

Sheboygan Area School District's *Teacher Handbook*



Effective July 1, 2012
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DISTRICT EMERGENCY PROCEDURES

Should inclement weather or other emergency situation(s) require the District to close school(s), the following procedures shall be followed:

1. Local television and radio stations will be notified by 6:00 a.m. or as soon as practicable. The following stations will be notified:

WHBL Radio
WTMJ-TV
WBAY-TV

WLKN Radio
WITI-TV
WXER Radio

WJUB Radio
WFRV-TV

2. The Sheboygan Area School District website will have the notification posted on the home page and in the School Closings and Delays webpage.
3. Closing information will be recorded and can be obtained by calling 920-803-SNOW(7669) after 6:00 a.m.
4. If you subscribe to the District's Twitter account, a text message will be sent to you. For more information on how to subscribe, go to www.sheboygan.k12.wi.us/twitter.html. Standard text message rates may apply.

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Section 1

PREAMBLE AND DEFINITIONS

District Mission — The mission of the Sheboygan Area School District is to equip all students with a foundation of knowledge and skills through quality instruction, opportunities, and a positive learning environment, in an active partnership with the family and community, reinforcing values which will inspire them to access the opportunities of this society, strive for excellence in their endeavors and contribute as responsible citizens.

District Vision — All students will be productive and responsible citizens in a competitive world.

We believe in:

- success of all students;
- student learning at a high level;
- collaboration;
- continuous improvement;
- results orientation; and
- participatory decision-making.

About the *Teacher Handbook*

1. **Employees Covered** — The *Teacher Handbook* is provided as a reference document for the Sheboygan Area School District's (hereinafter referred to as "District") teachers.
2. **Disclaimer** — The contents of the *Teacher 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. Proposed changes will be referred to the Meet and Confer Committee. The language, which appears in the *Teacher 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 guaranty of continued employment.

In case of a direct conflict between the *Teacher Handbook*, rules, regulations, or policies of the Board of Education and any specific provisions of an individual contract agreement, the individual contract agreement shall control.

The *Teacher Handbook* is intended to provide employees with information regarding policies, procedures, ethics, expectations, and standards of the District; however, the *Teacher Handbook* should not be considered all-inclusive. Copies of Board policies are on the District website at www.sheboygan.k12.wi.us/district. 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 Sheboygan Area School District Board of Education.

Section 2

EMPLOYMENT LAWS

Equal Opportunity — It is the policy of the District that no person may be illegally discriminated against in employment by reason of their age, race, creed, color, disability, pregnancy, marital status, sex, citizenship, national origin, ancestry, sexual orientation, arrest record, conviction record with the exception of unpardoned felonies, military service, membership in the National Guard, state defense force or any other reserve component of the military forces of Wisconsin or the United States, political affiliation, use or nonuse of lawful products off the employer's premises during nonworking hours, declining to attend a meeting or to participate in any communication about religious matters or political matters, the authorized use of family or medical leave or worker's compensation benefits, genetic information, or any other factor prohibited by state or federal law.

Reasonable accommodations shall be made for qualified individuals with a disability, unless such accommodations would impose an undue hardship on the District. A reasonable accommodation is a change or adjustment to job duties or work environment that permits a qualified applicant or employee with a disability to perform the essential functions of a position or enjoy the benefits and privileges of employment compared to those enjoyed by employees without disabilities.

Equal Opportunity Complaints — The District encourages informal resolution of complaints under this policy. A formal complaint resolution procedure is available to address allegations of violations of the policy in the District. (See Board Policy 3122.)

Family and Medical Leave Act (FMLA)

1. **Notification of Benefits and Leave Rights** — Since the District has a *Teacher Handbook* or other written policy concerning employee benefits or leave rights, information concerning FMLA entitlements and employee obligations under the FMLA is included in the *Teacher Handbook* as required by federal law. The District shall post the text of the notice contained in the following link in a conspicuous place where notices to employees and applicants are customarily placed: www.dol.gov/whd/fmla/finalrule/FMLAPoster.pdf. See 29 U.S.C. § 2619(a); 29 C.F.R. § 825.300(a)(1). The notice is posted in the staff workrooms of each building.
2. **Eligibility Notice** — When an employee requests FMLA leave, or when the employer acquires knowledge that an employee's leave may be for an FMLA qualifying reason, the employer must 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).
3. **Rights and Responsibilities Notice** — The District shall provide written notice outlining specific obligations of the employee and explaining any consequences of not meeting those requirements. 29 C.F.R. § 825.300(c). The District is satisfying this notice requirement by directing the employee to the following website, which combines the eligibility notice and the rights & responsibilities notice into a single form: U.S. DEPARTMENT OF LABOR, *Notice of Eligibility and Rights & Responsibilities (FMLA)*, available at www.dol.gov/whd/fmla/finalrule/WH381.pdf.

4. **Designation Notice** — The District shall “inform employees in writing whether leave requested under the FMLA has been determined to be covered under the FMLA.” U.S. DEPARTMENT OF LABOR, *Designation Notice (Family and Medical Leave Act)*, available at www.dol.gov/whd/forms/WH-382.pdf. See 29 C.F.R. § 825.300(d).

Discrimination and Harassment — The District is committed to providing fair and equal employment opportunities and to providing a professional work environment free of all forms of illegal discrimination, including harassment. The District shall not tolerate harassment based on any personal characteristic described in the section above. Harassment and other unacceptable activities that could alter conditions of employment, or form a basis for personnel decisions, or interfere with an employee's work performance are specifically prohibited. Sexual harassment, whether committed by supervisory or non-supervisory personnel, is unlawful and also specifically prohibited. In addition, the District shall not tolerate acts of non-employees (volunteers, vendors, visitors, etc.) that have the effect of harassing District employees in the workplace. Harassment can occur as a result of a single incident or a pattern of behavior where the purpose or effect of such behavior is to create an intimidating, hostile, or offensive working environment. Harassment encompasses a broad range of physical and verbal behavior that can include, but is not limited to, the following:

1. Unwelcome sexual advances, comments, or innuendos;
2. Physical or verbal abuse;
3. Jokes, insults, or slurs directed toward the protected groups set forth above (Such comments are unacceptable whether or not the individual within the protected class is present in the workplace to overhear them and whether or not a member of a class professes to tolerate such remarks);
4. Taunting based on personal characteristics described above intended to provoke an employee; and/or
5. Requests for sexual favors used as a condition of employment or affecting any personnel decisions such as hiring, promotion, compensation, etc.

All employees are responsible for ensuring that discrimination and harassment do not occur. It is the intent of the District to comply with both the letter and spirit of the law in making certain illegal discrimination does not exist in its policies, regulations and operations. Anyone who believes that he or she has been the subject of discrimination or harassment or has knowledge of violations of this policy shall report the matter in accordance with established complaint procedures located at www.sheboygan.k12.wi.us/district. All reports regarding employee discrimination or harassment shall be taken seriously, treated fairly and promptly, and thoroughly investigated. Individual privacy shall be protected to the extent possible. There shall be no retaliation against any person who files a complaint under this policy. The District shall take appropriate and necessary action to eliminate employee discrimination or harassment.

All employees have a duty to report incidents of potential discrimination or alleged harassment to their immediate supervisor or the Assistant Superintendent, Human Resources and Administrative Services. Employees who fail to report incidents of potential discrimination or alleged harassment, as described above, may be subject to disciplinary action, up to and including dismissal.

Actions that result in discrimination or those that are determined to be harassment; employees who fail to report incidents of potential discrimination or alleged harassment, as described above; and

supervisory employees who fail to respond to discrimination or harassment complaints or to act on their knowledge of violation of this policy will likewise be subject to disciplinary action, up to and including dismissal.

Employees will be informed of this policy annually and the complaint procedure will be made available to any employee wishing to file a complaint. All complaints will be promptly and thoroughly investigated.

Child Abuse Reporting — Pursuant with Wisconsin Statute § 48.981(2), all school employees who have reasonable cause to suspect that a child, seen by the person in the course of professional duties, has been abused or neglected or who has reason to believe that a child, seen by the person in the course of professional duties, has been threatened with abuse or neglect, and that abuse or neglect of the child will occur, shall report as provided for below. As stated in Wisconsin Statute § 118.07(5), “Each school board shall require every employee of the school district governed by the school board to receive training provided by the department in identifying children who have been abused or neglected and in the laws and procedures under § 48.981 governing the reporting of suspected or threatened child abuse and neglect. A school district employee shall receive that training within the first six months after commencing employment with the school district and at least once every five years after that initial training.” Training will be provided in accordance with this statute.

All persons required to report shall immediately inform, by telephone or personally, *Child Protective Services at 920-459-6418 (M-F 8:00 a.m. – 5:00 p.m.), the Sheboygan City Police Department at 920-459-3333, or the governing police department* of the facts and circumstances contributing to a suspicion of child abuse or neglect or to a belief that abuse or neglect will occur.

Section 3

GENERAL EMPLOYMENT PRACTICES AND EXPECTATIONS

District Expectations — The District expects its employees to produce quality work, maintain confidentiality, work efficiently, and exhibit a professional and courteous attitude toward other employees, parents, and students. The District expects employees to comply with all applicable Board of Education policies, work rules, job descriptions, terms of the *Teacher Handbook*, and legal obligations.

