account (HRA).

These funds may be used to reimburse premiums and allowable medical expenses determined by the IRS paid by the retiree to remain on the District's medical plan until Medicare eligibility or another (outside) health plan if the premiums paid for the health coverage were paid after-tax. If an employee terminates before retirement, the HRA benefit is forfeited.

NON-ELECTIVE 403(b) DISTRICT CONTRIBUTIONS

The District shall pay each teacher who elects retirement, a sum of \$40,000.00. This benefit will be paid out in sixty (60) monthly installments to a 403(b) plan account in the name of the employee. The first payment to the 403(b) account shall begin following the year of retirement; after July 1st.

Upon the death of the retiree, if there is a living spouse the payments will continue to be made per the IRS guidelines. Upon the death of the retiree and the spouse, payments shall cease.

B. TIER 2: NOT ELIGIBLE FOR TIER 1 AND ELIGIBLE TO RETIRE BY JUNE 30, 2036

DISTRICT HRA CONTRIBUTIONS

Upon retirement, those meeting eligibility requirements noted above, shall receive a contribution from the District of \$1,300 per year of service up to a maximum benefit of \$32,500 into a Health Reimbursement Account (HRA). These funds may be used to reimburse premiums and allowable medical expenses determined by the IRS paid by the retiree to remain on the District's medical plan until Medicare eligibility, or another (outside) health plan if the premiums paid for the health coverage were paid after-tax.

If an employee terminates before retirement, the HRA benefit is forfeited.

NON-ELECTIVE 403(b) DISTRICT CONTRIBUTIONS

The District shall pay each teacher who elects retirement, a sum of \$25,000. This benefit will be paid out in thirty-six (36) monthly installments to a 403(b) plan account in the name of the employee. The first payment to the 403(b) account shall begin following the year of retirement; after July 1st.

Upon the death of the retiree, if there is a living spouse the payments will continue to be made per the IRS guidelines. Upon the death of the retiree and the spouse, payments shall cease.

403(b) DISTRICT MATCH CONTRIBUTIONS

Beginning with the 2021/22 school year, upon the successful completion of each school year, the District will provide a match contribution to the 403(b) plan; the same as is provided to teachers in Tier 3.

This contribution will be equal to the total amount the eligible teacher has contributed to their 403(b) account during the school year up to a defined District match maximum amount for the year and each year thereafter based upon the following:

Years of Consecutive	Defined Maximum
	100% up to:

Full-time Service	
1 – 5	\$ 750
6 – 10	\$ 1,000
11 +	\$ 1,250

District contributions noted above will be made annually in July. At the time the District contribution is made, the teacher must have successfully completed the school year in June and returned to employment with the District for the next school year. The teacher must have been an active full-time (regularly scheduled to work at least 30 hours/week) employee for the year the contribution was made as well as at the time the contribution is made. Should the teacher not return to full-time employment the following school year, the teacher has not met the eligibility to receive the contribution for the prior year, unless the reason is retirement.

Note, that upon the untimely death of an active full-time teacher otherwise eligible for the non elective 403(b) post-employment benefit, the District will make the contribution for the current year of service and the entire District contributions will be immediately vested, regardless of the below vesting schedule.

Vesting will consist of a percentage of total District contributions and earnings/losses on such contributions based upon the following schedule:

Vested Amount	Year of Vesting
50%	After the 10 th year of service
100%	After the 20 th year of service or retirement; whichever comes first

Teachers will not be fully vested until the completion of their 20 years of service and return to continued employment in the 21st year of service or retirement; whichever comes first. At that time, the teacher will be 100% vested.

If a teacher does not complete a minimum of 20 consecutive years of service and continue employment in the 21st year or does not retire, the funds contributed into the 403(b) account that are not vested at the time of severance of employment, will be forfeited and used for any lawful purpose, including as an offset to the District's future 403(b) plan contribution(s).

Years of service for vesting purposes start with the teacher's date of employment, even if it is prior to July 1, 2021. For example, a teacher who has completed their 11th year of full-time service in the District by July 1, 2021, would be 50% vested for District-provided contributions made.

C. TIER 3: THOSE NOT ELIGIBLE FOR TIER 1 OR 2 AND NEW HIRES

ACTIVELY FUNDED DISTRICT HRA CONTRIBUTIONS

Upon completion of each year of service, the District shall provide an annual contribution of \$1,300, up to a maximum total benefit of \$32,500 into a Health Reimbursement Account (HRA). These funds will be placed into an irrevocable account earmarked by an individual at the end of each school year.

