MIDDLETON-CROSS PLAINS
AREA SCHOOL DISTRICT
Engage • Empower • Evolve

EMPLOYEE HANDBOOK
2026-2027 (rev. 9.14.26)

By integrating the Cardinal Mindset and Foundations into our daily operations, we recruit, develop, and retain a diverse, outstanding staff committed to providing equitable, inclusive excellence necessary to cultivate future-ready learners.

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1. OVERVIEW

This employee handbook is a resource for all employees with appendices for specific employee groups: (A) Certified Staff, (B) Support Staff, (C) Special Education Staff, and (D) Other Compensation.

2. PURPOSE

This employee handbook is designed to be a reference and guide for all employees. This handbook contains and references policies, procedures, rules, and regulations; however, it should not be considered all-inclusive. All employees include, but are not limited to, the following: Certified and Support Staff, Part-Time Staff, Coaches, and Hourly Staff. The appendices reference Certified and Support Staff employee groups, as different rules, guidance, and practices may apply.

All employees must be respected, treated fairly, and valued to maintain a positive work environment. To accomplish this, this handbook strives to demonstrate common standards for working conditions for all staff. Annually, all employees will be expected to acknowledge that they have read, understand, and uphold this employee handbook within the Public School Works (PSW) training. Failure to complete PSW training and/or acknowledge this handbook is not an acceptable excuse for noncompliance.

The Board of Education, under Wisconsin State Statutes, makes all final decisions regarding the language approved in employee handbooks. Every effort was, and is, made to create a fair and positive document for all and furthers our mission of serving our students.

This handbook supersedes all previous handbooks, statements, contracts, policies, procedures, rules, or regulations given to employees, whether verbal or written. None of the statements, policies, procedures, rules, or regulations contained herein constitutes a guarantee of any other rights or benefits or a contract of employment, expressed or implied.

As in any large organization, challenges arise as we work to foster a positive culture and climate; however, by embracing the Cardinal's Journey and supporting one another, we ensure that our daily operations foster a great school system and a premier workplace dedicated to cultivating future-ready learners.

3. MCPASD POLICY MANUAL

POLICY III-F
BOARD OF EDUCATION

EMPLOYEE HANDBOOK

The Employee Handbook outlines District policies, practices, and expectations relating to employment, promotion, transfer, compensation, benefits, work expectations, and other terms or conditions of employment. The District shall maintain the Handbook and Employee Services shall be responsible for ensuring that all employees have access to the Handbook at the time of employment.

Annual Employee Handbooks Update Process

Certified Staff

Annual revisions to the certified staff handbook are collaboratively addressed by representatives of the union representing certified staff and district administration during "meet and confer" sessions. Any revision to the certified staff handbook must be formally approved by the Board of Education before implementation.

If agreement cannot be reached on a specific item(s), different opinions will be forwarded to the Board of Education in writing. Members of the MEA and the district administration may present the differing opinions before the Board and participate in discussion during a regularly scheduled Board of Education meeting.

To comply with the law, the Board of Education must have the final vote in resolving differences. After hearing differing opinions from the MEA and district administration, the Board may vote on the proposed revisions at that time, ask for more information, or send it back to "meet and confer" for further review and discussion.

Support Staff

A handbook committee may be convened and include representatives from the certified union representing support staff employee groups and district administration. Volunteers will be solicited, with the final decision on committee selection will be made by the Superintendent or designee.

Recommended changes to the support staff section of the handbook will be brought to the Board of Education for formal approval.

If agreement cannot be reached on a specific item(s), different opinions will be forwarded to the Board of Education in writing. Members of the handbook committee and the district administration may present the differing opinions before the Board and participate in discussion during a regularly scheduled Board of Education meeting.

To comply with the law, the Board of Education must have the final vote in resolving differences. After hearing differing opinions from the members of the handbook committee and district administration, the Board may vote on the proposed revisions at that time, ask for more information, or send it back to the committee for further review and discussion.

Adopted: 11/10/14
Revised: 6/1/26

4. PHILOSOPHY OF HUMAN RESOURCE MANAGEMENT

POLICY III-C

The District's Philosophy of Human Resource Management is to attract and retain the best-qualified people to work successfully with our students and community. The Superintendent shall create and sustain an environment that supports the development and realization of human potential and aligns with the District's strategy map. Treatment of and dealing with employees shall be respectful, fair, and dignified. As such, the District will adhere to the following commitments in all matters dealing with Human Resource Management:

A. The District will adhere to all State and Federal laws and regulations, Administrative policy and procedure, and the terms of all employee contracts and handbooks in matters of Human Resource Management.

B. No person will be employed by the District, nor will any volunteer have unsupervised contact with students, without first clearing appropriate background checks.

C. All District professional staff will meet or exceed the minimum qualifications as set forth by the State and the District. All other staff members will meet or exceed the qualifications outlined in the position descriptions and such other qualifications developed by the Administration.

D. The District will maintain adequate job descriptions for all employee positions that accurately reflect the expectations of each position.

E. All District employees will participate in an ongoing program of supervision and evaluation, as identified in administrative procedures.

F. The District will administer clear personnel expectations and procedures for employees and effectively handle complaints and concerns. The District will not retaliate against any employee for initiating a legitimate complaint or concern.

G. The District will practice equal employment opportunities in all personnel matters and procedures, and will not discriminate against applicants or employees, and that notice of policy and complaint procedure will be published annually.

H. The District will maintain a learning and working environment free from any form of harassment or intimidation and will stop any discrimination that may occur.

I. The District will maintain a safe, drug-free working and learning environment.

J. The District will protect confidential information.

K. All copyrighted materials prepared by employees of the District, within the scope of their employment, will be considered work made for hire, and all rights, ownership, and copyright interest in these materials will be retained exclusively by the District. No materials that may be copyrighted will be created by non-employee third parties for use by the District without a written agreement with the District executed prior to the commencement of any work.

L. The Superintendent will be responsible for human resource management in accordance with the District Philosophy of Human Resource Management, as well as adherence to Board of Education policy 1-C, procedures 1-C.1, 1-C.3, 1-C.4, and established Administrative policy and procedure.

Adopted: 10/8/2012
Revised: 11/7/2022

5. MISSION, VISION, & EQUITY COMMITMENT

Mission Statement
We know our students' stories and build upon their strengths to inspire them locally, so they are prepared globally.

Vision
Engage. Empower. Evolve.

Our vision is to cultivate deeply rooted learners who draw strength and wisdom from their local community, while developing the adaptability and global perspective needed to thrive in an interconnected world. To achieve this, we cultivate a dynamic and inclusive learning environment where every student thrives academically, socially, and emotionally. We ground our practices in equity, innovation, and collaboration, ensuring that each student is empowered to achieve their dreams.

Board of Education Equity Policy
Every student is unique and deserves a respectful, inclusive learning environment in which to thrive. Every student's experience is shaped by many factors, and our schools must provide equitable educational opportunities that align with a student's needs including but not limited to race, ethnicity, native language, religion, gender, ability/disability, sexual orientation, gender identity/expression, income, and preference for a rural or urban lifestyle. We will appropriately prioritize educational equity in all our schools including the intentional allocation of resources, professional development, instruction, and opportunities to meet the specific needs of all our students.

Our Commitment
At MCPASD, we are committed to equipping students with the knowledge, skills, and mindsets they need to thrive. Our Future-Preparedness Framework: A Cardinal's Journey serves as a guide for student success — helping learners develop the adaptability, resilience, and critical skills required for their futures.

It's a comprehensive framework that outlines the key skills, competencies, and attributes students should develop by graduation, providing a clear roadmap for educational outcomes and student success.

Grounded in the Cardinal Mindset — Curious, Community-Oriented, Self-Aware, and Accountable — and strengthened by our Cardinal Foundations of Communication, Collaboration, Critical Thinking & Problem Solving, and Adaptability, this framework ensures that every student graduates ready to navigate the complexities of life, learning, and leadership.

A Cardinal's Journey is about more than academic achievement; it's about shaping confident, capable, and future-ready individuals who are prepared to innovate, contribute, and succeed in our communities. Explore our framework to see how we are preparing students today for the opportunities and challenges of tomorrow.

6. ADMINISTRATIVE POLICIES

The following list, in alphabetical order, contains administrative policies that apply to all employees. Please become familiar with them, especially those highlighted in **boldface**. This list is not exhaustive. Important policies are also highlighted in Public School Works (PSW) training. To reference additional District policies, please refer to the District's website, including the annual notices. Should you have any questions about locating a Board or Administrative Policy, please contact or email the Executive Assistant to the Superintendent at 608-829-9004.

ACCESS TO PUBLIC RECORDS (8310)

ACCIDENT REPORTS (8442)

ARTIFICIAL INTELLIGENCE (AI) (7540.08)

CASH HANDLING AND RECEIPTS (6630)

CLASS SIZE (2312)

COMMUNITY VOLUNTEERS/RESOURCES (8120)

COMPETITIVE FOOD SALES (8550)

CONFIDENTIALITY (8350)

CONFLICT OF INTEREST (3230)

CRIMINAL HISTORY RECORD CHECK AND EMPLOYEE SELF-REPORTING REQUIREMENT (3121)

CROWDFUNDING (6605)

DRUG-FREE WORKPLACE (3122.01)

DISTRICT-ACCEPTABLE USE OF INTERNET/ELECTRONIC DEVICES (7540.03)

EDUCATOR LICENSING (3125)

EMERGENCY / CRISIS MANAGEMENT PLAN AND DRILLS (8410)

EMPLOYEE ANTI-HARASSMENT (3362)

EPIDEMICS AND PANDEMICS (8420.01)

EMPLOYEE EXPRESSION IN NON-INSTRUCTIONAL SETTINGS (3310)

DISTRICT-SPONSORED TRIPS (2340)

FRAUD, WASTE, AND ABUSE PREVENTION AND REPORTING (8900)

STUDENT FUNDRAISING (5830)

GIFTS (7230)

GRIEVANCES (3340)

INTERNATIONAL TRAVEL STUDY PROGRAMS (Procedures)

MANDATORY REPORTING OF CHILD ABUSE/NEGLECT (5540.01)

MILEAGE, EXPENSE, AND CONFERENCE REIMBURSEMENT (Procedures)

NURSING MOTHERS (4430.05)

OWNERSHIP OF COPYRIGHTED MATERIALS CREATED BY DISTRICT EMPLOYEES (2531)

PERSONNEL RECORDS (8320)

PETTY CASH ACCOUNTS (6620)

PERSONAL PROPERTY OF STAFF MEMBERS (3281)

PREPAREDNESS FOR TOXIC HAZARDS (8431)

PURCHASING CARDS (6424)

RELATIONS WITH EXTERNAL AGENCIES (9700)

RELIGIOUS OBSERVANCES (8800)

REQUIRED REPORTING OF STAFF CONDUCT (8141)

SAFETY STANDARDS (7430)

SAFETY PROGRAM (8420)

SENSITIVE TOPICS IN THE CLASSROOM (2240)

STUDENT RECORDS (8330)

STAFF ETHICS (3210)

STAFF GIFTS (3214)

STUDENT SUPERVISION AND WELFARE (3213)

EMPLOYMENT OF SUBSTITUTES (3120.04)

THREATS OF SCHOOL VIOLENCE (8462.01)

TITLE IX SEXUAL HARASSMENT-EMPLOYEES (3362)

COPYRIGHTED WORKS (2531)

TRANSPORTATION BY PRIVATE VEHICLE (8660)

USE OF SECLUSION AND PHYSICAL RESTRAINT WITH STUDENTS (5630.01)

USE OF DISTRICT FACILITIES (7510)

USE OF TOBACCO AND NICOTINE BY PROFESSIONAL STAFF (3215)

USE OF COMMERCIALLY PRODUCED VIDEOS/AUDIO RECORDINGS INCLUDING MOVIES (2531.01)

VIDEO, AUDIO TAPING, AND/OR PHOTOGRAPHING OF STUDENTS (8319)

VISITORS TO THE SCHOOLS (9150)

WEAPONS ON SCHOOL PREMISES (3217)

WHISTLEBLOWER PROTECTION (3211, 4211)

WELLNESS (8510)

7. NONDISCRIMINATION NOTICE

The Middleton-Cross Plains Area School District provides equal educational and employment opportunities. The District does not discriminate on the basis of sex, race, color, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, gender identity or expression, age, or physical, mental, emotional or learning disability, or any other reason prohibited by state or federal law, in any of its programs or activities.

The District has adopted a grievance procedure and process that provides for the prompt and equitable resolution of complaints by employees, students, and other individuals alleging any action in violation of Title IX and/or its implementing regulations. The grievance procedure and process are included in:

2260 - Nondiscrimination and Access to Equal Educational Opportunity
2260.01 Section 504/ADA Prohibition Against Discrimination Based on Disability
Policy 2266 (Non-discrimination on the basis of sex in education programs or activities)
3122 - Nondiscrimination and Equal Employment Opportunity
Policy 3362 (Employee anti-harassment)
4122 - Nondiscrimination and Equal Employment Opportunity
4362 - Employee Anti-Harassment
Policy 5517 (Student anti-harassment)

These policies address how to report sexual discrimination, including sexual harassment, and filing a Complaint of sex discrimination or a formal complaint of sexual harassment, and how the District will respond.