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

The following delineation of employment practices is for informational purposes and is not intended to be an exhaustive list of all employment expectations that may be found in other applicable Board of Education policies, work rules, job descriptions, terms of the *Teacher Handbook*, and legal obligations.

Accident/Incident Reports — All accidents/incidents occurring on District property, school buses, or during the course of school-sponsored activities, including field trips and other away events, are to be reported to the building principal/immediate supervisor immediately. Reports should cover property damage as well as personal injury. A completed employee incident report form can be obtained in any school office or the Department of Human Resources and must be submitted to the building principal within twenty-four (24) hours or the next scheduled District workday. In the event of a work-related accident or injury, please see the Worker's Compensation section of this *Teacher Handbook*.

Attendance — The District expects employees to make every effort to be present for work. Employees are expected to adhere to their assigned schedule. In order 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 administrator/supervisor and as further specified in other parts of the *Teacher Handbook*. Any deviation from assigned hours must have prior approval from the employee's administrator/supervisor.

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 through the applicable procedures for reporting his/her absence using the appropriate reasons.

The District will monitor attendance and absence patterns. Theft of time and/or improper modification of time worked records will be investigated. Abuses of the attendance policy such as theft of time, failure to notify the District of an absence, failure to report to work, or the failure to return to work the day following the expiration of an authorized leave of absence may result in disciplinary action up to and including termination of employment.

Electronic or Manual Bulletin Boards (District Announcements) — The Employer shall provide a bulletin board as a limited forum for employees to post professional development information and other apolitical literature that is directly connected to employment at the District and is consistent with District policy and applicable law. All distributed and posted materials shall always be professional in approach, shall not contain any derogatory comments about staff, parents, students, or Board of Education members and shall not be in contravention of any District policy or law. The building administrator/supervisor will be provided a copy of all posted material at the time of the posting. The building administrator/supervisor and/or his/her designee shall be allowed to remove material from the bulletin board(s) at his/her discretion.

Communications — The District is committed to providing technology resources that allow employees to communicate effectively with all employees in the District. In the District’s effort to maintain current technology practices, more responsibility and cooperation is required of employees to use the following core software programs and technology resources.

1. Electronic Communications:

- A. Electronic communications are protected by the same laws and policies and are subject to the same limitations as other types of media. When creating, using, or storing messages on the network, the user should consider both the personal ramifications and the impact on the District should the messages be disclosed or released to other parties. Extreme caution should be used when committing confidential information to the electronic messages, as confidentiality cannot be guaranteed.
- B. The District may review email logs and/or messages at its discretion. Because all computer hardware, digital communication devices, and software belong to the Board of Education, users have no reasonable expectation of privacy, including the use of email, text-message, and other forms of digital communications, e.g., voicemail, Twitter™, Facebook™, etc. The use of the District’s technology and electronic resources is a privilege, which may be revoked at any time.
- C. Electronic mail transmissions and other use of the District’s electronic communications systems or devices by employees shall not be considered confidential and may be monitored at any time by designated District staff to ensure appropriate use. This monitoring may include, but is not limited by enumeration to, activity logging, virus scanning, and content scanning. Participation in computer-mediated conversation/discussion forums for instructional purposes must be approved by curriculum and District administration. External electronic storage devices are subject to monitoring if used with District resources.

Criminal Background Checks — All applying for a position are required to file in writing, in advance of employment on forms provided by the District, a statement identifying whether the applicant:

- 1. Has been convicted of a misdemeanor or felony in this state or any other state or country; and
- 2. Who is currently under investigation of a misdemeanor or felony in this state or any other state or country; and
- 3. Has been dismissed or non-renewed, or has resigned from employment in-lieu-of a potential dismissal or non-renewal, for any of the following causes: failure to meet the District’s performance expectations, incompetence, inefficiency, neglect of duty, unprofessional conduct or insubordination. Providing false information shall be sufficient grounds for termination of employment.

Additionally, all persons applying for any position shall be required to agree to the release of all investigative records to the Board of Education for examination for the purpose of verifying the accuracy of criminal violation information; and

Employment will be offered pending the return and disposition of such background checks. All offers of employment are contingent upon the results of such checks.

Criminal Background Checks/Charges/Convictions for Active Employees - Obligation to Report Criminal Record — All District employees shall notify his/her administrator/supervisor as soon as possible, but no more than three calendar days after any arrest, indictment, conviction, no contest, or guilty plea, or other adjudication of the employee for any felony, any offense involving moral turpitude, and any of the other offenses as indicated below:

1. crimes involving school property or funds;
2. crimes involving attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit that would entitle any person to hold or obtain a position as an educator;
3. crimes that occur wholly or in part on school property or at a school-sponsored activity;
4. a misdemeanor which involves moral turpitude (e.g., an act or behavior that gravely violates moral sentiments or accepted moral standards of the community); or
5. a misdemeanor which violates the public trust.

The requirement to report a conviction or deferred adjudication shall not apply to minor traffic offenses. However, an offense of operating under the influence, revocation or suspension of license, and driving after revocation or suspension must be reported 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. Such report shall be made as soon as possible, but in no circumstance more than three calendar days after the event, giving rise to the duty to report. The District may conduct criminal history and background checks on its employees. An arrest, indictment, or conviction of a crime shall not be an automatic basis for termination. The District shall consider the following factors in determining what action, if any, should be taken against an employee who is convicted of a crime during employment with the District:

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

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

District Property — The District may supply an employee with equipment or supplies to assist the employee in performing his/her job duties. All employees are expected to show reasonable care for any equipment issued and to take precautions for theft. Employees cannot take District property for personal use or gain. Any equipment, unused supplies, or keys issued must be returned prior to the employee's last day of employment, including, but not limited by enumeration: employee identification badges, the key fob for building entry, and any electronic mobile devices.

Drug-, Alcohol-, and Tobacco-Free Workplace — The District seeks to provide a safe drug-free workplace for all of its employees.

1. **Prohibited Acts - Drugs and Alcohol** — The manufacture, distribution, dispensation, possession, use of, or presence under the influence of alcohol, inhalants, controlled substances, or substances represented to be such, or unauthorized prescription medication, is prohibited on school premises or at school activities. In addition, the District will not condone the involvement of any employee with illicit drugs, even where the employee is not on District premises. Employees of the District shall not possess, use, or distribute any illicit drug or alcoholic beverage as defined in Wisconsin Statutes while on school premises or while responsible for chaperoning students on school-sponsored trips. Any employee who possesses, uses, or distributes any illicit drug or alcoholic beverage on school premises, or while responsible for chaperoning students on a school-sponsored trip may be disciplined, up to and including discharge. All District employees shall cooperate with law enforcement agencies in investigations concerning any violation of this provision.
2. **Tobacco Products** — Employees shall not use tobacco products on District premises, in District vehicles, nor in the presence of students at school or school-related activities.
3. **Reasonable Suspicion Testing** — All employees shall be required to undergo alcohol and drug testing at any time the District has reasonable suspicion to believe that the employee has violated the District's policy concerning alcohol and/or drugs. Reasonable suspicion alcohol or drug testing may be conducted when there is reasonable suspicion to believe that the employee has used or is using drugs or alcohol prior to reporting for duty, or while on duty, or prior to or while attending any District function on or off District property. The District's determination that reasonable cause exists must be based on specific, contemporaneous, accurate observations concerning the appearance, behavior, speech, or body odors of the employee. A trained supervisor or trained designee must make the observations. Refusal to consent to testing will result in disciplinary action, up to and including termination of employment.
4. **Notification of Conviction** — As a further condition of employment, an employee who is engaged in the performance of a federal grant shall notify the District Administrator of any criminal drug statute conviction for a violation occurring in the workplace no later than three days after such conviction. Within ten days of receiving such notice, from the employee or any other source, the District shall notify the federal granting agency of the conviction. 41 U.S.C. 702(a) (1) (D). After receiving notice from an employee of a conviction for any drug statute violation occurring in the workplace, the District shall either (1) take appropriate action against the employee, and/or (2) require the employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health agency, law enforcement agency, or other appropriate agency. 41 U.S.C. 703. [This notice complies with notice requirements imposed by the federal Drug-Free Workplace Act (41 U.S.C. 702)].
5. **Consequence for Violation** — Employees who violate the District's policies and rules regarding alcohol, drug or tobacco use shall be subject to disciplinary sanctions. Such sanctions may include referral to drug and alcohol counseling or rehabilitation coordinated by the Employee Assistance Program (EAP), discipline, or discharge from employment with the District, and referral to appropriate law enforcement officials for prosecution. Compliance with the District's policies and rules is mandatory and is a condition of employment.

6. **Employee Assistance Program** — The Employee Assistance Program (EAP) is a voluntary worksite program to assist employees affected by behavioral, medical, or productivity concerns or problems. EAP helps in the prevention, identification, and resolution of these problems and concerns. To reach the EAP Coordinator in the District, contact the Department of Human Resources or call EAP directly at 800-236-3231.

Financial Controls and Oversight — The employee shall adhere to all internal controls that deter and monitor all fraud or financial impropriety in the District. Any person who suspects fraud or financial impropriety in the District shall report the suspicions immediately to any supervisor, the District Administrator or designee, the Board of Education President, or local law enforcement. Reports of suspected fraud or financial impropriety shall be treated as confidential to the extent permitted by law. Limited disclosure may be necessary to complete a full investigation or to comply with law.