Upon retirement, these funds may be used to reimburse premiums and allowable medical expenses

determined by the IRS paid by the retiree to remain on the District's medical plan until Medicare eligibility or another (outside) health plan as long as the premiums paid for the health coverage were paid after-tax.

If an employee terminates before retirement, the HRA benefit is forfeited.

NON-ELECTIVE 403(b) DISTRICT CONTRIBUTIONS

The District shall pay each teacher who elects retirement, a sum of \$15,000. This benefit will be paid out in thirty-six (36) monthly installments to a 403(b) plan account in the name of the employee. The first payment to the 403(b) account shall begin following the year of retirement; after July 1st.

Upon the death of the retiree, if there is a living spouse the payments will continue to be made per the IRS guidelines. Upon the death of the retiree and the spouse, payments shall cease.

403(b) DISTRICT MATCH CONTRIBUTIONS

Beginning with the 2021/22 school year, upon the successful completion of each school year, the District will provide a match contribution to the 403(b) plan for eligible teachers in Tier 2 and Tier 3. This contribution will be equal to the total amount the eligible teacher has contributed to their 403(b) account during the school year up to a defined District match maximum amount for the year and each year thereafter based upon the following:

Years of Consecutive Full-time Service	Defined Maximum
	100% up to:
1 – 5	\$ 750
6 – 10	\$ 1,000
11 +	\$ 1,250

District contributions noted above will be made annually in July. At the time the District contribution is made, the teacher must have successfully completed the school year in June and returned to employment with the District for the next school year. The teacher must have been an active full-time (regularly scheduled to work at least 30 hours/week) employee for the year the contribution was made as well as at the time the contribution is made. Should the teacher not return to full-time employment the following school year, the teacher has not met the eligibility to receive the contribution for the prior year, unless the reason is retirement.

Note, that upon the untimely death of an active full-time teacher otherwise eligible for the 403(b) post employment benefit, the District will make the contribution for the current year of service and the District contributions through the fiscal year-end will be immediately vested, regardless of the below vesting schedule.

Vesting will consist of a percentage of total District contributions and earnings/losses on such contributions based upon the following schedule:

Vested Amount	Year of Vesting
50%	After the 10 th year of service

100%	After the 20 th year of service or retirement; whichever comes first
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Teachers will not be fully vested until the completion of their 20 years of service and return to continued employment in the 21st year of service or retirement; whichever comes first. At that time, the teacher will be 100% vested.

If a teacher does not complete a minimum of 20 consecutive years of service and continue employment in the 21st year or does not retire, the funds contributed into the 403(b) account that are not vested at the time of severance of employment, will be forfeited and used for any lawful purpose, including as an offset to the District's future 403(b) plan contribution(s).

Years of service for vesting purposes start with the teacher's date of employment, even if it is prior to July 1, 2021. For example, a teacher who has completed their 11th year of full-time service in the District by July 1, 2021, would be 50% vested for District-provided contributions made.

COMPENSATION

REIMBURSEMENT OF SINGLE PERIOD SUBSTITUTES

If there exists a shortage of short-term 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 first attempt will be to use volunteers. If volunteers are not available, the assignments shall be made on a rotating basis. Single period substitutes will be paid \$30.00 per hour of substitute work.

CURRICULUM DEVELOPMENT

Curriculum Development Services may be required when the District engages in District approved curriculum evaluation and improvement activities. Curriculum Development Services:

1. Authorized by the Director of Instruction following Board approval of the district budget;
2. Expressed in the total number of hours to be paid to an individual upon the completion of their assigned task;
3. Compensated at a rate of \$25.00 per hour.

EXTRA DUTY

A teacher who volunteers to accept an additional teaching duty assignment would receive prorated compensation based on increased FTE, equivalent to the number of additional classes assigned per semester. i.e. If a teacher accepted one additional assignment for the school year, their FTE would be increased to 1.125.

HOMEBOUND INSTRUCTION

Homebound Instruction Pay shall be \$25.00 per hour plus mileage.

MILEAGE REIMBURSEMENT

Employees will be reimbursed for mileage on non-school owned automobiles at the IRS rate for school related duties both within and outside of the School District.