District Nondiscrimination and Title IX Officers, located at the District Services Center, 7106 South Avenue, Middleton, WI 53562

Dr. Barb Buffington (Employees)
Director of Employee Services
Phone: 608-829-9043
Email

Chris Mand (Students)
Director of Student Services
Phone: 608-829-9054
Email

You can learn more or file a complaint using this Discrimination Complaint Form. (English, Español). For more information regarding the Administration training materials, please visit our website.

8. EMPLOYEE SERVICES DEPARTMENT CONTACT INFORMATION

If you need to contact members of the Employee Services team, contact information is linked below:

Director of Employee Services	Employee matters, employee concerns, handbook, hiring & compensation, DPI Certification & Licensing, Board reports, etc.
Employee Benefits	Benefits, ADA, Workers Comp, FMLA, and non-FMLA leave of absence requests, Public School Works (PSW) training
Personnel and Data Analyst for Employee Services	Skyward-Employee Data Management
Employee Services	Employee onboarding, job postings, hiring/resignation processes, contracts, and letters of assignments
Administrative Assistant for Business and Employee Services Team	Student loan forgiveness forms, volunteers, employment verification, personnel files, Vector Evaluations +, and administrative assistant support for the Directors of Employee and Business Services
Payroll Specialists	General Leave banks and payroll
Substitute Coordinator	Frontline-substitute information, Edustaff
Wellness Coordinator	Employee wellness, employee assistance program (EAP), employee health and wellness clinic, employee services, monthly communication
Assistant Superintendent of Operations	Supervises the Directors of Employee and Business Services

9. DISTRICT EXPECTATIONS

The District expects its employees to produce quality work, maintain confidentiality, work efficiently, and exhibit a professional and courteous attitude toward employees, parents, students, and community members. The District expects employees to comply with all applicable Board and Administrative policies, work rules, job descriptions, terms of this Handbook, and legal obligations.

The District expects employees to comply with the standards of conduct set out in Board and Administrative policies, this Handbook, and 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, up to and including termination of employment.

The District considers email an important means of communication and recognizes the need for employees to check and respond to email regularly. For the District to properly serve staff, students, families, and stakeholders and operate effectively and efficiently, the District expects employees to regularly check and respond to email within a reasonable timeframe.

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

9.01 Employee Ethics

An effective educational program requires the services of employees of integrity, high ideals, and human understanding. To maintain and promote these essentials, the Board of Education expects all employees to maintain high standards in their working relationships and in the performance of their professional duties, to:

- recognize the basic dignities of all individuals with whom they interact in the performance of duties;
- represent their qualifications accurately;
- exercise due care to protect the mental and physical safety of students, colleagues, and subordinates;
- seek and apply the knowledge and skills appropriate to assigned responsibilities;
- keep in confidence legally confidential information as they may secure;
- ensure that their actions or those of another on their behalf are not made with the specific intent of advancing private economic interests;
- avoid accepting anything of value offered by another to influence judgment;
- adhere to the policies of the Board and District;
- adhere to the guidance in the Employee Handbook;
- refrain from using position or public property, or permitting another person to use an employee's position or public property for partisan political or religious purposes. This will in no way limit constitutionally or legally protected rights as a citizen.

MCPASD is an equal employment employer and is committed to providing a workplace free of all types of discrimination and abusive, offensive, or harassing behavior. Any employee who feels harassed or discriminated against should report the incident to their supervisor or employee services. (See Administrative Policy 3362 Employee Anti-Harassment and Staff Ethics, Administrative Policy 3210.

9.02 Accident / Incident Reporting

(See also: Workers' Compensation)
All employees are expected to report accidents/incidents that occur on District property, school buses, or during school-sponsored activities, including field trips and other away events, to the building Principal or immediate supervisor immediately. Reports should cover property damage as well as personal injury. All employees are expected to complete an accident report form through Public School Works (PSW) within 24 hours or by the next scheduled District workday, as appropriate. In the event of a work-related accident or injury, please see the Workers' Compensation section of this Handbook.

9.03 Attendance

A. Regular workday attendance is required of every District employee. It is the employee's responsibility to be ready to begin their professional duties on time each day and to return from scheduled and lunch breaks on time.

B. Employees are expected to comply with the reporting procedures for absences and tardiness as outlined in this handbook and communicated to them by their supervisor.

C. Employees are required to report any absence in the attendance monitoring system. This can be done online via Skyward. Supervisors may request additional documentation, such as medical documentation, for absences or leave requests.

D. Tardiness, unless due to emergency conditions communicated to and excused by the supervisor or another appropriate Administrator, is not permitted.

E. Although there are justifiable reasons to be absent from work, excessive absenteeism or tardiness may lead to discipline, up to and including termination.

    a. Excessive absenteeism and tardiness may include, but are not limited to, the following:

        i. A pattern of absences or tardiness that has put an undue hardship on the department or building regarding staffing during student contact time or work coverage.

        ii. Excessive leave use beyond the amount of accrued leave.

        iii. Repeated unpaid leave that is not protected under the FMLA or ADA accommodation plan.

9.04 Child Abuse Reporting

Wis.Stat. §48.981(2), any school employee who has reasonable cause to suspect that a child, seen by the employee in the course of professional duties, has been abused or neglected or has a reason to believe that a child, seen by the employee in the course of professional duties, has been threatened with abuse or neglect and that abuse or neglect of the child will occur, will report as provided for below.

A person required to report will immediately inform, by phone or in person, the applicable District administrative personnel and the County department or, in a County having a population of 500,000 or more, the department or a licensed child welfare agency under contract with the department or the sheriff or city, village, or town police department of the facts and circumstances contributing to a suspicion of child abuse or neglect or of unborn child abuse or to a belief that abuse or neglect will occur. (Administrative Policy 8462: Child Abuse/Neglect).

9.05 Crisis Management Plans

The District has a School Emergency Crisis Response Plan for use when the situation requires emergency safety measures. Each District employee should know exactly what the emergency procedures are and where the resources associated with the plan are located for their classroom or work location. Employees must follow the prescribed procedures during any emergency drill or situation. The Emergency Crisis/Management Plan is available in each school building. (Administrative Policy 8420: Emergency/Crisis Management Plan and Drills).

9.06 Employee Background Checks - Obligation to Report Criminal Record

To more adequately safeguard students and staff members, the District requires an inquiry into the background of each applicant the District Administrator recommends for employment on the District's staff. Any contracts with outsourced services, employment agencies, or temporary services must require such providers to conduct and retain a criminal history record check of individuals providing service to the District.

Such an inquiry shall also be made for substitutes who may be employed by the District and for volunteers assisting District staff.

The District Administrator shall establish the necessary procedures for obtaining any criminal history of the applicant.

All information and records obtained from such inquiries are to be considered confidential and shall not be released or disseminated to those not directly involved in evaluating the applicant's qualifications.

Employee Self-Reporting Requirement

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

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

9.07 Dress Code and Employee Identification Badges

The District authorizes the development of standards for employee dress and appearance that promote an educational atmosphere that considers the impact on the educational process and the diversity of the District's employees. (See Administrative Policy 3216.) Repeated violations of the dress code could result in disciplinary action.

When assigned to District duty, all employees will:

- be physically clean and neat;
- dress in a manner consistent with their work responsibilities;
- dress in a manner that does not cause damage to District property;

- be presentable in such a way that does not disrupt the educational process, nor cause a health or safety hazard.

A. Employee Identification Badges
The District will provide employees with an employee identification badge. A lanyard with a quick-release function and/or a badge clip will also be provided to fasten the badge to the employee's clothing. Employee identification badges are an important part of employee work attire. They allow students, parents, coworkers, vendors, and the public to know who is an important part of providing a secure environment for our students. Employees must wear their employee identification badges in a visible spot during their contracted work time unless safety rules prevent this. For safety reasons, employees are also expected to sign in and out of buildings outside of their regular work schedule and/or locations.

9.08 False Reports

Employees may be disciplined up to and including termination for intentionally filing false reports or statements, including, but not limited to, accident reports, attendance reports, insurance reports, physician statements, pre-employment statements, leave requests, student records, tax forms, and work reports.

9.09 Gifts and Sale of Goods and Services

A. Gifts
An employee may not accept, directly or indirectly, any gift, money, gratuity, or other consideration or favor of any kind from anyone other than the District that a reasonable person would understand was intended to influence official action or judgment of the employee in executing decision-making authority affecting the District, its employees, or students. For specific questions regarding this policy, please contact the direct supervisor and/or the Director of Employee Services. It will not be considered a violation of this policy for an employee to receive incidental entertainment, food, refreshments, meals, or similar amenities that are provided in connection with a conference or similar work-related activity where the employee's supervisor has reviewed the agenda for the conference or other activity and concluded that such incidentals primarily facilitate the employee's attendance at and participation in the activity, and therefore the primary benefit to the District rather than serving primarily as a personal benefit. Exceptions to this policy are the acceptance of minor items, which are generally distributed to all companies through public relations programs. Teachers should accept only gifts of token value on a per-student basis.

It is the District's policy for individuals to decline gifts, gratuities, or favors from any outside organization or individual doing business or seeking to do business with the District. Gifts that are intended for the benefit of the District should be referred to the Director of Business Services or the Director of Employee Services for proper processing under the District's procedure on gifts and solicitations and the terms of Wis.Stat.§118.27. Gifts of nominal or insubstantial value and services offered for a reason unrelated to the employee's position and which could not reasonably be expected to influence a decision could be accepted. Larger gifts to employees as an individual and gifts of more than a nominal or insignificant value should be graciously declined. (Wis.Stat.§19.59)

B. Sale of Goods and Services
No District employee may receive for their personal benefit anything of value from any person other than the District to sell, promote the sale of, or act as an agent or solicitor for the sale of any goods or services to any public school pupil while on the property of the District or at an activity of the District. (Wis.Stat.§118.12)

9.10 Honesty

Honesty is a core value in the District. Employees will not create any intentional inaccuracies verbally or on official District documents such as timesheets, job applications, student records, etc. (See also 10.08 False Reports.)

9.11 Investigations

A. Expectations of Cooperation: In the event of a District investigation or inquiry, every District employee has an affirmative duty to provide to their supervisor(s) or any other District official assigned to investigate all relevant and factual information about matters inquired into, except as provided for below in Section B. Employees failing to volunteer such information will receive a directive from an Administrator to provide a statement. The employee's failure to comply with the directive may constitute "insubordination", a violation that will be grounds for disciplinary action up to and including termination.

B. Investigation interplay with potential criminal conduct: If the alleged misconduct may constitute criminal conduct by the employee, the employee will be provided a Garrity warning. Garrity v. New Jersey, 385 U.S. 493 (1967).

C. Administrative Leave: The District may place an employee on administrative leave, paid or unpaid, during an investigation into alleged misconduct by the employee.

D. Representation: In the event any employee is called to a meeting with a supervisor(s) or administration to issue discipline or discharge, or to investigate circumstances that may lead to discipline or discharge, the employee has the right to representation to attend the meeting to provide personal support for them. Nothing in this provision will prevent the District from removing an employee from the workplace if immediate action is required.

9.12 Physical Examinations

A. Examination
Upon initial employment and thereafter, physical examinations will be required of District employees in accordance with Wis. Stat .§ 118.25.

B. Fitness for Duty
The District may require a physical and/or mental examination at the expense of the District where reasonable doubt arises in the minds of the District concerning the current health of the employee, and consistent with the limitations imposed by applicable State and Federal law. Failure to comply with this request or failure to provide a medical provider certification of sufficiently sound health to perform the duties assigned may result in discipline up to and including termination.

10. Workplace Safety

The District believes that the employees are entitled to function in an environment as free from hazards or injury as can reasonably be provided. In this regard and in accordance with the law, the District will provide reasonable and adequate protection for the lives, safety, and health of its employees, students, and visitors.

The District will be responsible for maintaining standards in the facilities to prevent accidents and minimize their consequences. The District will designate an employee who shall conduct periodic audits of health and safety conditions within the facilities of the District in accordance with the Federal OSHA standards adopted by the State through the Wisconsin Department of Safety and

Protective Services (DSPS), and take appropriate action on any violations thereof and report such actions to the Assistant Superintendent of Operations. (Administrative Policy 7430)

A. Mandatory Safety and Policy Training
By November 1st, employees must complete all mandated training requirements, such as those specified by the District, OSHA, DPI, and other similar entities. Some of this training will be provided during professional development days within the District calendar. Other training may be provided online at a time convenient for the employee, within a specified completion timeframe. Sixty (60) minutes of work time will be provided each year from professional development time to acknowledge the amount of online training time that may be required.