Each employee who supervises or prepares District financial reports or transactions shall set an example of honest and ethical behavior and shall actively monitor his or her area of responsibility for fraud and financial impropriety. Neither the Board of Education nor any District employee shall unlawfully retaliate against a person who in good faith reports perceived fraud or financial impropriety.

Fraud and Financial Impropriety — The District prohibits fraud and financial impropriety, in the actions of its Board of Education members, employees, vendors, contractors, consultants, volunteers, and others seeking or maintaining a business relationship with the District.

Fraud Investigations — After investigation, if an employee is found to have committed fraud or financial impropriety, the District Administrator or designee shall take or recommend appropriate disciplinary action, which may include termination of employment. When circumstances warrant, the Board of Education, District Administrator, or designee may refer matters to appropriate law enforcement or regulatory authorities. In cases involving monetary loss to the District, the District may seek to recover lost or misappropriated funds.

Licensure/Certification — Each employee who is required to be licensed or certified by law must provide the District with a copy of the current license or certificate to be maintained in his or her personnel file. Personnel files can be found in the Department of Human Resources. Employees are expected to know the expiration date of their license/certification and meet the requirements for re-licensure or certification in a timely manner. A teaching contract with any person not legally authorized to teach the named subject or at the named school shall be void. All teaching contracts shall terminate if, and when, the authority to teach terminates.

Section 4

MANAGEMENT RIGHTS

Delineation of Rights — Management retains all rights of possession, care, control, and management that it has by law, and retains the right to exercise these functions. The exercise of such powers, rights, authority, duties, and responsibilities by the Board of Education, the adoption of policies, rules, regulations, and practices in furtherance thereof, and the use of judgment and discretion in connection therewith shall be limited only to the precise extent such functions and rights are explicitly, clearly, and unequivocally restricted by the express terms of the *Teacher Handbook*/individual contracts and then only to the extent such specific and express terms hereof are in conformance with the Constitution and laws of the State of Wisconsin and the United States. These rights include, but are not limited by enumeration to, the following rights:

1. To direct all operations of the school system;
2. To establish and require observance of reasonable work rules and schedules of work;
3. To hire, promote, transfer, schedule, and assign employees in positions within the school system;
4. To suspend, discharge, and take other disciplinary action against employees;
5. To relieve employees from their duties because of lack of work or any other legitimate reason;
6. To maintain efficiency of school system operations;
7. To take whatever action is necessary to comply with state or federal law, or to comply with state or federal court or agency decisions or orders;
8. To introduce new or improved methods or facilities;
9. To select employees, establish quality standards, and evaluate employee performance;
10. To determine the methods, means, and personnel by which school system operations are to be conducted;
11. To take whatever action is necessary to carry out the functions of the school system in situations of emergency;
12. To determine the educational policies of the District; and
13. To contract out for goods and services.

Section 5 **GRIEVANCE PROCEDURE**

The purpose of this procedure is to provide the exclusive internal method for resolving grievances concerning employee discipline, employee terminations, and workplace safety. This procedure applies to all regular full-time and part-time employees.

Procedure — A grievance shall mean a dispute arising out of interpretation or application of Board of Education Policy or Rule, concerning employee discipline, termination of employment, or conditions that affect workplace safety. Only one subject matter shall be covered in any one grievance. A written grievance shall contain:

1. the name and position of the grievant;
2. a clear and concise statement of the grievance, including the date of the disciplinary action or safety incident;
3. the issue or reason for the grievance;
4. the relief sought;
5. the specific section of the applicable Policy or Rule alleged to have been violated; and
6. the signature of the grievant and the date.

All employee grievances must be filed by the aggrieved employee(s). The grievance must be filed within ten (10) working days after the employee knew or should have known of the cause of such grievance. Grievances of the same type, and with a similar factual basis, may be consolidated at the discretion of the Assistant Superintendent, Human Resources and Administrative Services or a designee. The Assistant Superintendent, Human Resources and Administrative Services or a designee may refuse to process as a grievance, any matter presented by an employee, which is not the subject of a grievance as defined in this policy.

The following procedures shall be followed:

1. **Immediate Supervisor** — Any employee who believes he/she has a concern, subject to the grievance procedure, shall first present a written grievance to the immediate supervisor. If applicable, the employee shall conform to directives or perform assigned tasks and grieve later. The immediate supervisor shall, within five (5) working days of receipt of the grievance, meet and discuss the grievance with the employee and then provide a written decision within five (5) working days.
2. **Assistant Superintendent, Human Resources and Administrative Services** — If the grievance is not satisfactorily resolved at the immediate supervisor step, the written grievance may be submitted to the Assistant Superintendent, Human Resources and Administrative Services or a designee within five (5) days of receipt of the decision of the immediate supervisor. The Assistant Superintendent, Human Resources and Administrative Services or a designee shall, within five (5) working days of receipt of the grievance, meet and discuss the grievance with the employee and then provide a written decision within ten (10) working days.

3. **Hearing Before an Impartial Decision Maker** — In the event the matter is not resolved to the employee's satisfaction by the Assistant Superintendent, Human Resources and Administrative Services or a designee, the employee may, within five (5) working days of the date of the written decision of the Assistant Superintendent, Human Resources and Administrative Services or a designee, request in writing that the matter be referred for hearing before an impartial Hearing Officer. The Board of Education shall appoint a Hearing Officer for the purpose of conducting the hearing. The Assistant Superintendent, Human Resources and Administrative Services or a designee will schedule a hearing with the selected Hearing Officer, employee, and District representatives. Each grievance shall be heard by a single Hearing Officer. The impartial Hearing Officer will have the authority to administer oaths and issue subpoenas. Grievance hearings will be convened in closed session unless otherwise required to be held in open session as a matter of law. The employee and the District may present witnesses, and each side may select one individual to attend the hearing as a representative. Any employee representative shall appear at no expense to the District.

The Hearing Officer may only consider the matter presented to him/her in the initial grievance filed by the employee(s). The decision of the Hearing Officer will apply exclusively to the employee(s) presenting the grievance.

The impartial Hearing Officer will convene such hearing as the officer deems necessary, and render a written decision on the grievance within thirty (30) days of receipt of the grievance. The time for decision may be extended by the impartial Hearing Officer in response to a request by, or with the approval of the grievant.

The impartial Hearing Officer may apply relaxed standards for the admission of evidence, including the admission of hearsay. The oral or written statements of students, which might otherwise be hearsay, will be considered by the impartial Hearing Officer without the direct testimony of students, if other, non-hearsay information is presented.

Any costs assessed by the impartial Hearing Officers will be paid by the District.

4. **Board of Education** — If the decision of the impartial Hearing Officer is not satisfactory to the grievant or the District administration, the grievance may be submitted to the Board of Education by the grievant or a school administrator, in writing, within ten (10) days of the decision of the impartial Hearing Officer. Within twenty (20) days after presentation of the written grievance to the Board of Education, a review of the decision of the impartial Hearing Officer, together with any further written comment by the grievant and school administration, will be conducted by the Board of Education during a closed session meeting. Within ten (10) days following the closed session review, the Board of Education will issue a final written decision.

Nothing in this grievance procedure shall prevent any employee from presenting concerns regarding matters, not subject to the grievance procedure, to an administrator, and employees are encouraged to do so. Matters not subject to the grievance procedure that are raised by employees shall be addressed by administration, subject to any applicable Board policy, rule, or directive.

Time Limits — Time limits contained in this grievance procedure outlined above may be extended by mutual consent of the employee/grievant and the Assistant Superintendent, Human Resources and Administrative Services or a designee. If the immediate supervisor, the Assistant Superintendent, Human Resources and Administrative Services or a designee or impartial Hearing Officer fails to provide a written decision within the time limits prescribed, the employee may advance the grievance to the next level. Grievances not processed to the next level by the grievant within the prescribed time limits, will be considered withdrawn.

In the event of a conflict between the terms of this procedure and a provision within the individual employment contract of the grievant, if any, the contract provision will control.

Definitions — For purposes of this grievance procedure, the following definitions shall apply:

1. "Workplace safety" means those conditions related to physical health and safety of employees enforceable under federal or state law, or District rule related to the physical work environment, the safe operation of workplace equipment and tools, provision of protective equipment, training, warning requirements, workplace violence and accident risk.
2. "Termination" does not include the nonrenewal of an employment contract pursuant to 118.22 and 118.24 Wis. Stats., nor does it include job transfer, demotion, or termination of employment as the result of layoff, following reduction in the size of the work force.
3. "Employee discipline" refers to oral reprimands when a written record of the reprimand is placed in the employee's file, written reprimands, and unpaid suspensions, but excludes performance conferences/evaluations, paid administrative leave, job re-assignment, demotions, transfers, changes in job duties, and work performance improvement plans.
4. "Days" mean workdays, other than weekends and holidays. The time within which an act is to be done under this policy shall be computed by excluding the first day and including the last day.
5. A "grievant" is an employee as defined by state statutes governing this grievance procedure. At the grievant's cost and request they may be represented by a person of their choice.

Grievant's Right to Representation — Any grievant may be represented at all stages of the grievance procedure by a representative(s) of his/her own choosing.

Consolidation of Grievances — Grievances of the same type, and with similar fact situations, may be consolidated at the discretion of the Administration.

Group Grievances — Group grievances involving more than one employee and involve any of the following:

1. More than one work site;
2. More than one supervisor; or
3. An administrator other than the immediate supervisor.

Such grievances may be initially filed at the level of the Assistant Superintendent of Human Resources and Administrative Services; however, they shall follow the initial timelines for filing the grievance within ten (10) working days.