APPENDIX A

SCHOOL CALENDAR

Mosinee School District 2026-2027 CALENDAR

August 2026						
S	M	T	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September 2026						
S	M	T	W	TH	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October 2026						
S	M	T	W	TH	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November 2026						
S	M	T	W	TH	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December 2026						
S	M	T	W	TH	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

January 2027						
S	M	T	W	TH	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February 2027						
S	M	T	W	TH	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March 2027						
S	M	T	W	TH	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April 2027						
S	M	T	W	TH	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May 2027						
S	M	T	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June 2027						
S	M	T	W	TH	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

	First / Last Day of School for Students
	NS - No School
	Parent Teacher Conferences
	High School Graduation - May 28th at 7:00 pm
	Open House ES - Aug 27th 4:00 - 7:00 pm MS - Aug 26th 4:00 - 7:00 pm HS - Aug 26th 4:00 - 7:00 pm
	Kick Start to School (Kindergarten, 4th, 5th, 9th, and New Students)
	Staff Events (August 18-19 New Teacher Academy)/No Students
	HS 6 Week Progress Report
	Open House: MS/HS August 26th - 4:00-7:00 Elementary August 27th - 4:00-7:00

175 Student Days - 188 Teacher Days
ES - Elementary School 7:55 am - 3:05 pm MS - Middle School 7:55 am - 3:12 pm HS - High School 7:55 am - 3:12 pm
Parent-Teacher Conference Dates: Oct. 15th 4:00-7:30 (K-12) Oct. 22nd - 4:00-7:30 (K-8) Feb. 1st - Course Selection Night (8-11)

(Teacher Days) Work Day 7:30 am - 3:30 pm 9.5 District Inservice Days 2 PT Conference Days (4 partial PT/Intervention Days) .5 Open House 174 Teaching Days 1 Kick-Off Day
Parent-Teacher Conference Dates Mar. 11th - 4:00-7:30 (Elem) Apr. 1st - 4:00-7:30 (4-12) Apr. 8th - 4:00-7:30 (4-12) TBD - Family Night (K-3)

Board Approved: December 16, 2025
Revised: April, 21, 2026

APPENDIX B

DISTRICT EMERGENCY PROCEDURE

EMERGENCY PLANS

When it is necessary to close or delay the opening of school, one of the plans listed below will be followed. School closing or delay information will be sent to you via Skylert, the District's electronic notification system, and announced over the following radio and television stations:

WAOW TV Channel 9	Wausau
WSAW TV Channel 7	Wausau
WSAU (AM) 550	Wausau
WIFC (FM) 95.5	Wausau
WDEZ (FM) 101.9	Wausau
WRIG (AM) 1390	Wausau
WOZZ (FM) 94.7	Wausau

PLAN FOR SCHOOL CLOSING

Media Announcement - ALL Mosinee PUBLIC SCHOOLS WILL BE CLOSED TODAY

1. Schools WILL NOT be open for instruction.
2. Students ARE NOT to report in person.
3. Teachers, secretaries/aides, and school nutrition staff (who work less than calendar year) DO NOT report to their respective schools in person.
4. Custodians and maintenance staff are to report to their respective work areas, or as assigned by them Director of Buildings and Grounds, as soon as safety allows.
5. Calendar year staff assigned to the following locations will report to work as soon as safety allows: District Boulevard Office, Mosinee High School, Mosinee Middle School, Mosinee Elementary School.
6. All extra-curricular and evening activities will be canceled.

APPENDIX C

SCHOOL CANCELLATION DAYS

SCHOOL CANCELLATION DAYS

- A. Support staff may choose to use a paid day such as a vacation day, personal leave day, or sick leave day, if available, or a non-paid day when school is closed due to inclement weather or other reasons as determined by the District. At the discretion and approval of the building supervisor, support staff may exchange the day to work during an unscheduled work day such as an inservice day, day after the last day of school, winter break, or spring break. However, he/she may not choose both the paid leave day and the inservice day. If an employee chooses to be paid sick leave on a school cancellation day, he/she may not also be paid for another unscheduled work day listed above. However, if the employee chooses to have a non-paid day due to inclement weather, he/she may choose to work another unscheduled day and be paid for that day.
- B. Custodial and housekeeping staff must report to work per the direction of the Buildings and Grounds Director and/or Supervisor.
- C. Teachers will be paid when schools are closed by order of the Superintendent due to adverse weather conditions beyond the control of the District. The Superintendent shall determine any required make up days in any school year provided the District meets all state requirements.

Inclement Weather Procedures for Mosinee School District Support Staff

During the school year, a District Administrator may call school off due to inclement weather. The District Administrator may also make the decision to start school at a later time during the school day or to release school early due to bad weather. Below is a list of requirements for the support staff when school is closed due to inclement weather.

School Closings

Food Service Staff

When schools are closed on snow days, cooks and servers will not report to work and will have the option to take a personal day or a no pay day. If the announcement is late and the employee has already reported to work, they will be paid for the actual time worked. If the Food Service Manager requests that a food service employee comes in to perform a necessary task, they will be paid for the actual time worked.