Employees hired after the first day of school will receive 60 minutes of paid time to complete the required online training within the first week of employment. Should support staff need additional time to complete PSW training, they must notify their supervisor, who may approve additional paid time to complete it.

B. Public School Works (PSW) is the designated platform for the mandatory online training. PSW and Employee Services will send email notifications for non-compliance. Non-compliance with mandatory training requirements may result in progressive disciplinary measures, beginning with a written disciplinary letter for the first instance of incomplete required training.

11. FAMILY AND MEDICAL LEAVE ACT (FMLA)

The Middleton-Cross Plains Area School District administers its Family and Medical Leave Act (FMLA) obligations on a calendar-year basis. To the extent the reasons for leave would entitle an employee leave under the Federal and/or Wisconsin law, the leaves will run concurrently, along with any leave to which the employee is entitled under the applicable Policy of the District. Employees cannot work while on FMLA.

A. Federal FMLA Rights
You are eligible for Federal FMLA if you have been employed by the District for at least twelve months and have worked for at least 1,250 hours during the 12 months immediately preceding the commencement of the leave.

B. Wisconsin FMLA Rights
To qualify for Wisconsin FMLA, you must have worked for the District for 52 consecutive weeks and at least 1,000 hours in the preceding 52 weeks.

C. For certified staff, the calculation of the total number of leave days will include the day(s) for family engagement conferences for their main building assignment.

D. Should you have additional questions, please contact one of the Benefits Specialists.

12. TIME OFF

12.01 General Leave

Employees will receive General Leave annually. Please refer to the appropriate Employee Group Appendix for additional details.

A. Crediting of General Leave
   a. General Leave, though credited at the beginning of the year, is vested based on the number of days worked within the employment year.

   b. General Leave is not paid out to any employee who is terminated, separated, or resigns from the District.

   c. General Leave will be paid out according to the eligibility criteria when the employee retires from the District.

   d. Separated employees who return to the District within one (1) year will receive their previous remaining General Leave bank at the time they originally separated from the District.

   e. Employees who retire from the District will not have their previous leave banks reinstated.

B. General Leave Use
   a. General Leave is used for personal business, illness, funeral/bereavement, or other reasons for needing time away from work. Buildings and departments can plan effectively when General Leave requests are submitted in advance of the preplanned absence.

   b. Due to FMLA notification requirements, after more than three (3) consecutive workdays of used General Leave for sick or illness reasons, Benefits Specialists will notify the employee regarding FMLA.

C. Unused General Leave
   Unused General Leave can be carried over from year to year with no limits.

D. Part-time Employees
   Part-time employees will receive prorated General Leave based on the number of hours they are scheduled to work. The prorated amount will be based on a full-time workday.

E. General Leave Limitations
   a. Generally, no more than 10% of staff in the employee group should be absent on any given day for a preplanned absence.

   b. Supervisors have the authority to approve or deny General Leave requests for reasons related to the functioning of the school, community, or professional learning, including but not limited to staffing. Should a supervisor deny General Leave, they will list a reason for the denial in Skyward.

   c. Employees requesting one or two (1 or 2) consecutive days of preplanned General Leave are expected to do so, preferably at least two (2) weeks in advance of the leave date.

   d. Employees requesting three to five (3-5) consecutive days of preplanned General Leave are expected to do so, preferably at least three (3) months in advance of the

leave date. Generally, one leave can be taken during the school year. Should circumstances lead to an additional request, employees are expected to discuss this with their supervisor.

e. General Leave may not be used to extend an approved leave of absence.

f. General Leave may not be used to attend Association Membership meetings or legislative rallies, to engage in job actions such as picketing or demonstrating, or to participate in activities designed to embarrass or discredit the District.

12.02 General Leave and Long-Term Disability

In the event that an employee becomes eligible for benefits under the District's long-term disability insurance program, the employee will no longer receive paid General Leave. Any balance remaining in the bank when disability payments commence will remain for the employee's use upon return to work.

12.03 Overused General Leave

A. If an employee were to be terminated or resign from their position before the completion of their contract term or the school year, a deduction for General Leave days used but not earned (based on a proration of the number of days worked within the employment year) will be deducted from their remaining pay.

B. If the employee's remaining pay is less than the number of General Leave days earned, the employee will reimburse the District for the difference.

12.04 Holidays during General Leave

If a paid holiday falls within a period when an employee is on accumulated General Leave, it will be charged as a paid holiday and not be deducted from the employee's earned General Leave.

12.05 Funeral Leave for a Student or Employee

A. Employees will be allowed to attend a funeral service during the normal workday for a student they taught or supported or an employee. Employees attending such a service during the workday will be paid and not be required to use General Leave.

12.06 Jury and Witness Duty

A. Employees who are required to respond to a call for jury duty or who are subpoenaed will be excused from work.

B. The District will pay the difference between the jury or witness fees paid to the employee (excluding mileage, Saturday or Sunday jury duty, or witness fees) and the employee's regular daily rate of pay.

C. Employees are to give prior notice of jury and/or witness duty to the District as soon as is practicable.

D. Employees will provide a copy of the subpoena or satisfactory evidence of their service on jury duty.

E. Employees will report to work for the time they are not needed as a juror or a witness.

12.07 Religious Holidays

A. The District will allow absences from work without a loss of pay for up to two (2) days to observe religious holidays and the employee's religious convictions prohibit the employee from working on such a holiday.

B. The employee will perform compensatory work as assigned by the Superintendent or designee, during the school year in which the absence occurred.

C. If the compensatory work is not completed by the last day of the school year, a deduction at the rate of pay at the time the absence occurred will be made from the final check to be received by the employee.

D. An employee may elect to have one (1) or two (2) of the available days deducted from the employee's accumulated General Leave. In such a case, the employee will not be required to perform compensatory work for that day.

12.08 Emergency Leave

A. All employees are eligible for emergency leave. Emergency Leave requests include payment for missed workdays and/or continuance of group health insurance benefits. Please see the appropriate employee group Appendix for more details on donation and request guidelines for the emergency leave bank.

B. ***Emergency*** is defined as the death of a family member or a severe, time-limited illness of the employee or family member requiring care that will prohibit the employee from working for up to 60 consecutive days. Medical certification is required to support the need for medical care and/or inability to work.

C. Employees may only request up to 60 consecutive days at a time and must have exhausted their accrued General Leave. Employees may request additional leave from the emergency leave bank should they not qualify for long-term disability or return to work with zero General Leave days.

D. Intermittent leave requests may not qualify for emergency leave.

E. The Assistant Superintendents of Operations and Teaching and Learning and the Director of Employee Services will review emergency leave requests. They will notify the employee of the approval or denial of the emergency leave request within 14 days of the request being submitted.

F. Employees who separate or retire from the District are not permitted to donate their remaining General Leave to the emergency leave bank.

13. ASSIGNMENTS, VACANCIES, AND TRANSFERS

Employees will be assigned or transferred by the District Administrator or their designee. Refer to the appropriate Appendix for details for specific employee groups.

13.01 Job Posting

A. When a position becomes vacant or a new position is created, the available position will be posted internally and/or externally for a minimum of five (5) working days, unless special circumstances, as determined by the District, require a shorter posting period. Please refer to Appendix A for additional information on Certified Staff postings.

B. Vacancies will be posted on the District's website. The notice will include the dates of the posting window, the job requirements, classification, a description of the position, the tentative work hours, the minimum rate of pay, and the qualifications required for the position.

13.02 District Ability to Select the Most Qualified Applicant

A. The District retains the right to select the most qualified applicant for any position based on the stated job description (this restriction does not prohibit the District from considering qualifications related to the position that exceed the minimum qualifications listed in the job description).

B. Qualifications will be determined solely by the Administration and may include factors such as performance history, training, and quality of work.

13.03 Ability to Determine Job Description

The District retains the right to determine the job descriptions needed for any vacant position.

13.04 Involuntary Transfers

A. When the District determines that an involuntary transfer of an employee is necessary for budgetary reasons, due to staffing needs and/or the District's inability to fill a vacancy or a new position, the District reserves the right to transfer an employee qualified for the position.

B. No employee will be involuntarily transferred by the District without a conference, followed by written notice from the District Administrator and/or their designee, including the reasons for the transfer. Please refer to the appropriate Appendix for additional details for employee groups.

13.05 Employment Position Categories

A. **Regular** – are those assignments that are typically expected to be needed from year to year without interruption.

B. **Temporary** – assignments that are typically for a specific time period and are not anticipated to be needed in the future.

C. **Long-Term Substitute (LTS)** – LTS positions fill in for an employee on leave or cover vacant positions until they are filled. These positions are typically employees of our third-party administrator, Edustaff.

14. PAYROLL

14.01 Wage Payments

Wage payments will be payable on the 15th and last day of each month. If the 15th or last day of the month falls on a Saturday, Sunday, or holiday, the pay date will be the banking day prior to that date.

14.02 Payment Frequency

A. Employees who work 260 days or 12 months will be paid in 24 installments.

B. Employees who work 10 or 11 months may have the option to receive wage payments in 20 or 24 installments. For specific support staff employee groups, please refer to Appendix B.

C. Employees will be required to complete an election to designate their payment choice no later than August 15th of each year. No changes will be allowed to this election during the school year.

D. If an election is not received from a newly hired employee, the District will assume the employee is electing 20 payroll payments.

E. Overpayment: If an employee resigns from employment and has not worked sufficient time to be owed the amount of pay already paid, the employee will be responsible for repayment of any amount paid but not earned. Insufficient repayment may be referred to the District's collections agency.

14.03 Direct Deposit

A. All wage payments will be made utilizing direct deposit. Employees must complete an authorization to direct funds to their chosen financial institution(s).

B. Employees will be responsible for notifying the District of any changes to their direct deposit information.

C. Notices of deposit will not be printed for each employee, but electronic records are available to each employee within the employee management system.

15. EMPLOYEE BENEFITS

15.01 Health Insurance

Information regarding District-provided health insurance can be found on the MCPASD Employee Benefits website. The District will pay a percentage of the health insurance's HMO premium rate based on the employee's contracted full-time equivalency (FTE) and completion of a health risk assessment (HRA). The employee will assume the difference between the HMO and POS plan rates if they choose to participate in the POS plan. The District has the right to change carrier(s) and/or coverage. Insurance information will be reviewed annually with the Insurance Advisory Workgroup. Insurance will be offered to employees as follows:

FTE	% District Paid w/ HRA	% District Paid w/o HRA
1.0 FTE	88%	85%
0.95 FTE	84%	81%
0.90 FTE	79%	76%
0.85 FTE	75%	72%
0.80 FTE	70%	67%
0.75 FTE	66%	63%

Dental Insurance

The District will pay the entire premium for a family or single dental plan for full-time employees. Part-time employees who work 30 hours per week or more will pay a prorated amount of the premium based on their full-time equivalency percent.

Life Insurance

The District participates in the State Employee Group Life Insurance Plan. The employee pays the premium cost for such a plan; however, the District will pay the State-mandated contribution for each employee who elects to participate in the plan. The District makes available up to five (5) times the salary level in death benefits for each employee. The salary level is determined based on the earnings reported to the Wisconsin Retirement System for the prior calendar year.

15.02 Notification Requirements:

If the District makes such a determination to modify health benefits, eligibility standards, coverage, and contribution levels, it will provide the affected employees with at least 30 calendar days' notice of the change. The District may provide shorter notice if, in the District's opinion, it is not practicable to provide the 30 calendar day notice.

15.03 Commencement of Coverage:

Enrolled employees are eligible for health insurance coverage on the first day of the calendar month following initial employment.

15.04 Disability Income Insurance

A. Long-Term Disability
The District will pay the full cost of a Long-Term Disability Plan for employees who work 30 hours or more per week.

B. Short-Term Disability
The District will make available to employees a group voluntary Short-Term Disability insurance plan. Employees who choose to participate in such Short-Term disability insurance will pay the premium necessary to maintain such coverage, but payroll withholding privileges will be available.

C. Please contact Benefits Specialists or consult the Employee Benefits website for more information.

15.05 Employee Assistance Program (EAP)

A. The employee assistance program (EAP) is a voluntary work-site program that assists employees affected by behavioral, medical, or productivity concerns. EAP helps prevent, identify, and resolve these problems and concerns.

B. To reach the EAP coordinator, please contact Benefits Specialists or consult the Employee Benefits website.

15.06 Accommodations Under the Americans with Disabilities Act (ADA)

A. When you know that there is a workplace barrier that is preventing you, due to a disability, from competing for a job, performing a job, or gaining equal access to a benefit of employment like an employee lunchroom or employee parking, you should request reasonable accommodations.

B. For consideration of an accommodation of physical or mental impairment limiting major life activities, please complete the Request for Accommodation forms provided on the Employee Benefits website and submit them to the Benefits Specialists for a confidential review and consideration.