Section 6 ***PAY PERIODS***

Method of Payment

- A. The Salary Schedule is set forth in the appendix section, which is attached hereto and incorporated in the *Teacher Handbook*.
- B. Teachers shall be given the option of ten (10) or twelve (12) equal payments. Teachers returning from the prior school year shall make their choice known to the Administration when they return their contract, but in no event later than June 15th of the prior school year.

Equal payments shall be paid on the fifteenth (15th) of the month beginning with September 15th through June 15th. If twelve payments are elected, three payments will be made in June.

Rate of Pay — Teachers will be paid according to the salary schedule in the appendix section.

Direct Deposit Payment Method — All payments shall be made by direct deposit. Teachers shall supply the SASD Department of Business and Operational Services information needed to accomplish the direct deposit payroll process. If information is not received in a timely manner to process an employee's payroll, the Department of Business and Operational Services shall be authorized to open an account in the employee's name. The selected financial institution shall be at the discretion of the District's Coordinator of Financial Services.

When the normal payroll date falls on a weekend or federal holiday, the payroll schedule will reflect a transmission date so that the payment will be deposited in the employee's account on the last working day prior to these qualifying events.

Annually, the Department of Business and Operational Services will confirm the ACH (Automated Clearing House) transmission calendar to the District's payroll processing bank. The calendar will confirm "Input" dates and "Payroll Deposit" dates.

Events Beyond District Control

1. **Employer's Responsibility** — If a processing or transmission error with the entire scheduled payroll is encountered by the District's deposit service provider, District representatives will work with the bank officials to take corrective action. If the payroll process and transmission can be accomplished within 24 hours, or one business day after the scheduled payroll date, the Department of Business and Operational Services shall authorize the payroll processing bank to continue with the direct deposit process.

If the payroll transmission cannot be completed within 24 hours, or one business day after the scheduled payroll date, regular payroll checks will be issued. The checks will be delivered to the teacher's home school or department on the first business day following the scheduled payroll deposit date.

2. **Employee's Responsibility** — If an employee's receiving financial institution experiences an error or problem with an individual's payroll transmission, the employee will work out his/her individual payroll receipt problems with customer service representatives of his/her financial institution.

If a processing or transmission error with the entire scheduled payroll is encountered and a delay is anticipated in depositing funds into an individual's account, it is the individual's responsibility to notify his/her financial institution of the delay and make appropriate arrangements.

Salary Deferrals – Tax Sheltered Annuities (TSA) — Employees shall have the opportunity to participate in the District's 403(b) Savings Program through salary deferral to an investment vehicle offered by a vendor listed as a Direct-approved vendor, as required by the Internal Revenue Service (IRS) Code 403(b) Savings Program.

Credit Union Deductions — Employees may participate in the Sheboygan Area Credit Union plan. Deductions are made by voluntarily filing a payroll deduction authorization form. This form is available only in the Sheboygan Area Credit Union office. The authorization remains in effect until another form is filed indicating a change in the amount of the deduction.

Section 7 **WORKER'S COMPENSATION**

Worker's Compensation Coverage and Reporting Responsibilities — Each employee is covered by the Worker's Compensation Act (Chapter 102 of the Wisconsin Statutes). Any employee who is injured on the job shall report the injury to the building administrator/supervisor and complete an employee incident report form prior to seeking medical attention, if at all possible. In the event of an emergency, the employee shall notify his/her building administrator/supervisor within twenty-four (24) hours after the occurrence of the injury or as soon as practicable.

Section 8

PAID LEAVES OF ABSENCE

As a school district, our business is education. We expect our teachers to be here to teach on scheduled schools days. We also realize that people are our most valuable assets and situations arise that may necessitate teacher absences. The District shall provide Paid Leaves of Absence.

Sick Leave - A teacher will earn one (1) sick day for every month worked. Sick days will be accrued monthly after they have been earned. Teachers should make every effort to schedule routine medical appointments outside of their regularly scheduled work hours.

Sick Leave Use - Sick leave shall be paid for an absence from work due to:

1. Personal illness, injury, pregnancy or serious health condition of the employee;
2. Illness or injury of an employee's child under the age of eighteen (18) or age eighteen (18) or older if the child has a handicapping condition;
3. Serious health condition of a spouse, child, or parent as defined by the FMLA;
4. Birth (own child) or day of acquiring an adopted child
5. Bereavement is allowed for up to five (5) days for immediate family (defined as spouse, child, parent, or other household member), up to three (3) days for sibling, grandparent, grandchildren, spouse's parent, and one (1) day for other family members or close personal friend. Additional bereavement for immediate family may be allowed up to ten (10) total days with approval from the Assistant Superintendent of Human Resources.

Administration has the right to request written verification from a physician for absences more than three (3) consecutive days or a pattern of absences.

If the ten (10) day sick leave benefit is not used in the current school year, the balance may be accumulated up to sixty (60) days. The sick leave bank total shall not exceed sixty (60) days for any one school year.

A teacher new to the district must enter upon the execution of his/her contract and duties with the Board of Education in order to be eligible for sick leave. This does not apply to teachers who have been under contract with the Sheboygan Area School District for the previous school year.

If any employee does not return to work at the beginning of the next school year, the teacher shall not earn any sick leave until he/she returns to work. The amount of sick leave credited for that year to the employee upon his/her return will be prorated at one (1) day per full month left in the academic year.

Under extraordinary circumstances employees may donate one personal leave day to any employee who has exhausted his/her sick leave. Such donated days will be used to continue the salary and benefits of the employee who has exhausted his/her sick leave. Once the employee has qualified for long-term disability, no further donated days may be received.

Personal Leave of Absence with Compensation — A personal leave of absence with Compensation shall be granted by the individual’s responsible administrator for up to two (2) school days per year. Personal leave for full time employees shall not require explanation. Part-time employees will receive a pro-rated personal day based on the percentage of time they work. Teachers hired on or after the first day of the second semester will receive one (1) day of personal leave for the current year.

1. The employee shall give his/her responsible administrator at least twenty-four (24) hours advance notice in writing. For personal leave to be issued in May or June, notification to his/her responsible administrator must be made by April 15; for notice after this date, approval is at the discretion of the building administrator.
2. The number of employees granted a personal day in a given building on a given day shall be prorated as follows:

1-20 employees	two (2) per day
21-40 employees	three (3) per day
41-70 employees	four (4) per day
71+ employees	five (5) per day

The traveling teacher’s and part-time teacher’s home school will determine total staff of a building and the number of teachers granted a personal day.

3. The personal day must be taken in a full-day increment. The personal day may not be taken during the first or last week of school, on an inservice day, or immediately before or after a holiday or recess period as defined in the calendar.
4. Requests for personal days submitted to the building administrator by September 30th will be given consideration and scheduled. If arrangements can’t be worked out among employees requesting a specific day, the deciding factor will be years in the District.
5. Employees who have the maximum sixty (60) days of sick leave at the end of the school year may choose any contract day as a personal day except for the first or last week of school. This personal day provision would require a four (4) week advance notice in writing if occurring on a day previously ineligible for personal use day.
6. Leaves with compensation will not be granted for the purpose of working for another employer.

The total of all such personal leaves of absence with compensation shall not exceed two (2) days in one (1) school year. Unused personal leave of absence days shall be credited to the employee’s sick bank the following year. Administration has the discretion to make allowances in mitigating circumstances.

Emergency School Closing — In the event of an emergency closing of schools, initiated by local, state or national authorities, the employees governed by the *Teacher Handbook* agree to make-up the day(s). Only such day(s) where all schools of the school district are closed shall be made up. The first emergency closing day shall not be made up. The second emergency closing day shall be made up as defined in the school calendar. In the event that the Board of Education decides to make up additional emergency closing days, these days will be added to the school year.

Section 9
PART-TIME TEACHERS

1. Part-time teachers are defined as employees who have less than a one hundred percent (100%) contract.
2. Part-time teachers will receive the following benefits on a pro-rated basis, based on the percent of a full-time contract:
 - A. Salary – based upon the length of the employee’s normal work day;
 - B. Sick days – one per contracted month prorated based upon the length of the employee’s normal work day;
 - C. Personal days – two (2) per year prorated based upon the length of the employee’s normal work day; and
 - D. WRS retirement benefits as required by law.
3. Part-time teachers may apply for any position for additional work and will be considered with other applicants. If a part-time teacher has at least fifty percent (50%) of a full-time contract, the employer has the right to expand the position without posting.
4. Those teachers who have volunteered for part-time status shall have the right to expansion of his/her contract for a full-time position based upon the criteria in Voluntary Transfer.
5. A full-time employee who is made part-time as a result of involuntary reduction of 10% or less of his/her workload shall retain all rights to all benefits as if he/she were a full-time employee and shall attend all inservice meetings in their entirety.
6. Part-time employees shall be required to attend only such pre-session and inservice meetings as shall equal the percentage of their contract.
7. First year part-time teachers shall be assigned a mentor and shall be expected to participate fully in the mentor/mentee program.

Section 10 **JURY DUTY**

Subject to the provision on “Payment for Time Out on Jury Duty” (see below), a non-accumulative leave for as much time as is required will be provided to an employee to serve on a jury for which he or she is summoned by the court when such duty occurs during the employee’s regular work hours or workdays.