Custodial Staff

The District does require the full-time *maintenance* custodians to report to work on snow days for snow removal and other duties and they will be paid for the actual hours worked. Maintenance custodians should report to work at their regularly scheduled time, or when the Director/Supervisor of Buildings and Grounds requests them to report.

Housekeeping custodians will report to work only if requested to do so by the Director of Buildings and Grounds. Housekeeping custodians will not be paid on closed days due to weather unless they are requested to come in. If requested to come in, they will be paid for their actual hours worked. If not, they can choose to use a personal day, vacation day or a no pay day.

Teacher Assistants

When schools are closed on snow days, teacher assistants will not report to work and will have the option to take a personal day or a no pay day.

Office Staff – Secretaries, Business Office Staff/Technology Staff

Because there are many things that need to be done on snow days, even with schools closed, such as answering telephones and rearranging activities, the District asks that if possible, office staff employees report to work on snow days and will be paid for the actual hours worked. However, the final decision on coming in is up to the employee. In the case that an office staff employee does not wish to report to work on a snow day, they may have the option to use a personal day, vacation day or a no pay day.

Notifications

Below is a list of stations that you should listen to for school closings.

Wausau

WAOW-TV Channel 9

WSAW-TV Channel 7

WDEZ 101.9 FM

WIFC 95.5 FM

WSAU 550 AM

WSAU 99.9 FM

WRIG 1390 AM

WOZZ 94.7 FM

Late Start due to bad weather

Food Service Staff

On late start days, all food service employees should report to work at their regular scheduled times unless contacted by Food Service Manager to do otherwise.

Custodial Staff

On late start days, all maintenance and housekeeping custodians should report to work at their regular scheduled times.

Teacher Assistants

On late start days, all teacher assistants should report to work 30 minutes prior to the time that students are required to arrive due to the late start. All teacher assistants will be paid for the actual time worked.

Office Staff – Secretaries, Business Office Staff/Technology Staff

On late start days, all office staff should report to work at their regular scheduled times.

All support staff will be paid for their actual hours worked on late start days.

Early release due to bad weather

Food Service Staff

On early release days due to bad weather, all food service employees should remain at work until all work for the day is completed. Food service employees will be paid for their actual hours worked for the day.

Custodial Staff

On early release days due to bad weather, all maintenance and housekeeping custodians should work their regular scheduled hours.

Teacher Assistants

On early release days due to bad weather, all teacher assistants should remain at work until students have left the building and the school buses have departed. Teacher assistants will be paid for their actual hours worked.

Office Staff – Secretaries, Business Office Staff/Technology Staff

On early release days due to bad weather, all office staff should remain at work for their regular scheduled times. In the case that office staff wishes to leave early, they should notify their building principal or supervisor. Office staff will be paid for their actual hours worked.

All support staff will be paid for their actual hours worked on early release days due to bad weather.

APPENDIX D

CONTACT INFORMATION

CONTACT INFORMATION

- A. Who do you contact if you have questions?

[Contact Sheet for Staff Members](#)

APPENDIX E

2025-26 TEACHER SALARY SCHEDULE

2026-27 Teacher Salary Schedule			
Step	BA	MA	Pysch, SLP
1	\$45,483	\$48,093	\$59,358
2	\$46,788	\$49,476	\$59,932
3	\$48,132	\$50,901	\$61,670
4	\$49,517	\$52,369	\$63,461
5	\$50,705	\$53,628	\$64,998
6	\$51,923	\$54,919	\$66,573
7	\$53,172	\$56,243	\$68,188
8	\$54,451	\$57,599	\$69,843
9	\$55,763	\$58,990	\$71,540
10	\$57,107	\$60,415	\$73,278
11	\$58,486	\$61,876	\$75,061
12	\$59,898	\$63,373	\$76,888
13	\$61,346	\$64,908	\$78,760
14	\$62,830	\$66,481	\$80,681
15	\$64,351	\$68,093	\$82,647
16	\$65,851	\$69,416	\$84,664
17	\$67,447	\$70,764	
18		\$72,140	
19		\$73,543	
20		\$74,974	
21		\$76,434	
22		\$78,434	

APPENDIX F

MISCELLANEOUS COMPENSATION

A. ATHLETIC COACHING PAY SCHEDULE

New coaches without experience who are hired, will be paid at the GNC average for year one (1), at five percent (5%) above the GNC average for year two (2), at ten percent (10%) above the GNC average for year three (3), and after completion of year three (3) are then paid at fifteen (15%) above the GNC average. Analysis of the compensation will be done on a 3-year rotational basis.