15.07 Workers' Compensation

A. An employee who is injured while working for the District is entitled to Worker's Compensation and will have the option to receive, in addition to their Worker's Compensation payments, an amount (deducted on a prorated basis from their General Leave time) that, when added to their Worker's Compensation payments, will equal the salary they would normally receive while working their regular shift prior to their injury.

B. Such additional amounts will be deducted on a prorated basis from their General Leave time. Should the employee exhaust their General Leave, their wages will revert to the Worker's Compensation payment amount.

C. An employee may choose to receive only the Worker's Compensation payments without supplementing payments with General Leave time. However, employees cannot receive both their full General Leave payment and Worker's Compensation payments simultaneously, as Worker's Compensation payments replace, not supplement, regular wages during the period of injury-related absence.

D. For additional information on submitting an accident report, please refer to ACCIDENT REPORTS (8442).

15.08 Flexible Spending Account

The District will provide a voluntary Flexible Spending Account (FSA) for employees, which complies with Section 125 of the Internal Revenue Code.

15.09 Wisconsin Retirement System (WRS)

The Board agrees to pay the District's required WRS contribution on behalf of the employee as required by State Statute requirements. The employee will pay the employee's WRS contribution, as required by the State Statute. Under no circumstances will the District pay the employee's portion of the statutory WRS contribution. For additional information on WRS, please refer to their website.

15.10 Tax Sheltered Annuity (TSA)

The District provides a Tax Sheltered Annuity (TSA) plan that all employees may voluntarily participate in. Employees will be permitted to have their contributions remitted via payroll deduction to an investment vehicle offered by a vendor listed as a District-approved vendor, as required by the IRS Code and as directed by the District's plan document. Employees may choose to defer either a percentage of their salary or a specific dollar amount up to the amount permitted by law. The salary reduction limit 402(g)(1), the age of 50 additional deferral (414(v)(2)(B)(i), and the "catch up" provision (402(g)(7) for employees with 15 or more years of service may change annually, as directed by IRS Contribution limits.

The TSA Plan will be subject to all rules and provisions of the Plan Document and any administrative requirements of the District's third-party administrator.

16. JOB PERFORMANCE

16.01 Employee Evaluations

The primary purpose of the evaluation is to provide continuous improvement in the quality of service to the community/students/employees of the District. An evaluation stresses the importance of employees being recognized for demonstrating effective performance and receiving appropriate suggestions for improvement as necessary.

The evaluation process provides an opportunity for employees to discuss with their supervisor any concerns they have regarding their position or performance. The goal of the evaluation process is to enhance the employee's job performance while establishing good communication channels between the employee and the supervisor.

For certified staff, see Appendix A for additional details.

A. Procedures and Instruments: The District will orient all new employees regarding evaluation procedures and instruments. If an instrument is changed, all affected employees will be reoriented.

B. Frequency: The frequency of evaluations will be determined at the District's discretion.

C. Receipt of Evaluation: Each employee will receive a copy of their evaluation in a timely manner. The employee will be expected to sign their evaluation, but only to acknowledge receipt.

D. Comments and Disputes: The employee may respond in writing, attaching their comments to the completed evaluation.

E. Evaluators: The Administration will have the sole right to determine whether employees will be evaluated and by which supervisory personnel.

17. LEGAL CUSTODIAN OF RECORDS

For purposes of applicable public records law, the District's legal custodian is the Superintendent or designee, who is vested by the Board with full legal authority to make decisions and carry out the District's statutory public records responsibilities. The Director of Employee Services will be the records manager for personnel files and will have overall responsibility for maintaining and preserving the confidentiality of the files (See Administrative Policy 8320: Personnel Records)

18. COMPENSATION PHILOSOPHY

MCPASD's compensation philosophy is to stay competitive with the following 15 Dane County markets, as well as maintain a position comparable to our competitors at the top 75th percentile. In addition, our goal is to balance internal equity with external competitiveness.

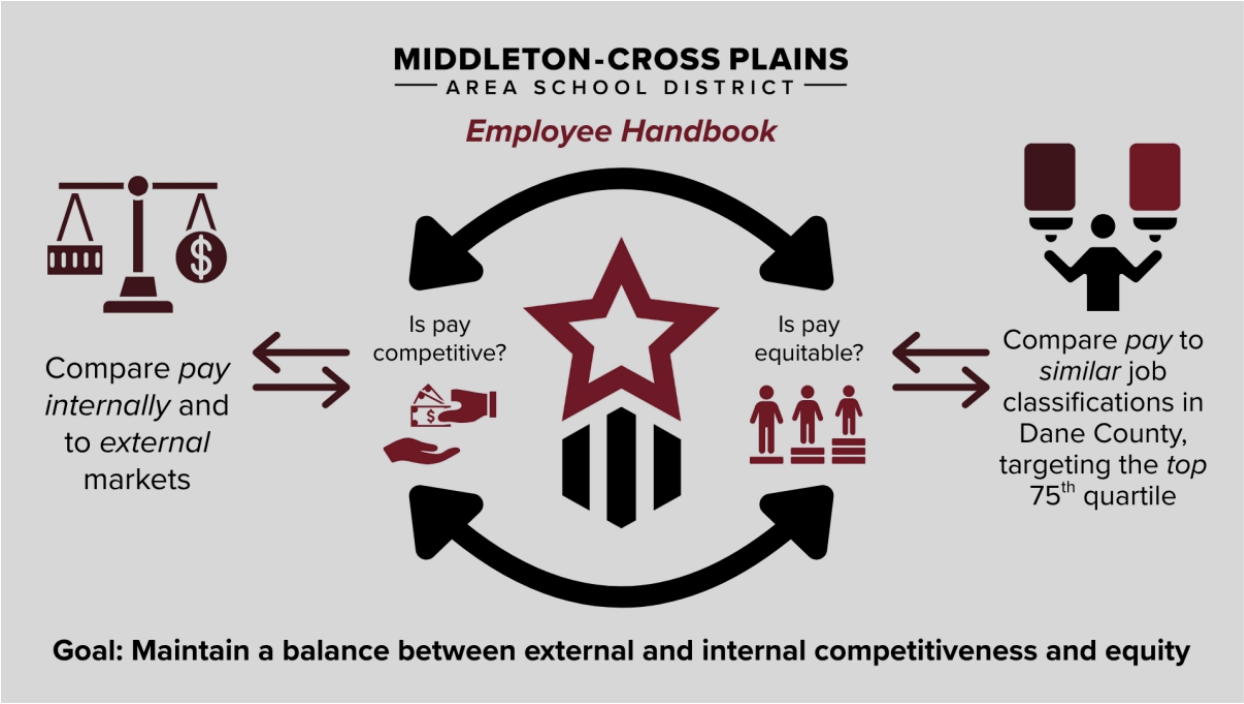
DANE COUNTY SCHOOL DISTRICTS		
Belleville	Marshall	Stoughton
Cambridge	McFarland	Sun Prairie
Deerfield	Monona Grove	Waunakee
DeForest	Mount Horeb	Wisconsin Heights
Madison Metropolitan	Oregon	Verona

The compensation philosophy of MCPASD has two (2) major components:

A. Compensation position: For Support Staff, Certified, Administration, and Business Support Positions, MCPASD targets compensation at the market competitive levels for which MCPASD competes for talent. Compensation for all employees will target the top 75th percentile compared to the school districts referenced above.

B. Labor markets: In addition to the school districts listed above, MCPASD may consider general industry pay practices for Support Staff, Administrative, Business, and Technology jobs.

The following graphic shows the relationship between our objectives of external competitiveness and internal equity.



The District will review compensation annually to ensure its commitment to the compensation philosophy. Should you have any questions about compensation, please email Employee Services.

19. POST-EMPLOYMENT RETIREMENT BENEFITS (OPEB)

MCPASD is committed to providing eligible employees with post-employment retirement benefits or other post-employment benefits (OPEB) through the 2027-28 school year. The Board approves any changes to employee OPEB, and such changes will be communicated in advance. Should there be a reduction of OPEB benefits, the District will notify employees by August 1st. Please refer to the Employee Benefits website for details on OPEB. The Board maintains the right to adjust this plan as necessary to ensure the District's long-term financial stability.

20. EMPLOYEE EXITS

A. Employees who wish to resign from MCPASD should email their resignation and effective date of resignation to their direct supervisor and Employee Services. It is recommended that employees provide at least two (2) weeks' notice before their last day.

B. Employees who separate from MCPASD (resignation, retirement, reduction of force, or termination) will be expected to return keys, District-owned equipment and materials, and technology to their immediate supervisor on the exiting employee's last day of employment. Failure to return District-owned materials and equipment may result in the employee being required to reimburse the District for replacement costs.

C. The District strongly encourages exiting employees to complete an exit survey from Employee Services. This survey is voluntary, and any information shared will be kept confidential. General exit survey results may be shared with leadership for future planning and improvement, and the identity of the exiting employee will remain confidential.

D. Exiting employees may also request a meeting with the Director of Employee Services through the exit survey. Similarly, direct supervisors may also request a voluntary local exit interview. Again, both opportunities are voluntary for exiting employees.

E. Employee Services will regularly monitor exit survey data and continue to share information with leadership for future planning and improvement. If feedback from an exit survey or interview warrants immediate follow-up, the Administrator will inform the exiting employee that this information will be reported and investigated and explain why this step is necessary.

F. Certified Employees: Please refer to Appendix A.

APPENDIX A: CERTIFIED STAFF

1. Certified Staff

Certified Staff are defined as professional employees, including the following:

CERTIFIED STAFF		
Diagnosticians	Nurses	Specialists
Interventionists	Occupational Therapists (OT)	Speech and Language Pathologists (SLP)
Instructional Coaches	Permanent Substitutes	Student Services Staff
Learning Coordinators	Physical Therapists (PT)	Teachers

A. Probationary Certified Staff:
Probationary Certified Staff are defined as certified staff who are within their first three (3) consecutive years of a regular contract at MCPASD.

2. Certifications and Qualifications

A. Members of the Certified Staff must meet at least the minimum State Certification requirements for their respective teaching assignments. All teachers must have a valid Wisconsin teacher license, certificate, or permit on file before commencing the duties for which they are being employed.

B. Certified Staff is expected to know the expiration date of their license or certification and to meet the requirements for relicensure or certification in a timely manner. Failure to maintain necessary licensure to perform duties may result in termination of employment.

C. The Superintendent or their designee will not assign a teacher to a position for which the teacher is not certified or has not agreed to apply for appropriate certification.

3. Full-time and Part-time Status

A. Full-time
   a. Full-time status is defined as employees who carry a full-time instructional load based on an eight (8)-hour workday.

B. Part-time
   a. Part-time status is defined as employees who carry less than a full-time instructional load based on an eight (8)-hour workday.

   b. Part-time teachers who are assigned seventy-five percent (75%) or more of the normal working load of the full-time teachers will be entitled to prorated health and dental benefits.

c. Part-time teachers, who are assigned less than seventy-five percent (75%) of the normal working load of the part-time teacher will not be entitled to any health and dental benefits under this Handbook, except prorated General Leave.

4. School Schedule & Calendar

A. School Calendar
The Board will approve an annual school year calendar, which consists of 190 days (193 days for teachers new to the District) to include:

- At least 170 teacher-pupil classroom days
- 11 professional development (PD) days (14 for new teachers)
- Advanced notice of required make-up will be given for designated PD.
- Three (3) workdays
- Three (3) days of family-engagement conferences, including back-to-school night and preparation time.
- Three (3) paid holidays: Labor Day, Thanksgiving Day, and Memorial Day

B. The CSCS Board approves Clark Street Community School's (CSCS) calendar. The Certified Staff calendar will consist of 190 contracted days, but they may be distributed differently from the above-referenced list.

C. A calendar workgroup consisting of key stakeholders will convene to develop the structure of the school year calendar. The Board approves yearly school calendars.

D. In the event the school is closed due to inclement weather, Department of Public Instruction directives, State Statute changes, or other emergencies that necessitate rescheduling the calendar, the Superintendent, with the Board, will determine the placement of the day(s).

5. Professional Hours

Education is a professional occupation in which Certified Staff are expected to provide instruction and supervision to students, be responsive to student and family needs, and be present at the times required to fulfill professional responsibilities.

1. Normal Workday
    a. A normal workday will be eight (8) hours per day (40-hour work week) including a 30-minute duty-free lunch.

    b. Certified Staff are expected to arrive at least 15 minutes prior to the start of the student instructional day and may have the flexibility to leave 15 minutes after the end of the student instructional day provided that all professional responsibilities have been completed and the Building Principal has been notified.

    c. Certified Staff will not be required, as part of their regular teaching duties, to supervise student activities before or after the student day, during recess (elementary (two 15-minute) or equivalent), or the school lunch period, other than in going to and/or from such activities or in the event of an emergency or emergency drill. This time is not counted toward teacher preparation time.

    d. If student supervision is necessary before or after the student contact day, building principals will first ask for volunteers (for additional compensation) and, if needed, create a scheduled rotation to share duties equitably in the building.

e. Teachers will be allowed to use preparation time during the contract day, when necessary for medical/dental appointments or other personal business, without deduction of general leave, provided that no student contact time is missed, and the Building Principal has been notified.

f. Although the Board recognizes and emphasizes the primary function of teachers as fulfilling assigned instructional responsibilities, the Board reserves the right to authorize the administrative staff to assign teachers to non-teaching responsibilities as deemed necessary for the effective operation of the school system. The Board also recognizes the need for a duty-free lunch and preparation time for teachers to successfully fulfill assigned instructional responsibilities, so any duties performed during this time will be compensated. If and when the Administration assigns teachers duties that impact duty-free lunch, before or after the student contact day or preparation time, because of the extremity of a situation, Employee Services will be notified.

g. Special Education and Student Services Certified Staff, please refer to Appendix C.