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

Payment for Time Out on Jury Duty — An employee who is unable to report for work because of jury duty will be paid the regular hours he/she is scheduled to work. The employee will reimburse the District the amount received from serving on jury duty (less any travel expenses received) to the Department of Business and Operational Services. The employee will not suffer any loss of benefits that would be accrued during this time (i.e., sick leave, health insurance, etc.) or loss of any salary adjustment to which the employee is entitled.

Section 11 **UNIFORMED SERVICES LEAVE**

Uniformed Services Leave of Absence — 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.

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

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

1. Active duty and active duty for training;
2. Initial active duty for training;
3. Inactive duty training;
4. Full-time National Guard duty;
5. Absence from work for an examination to determine a person’s fitness for any of the above types of duty;
6. Funeral honors duty performed by National Guard or Reserve members; and/or

7. Duty performed by intermittent employees of the National Disaster Medical System (NDMS), which is part of the Department of Health and Human Services, when activated for a public health emergency, and approved training to prepare for such service (added by Pub. L. 107-188, June 2002). *See* 42 U.S.C. § 300hh-11(d).

Request for Uniformed Services Leave — When time permits, the request for a reserve military leave should be as far in advance as possible so the employer can adequately plan for the absence. Whenever possible, the request should be accompanied by a copy of the reservist's military orders. The request shall be submitted to the Assistant Superintendent of Human Resources or designee.

Section 12 **UNPAID LEAVES OF ABSENCE**

Leaves Without Compensation

1. An employee may be granted a leave of absence without compensation for personal reasons for a period not to exceed one (1) year and providing it does not injure the program of the school system. The employee should request their leave of absence by February 1 for the following school year.
2. The conditions under which an employee may return from a leave for personal reasons shall be determined by the Board of Education upon the recommendations of the Superintendent or designee at the time of approval of the request for such leave.
3. Unpaid medical leave approved as a reasonable accommodation will be provided subject to medical verification and shall not exceed one (1) year in duration unless otherwise required by law.
4. The immediate supervisor may grant leaves without compensation for short periods of time if there is no serious interruption of the operational program. Any applicable leave with compensation should be exhausted before leave without compensation is required. This does not apply to Jury Duty or Uniformed Services Leave.
5. The employee shall provide as much notice as possible for leave without compensation. If the notice is less than 48 hours, leave without compensation may be granted at the discretion of the immediate supervisor.

Sabbatical Leave

1. **Definition** — Sabbatical leave is a plan for providing teachers an opportunity for professional improvement with compensation being rendered, after a specified number of consecutive years of employment in this school system or part of their employment in another school district.
2. **Objective** — To attempt to improve instruction in the system by stimulating professional growth.

3. **Eligibility**

A. A teacher must have served:

1. Five (5) years as a staff member of the Sheboygan Area School District or ten (10) years of teaching experience with at least three (3) years within the Sheboygan system — 4/9 of present semester salary.
2. Six (6) years as a staff member of the Sheboygan Area School District or eleven (11) years of teaching experience with at least four (4) years within the Sheboygan system — 1/2 of present semester salary.
3. Seven (7) years as a staff member of the Sheboygan Area School District or twelve (12) years of teaching experience with at least five (5) years within the Sheboygan system — 5/9 of present salary.

B. Must have a minimum of a bachelor's degree.

C. Application must be filed before the semester that precedes the leave period.

D. If a staff member receives a grant in addition to the sabbatical, the total income shall not exceed the salary the individual would receive if he/she remained on the instructional staff. It shall be the responsibility of the teacher involved to present to the Assistant Superintendent, Human Resources and Administrative Services an affidavit stating the total amount of the grant or grants he/she is receiving in order for the Board of Education to determine the amount of the sabbatical leave compensation.

4. **Quota** — The maximum number of leaves will not exceed one percent (1%) of the professional staff per semester. Leave would be allowed on a semester basis only, but renewable at the discretion of the Board of Education. This allows for a total of two percent (2%) of the teaching staff to participate during a school year.

5. **Activities**

1. Experience must be related to present staff responsibilities.
2. May be used for professional study, research and/or travel.

6. **Employment** — Additional employment while granted leave shall be discouraged and shall be allowed only as it pertains to the teacher's field of study while attending classes or by participating in a research project. The Assistant Superintendent, Human Resources and Administrative Services shall consent to any such employment.

7. **Obligations**

A. The teacher must return to the school system for a period of three (3) years.

B. A teacher may accept employment elsewhere but would be required to reimburse the Board of Education for the amount invested in him/her while on sabbatical leave.

C. The teacher receiving a sabbatical leave of absence shall sign an agreement with the Board of Education. The agreement shall include the provisions as stated in this *Teacher Handbook*.

8. **Guarantees**

- A. Upon returning from a program taken during sabbatical leave, the teacher shall return to his/her same position. If the position no longer exists, the teacher shall return to a similar position in accordance with his/her training and experience.
- B. The teacher shall be placed on the salary schedule on the same level that he/she would be on had he/she remained as a member of the instructional staff.
- C. While on leave, the teacher shall continue to participate in the health insurance group.
- D. The teacher's sick leave accumulation shall remain in force and be a part of the record.

9. **Reports** — As directed by the Assistant Superintendent, Human Resources and Administrative Services.

Section 13
BENEFITS

The District shall provide insurance (health, dental, life, short-term disability, long-term, and disability) to eligible employees. The insurance carrier(s), program(s), and coverage will be selected and determined by the District.

Annual Open Enrollment — The open enrollment period will be November 1st through November 15th annually.

During Open Enrollment:

- 1. A covered employee may make written application to elect coverage under the Plan for an eligible dependent; or
- 2. An eligible employee may make written application to elect coverage under the Plan for himself or herself and any eligible dependents provided the employee has met any applicable waiting period prior to becoming covered under the Plan.

The effective date of coverage will be January 1 following the enrollment period. However, written application to elect coverage under the Plan may be made outside the open enrollment period as specified in the Special Enrollment Provisions and Miscellaneous Enrollment Provisions of the Plan.

Plan Option Election Period — The employer offers multiple plan options from which an employee can elect coverage (single/limited family/family). If eligible, a covered employee may elect to change from the Plan Option in which currently enrolled into another Plan Option, unless a qualifying event has occurred. In the case of a qualifying event, a covered employee has to change their Plan Option within 30 days.

The election period to change Plan Options can be found in the "Annual Open Enrollment" section (above).

Once the new Plan Option has been elected, the employee may not change Plan Options until the next Plan Option Election Period. Covered dependents must be enrolled under the same Plan Option as the employee.

Eligibility — An employee whose individual contract has an assignment of at least fifty percent (50%) of full-time equivalency is eligible to participate in the District's health, dental, life, and long-term disability insurance. Employees whose assignments are less than fifty percent (50%) of a full-time equivalency are not eligible to participate in the District's insurance and are not eligible for any District premium contribution.

Pro-ration of District Contributions — An employee whose individual contract has an assignment of at least fifty percent (50%) of a full-time equivalency, but less than a full-time, one hundred percent (100%) assignment, shall have the District's contribution pro-rated, consistent with the employee's percentage of employment. Those employees whose assignment is at least ninety percent (90%) and up to ninety-nine percent (99%) shall receive benefits based upon a full-time contract.

Premium Contribution for Health Insurance — Single/Limited Family/Family Coverage for full-time employees who are eligible for and select coverage, the District shall pay no more than seventy-seven percent (77%) of the Single/Limited Family/Family premium. Employees shall be responsible for the remaining portion of the premium. All employees shall have a minimum contribution of twenty-three percent* (23%) for the cost of the premium.

Employees may earn health insurance premium discounts by participating in the District Wellness Program. Any employee (employee and spouse for Family and Limited Family Plans) who have successfully completed the Level 1 Wellness Requirements shall have a minimum contribution of fifteen point six percent (15.6%) for the cost of the premium. Any employee (employee or spouse for the Family or Limited Family Plans) who has/have successfully completed the Level 2 Wellness Requirements shall have a minimum contribution of fourteen percent (14%) for the cost of the premium. Any employee (employee and spouse for the Family and Limited Family Plans) who has successfully completed the Level 3 Wellness Requirements shall have a minimum contribution of twelve percent (12%) for the cost of the premium. Additional wellness incentives may be implemented.

Please refer to the Employee Wellness Program Guide at <http://www.sheboygan.k12.wi.us/resources/wellness/start.html> for additional details. Employees new to the District, whose start date is after May 31st will have a minimum contribution of twelve percent (12%) for the cost of the premium for the first year.

Effective date of coverage is the first day of the month following the hire date.

Premium Contribution for Dental Insurance — Single/Limited Family/Family Coverage for full-time employees who are eligible for and select coverage, the District shall pay no more than ninety percent (90%) of the Single/Limited Family/Family premium. Employees shall be responsible for the remaining portion of the premium. All employees shall have a minimum contribution of ten percent (10%) for the cost of the premium.

Premium Contribution for Vision Insurance — The District will offer a voluntary insurance (currently offered by Superior Vision). The employee may select the coverage for one hundred percent (100%) of the premium.

Premium Contribution for Life Insurance — When a teacher becomes eligible for the WRS, the employee may elect coverage under the group life insurance plan. In the event a teacher so elects, the teacher will be responsible for 100% of the premium. Teachers may purchase additional life insurance for themselves and/or their dependents at their own cost.