SPORT	New Coach 0 Years Exp Rate		
HS Head Wrestling	\$5400		
HS Head Football	\$5250		
HS Head Basketball	\$5500		
HS Head Hockey	\$5400		
HS Head Gymnastics	\$5000		
HS Head Volleyball	\$4500		
HS Head Track (girls)	\$4500		
HS Head Track (boys)	\$4500		
HS Head Softball	\$4000		
HS Head Baseball	\$4000		
HS Head Cross Country	\$4000		
HS Head Soccer	\$3900		
HS Head Golf	\$3000		
HS Head Swim	\$4000		
HS Head Dance (½ Fall, ½ Winter)	\$5600		
HS Asst Hockey	\$3300		
HS Asst Soccer	\$2500		
HS Asst Football	\$3500		
HS Asst Wrestling	\$3250		
HS Asst Baseball	\$2650		

HS Asst Softball	\$2650		
HS Asst Basketball	\$3500		
HS Asst Gymnastics	\$2750		
HS Asst Volleyball	\$2600		
HS Asst Track	\$2600		
HS Asst Cross Country	\$2100		
HS Golf Asst	\$1600		
HS Swim Asst	\$2800		
MS Head Dance (½ Fall, ½ Winter)	\$2600		
MS Soccer	\$1750		
MS Basketball	\$1650		
MS Volleyball	\$1500		
MS Head Wrestling	\$2100		
MS Assistant Wrestling	\$1600		
MS Head Gymnastics	\$1750		
MS Assistant Gymnastics			
MS Football	\$1650		
MS Head Track Boys	\$1750		
MS Head Track Girls	\$1750		
MS Asst Track Girls	\$1500		
MS Asst Track Boys	\$1500		
MS Head Cross Country Boys	\$1600		
MS Head Cross Country Girls	\$1600		
MS Head Girls Swim	\$1750		
Fitness Center Supervisor (Fall)	\$1600		
Fitness Center Supervisor (Winter)	\$1600		
Fitness Center Supervisor (Spring)	\$1600		

B. CURRICULUM EXTRA PAY SCHEDULE (Updated BOE 8.19.25)

Class A	Years in Activity	Compensation Level
A1	0-4	\$3,991.13
A2	5-9	\$4,190.69
A3	10 or more years	\$4,400.22

- High School Musical (2 every other year)
- Special Olympics Head Coach

Class B	Years in Activity	Compensation Level
B1	0-4	\$2,280.65
B2	5-9	\$2,470.70
B3	10 or more years	\$2,660.76

- ~~Team Department Leaders~~
- Middle School Band
- ~~Co-Serving Lead~~
- High School FFA
- High School Student Senate
- High School Skills USA
- High School One Act Play
- High School Forensics
- High School Pep Band
- Middle School Drama
- High School DECA
- High School FCCLA (Family and Career and Community Leaders of America) Club
- School Forest Coordinator

Class C	Years in Activity	Compensation Level
C1	0-5	\$1,520.43
C2	6 or more years	\$1,710.49

- Middle School Forensics Advisor
- Middle School Yearbook
- HS TNT (Teens Needing Teens) Club

- High School Assistant Forensics
- High School Science Olympiad
- High School Marching Band
- High School Student Senate Assistant
- Middle School Student Senate (2)
- Elementary School Student Senate (2)
- ~~High School Motown Market~~
- Feeding the Future (2)
- Model United Nations
- Special Olympics Assistant Coach
- EL Coordinator
- ~~Instructional/Tech Coach (3/Building)~~
- Instructional Leaders
- High School Yearbook

Class D	Years in Activity	Compensation Level
D1	0-5	\$950.27
D2	6 or more years	\$1,140.32

- Senior Class Advisor (2)
- Junior Class Advisor (2)
- High School National Honor Society
- Chemical Hygiene Officer
- Elementary Yearbook
- Middle School Battle of the Books (2)
- Health Coordinator
- ~~Character Education/PBIS (2)~~
- Department Heads
- High School Art Club

Class E	Years in Activity	Compensation Level
E1	0-5	\$380.11
E2	6 or more years	\$570.16

- Sophomore Class Advisor (2)
- Freshman Class Advisor (2)
- High School Math Club
- High School Graphics Art Club
- High School Trees for Tomorrow
- Middle School Trees for Tomorrow
- Middle School Ski Club (2)
- High School FFA Assistant Advisor
- Teacher Mentor
- HS Library Club
- High School SkillsUSA Assistant Advisor

- District Accompaniment- \$4,700 for full school year