2. Staff Meetings
Teachers will be required to attend one staff meeting each month. Each monthly staff meeting can be scheduled for up to 60 minutes.

3. Back To School Night or Ready Set Go Conferences (RSG)
All teachers will be required to attend Back to School Night or RSG conferences at their primary school assignment location. There will be no proration of attendance time for part-time staff members. Back-to-School Night or RSG conferences may be held a week before school starts until the end of September.

4. Family Engagement Conferences
   a. Teachers will hold 15 hours of family engagement conferences each school year, with some held in the Fall and Spring at times designated by the Principal, with input from employees.

   b. When family engagement conferences are held in the evening, teachers may schedule one (1) 15-minute duty-free break at the approximate midpoint of such conferences.

   c. In lieu of scheduled family engagement conferences, and with approval from the building administrator, special education, student services, and health services staff may use 15 hours throughout the summer and/or the school year to engage with families in preparation for the school year and to accommodate school and family outreach needs.

   d. In lieu of scheduled family engagement conferences and with approval from the building administrator, encore staff may use 15 hours during the school year to engage with families in encore events after school. This time does not include fundraisers or events for which the educator receives a position-based stipend or additive pay.

5. 4-Year-Old Kindergarten (4K)
   a. 4K Teachers will follow their 4K daily schedule as their student contact time.

6. Elementary School
   a. Elementary students will be allowed to enter the classroom five (5) minutes before the beginning of the instructional day.

b. Each full-time elementary teacher will be provided with a minimum of 300 minutes of preparation time during the student contact day per week to be used as individual or team preparation time.

c. In addition, each full-time elementary special education teacher or related service provider will receive 150 minutes of case management time a week throughout the student contact day.

7. Middle School (Grades 5-8)
    a. All full-time middle school teachers will be guaranteed a minimum of the following during the student contact day per day (not to exceed 450 minutes a week):
        i. One (1) 45-minute planning period/collaboration meeting (C3/PLC)
        ii. Forty-five (45) minutes individual preparation

    b. If a teacher is assigned four or more preps (different grade levels and subjects), they receive one additional 45-minute planning period every other day (A or B days only). This does not apply to those who choose to carry a fourth prep overload.

8. Middleton High School (MHS)
    a. All full-time MHS teachers will be guaranteed the following during the student contact day on a rotating A/B calendar:
        i. One (1) planning period/collaboration meeting (C3/PLC)
        ii. One (1) individual preparation period

9. Clark Street Community School (CSCS)
    a. All full-time CSCS teachers will be guaranteed the following during the student contact day on each day:
        i. One (1) preparation period

10. Traveling Teachers
    a. Traveling teachers will have travel time between work locations as needed when developing the individual workday schedule. Traveling teachers will be guaranteed preparation time in accordance with their primary teaching level.

    b. Travel time will not be considered preparation time or a duty-free 30-minute lunch. The allocated travel time will be discussed collaboratively between the Administrator and the teacher.

11. Permanent Substitutes
    a. Permanent substitutes may not always get regular preparation time. However, the building administration will ensure their schedule includes reasonable breaks and a guaranteed duty-free 30-minute lunch.

    b. Permanent substitutes may be assigned student supervision during their workday and will receive additional compensation if supervision extends their workday for more than eight (8) hours.

    c. For compensation purposes, years of service will not exceed five (5) years.

    d. Permanent substitutes on long-term assignments will be expected to follow the assignment's instructional schedule.

6. General Leave and Substitute Information

A. General Leave Provided
Certified Staff will receive twelve (12) General Leave days. Part-time Certified Staff will receive prorated General Leave based on a full-time workday.

B. Substitute Information
Certified Staff are expected to complete the substitute process through the Frontline System, which will initiate Edustaff. In addition to the General Leave notice provisions, Certified Staff are expected to secure daily substitute(s) within a reasonable time; the substitute process should be completed no later than 6 am on the day of the absence, unless there are extenuating circumstances.

7. Emergency Leave for Certified Staff

A. The Emergency Leave Bank (ELB) should carry a balance of 500 days per year. When the ELB falls below 250 days, the District will ask for donations.

B. Employees may donate up to three (3) General Leave days per year to the Certified Staff employee group.

C. Employees may request up to 60 workdays at a time and must have exhausted their accrued General Leave. Please refer to the Employee Benefits website for additional information on requesting emergency leave.

8. Emergency School Closing or Delays

A. If the District is closed for students by the Superintendent or designee due to emergency causes, certified staff will not be required to report to work and will be paid for their normal working hours that day.

B. Certified staff may be required to work a virtual learning day if deemed necessary due to meeting instructional minutes requirements. Instructions and/or professional development will be provided to staff before a possible future virtual learning day.

C. If INDIVIDUAL SCHOOLS are closed for students by the Superintendent or designee due to emergency causes, certified staff may be expected to report to work, which may be at an alternative location. The alternate location will be communicated by the principal or district representative as quickly as possible.

   a. If the employee chooses not to work that day, they will be expected to use their general leave, vacation (if applicable), or unpaid leave.

   b. The District will make every effort to keep staff working at the same level (Elementary, Middle, and High School).

9. Extended Leave of Absence

A. Any Certified Staff member who has been employed for at least two (2) years may request an unpaid extended leave of absence for one (1) year. No teacher will be permitted to enter into a contract of employment with another school District while on an approved extended leave.

B. Should approved unpaid leave exceed 20 days, General Leave will be prorated accordingly.

C. Requests for a leave of absence will be made in writing to the Director of Employee Services by March 15th.

D. The total number of leave days will include the date(s) of family engagement conferences for their main building assignment.

E. Certified Staff, on an approved one (1) year leave of absence, must notify, in writing, the Director of Employee Services of their intention to return to their position for the following school year by March 15th (in the year of the approved leave of absence). Failure to provide this notification will be considered a voluntary resignation.

F. Upon return from an approved leave of absence, the Certified Staff will be returned to a position within the District in the area of licensure. The District will determine their compensation step/lane by considering the rate for the year of the approved leave and any equivalent experience gained during the leave in a similar setting that would normally be applied to the District's initial salary placement guidelines (e.g., post-secondary teaching, private clinical practice).

10. Child Rearing Leave

A. Child-rearing is defined as the period of time granted by the District for a parent to remain at home with a new child. To be considered for child-rearing leave, a person must have completed one (1) year of teaching within the District. A written request for child-rearing leave without pay must be submitted for consideration five (5) months prior to the commencement of the leave.

B. Certified Staff who have been approved for a child-rearing leave and are within their probationary period at the time of the leave will have their probationary period extended for one (1) additional school year.

C. Child-rearing leave may be approved, on a full- or part-time basis, for the days remaining in a semester or an entire semester; such leave may be extended for an additional year with the approval of the Superintendent, provided the request for extension is made by March 15th.

D. Certified Staff who have been approved for child-rearing leave, but who have not completed their probationary period, may not extend for an additional year after the conclusion of the leave.

E. Upon return from an approved child-rearing leave, Certified Staff will return to their former position and location (at the compensation step/lane for the year of the approved leave).

F. Under extenuating circumstances, the Superintendent may make exceptions to this section.

11. Unpaid Medical Leave of Absence

A. All requests for an unpaid medical leave of absence, other than emergencies, must be submitted to their supervisor and the Director of Employee Services at least 30 days prior to the anticipated beginning of the leave, whenever feasible.

    a. The request must be accompanied by a medical provider's statement attesting to the disability and the anticipated duration of the leave.

    b. The District reserves the right to request additional information from the medical provider.

c. The unpaid medical leave of absence will not exceed one (1) calendar year unless the employee is eligible for long-term disability benefits.

B. The total number of leave days will include the date(s) of family engagement conferences for their main building assignment.

C. Years of service will not accrue during unpaid leave. Full-time equivalency (FTE) will be prorated based on the time worked for purposes of calculating compensation and MCPASD retirement.

D. Upon return from any unpaid medical leave of absence, the employee will be entitled to return to their former position and location. General Leave time allocation will be prorated accordingly.

E. The employee will be eligible to return to duty from an unpaid medical leave of absence when they are physically able, provided:

a. The employee has provided the District with a projected date of return. The employee will notify the District at least 30 days in advance of their date of return, whenever feasible, if they are going to be unable to return to duty on their projected return date.

b. The total length of the employee's leave will not exceed the approved leave duration without the approval of the Superintendent or designee.

c. The employee provides their medical provider's certification approving a return to work.

d. In the event the employee does not return to work following the expiration of the leave, without reasonable justification, they will be deemed to have resigned from their position with the District and to have waived any and all rights to further employment with the District.

12. Insurance(s) During Unprotected Unpaid Leaves of Absence

Employees on unprotected, unpaid leaves of absence will be eligible for inclusion in all of the District's group insurance programs, to the extent such policies allow their eligibility, provided the employee on leave pays the District for the full premium of such coverage or, in the alternative, elects COBRA continuation. Such eligibility will continue while the employee is on leave of absence.

13. Assignments, Vacancies, and Transfers

A. Determination of Assignment
   a. Employees will be assigned or transferred by the District Administrator or their designee to areas where the teacher is certified or may be willing to obtain certification.

B. Job Posting
   a. During July and August, postings for positions will be temporarily suspended; however, the Principal will provide updates to building or department staff to keep everyone apprised of staffing changes.

C. Interviews
   a. An employee who applies for a vacant position using WECAN prior to the end of the posting period may be granted an interview for the position provided that they have the required certification.

D. Involuntary Transfers

a. An employee who is involuntarily transferred will suffer no loss of wages, hours, or other health and dental benefits as a result of such transfer.

b. An employee who is involuntarily transferred and believes they suffer a loss of wages, hours, or other health and dental benefits as a result of such transfer may contest the transfer as a "discipline" under the District Administrative Policy for Grievance Procedure (Policy 3340).

c. Selection for Involuntary Transfers- Steps
Individual employees will be selected for an involuntary transfer in accordance with the following steps:

- Step One- Involuntary Transfer: Employees will be guaranteed a position within the District within their certification and qualifications. Every effort will be made to keep the involuntarily transferred teacher in the same building. Employees otherwise selected for an involuntary transfer may be provided an interview for any vacant positions they are interested in within their certification and qualifications, prior to positions being made available for voluntary transfer. If not selected for a vacant position, placement will be determined by the Superintendent or their designee.
- Step Two- Selection: The District's selection process is designed to be equitable, objective, and applied in good faith. These factors are not intended to target or disadvantage employees with dual licensure or length of service with the District.
    - When identifying an employee for an involuntary transfer, the District will consider the following factors (not in any particular order):
        - Grade Level or Department
        - Years of Service (YOS) - Defined as the length of service within the level (elementary, middle, and high school).
            - District years of service.
            - No distinction will be made between full-time and part-time employees when calculating years of service.
            - If two (2) or more employees start on the same date, the senior employee will be determined by the onboarding date/time.
        - DPI Educator License: A valid Provisional or Professional license indicating the applicable content area and grade level. (Note: This excludes One-Year License with Stipulations [LWS] or short-term emergency licenses.)
        - District Evaluations: Specifically, if the employee is currently on an active Performance Improvement Plan (PIP).
- Staff who were involuntarily transferred will have an opportunity to return to their original position before July 31st.

- If additional positions within their building open and align with their certification by July 31st, staff may have the opportunity to return to their building.

E. Temporary Contracts
   a. A temporary contract is an individual teaching contract for a specific period of time.

   b. Temporary contracts are not continuing contracts and do not provide employment with the District beyond the specified period of time.

   c. Teachers employed under a temporary contract who are subsequently employed under a regular contract with no interruption in service will have their years of service date and the commencement of the probationary period established as of the date the Board of Education approved the teacher's temporary contract.

F. Part-Time Employees
   a. Part-time employees will be granted at the discretion of the Building Principal and the Superintendent. Available staffing, scheduling, and budget limitations are factors considered when approving part-time positions.

   b. Part-time employees will be expected to attend all family-engagement conferences, professional development days, and in-service time, including required staff meetings. In compensation for this additional attendance, part-time staff members will be paid at their hourly rate.

   c. Part-time employee contracts are not subject to renewal or nonrenewal under Wis.Stat.§118.22.