A teacher must sign an application form within the first thirty (30) days of employment indicating whether he/she wants to participate or waive this right. Coverage becomes effective on the first day of the calendar month following the first six (6) months of employment.

Premium Contribution for Short-term Disability Insurance — The District will offer a voluntary short-term disability insurance. The employee may select the coverage and term and will be responsible for one hundred percent (100%) of the premium.

Premium Contribution for Long-term Disability Insurance — The District will pay one hundred percent (100%) of the premium for a long-term disability program with sixty-six and two thirds percent (66-2/3%) of the salary benefit to the contracted plan maximum levels for the employee group. The elimination period shall be ninety (90) calendar days.

Medical benefits will be extended per COBRA law. During the elimination period, the Board of Education shall provide medical benefits as it does for other active employees.

Wisconsin Retirement System (WRS) Contribution — The District will contribute one hundred percent (100%) of the employer's share. The employee will pay one hundred percent (100%) of the employee's WRS contribution as required by State Statute.

Flexible Spending Account — The District will provide an Internal Revenue Service (IRS) authorized flexible spending account (FSA) under applicable sections of the Internal Revenue Code to permit employees to reduce their salary and contribute to a FSA to cover eligible expenses. Payments and the designation of amounts to be contributed to the employee's account will be subject to the procedures, rules, and regulations of the District and plan's administrator. The provisions of this plan shall be contingent upon the continuance of this benefit under applicable IRS regulations.

Liability Insurance — Employees shall be covered for liability in accordance with the terms of the District's liability insurance policy.

Attainment of Medicare-Eligible Age — Active employees who attain Medicare eligibility shall be covered under the District's benefits plans, while conforming to Medicare registration guidelines. An active employee's spouse who attains Medicare eligibility will remain eligible for District insurance until the employee's retirement.

Employee Survivor Benefits — In the event of an active or retired SASD employee's death, continuation of the spouse and family's coverage will be available under COBRA.

Section 14

TEACHER RETIREMENT TIERS

Teaching Staff can qualify for the current retirement plan at age 55 with 15 years of service. The level of benefit is determined by which tier the employee qualifies for. The intent of this tiered plan is to move the District from an unfunded defined benefit plan to a defined contribution plan. Teachers who are Medicare eligible are not entitled to any District retirement benefits.

Tier 1 - Teaching Staff who have qualified for the current plan by being age 55 with 15 years of service as of June 30, 2013 and retiring prior to June 30, 2013 will receive the current retirement benefit as it's written in the SASD Teacher Handbook:

- 35 years of service to the SASD – 80%
- 30 years of service to the SASD – 75%
- 25 years of service to the SASD – 70%
- 20 years of service to the SASD – 65%
- 15 years of service to the SASD – 60%

Staff members who are Medicare eligible by June 30th, 2018 will be entitled to Tier One benefits only upon their retirement and are not required to retire by June 30th, 2013 in order to receive this benefit.

Tier 2 - Teaching Staff hired prior to July 1, 2003 and retiring after June 30th, 2013 qualifying for retirement by being age 55 with 15 years of service will receive \$2,000 per year of service (capped at a maximum District contribution of \$70,000) contributed into a Retiree Only/Premium Only Health Reimbursement Account. The account will become 100% vested upon retirement from SASD with 15 years of service and being at least age 55.

Tier 3 - Teaching Staff hired after July 1, 2003 and qualifying for retirement by being age 55 with 15 years of service will receive \$1,000 per year of service (capped at a maximum District contribution of \$35,000) contributed into a Retiree Only/Premium Only Health Reimbursement Account. The account will become 100% vested upon retirement from SASD with 15 years of service and being at least age 55.

Staff members retiring under Tier 2 or Tier 3 will not have the option to be included under any SASD insurance plans after June 30, 2014 except as provided under the Consolidated Omnibus Budget Regulation Act of 1985 (COBRA) regulations. This provision includes health, dental, prescription and vision.

In order to obtain retirement benefits, teachers must apply for retirement before February 1st of the spring prior to their retirement. Any requests received on or after February 1st will need approval from the Assistant Superintendent, Human Resources and Administrative Services.

Section 15 **TEACHER DISCIPLINE**

In the event a teacher breaches his or her employment contract through work-related conduct or unacceptable work performance, providing a basis for termination of a teacher's employment, the teacher shall be notified in writing of the basis for the alleged breach of contract and of referral to the Board of Education for a pre-termination hearing. You have the right to representation at this hearing. A teacher will be referred to the Board of Education in response to an administration recommendation for termination.

In cases of poor job performance, staff members may be given the option to complete an improvement plan when there are work performance issues. An improvement plan must state what corrective measures will be taken and specify a period of time during which corrective action must be accomplished. If the goals of the improvement plan are not successfully achieved, the teacher shall be notified in writing. The teacher may then be referred to the Board of Education for a pre-termination hearing or employment contract non-renewal proceedings. Termination and discipline are subject to the specific grievance language found in this handbook.

Disciplinary action for acts of misconduct, violation of Board policies, or unacceptable work performance may include oral reprimand, written warning, suspension, the length of which is determined by the administration to effect the corrective goal of discipline, and termination.

The Assistant Superintendent of Human Resources or his /her designee will impose disciplinary action commensurate with the severity of the misconduct or unsatisfactory work performance, giving due regard to the prior employment record of the employee, and the importance of consistency with other disciplinary action taken within the District.

Reasons for suspension or termination of a teacher include, but are not limited to:

- Acts of dishonesty to include theft or falsification of District records;
- Insubordination;
- Conviction of crime the circumstances of which relate directly to the position of staff member;
- Theft;
- Fighting or causing a disturbance among co-workers;
- Off-duty misconduct which has a readily discernible harmful effect on District operations;
- Excessive tardiness or absences;
- Willful violation of District written policies, rules, or directives;
- Loss or revocation of a teaching license;
- Use of official position or authority for personal profit, sexual purposes, or political advantages;
- Destruction or negligent use of District property;
- Engaging in discriminatory, harassing, or abusive conduct toward students or other District employees;
- Breach of confidentiality;

- Knowingly making false or malicious statements with the intent to harm or destroy the reputation, authority, or official standing of individuals or an organization, to include the Sheboygan Area School District;
- Acceptance of any gift, favor, or service that might reasonably be viewed as tending to improperly influence an employee in the discharge of official duties;
- Sexual contact of any kind with students;
- Failure or inability to master required academic subject matter;
- Ineffective teaching;
- Inability to positively interact with other employees on a consistent basis; and
- Failure to adhere to administrative rules and requirements or directives.

The Board of Education may elect not to renew the individual employment contract of a teacher for any reason based upon work performance or work-related conduct which is determined to be unacceptable. In deciding whether an individual employment contract should not be renewed, the Board of Education will adhere to the terms of section 118.22 of the Wisconsin Statutes.

Section 16 **PROFESSIONAL WORK DAY**

1. The District has the flexibility to shift work hours to accommodate program and building schedules.
2. The District will make a reasonable effort to provide consecutive work hours.
3. "Preparation (Prep) Time" is defined as time spent during the school day, separate from pupil contact time, to prepare lessons, labs, or educational materials, or to confer or collaborate with other staff.
4. All teachers shall receive an uncompensated duty-free lunch period of thirty (30) minutes in accordance with Wisconsin Statutes s.118.235.

Section 17
**TEACHER VACANCIES, ASSIGNMENTS,
REASSIGNMENTS, TRANSFERS, AND DISPLACEMENTS**

District Management retains the right to make grade and subject assignments and transfers.

Definitions — For the purpose of this handbook the following definitions apply:

1. A "vacancy" shall be defined as any newly created position, or any position previously held by a teacher, which the District intends to fill with a contracted teacher, limited-term employee (LTE), or long-term substitute when appropriate.
2. An "assignment" shall be defined as the position a teacher presently holds.
3. A "reassignment" shall be defined as a change of assignment for teachers within a building. For special area and special education teachers, reassignment shall also be defined as a change of assignment within their current special area (i.e., change of school site or grade level). "Special area" and "special education" teachers include library/media specialists, guidance counselors, English Language Learners, Title 1, reading specialists, school-to-work, speech/language pathologists, special education, program support (including at-risk, PACE, ED, LD, CD, etc.), occupational therapists, physical therapists, physical education, vocal music, instrumental music, art, business education, family and consumer education, GED academic support, technology education, and world language teachers.
4. A "transfer" shall be defined as the movement of a teacher to a different building(s).
5. A "notified teacher" shall be defined as a teacher who is frozen on the salary schedule for more than one (1) year due to noncompliance with growth steps, is currently on an improvement plan, and/or has documents in his/her permanent employee file pertaining to:
 - A. performance issue(s) and/or
 - B. significant disciplinary issue(s).

Notified teachers will receive written notification from the Department of Human Resources. If reduction is necessary, administration shall recommend notified teachers for any reduction. Administration will use the following criteria for reduction, provided those who remain are certified for the positions available:

- A. Educational needs of the District;
- B. Performance;
- C. Relevance, nature and/or significance of the issues involved;
- D. Relevant qualifications; and
- E. If the criteria for layoff, set forth above, are determined by District management to be equal between two teachers, management may elect to use seniority as a deciding factor.

If reduction using notified employees does not meet the needs of the District, further reductions will use the Seniority List.

Reassignment

1. Teachers who are reassigned or involuntarily transferred may apply for a vacancy and will be given reasonable consideration for their previous building/assignment if an opening exists.
2. Reassignment(s) shall occur prior to the posting of any vacancies.