G. Overload Contracts
   a. Overload teaching contracts are temporary, voluntary contracts for employees that extend beyond full-time status (1.0 FTE).

   b. The District's selection process is designed to be equitable, objective, and applied in good faith. When identifying an employee for an overload contract, the District will consider the following factors:

      - Grade Level or Department

      - Schedule - The teaching schedule allows for an overload opportunity and collaboration with the C3/PLC.

      - Years of Service (YOS) - Defined as the length of service within the level (elementary, middle, and high school).

         - District years of service.
         - No distinction will be made between full-time and part-time employees when calculating years of service.
         - If two (2) or more employees start on the same date, the senior employee will be determined by the onboarding date/time.

      - DPI Educator License: A valid Provisional or Professional license indicating the applicable content area and grade level. (Note: This excludes One-Year License with Stipulations [LWS] or short-term emergency licenses.)

- District Evaluations: Specifically, if the employee is currently on an active Performance Improvement Plan (PIP).

H. Student Management System
   a. Elementary Level
      - Teachers will enter report cards into the student management system for parents to access.

   b. Secondary Level
      - Teachers will enter graded or missing assignments and assessments into the student management system for parents and students to access every two (2) weeks.
      - Teachers will also enter grades at designated grading periods.

   c. Online Courses
      - Teachers are expected to keep their running grade books in Genius and then enter progress grades in the student management system at weeks 6 & 12 and the end of the term.

I. Attending Own Child's Family Engagement Conference
   a. Employees with children may attend their children's conferences on the family-engagement conference day.

   b. Employees will email their supervisor a request to attend one (1) or more family engagement conference(s) outside the building, along with the time(s) of day they will be absent to attend such conference(s).

   c. Should employees be unable to attend their child's family engagement conference, they will make every effort to schedule a conference with the least impact on their workday.

J. Attendance at Intervention Meeting
   a. When meetings (e.g., Student Action Plan, etc.) are scheduled with parents regarding interventions, progress monitoring, referrals, or recommendations, teachers attending such meetings will be paid. (See Appendix D.)

   b. No teacher will be required to attend such meetings if they are held during the teacher's preparation time, including before, during, or after the instructional day.

   c. This does not relieve a teacher of the responsibility to provide interventions and progress monitoring necessary to refer or recommend a student for special education.

K. Contracted Services
   a. The District may contract with outside parties, such as CESAs or outside Districts, for shared services.

L. New Teacher Induction and Mentoring Program
   a. The components of the new Educator Induction Program are linked here.

M. Personnel Files
   a. A teacher will have the right, upon request to the Superintendent or designee, to review the contents of their personnel file originating within the District and to receive copies at the teacher's personal expense of any documents.

b. The teacher will have the right to attach a rebuttal statement to the said documents or other District accumulated materials located in their personnel file.

c. Employee Services will record the date the employee examined their personnel file material.

d. The District will provide the teacher with a copy of any new letters of complaint, reprimand, commendation, evaluations, or other materials relating to the employee's performance that are to be placed in their personnel file. Such notification will not indicate the employee's approval or disapproval of such materials.

14. Evaluation, Non-Renewal, and Resolution of Differences

A. Evaluation Procedure

a. The District will follow the required State DPI model for employee evaluation through Educator Effectiveness.

b. All teachers will be provided with their supervisor's name for evaluation purposes.

c. All teachers will receive information on the Educator Effectiveness model and DPI-required training.

d. The final evaluation will be placed in the employee's personnel file for documentation and/or in the Vector Evaluations+ platform.

e. Should the Administrator have evidence through observations or the evaluation process that a teacher needs improvement, the Administrator, with input from the teacher, will develop a Plan of Improvement.

i. Written communication of the intent and reason to proceed with a Plan of Improvement will be given to the teacher at least 15 workdays in advance of the Administrator scheduling the meeting with the teacher to develop the Plan.

B. Plan of Improvement

The plan of improvement will include the following:

a. Identify Danielson components and performance levels as areas of concern.
b. Evidence and summary of previous discussions of the areas of concern.
c. Timeline and level of performance expected, not to exceed 90 days.
d. Frequency of meetings to discuss progress.
e. Coaching and peer support will be available to the teacher.
f. Clearly stated consequences for not meeting the expected level of performance.

A teacher will no longer be on a plan of improvement when their performance consistently meets established expectations. If a teacher has not met established expectations, the Administrator will either extend the plan of improvement (not to exceed 30 days) or inform the teacher that they are being recommended for non-renewal.

C. Non-Renewal

a. The procedures for non-renewal of a teacher contract under Wis.Stat.§118.22 will be applicable.

b. If the Board non-renews the contract of a teacher, in accordance with Wis.Stat.§118.22, and the teacher wishes to appeal the non-renewal decision, the teacher may file an appeal requesting an "Impartial Hearing" following the

Grievance Procedure by filing a grievance form with the Board President within 21 days of receiving final, written notice of non-renewal from the Board.

c. If no appeal is filed, the Board's decision will be final.

d. Probationary Certified Staff may be non-renewed for any reason, and such non-renewal will not be subject to the grievance provisions in this Handbook or in Administrative Policy 3340.

D. Non-Renewal Due to Reduction in Force, Position, and Hours

a. Reasons for Reduction in Force

b. The District determines the reduction of positions or hours in any position.

c. Notice of Reduction

i. The District will give notice of non-renewal due to a reduction in force according to the procedures in Wis.Stat.§118.22. The notice of reduction in force will specify the effective date, and it is the employee's responsibility to keep the District informed in writing of any changes to the employee's address.

d. Selection for Reduction - Steps
In the implementation of staff reductions under this section, individual employees will be selected for a full or partial reduction in force in accordance with the following steps:

i. Step One - Attrition: Normal attrition resulting from employees retiring or resigning will be relied upon, to the extent administratively feasible, in implementing reductions.

ii. Step Two - Volunteers: Volunteers will be reduced first. Requests for volunteers will be sent to employees within each grade level or department. An employee who volunteers will put their request in writing. Volunteers will be accepted by the District only if, in the District's opinion, the remaining employees in the grade level or department are qualified to perform the remaining work.

iii. Step Three - Involuntary Transfer: The District will follow the process outlined in Section 15 (D).

iv. Step Four - Selection for Reduction: The District's selection process is designed to be equitable, objective, and applied in good faith. These factors are not intended to target or disadvantage employees with dual licensure or length of service with the District.

1. When identifying an employee for an involuntary transfer, the District will consider the following factors (not in any particular order):

- Grade Level or Department
- Years of Service (YOS) - Defined as the length of service within the level (elementary, middle, and high school).
    - District years of service.

- No distinction will be made between full-time and part-time employees when calculating years of service.
- If two (2) or more employees start on the same date, the senior employee will be determined by the onboarding date/time.

- DPI Educator License: A valid Provisional or Professional license indicating the applicable content area and grade level. (Note: This excludes One-Year License with Stipulations [LWS] or short-term emergency licenses.)

- District Evaluations: Specifically, if the employee is currently on an active Performance Improvement Plan (PIP).

E. Reduction in Hours
   a. Employees who are reduced in hours will not lose any benefits they have accrued. Benefits for this section are defined as years of service and General Leave earned as an employee. Reduced-in-time employees will be treated as part-time employees under this Handbook. Any employee reduced in hours (partial non-renewal) may choose to be fully non-renewed.

F. Insurance Benefits
   a. Employees selected for non-renewal will be provided options for insurance continuation.

G. Accrued Benefit
   a. Reduced-in-time employees will suffer no loss of General Leave or other accrued benefits if rehired within 12 months. General Leave and length of service time will not accrue while an employee is not working for the District.

15. Discipline and Discharge

A. A teacher may be disciplined or terminated for "cause". Such discipline or termination will be subject to the grievance procedure provisions of the Handbook. "Cause" is defined as the following:

   a. There is a factual basis for discipline or termination. The District has the burden to prove the factual basis. The factual basis must support a finding of employee conduct in which the District has a disciplinary or termination interest; and

   b. Reasonableness of the penalty: The particular discipline or termination imposed by the District must be in proportion to the offense committed.

   c. Examples of such offenses may include, but are not limited to, the following:
      i. Conviction of a felony or violent misdemeanor where the circumstances of the offense substantially relate to the circumstances of the employee's job;

      ii. Violating the District's Acceptable Use Policy by knowingly and deliberately accessing, downloading, or transmitting obscene or pornographic material while on District property or while fulfilling the responsibilities of their job (excluding performing work at home on non-District equipment and systems away from school premises without the involvement of a student). (Employees who report the receipt of such material in a timely manner in

accordance with administrative procedure(s) will not be subjected to this provision for incidents reported to the appropriate Administrator);

iii. Conviction of theft or fraud where the circumstances of the offense substantially relate to the circumstances of the employee's job;

iv. Possession of weapons while on District property or while fulfilling the responsibilities of their job (excluding performing work at home or away from school premises without the involvement of students) in violation of the District's Administrative Policy 3217;

v. Being under the influence while on District property or while fulfilling the responsibilities of their job (excluding performing work at home or away from school premises without the involvement of students) in violation of the District's Administrative Policy 3122.01;

vi. Use, possession, distribution, sale, transfer, dispensing, or manufacture of alcohol, or other controlled or illicit mood-altering drugs while on District property or fulfilling the responsibilities of their job (excluding performing work at home or away from school premises without the involvement of students); and

vii. Engaging in sexual relationships with any child under the age of 18 or with any current District students 18 years of age or older.

16. Resolution of Differences

A. Differences can best be resolved by the following procedures:

a. When a concern arises for an employee, they should bring the concern to the attention of the Building Administrator first to discuss the situation and possible alternatives related to the concerns. The employee may, but would not be required to, put the concern in writing. If the concern is with the Building Administrator, the employee may move to the next level without this step.

b. If the concern involves multiple instances of verbal or physical aggression by a student with an IEP or behavior support plan, the employee should contact the case manager, special education coordinator, principal, or the Director of Special Education or Student Services. In cases when there is no IEP or behavior support plan, the employee should contact the Building Administrator.

c. If the concern cannot be resolved at the building level, it should be forwarded in writing to a District-Level Director most closely aligned with the concern or issue (e.g., a Level Director or the Director of Employee Services).

d. If this concern is still not able to be resolved, the concern should be forwarded in writing to a Senior Leader (Assistant Superintendent or Superintendent) who will review the situation and address the concern.

e. In cases of discipline, discharge, or workplace safety violations, the Board Grievance Policy may be followed.

f. In any of the above steps, the employee can bring representation to any meeting to provide personal support for them.

17. Employee Complaints and Grievances

A. Policy
The Middleton-Cross Plains Area School District School Board adopted an Administrative Policy to address how to resolve employee grievances related to discipline, termination, and workplace safety issues. Additionally, the District will immediately investigate any complaints of harassment and take all necessary and appropriate action to eliminate it. (See Policy 3340 and 3362.)

B. Definitions
   a. Discipline: "Discipline" is defined as a suspension (unpaid or paid) or a written reprimand.

   b. Termination: "Termination" is defined as an involuntary discharge involving the dismissal of an employee, usually for some infraction of the rules or policies of the District, abandonment of the position, incompetence, or other reason deemed sufficient by the Board and/or its designee. Termination results in involuntary separation and prejudice to the employee. A termination will result in the loss of length of service and other employment benefits. For the purposes of this document, termination will not include, for instance, voluntary retirement, voluntary resignation, nonrenewal of contract under Wis.Stat.§118.22, separation from employment as a result of a reduction in force, or a non-reappointment of an extracurricular assignment.

   c. Workplace Safety Definition for Grievance Procedure: In accordance with applicable state law, the District's grievance procedure permits employees to file grievances regarding workplace safety. For purposes of that procedure, the following guidelines will apply:

      i. A grievance can be filed over workplace safety only if the safety of at least one (1) employee is involved (as opposed to the safety of students and visitors).

      ii. The issue must concern the safety of a person (e.g., not the "safety" of one's vehicle or other personal possessions).

      iii. The grievance must be filed by the affected employee(s) (i.e., one (1) employee may not file on behalf of another).

      iv. The individual(s) filing the grievance must propose a specific remedy.

      v. The issue and proposed remedy must be under the reasonable control of the District.

18. Master's Degree, Advanced Certifications, Additional Years of Service, and Other Payment Items

1. Master's Degree or Advanced Certifications, or Additional Years of Service
A professional educator who earns a Master's degree or Advanced Certification (ie, National Board Teacher Standards (NBTS), Wisconsin Master Educator, or other national certification recognized in the teacher compensation structure) in a District-approved field will advance to the appropriate compensation lane.

   An employee's conferred Master's degree is either in the field in which they are teaching or in an alternative field with prior approval from the Director of Employee Services or the District 4K-12 Curriculum, Instruction, and Assessment Director.

a. To receive the salary advancement, the following criteria must be met:

i. Certified employees must follow the instructions in Skyward to obtain pre-approval for the "Certified Staff Degree Completed" status.

ii. Accreditation: A Master's Degree must be conferred by a Higher Learning Commission-accredited College or University.

iii. National Certification includes National Board Teacher Standards (NBTS), Wisconsin Master Educator, or other national certifications recognized in the teacher compensation structure.

iv. Grade: The employee must receive a passing grade or score of 60 or better.

v. Verification Requirements & Deadline: To qualify for salary schedule adjustments (for advanced degrees or certifications, or additional Years of Service), the Director of Employee Services must receive all required documentation by the end of the business day on August 15th.

1. Master's, Advanced Degrees, or Certifications

a. Conferred Credentials: Official transcripts showing the degree has been conferred, official grade reports, or certification pass reports.

b. Pending Degrees: Written documentation from an accredited post-secondary institution confirming a Master's degree will be conferred before September 1st.

2. Years of Service (YOS)

a. Written documentation verifying eligible service required for compensation steps on the salary schedule.

3. For questions regarding allowable documentation for either requirement, please contact the Director of Employee Services.

4. Verification received after August 15th will be used toward a salary advancement the following school year.

5. The Director of Employee Services may approve exceptions to verification no later than the end of the first business day in August.

2. Other Payments
A non-exhaustive list of additional compensation for Certified Staff is provided in Appendix D. Stipend Prorating: Certified Staff on an approved leave of absence receive a prorated stipend based on the number of actual days worked.

19. Certified Staff - Employee Exits

Should Certified Staff become separated from the District, they may be subject to a breach-of-contract fee. Details on the breach-of-contract fee are in the teacher's contract.

Certified Staff are expected to work their last day and may not use leave that day. Certified Staff requesting to resign from their position should email their direct supervisor, Employee Services, and the Director of Employee Services. Certified Staff requesting to retire must notify the district by February 1st each year. The Board approves Certified Staff resignations and retirements.

APPENDIX B: SUPPORT STAFF

1. Support Staff

Support Staff are defined as the following employee groups:

SUPPORT STAFF GROUPS		
TITLE	**CALENDAR**	***PAYMENT SCHEDULE**
PSSP – 260 days per year	12-Month	24J Annualized
PSSP – 238 to 259 days per year	11-Month	24S Annualized
PSSP – less than 238 days per year	10-Month	20 or 24S Annualized
Bus Drivers – Transportation Center	10-Month	Semi-monthly, based on hours worked
Mechanic - Transportation Center	12-Month	24J Annualized
School Nutrition Services (SNS) · Cooks · Servers · Drivers	10-Month	20 or 24S Annualized
Custodians · Custodians · Grounds Keepers · Maintenance · Mechanics	12-Month	24J Annualized
Para Educators · Regular Ed · Special Ed · LMC · Health Assistants · Bilingual · Music · Bus Duty	10-Month	20 or 24S Annualized
Indoor Pool · Lifeguards · Swim Lessons	Hourly	Semi-monthly, based on hours worked
Performing Arts Center (PAC) · Technician · Technician Supervisor	Hourly	Semi-monthly, based on hours worked

SUPPORT STAFF GROUPS		
TITLE	**CALENDAR**	***PAYMENT SCHEDULE**
Other Hourly · Sub Food Service · Sub Custodian · Sub Health Assistant · Sub School Nurse · Interpreters · Bilingual Childcare · Event Workers · Other hourly workers	Hourly	Semi-monthly, based on hours worked
***Pay Frequencies:** Hourly – pay for hours worked (hour-for-hour) 20: Calculate total pay, divide by 20 payrolls to be paid 9/15 through 6/30. 24S: Calculate total pay, divide by 24 payrolls to be paid 9/15 through 8/31 (S=Sept) 24J: Calculate total pay, divide by 24 payrolls to be paid 7/15 through 6/30 (J=July)		
****Calculate total pay:** Hours per day x Days per year x Hourly rate (information provided on annual Letter of Assignment)		

2. Assignments, Vacancies, and Transfers

A. Employment Position Classifications

a. Job classifications will be defined within the employee groups (i.e., Custodian I, Custodian II, FNS I, FNS II, etc.).

b. The District determines the job classifications within each employee group.

c. Direct any questions to the direct supervisor or Employee Services.

3. Reduction in Force, Position, and Hours

A. Notice of Reduction

a. The District determines whether to reduce the number of positions or the number of hours in any position.

b. The District will give at least thirty (30) calendar days' notice of any reduction in force.

B. Selection for Reduction – Steps

a. Step One - Attrition: Normal attrition resulting from employee retirements or resignations will be relied upon when implementing reductions.

b. Step Two - Volunteers

i. Requests for volunteers will be sent to employees within each job classification.

ii. An employee who volunteers will put their request in writing and email it to their direct supervisor.

iii. Volunteers will be accepted by the District only if, in the District's opinion, the remaining employees in the job classification are qualified to perform the remaining work.

iv. Volunteers who were not accepted will receive communication from their direct supervisor.

c. Step Three - Selection for Reduction:

i. Qualifications of the Remaining Employees in the affected job classification: Relevant qualifications will be those experiences and training that best relate to the position(s) to be maintained

ii. Length of Service of the Employee.

1. Length of Service: The length of service with the District commencing on the most recent date of hire.

2. No distinction will be made between full-time and part-time employees when calculating the length of service.

3. Tie Breaker for Length of Service: If two (2) or more employees start on the same date, the senior employee will be determined by the onboarding date/time.

C. Reduction in Hours

a. Employees who are reduced in hours may be classified as part-time employees under this Handbook.

b. Employees who are reduced in hours (partial layoff) may choose to be fully laid off.

D. Reemployment Period

a. Employees who are reduced in hours will retain reemployment options for 12 months, either after the employee's last day of work with the District or from the date the employee received the notification of reduction in force, whichever is later.

b. Reemployment Procedure

i. The District will first attempt to fill the position utilizing the vacancy and transfer language contained in this Handbook.

ii. Employees may apply for a vacant position in accordance with the terms of this Handbook.

iii. Employees may refuse reemployment in positions with a substantially different full-time equivalency (FTE), substitute, or temporary positions without loss of options to the next available position for which the employee is qualified.

iv. Employees on the reemployment list will not lose reemployment options to an equivalent FTE position(s) if they accept a position with a different FTE level, a substitute appointment, or a temporary appointment.

c. Termination of Reemployment Options

i. Reemployment options will end if an employee refuses reemployment in a position within the same job classification with a similar FTE.

ii. Reemployment options will end should employees secure internal or external employment with a similar FTE.

E. Insurance Benefits
Employees who are reduced in hours may be provided with options for insurance continuation through COBRA.

F. Accrued Leave
   a. Employees who are reduced in hours will not lose accrued General Leave or vacation.

   b. General Leave, vacation, and years of service (YOS) time will not accrue while an employee is not working for the District.

4. Attendance

Employees will be required to work in person and on campus. Any remote work must be pre-approved by their immediate supervisor, and the remote work option is available only to employees whose work does not depend on being physically on the premises.

Employees who attend required meetings by their supervisor or the District will be paid for hours spent in attendance outside of their scheduled workday.

5. Hours of Work and Work Schedule

A. Letter of Reasonable Assurance and Letter of Assignment

   a. Letter of Reasonable Assurance - If you hold a regular position that will continue for the next school year, the District will issue a Letter of Reasonable Assurance before the last student contact day of the school year.

      i. A Letter of Reasonable Assurance will identify the employee, the date of hire, the position(s) that the employee is employed for, the length of the work year, the length of the workday, and the pay rate for the position.

      ii. Employees are expected to act on the Letter of Reasonable Assurance by

         1. Accept-which indicates the employee's intent to return the following school year.

         2. Resign-which indicates the employee does not intend to return the following school year; thereby resigning from their position.

      iii. Specific assignments and hours cannot be guaranteed. An effort will be made to place the employee in a similar position (i.e., assignment, wages, and hours) as the one currently held.

   b. Letter of Assignment - The District issues employees a Letter of Assignment at the beginning of their assignment year. This letter will identify the employee, the date of hire, the position(s) that the employee is employed for, temporary or permanent, the length of the work year, the length of the workday, and the pay rate for the position.

      i. A revised Letter of Assignment will be issued in cases of transfers, promotions, demotions, and partial or full reduction in force.

      ii. In the case of a change in assignment, the employee will be provided with 2 weeks' advance notice, if practicable, as determined by the Administration.

iii. Should the employee's hours be greater than what is stated in the Letter of Assignment for over two (2) weeks, please notify the direct supervisor or Employee Services.

B. Regular Workday and Starting and Ending Times
   a. Generally, a regular full-time workday is eight (8) hours, excluding a lunch period.
   b. Due to different schedule requirements, employees' starting, lunch, and finishing times may vary in different assignments and locations.
   c. Each employee's immediate supervisor will schedule working hours, break periods, and lunch periods.

C. Regular Workweek
   a. Generally, a regular workweek is 40 hours or fewer.
   b. The regular workweek is five (5) consecutive days unless the immediate supervisor assigns the employee to a different work schedule.
   c. This section will not be construed as a guarantee or limitation on the number of hours per day or hours in a workweek that may be scheduled or required by the District.

D. Additional Hours and Overtime- Approval and Assignment
   a. Approval: For an employee to work beyond their contract hours in any week, prior approval must be obtained from the immediate supervisor.
      i. Exceptional cases requiring overtime may be approved after the overtime is worked when all Administrators, Principals, or immediate supervisors are unavailable and such preapproval may cause harm to students, employees, the community, or District property.
   b. Pay Rate for Overtime: Time worked over 40 hours per week is paid at 1.5 times the regular rate.
      i. Time over 40 hours per week does not include General Leave, vacation, or holidays.
      ii. The employee must indicate the reason for overtime on the timesheet.
      iii. For the sole purpose of determining the appropriate pay period for overtime pay, a week is defined as a pay period that starts at 12:00 am on Sunday and ends at 11:59 pm on Saturday.

E. Lunch Period or 30-minute Break
   a. All employees who work six (6) hours or more per day will be entitled to an unpaid 30-minute duty-free break.
   b. Employees should clock in/out for their 30-minute break.
   c. If the 30-minute break is provided "on duty," as may occur on a field trip or similar type of situation, the 30-minute break will be paid time for the employee.

F. Breaks
   a. Employees scheduled to work more than four (4) hours per workday will receive paid breaks as outlined in the table below. Breaks may be scheduled by the supervisor.

Hours Worked	Paid Breaks
0 to 3.99 hours per day	0 minutes
4 to 5.99 hours per day	(1) 15-minute break
6 or more hours per day	(2) 15-minute breaks

b. An employee's unpaid 30-minute break and the break time referenced above may not be combined. These breaks are not required and may not be "made up" if missed during the workday.

c. Employees must take paid breaks on the premises, and employees may be called back to work during this break period if necessary.

d. Transportation employees will be exempt from the above provisions but will be provided with reasonable paid break time based on their scheduled route(s).

G. Workplace Flexibility and Remote Work

a. Please refer to the Guidelines for Workplace Flexibility (DSC Staff only).

b. Supervisors, at their sole discretion, may approve remote work for employees and may rescind this benefit at any time.

c. Remote work is not permitted for positions that have direct contact with students or whose work is dependent on physically being on the premises.

6. Holidays

A. The paid holidays for which an employee is eligible are based on the length of their annual assignment, as shown below.

Holiday	Less than 237 days or 10 months	238–259 days or 11 months	260 days or 12 months
Labor Day	✓	✓	✓
Thanksgiving	✓	✓	✓
Day After Thanksgiving	✓	✓	✓
Dec 24 *	✓	✓	✓
Dec 25 *	✓	✓	✓
Dec 31 *	✓	✓	✓
Jan 1 *	✓	✓	✓
MLK Day	✓	✓	✓
Memorial Day	✓	✓	✓
July 4 *			✓
Total paid holidays	**9**	**9**	**10**

** Observed date.*

7. General Leave

A. General Leave Provided
   a. Employees who work fewer than 237 days (10 months) receive 12 days.
   b. Employees who work 238-259 days (11 months) receive 13 days.
   c. Employees who work 260 days (12 months) receive 14 days.

B. General Leave Use
   a. Employees (11 or 12 months) who receive vacation leave may only request General Leave as follows:
      i. Only three (3) days during a school year may be used for personal reasons.
      ii. The remaining days may only be used for the following reasons:
         1. Personal illness, injury, or serious health condition of the employee.
         2. Illness or injury of an employee's child under the age of 18 or age 18 or older if the child has a disability as outlined in Wisconsin Administrative Code section PI 11.02(2) and 115.76(5), Stats. (Examples of disability include cognitive disability, learning disability, autism, etc.)
         3. Employees qualifying for leave under either or both the Wisconsin Family and Medical Leave Act or the Federal Family and Medical Leave Act due to a serious health condition of a spouse, child, dependent, or parent.
         4. Medical or dental appointments for the employee and/or immediate family member that cannot be scheduled outside of the employee's regularly scheduled work hours. Additional time beyond the appointment will be permitted to allow for "reasonable coverage" of the employee's position. For example, it would not be expected that an employee return from an appointment if the appointment ends during the last hour of the workday.
         5. Inconsistency or abuse of general leave may be investigated by the direct supervisor and/or the Director of Employee Services.
         6. Special circumstances may be submitted for review to the direct supervisor or the Director of Employee Services.