Transfers — If a teacher would like to transfer he/she must notify the Assistant Superintendent, Human Resources and Administrative Services in writing by February 1 of each school year. Teachers may be transferred only to positions for which they are or can become fully certified [subject(s) and grade level(s)]. No employee may transfer:

1. more than twice in a calendar year, or
2. if he/she is a notified teacher.

Involuntary Transfers

1. No teacher may be involuntarily transferred without good reason(s). Employees receiving involuntary transfers shall be given the written reason(s) for such transfers. An administrator will discuss the reason(s) thereof with the teacher to be transferred and, at the teacher's option, with a representative.
2. If an involuntary transfer is necessary, administration will use the following criteria for such transfer, provided those who are being transferred are fully certified for the position:
 - A. Educational needs of the District,
 - B. Performance,
 - C. Relevant qualifications, and
 - D. If the criteria for an involuntary transfer, set forth above, are determined by District management to be equal between two teachers, management may elect to use seniority as a deciding factor.

Displacement — After possible reassignments are made, if a reduction in staff in a building is necessary, the following steps will be used:

1. Qualified volunteers for transfer to other buildings will be sought. "Qualified" is certified, and not notified.
2. If an insufficient number of volunteers are found, with certification as a consideration, the person in the building with the lowest District seniority will be displaced.
3. After consultation with the employee, the displaced employee shall be assigned to a similar vacant position within the District.
4. If a similar vacant position does not exist, the displaced employee shall be moved to vacant position within the District for which he/she is certified.
5. If no vacancies exist, the displaced employee shall be moved to the least senior position within the District for which he/she is certified.

6. Notified teachers will be moved to the layoff list as soon as the District determines the need for any reductions.
7. If additional reductions are necessary, the teacher holding that least senior position will be placed on layoff.
8. If the eliminated position is reinstated, or another position becomes available in his/her original building within the next school year, the displaced employee may apply for the vacancy.

Rehiring of Former Employees — Former employees who have left the service of the Board of Education and are subsequently rehired will be considered as new employees under the interpretation and application of the *Teacher Handbook*.

Section 18 **JOB SHARING**

The concept of job-share is designed to provide options for staff, which respond to the changing needs of individuals and the Sheboygan Area School District. Job-share arrangements must be approved by the supervising administrator and the Department of Human Resources. The "Teacher Job-Share Request Form" must be submitted to the Assistant Superintendent of Human Resources on or before February 1st for the following school year.

Definition — "Job-sharing" is defined as a voluntary program instituted by the District to provide the opportunity for two employees to share one full-time equivalent District position. All wages, fringe benefits, leaves, seniority accrual, and all other rights and benefits provided by the District shall be prorated on the basis of the percentage of the full-time equivalent position that the individual job sharer works. All participants in the job-sharing program will be retained on the respective seniority list reflecting the employment status as of the date of the employee's commencement of job-share status. The Assistant Superintendent of Human Resources or his/her designee must approve all job-share requests.

Specific job responsibilities shall be jointly determined by the job holders and the supervisor(s) at the time the job-sharing agreement is signed. In the event of a disagreement between the shares, job-share responsibilities will be assigned by the supervisor(s). The list of job responsibilities shall be appended to the individual agreement and shall include the items in the addendum/form.

Job-share schedules / calendars shall be limited to the following options:

1. Semester – each job-share partner works a full semester
2. Morning / Afternoon – one job-share partner will work all mornings and the other partner will work all afternoons
3. Staff members who propose an alternate schedule must obtain approval from the Assistant Superintendent of Human Resources. The employees have the right to appeal the Assistant Superintendent of Human Resources' decision to the Superintendent.

The “Teacher Job-Share Request Form” can be obtained from the Department of Human Resources. The job-share request must be submitted to the Department of Human Resources on or before February 1st. The District will respond to the job-share request in writing on or before March first.

For additional information and conditions please refer to the Job-Share Request Form.

Section 19 **STAFF REDUCTION**

1. In the event the Board of Education decides to reduce the number of employees, the reduction, insofar as possible, will be effected through normal attrition. If the reduction cannot be effected through normal attrition, employees in an area of certification where a reduction is to occur, will be laid off on the basis of seniority, with the notified teachers being laid off first. The seniority list shall be sorted by certification held by the employee at the date of employment by the Board of Education and any subsequent seniority earned pursuant to this section.
 - A. Each qualified employee shall maintain seniority within the seniority list. Seniority for a part-time employee shall be prorated according to the percent of the contract.
 - B. The Seniority List shall be published by the Board of Education no later than January 1 of each school year.
2. The administration has the discretion of selecting between qualified employees having the same seniority based on:
 - A. Educational needs of the District,
 - B. Performance, and
 - C. Relevant qualifications.

Notification of Layoff — It is expressly understood as part of this handbook that the Board of Education has the sole right to determine the number of teaching positions which will be filled during each school year and that these needs change each year based on a variety of factors, to include enrollment decline and reduction in state aid. The Board of Education reserves the right to place the Teacher on layoff during the term of their contract based upon the requirements of the School District, applying the criteria set forth in the *Teacher Handbook*.

Benefits During Layoff — Laid-off employees shall be eligible to continue under the insurance plans until the end of the month and then as allowed under COBRA laws.

Recall — Laid-off employees will not have recall rights.

1. The District will notify employees on the layoff list of District vacancies for one (1) year if the employee provides the District with a current e-mail address. Laid-off employees would be considered first for interviews. They will receive notices of vacancies at the same time as all SASD staff members.
2. Laid-off employees may apply for externally posted vacancies.

3. If a laid-off employee returns to full-time employment with the District, they will receive credit for prior years' service.

Layoff Procedure — District management retains the right to lay off employees. For the purpose of this handbook the following definitions apply:

1. A "laid-off employee" is one whose contracted position has been eliminated or reduced.
2. "Displacement" shall be defined as a change of assignment due to elimination of the teacher's position.
3. "Qualified" is certified, and not a notified teacher.

Section 20 **PROFESSIONALISM**

It is understood that as professionals, teachers will be at their work place sufficiently prior to and following their assignments to prepare and be available to meet student needs and to provide time for administrator, colleague, and parent interaction.

1. Administrators are expected to include staff members in the planning and scheduling of functions so staff members have flexibility in allotting time for their professional responsibilities without negatively affecting programs for students.
2. Staff members are expected to attend functions directly related to their teaching assignments. For example, staff members are expected to participate in IEP meetings, special parent conferences, staff meetings, and collaborate with other staff. Staff members must notify building administration when making any deviation from the established schedule.
3. The above professionalism language is understood to meet the needs of students and to be at no cost to the District.
4. Each building shall establish a Professionalism Committee. Building Professionalism Committees should meet at least once a year at a time that works for the building. The goals of this committee will be to refine the professionalism concept, the parameters, and educate persons on its implementation, and mitigate/settle professionalism disputes. The Building Professionalism Committee may establish reasonable expectations of collaboration. At either the August or September building staff meeting, the Building Professionalism Committee members should be introduced, the goals of the committee explained, and the professionalism guidelines discussed.
5. The District Professionalism Committee will be comprised of the Teacher Meet and Confer members with the addition of the PR&R Chairperson. If a Building Professionalism Committee cannot reach consensus or wants additional input, an issue can be sent to the District Professionalism Committee. The District Professionalism Committee is not an "appeal board" but serves to provide guidance in the process of professionalism decisions.

Section 21
TIMELINE FOR FILLING VACANCIES

The Assistant Superintendent of Human Resources and Administrative Services does have the right to fill vacancies via reassignment/transfer of District staff in cases of mitigating circumstances in consultation with the SEA.

1. During the staffing season from March 1 to approximately May 1, vacancies will be filled in the following order:
 - A. Reassignments,
 - B. Transfers,
 - C. Involuntary Transfers, and
 - D. External Postings.
2. From May 1 through July 31 vacancies will be filled by posting concurrently internally and externally a minimum of six (6) days. All internal qualified (certified) applicants will be offered at minimum a screening interview. The results of that screening interview will be brought to the hiring committee. The building principal, in consultation with the hiring committee, will select the most qualified applicants for formal interviews. Principals will make decisions on hiring candidates with the assistance of an advisory committee made up of building staff members.
3. After July 31, in order to minimize disruption in the best interests of student achievement, vacancies will be filled by:
 - A. Posting the position to external candidates and/or long-term substitutes;
 - B. Positions will be awarded as Limited-Term Employment (LTE) contracts and then the following year, the position (if still needed) will be posted internally. (The LTE may apply.);
 - C. The above does not create an obligation to fill any vacancy; and
 - D. All reassignments within a building may be made prior to the determination that a vacancy exists.

Section 22
RELEASE FROM CONTRACT

All teachers are expected to fulfill the provision of the contract. Failure to obtain a mutually agreed upon release from the contract may disqualify the teacher from receiving a recommendation from the Board of Education.

At the discretion of the Board of Education, teachers requesting a release from a contract may be required to reimburse the District in the amount stated below, when such a release is granted:

After July 1	one percent (1%) of contract
After August 1	two percent (2%) of contract
After September 1	three percent (3%) of contract

Section 23 **INNOVATIVE SCHOOL/PROGRAMMING (IS/P)**

Schools may apply for innovative status in regards to the assignment-transfer language. A school or program that receives the designation of “Innovative Status (IS/P)” will be exempt from having their respective staff members be subject to the layoff or involuntary transfer language of the *Teacher Handbook* for a period of three years after receiving such designation. The schools or programs receiving IS/P would not have to accept any transfers or reassignments from outside of their school/program for a period of three years. All positions that become available would be treated as vacancies. The IS/P Building Principal would fill such vacancies in consultation with a committee of their building/program staff members.

If an IS/P would undergo a reduction in student enrollment, IS/P teachers could be reassigned or transferred to other buildings or laid off using the normal assignment/transfer/layoff language in the *Teacher Handbook*.

At the end of the three-year period, the IS/P would be subject to the assignment, transfer, and layoff language that the District has adopted in the *Teacher Handbook*.

A teacher in an IS/P does have the right to apply for other positions in the District if they choose to do so.

The District does reserve the right to remove the IS/P status from a building for budgetary reasons at anytime during the three-year period it is in effect.

Section 24 **PARENT CONFERENCES**

Employees of the Sheboygan Area School District shall be accommodated in their desire to attend a conference concerning their child as long as there is no additional expense incurred by the District and during non-instructional time other than SASD conference time.

Evening Parent-Teacher conferences will be scheduled a minimum of five (5) hours each semester. Evening time shall start following the normal building dismissal time. Time(s) for the evening conferences should be selected based upon the best means for meeting the needs of parents.

A minimum of five (5) hours of conference time shall be scheduled on each Friday. Schools need to ensure parents are able to arrange a conference time somewhere during the typical “lunch time” (11:15 a.m. – 1:15 p.m.). It is not required to hold conferences during the entire lunch time, rather parents should be able to attend conferences during part of this two-hour window.

Unless a building’s professionalism committee has determined otherwise, once teachers have met the obligation of meeting with all of their parents, they are free to leave the building and/or not report during the remainder of the conference times.

Section 25
SUMMER SCHOOL

1. Assignments — Summer School teaching assignments will be awarded using the following criteria:
 - A. Certification;
 - B. Those that develop new courses will be given priority in teaching that particular course;
 - C. Previous successful Summer School experience in a given grade/subject area/content; and
 - D. Seniority.
2. Compensation — Compensation for teachers serving in the Summer School Program will be at the rate cited on the Summer School postings.

Section 26
TEACHER FILE LANGUAGE

1. Teachers shall be notified when a written complaint is placed in their official personnel file and shall be provided, at the Board of Education's expense, with a copy of said complaint. Teachers will, in writing, acknowledge receipt of such copy.
2. Teachers shall have the right, upon request, to review the contents of their official personnel file.
3. Teachers may respond, in writing, to any communication placed in their official personnel file. Such response will be attached to the communication and placed in the file.
4. A teacher's official personnel file will consist of two files, one building file kept by the teacher's principal (or home school principal for traveling teachers) or by the teacher's immediate supervisor if the teacher is not assigned to a school, and one permanent file kept in the District's Human Resources Department.
5. Teachers may request to have material which is false or inaccurate removed from their official personnel file. If the request is denied, the teacher may appeal, in writing, to the Superintendent. A copy of the appeal will be put in the personnel file at the teacher's request.

Section 27
TEACHERS WHO SUBSTITUTE WITHIN THEIR SCHOOL

Employees will be offered the opportunity to request assignment to substitute during periods in which they are not assigned to a specific pupil contact function. Considering availability, qualifications and equity of assignment, the determination of when a substitute is required and who will be given a specific substitute assignment will be made by the principal.

Section 28
TRAVELING TEACHERS

1. Mileage will be paid at the IRS rate when traveling (while driving his/her car in the course of employment) from one teaching assignment to another teaching assignment.
2. Supervisory Duties for Traveling Teachers
 - A. Full-time high school traveling teachers will not be assigned a regularly scheduled supervisory responsibility during the semester they travel. Homeroom will only be assigned when it does not interfere with travel.
 - B. Full-time middle school traveling teachers will not be assigned an advisory, study hall, or other regularly scheduled supervisory responsibilities during the semester they travel that is not directly connected with their FTE designation.
 - C. Full-time elementary teachers should be given appropriate considerations when assigned duties on the days they travel. Only one building may assign supervisory duties to the teacher per day.
3. Each regularly scheduled travel per week between buildings for elementary art, physical education, and music teachers is considered two percent (2%) of a contract; travel to or from Cleveland Elementary School is considered four percent (4%) of a contract. Any traveling teacher over 100% FTE will be paid a percentage of the overload stipend. Allotted travel time is recommended at 30 minutes between buildings (40 minutes for Cleveland). Overloads are still considered voluntary.
4. For purposes of this section, teachers with both elementary and secondary classes will meet with the Assistant Superintendent, Human Resources and Administrative Services or the Coordinator of Human Resources to determine their designation as either elementary (paid for each travel) or secondary (no advisory period or study hall) but not both. Parent conference time at a particular school will be proportional to the percentage of time taught in that building unless other arrangements are agreed upon by the building administrator(s) and the teacher.
5. Traveling Teachers will be provided with a cleared workspace for their materials in each building to which they are assigned; appropriate materials and equipment; and a desk or equivalent in at least one of the buildings.

Mileage Reimbursement — An employee shall be paid at the IRS rate per mile while driving his/her car in the course of employment.

Section 29
UNION ACTIVITIES

No employee shall engage in any Union activity or Union business during working hours in any manner without approval from the immediate supervisor or his/her designated representative.

Association Leave Days — The SEA may be permitted to send representatives to various professional and legislative committee meetings dealing with education during the school day. The total number of days for attendance shall not exceed seven (7) per year for the Association. The SEA will pay the salary and fringe benefits of the substitute teacher if a substitute is required. The teacher who requests leave shall make a written request to the Assistant Superintendent of Human Resources with a copy given to the teacher's building administrator at least two (2) days prior to the leave. Hours spent by the chairperson of the Association Grievance Committee in the course of grievance arbitration proceedings will not be considered as or subtracted from Association leave days. Granting of the leave shall be without precedent and the denial shall not be subject to the grievance procedure.

APPENDIX A TEACHER JOB-SHARE REQUEST FORM

The job-share request must be submitted to the Department of Human Resources on or before **February 1st**. The District will respond to the job-share request in writing on or before March first.

I, _____, a teacher at _____ School
and, _____, a teacher at _____ School
wish to submit our job request to job-share in _____'s _____ position at
_____ School for the _____ school year. We understand
we will be subject to all provisions in the job-share language in the Teacher Handbook.

We choose to job-share in a:

- Semester by Semester Job-Share: 1st Semester _____ (name)
2nd Semester _____ (name)

OR

- Morning / Afternoon Job-Share: Mornings _____ (name)
Afternoons _____ (name)

Dated this _____ day of _____, _____.

_____	_____
<i>Teacher's Signature</i>	<i>Teacher's Signature</i>
_____	_____
<i>Principal's Signature</i>	<i>Principal's Signature (if more than one building)</i>

If the job-share request is not recommended, the decision may be appealed to the Assistant Superintendent of Human Resources and Professional Rights and Responsibilities Chairperson.

- Recommended Not Recommended

Criteria for Not Recommending:

- No Vacancy.
- Not Certified in grade level / subject.
- Previous evaluation, from the most recent evaluation was less than satisfactory level.
- Previous evaluation, from the most recent "Professional Development and Growth Model", indicated that not all elements in each domain were at least at the basic level, and/or less than thirty percent (30%) of the elements in each domain were at least proficient.
- The request exceeds ten percent (10%) of the total teaching staff in the building.
- Failure to reach agreement between job holders and principal(s).

Criteria for Granting Job Share if More Than One (1) Team Applies:

Three (3) Points/Teacher Applicant: Currently Job-Sharing in the Building.
Two (2) Points / Teacher Applicant: Currently in the Building, but not Job-Sharing.

TOTAL POINTS FOR TEAM APPLICANT: _____

Tie Breakers

1st Tie Breaker: Combined Total Number of Years of Experience in District: _____ years.
2nd Tie Breaker: Combined Total Number of Years of Seniority: _____ years.

DO NOT WRITE IN THIS SPACE

This acknowledges receipt of the job-share request of the two above named teachers.

_____	_____
<i>Date of Receipt</i>	<i>Assistant Superintendent, Human Resources</i>

Over for more details

4/2017 bks

The job-share partners must submit in writing a plan of service. The following should be addressed, but not limited to:

- ◆ Preession
- ◆ Staff Development
- ◆ Conferences
- ◆ Joint Planning Time
- ◆ Faculty Meetings
- ◆ District Meetings
- ◆ Open House
- ◆ Records Day
- ◆ Building Committee(s)
- ◆ Individualized Education Program (I.E.P.) Meetings
- ◆ Subjects Taught
- ◆ Field Trips
- ◆ Other Professional Responsibilities

NON-DISCRIMINATION STATEMENT

It is the policy of the Sheboygan Area School District that no person shall, on the basis of age, handicap, marital or parental status, national origin, pregnancy, race, religion, sex or sexual orientation, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity and in employment.

Questions or inquiries concerning this policy can be directed to:

Andrea Holschbach
Assistant Superintendent,
Human Resources
Title IX Coordinator
(920) 459-3553

Jacob Konrath
Assistant Superintendent,
Student and Instructional Services
Section 504 Coordinator
(920) 459-3781

830 Virginia Avenue, Sheboygan, Wisconsin 53081