C. Support staff who do not work their assigned hours must use their general leave, vacation, or noncontract time to cover the difference, ensuring that their actual work hours and general leave hours total their assigned hours. All required notification procedures for General Leave use, including those outlined in Section 13.01 (Notification Requirements), must still be followed.

D. Substitute Information
   a. Para Educators and Building Administrative Assistants are expected to complete the substitute process through the Frontline System, which will initiate Edustaff. To secure a substitute in a reasonable amount of time, the substitute process should be completed no later than 6:00 am on the day of the absence unless there are extenuating circumstances. Refer to the Staff Portal for more information on Frontline and Skyward.

   b. Other Support Staff are expected to complete the substitute process specific to their employee group. In addition to the leave notice provisions, to secure a daily substitute within a reasonable amount of time, the substitute process should be completed no later than two (2) hours before the start of the shift, unless there are extenuating circumstances.

8. Vacation Leave

A. Vacation Days Provided
   a. Vacation for employees who work 260 days or 12 months per year:

Employee Length of Service	Number of Vacation Days
ZERO (0) through 12 months	12
13 through 36 months	15
37 through 72 months	17.5
73 through 108 months	20
109 months or more	25

   b. Employees who work fewer than 237 days or 10 months will not be eligible for vacation.
   c. Employees working 238-259 days or 11 months will have their vacation prorated accordingly.
   d. Employees in their first year of employment will receive a prorated amount based on their eligible time, based on the number of days worked per year of their total annual required days.

B. Supervisors have the authority to approve or deny vacation requests for reasons related to the functioning of the school or department, including but not limited to staffing. Should a supervisor deny vacation, they will list a reason for the denial in Skyward.

C. Employees requesting one or two (1 or 2) consecutive days of vacation are expected to submit their request at least two (2) weeks in advance of the leave date.

D. Employees requesting three to five (3-5) consecutive days of vacation are expected to submit their request at least three (3) months in advance of the leave date.

E. Holidays during vacation
Should a paid holiday fall during an employee's approved vacation period, the employee will not be required to use a vacation day for that holiday.

F. Carry-over
Employees may carry over five (5) vacation days from year to year.

9. Non-Contract Days

Employees in the PSSP employee group who work fewer than 260 days per year will be provided with a bank of non-contract days to cover days not worked during the fiscal year for reporting time worked via the electronic timesheets. Non-contract days are to be taken on non-student days. The supervisor may approve unique or special circumstances as an exception to this process.

10. Leaves of Absence without Pay

A. Short-Term and Long-Term Leaves
   a. Leaves of absence without pay over three (3) consecutive days must be requested in writing to their direct supervisor and the Director of Employee Services or designee, who will respond within five (5) working days.

   b. The District will approve non-medical leave without pay only after all General Leave has been exhausted.

c. The District may hold a position within its employee group for employees on approved, unpaid non-medical leave.

d. If the employee does not return to work on the predetermined date when the leave was requested, the employee's right to return will end, and employment will terminate due to the employee's failure to return to work.

B. Insurance(s) During Unprotected Unpaid Leaves of Absence
Employees on unprotected, unpaid leaves of absence will be eligible for inclusion in all of the District's group insurance programs, to the extent such policies allow their eligibility, provided the employee on leave pays the District for the full premium of such coverage or, in the alternative, elects COBRA continuation. Such eligibility will continue while the employee is on leave of absence.

C. Medical Leaves:
a. The District will hold an employee's position when the employee is on an approved leave of absence due to medical reason(s) for up to 60 workdays.

b. If the leave of absence extends beyond 60 workdays, the employee's right to return will expire, and employment will terminate due to the employee's inability to return to work.

11. Emergency Leave for Support Staff

A. The Emergency Leave Bank (ELB) should have a balance of 4000 hours a year. When the ELB goes below 2000 hours, the District will ask for donations.

B. Employees may donate up to 24 hours of General Leave hours to the Support Staff employee group in response to a district donation request.

C. Employees may only request up to 25% of the ELB and must have exhausted their accrued General Leave. Please refer to the Employee Benefits website for additional information on requesting emergency leave.

12. Emergency School Closings or Delays

A. Custodial/Maintenance Employees
a. In the event that the District is closed or delayed for students due to weather or emergency, the employee is expected to report for work.

b. Call-In Time Provision -- Custodians or maintenance employees called in for work (including snow removal, building emergency, etc.) contiguous to their regular work shift will receive one (1) hour's pay at 1.5 times their regular hourly rate.

i. If such time is not contiguous to their regular work shift, employees will receive 1.5 hours of pay at 1.5 times their regular hourly rate.

c. The District Floater position is exempt from call-in time pay except for Saturday or Sunday work. A reasonable allowance for tardiness will be understood.

d. Employees who work a full shift on emergency closure days will be entitled to an additional floating holiday. Employees must use the floating holiday by June 30th of that school year. Should the employee separate from the district prior to June 30th, unused floating holidays will not be paid.

e. Custodial/Maintenance Employees may use their General Leave (Personal), vacation, or unpaid leave if they are unable to work or choose not to work during an emergency closure or delay.

B. Para Educators

a. If the District is closed for students by the Superintendent or designee due to emergency causes, para educators will not be required to report to work and will be paid for their normal working hours that day.

b. If deemed necessary due to meeting instructional minutes requirements, para educators may be required to work a virtual learning day. Instructions and/or professional development will be provided to staff before a future virtual learning day.

c. If INDIVIDUAL SCHOOLS are closed for students by the Superintendent or designee due to emergency causes, para educators may be expected to report to work, which may be at an alternative location. The alternate location will be communicated by the principal or district representative as quickly as possible.

i. If the employee chooses not to work that day, they will be expected to use their general leave, vacation, or unpaid leave.

ii. The District will make every effort to keep staff working at the same level (Elementary, Middle, and High School).

C. All other employees (except Para Educators and Custodial Maintenance Employees)

a. If the District is closed for students by the Superintendent or designee due to emergency causes, employees will not be required to report to work and will be paid for their normal working hours that day.

i. Support staff who work on emergency closure days, per supervisor request or approval, will be paid for those hours in addition to the emergency closure pay.

b. If student days are rescheduled for later in the year, employees will report to work on those days for additional compensation.

D. Remote Work During Emergency Closures

a. Employees whose work does not depend on being on the premises and who have pre-approval from their supervisor may be permitted to work remotely.

b. Employees may use their General Leave, vacation, or unpaid leave if they are required to work in person or remotely due to an emergency closure or delay.

13. Licensure/Certification

A. Employees who are 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 their personnel file.

a. Employees are expected to know the expiration date of their license/certification and meet re-licensure or certification requirements in a timely manner.

b. Failure to maintain necessary licensure to perform duties may result in termination of employment.

B. Custodial, Maintenance, and Grounds
    a. All Custodial/Maintenance/Grounds staff who work with any pesticide applications must hold appropriate State Department of Agriculture certification to perform this duty. Staff will be reimbursed for the certification fees upon completion and receipt of a copy of the certification.

    b. The District will reimburse continuing education units (CEUs) to maintain a required license.

C. School Nutrition Services (SNS)
    a. All Lead SNS employees must attend either a ServSafe or ServSafe Sanitation course, depending upon their position classification, and must be completed within 12 months of their initial date of hire at no cost to the employee. Thereafter, the employee will be required to attend any refresher course(s) in accordance with the recertification guidelines, at no cost to the employee. Other SNS employees can opt to complete Safe Sanitation courses at no cost to the employee.

D. Para Educators
    a. Special Education Para Educators must hold a DPI license to perform their duties. The District will pay the fee for this license.

E. Health Room Assistants
    a. The District will reimburse up to $200/year toward the cost of the annual membership fee through a nationally accredited association (AAMA/AMT is strongly encouraged) and/or continuing education units/credits (CEUs) to maintain a CMA/RMA/CNA credential. The District will provide CPR/BLS renewal training every other year.

F. Transportation
    a. Employment as a School Bus Driver is conditional on the ability to pass the written and behind-the-wheel test administered by a Department of Transportation-authorized tester to attain full CDL certification.

14. Pay Frequency

A. Bus Drivers are paid according to the hours worked during that pay period and are not eligible for 20 or 24 equal installments. Pay for this employee group depends on weekly "timesheets" submitted through Skyward.

B. The District reserves the right to change payment frequency to hours worked during a pay period. Notification of the change in payment frequency to the employee will be communicated six (6) months in advance.

15. Pay Adjustment when Filling in for a Higher-Paid Position

When filling in on a substitute basis for a higher-paid position or the substitute rate for the position for more than three (3) days, the District may approve a pay adjustment in recognition of the work being performed. The direct supervisor and the Director of Employee Services will approve such adjustments.

16. Electronic Timesheets

A. All hourly employees will use the District's electronic timesheet system.

B. Employees will clock in only when they are fully prepared to begin work and at their assigned time.

C. Employees are responsible for their timesheets and will not clock in or out for any other employees. Employees found to have clocked in or out for another employee will be subject to discipline up to and including termination.

D. If an employee leaves the premises for any non-work-related reason, they must clock in and out using the electronic timesheet system.

E. Employees are responsible for ensuring their weekly timesheet reflects their total assigned hours for that week. Hours not worked must be accounted for using the appropriate leave type or recorded as unpaid time. Timesheets that do not reconcile to total assigned hours may be returned for correction before payroll processing.

F. Should an employee whose pay is annualized fail to submit timesheets in a timely manner, the employee may have their pay frequency changed from annualized to hourly, in accordance with the submitted timesheets. We will send written notice of this change two (2) weeks before the next pay period, and it will remain in effect until further review.

G. Employees who fail to submit approved timesheets by the designated deadline may experience payment delays.

H. Refer to the Employee Services webpage for more information on electronic timesheets.

17. Uniforms

Employees are required to adhere to a specific dress code as governed by health and safety regulations and by the supervisor's direction. Uniforms will be provided to each employee if required by their position, with the exception of footwear.

18. Professional Development

The District, within its discretion, may provide appropriate paid professional development opportunities for training to each employee. All mandatory employee training will be compensated at the employee's regular rate of pay unless specified otherwise. Specific provisions for Professional Development for each employee group are shown in the table below.

All employees are expected to attend all professional development days for their specific employee group.

EMPLOYEE GROUP	PROFESSIONAL DEVELOPMENT PROVISIONS
Custodial/Maintenance	Employees are expected to update the skills needed in their area of responsibility. This can be accomplished by reading the literature, attending conventions, and attending meetings. It is reasonable to expect some of this in-service training to be completed on the employee's own time. An employee may be expected to attend up to six (6) hours of in-service group meetings during work time each year.

EMPLOYEE GROUP	PROFESSIONAL DEVELOPMENT PROVISIONS
School Nutrition Services (SNS)	In-Service Training: The District will provide all School Nutrition employees with in-service training at the discretion of the Coordinator or their designee. All training and meeting times will be paid at the employee's regular hourly rate. Lead Staff Training: All lead staff are required to obtain and maintain ServSafe and Wisconsin Restaurant Manager certification within one (1) calendar year of obtaining their positions. The District will not reimburse the State of Wisconsin license fee. Lead staff are provided with an annual membership with the School Nutrition Association at the District's expense.
PSSP	Professional Dues: The Board agrees to pay 100% of professional dues, not to exceed $150 per year. Professional memberships must be related to the position held and be preapproved by the employee's supervisor. Tuition Reimbursement: The Board will reimburse up to $100 per credit for tuition. This benefit will not exceed $300 per year. Classes must be related to the position held and be pre-approved by the employee's supervisor. A passing grade (C or better) must be attained to be eligible for this reimbursement. Professional Development: School-based administrative assistants are required to attend district-provided professional development.
Para educator	Orientation: The District will provide one (1) day of paid work before the beginning of a new school year to orient the new or reassigned employee to the building and staff where they are assigned. This day of orientation may include such activities as, but not limited to, touring the building, reviewing District policies and procedures and the employee handbook, explaining the systems of support in the building, attending general meetings for staff, meeting their mentor (for new employees), and meeting Administrators and other staff members. Summer Rate of Pay for Professional Development: Professional Development offered during the summer will be paid at the regular hourly rate. Communication will be provided to Para educators with notification of any summer professional

EMPLOYEE GROUP	PROFESSIONAL DEVELOPMENT PROVISIONS
	development requirements.
Transportation	Rate of Pay: Bus Driver in-service pay will be paid at their regular hourly rate. Up to nine (9) sessions, each lasting at least two (2) hours, are required to attend unless excused in advance by the Transportation Supervisor. An unexcused absence may result in a reduction of bonus allowance at the end of the year or dismissal from service.

19. Employee Complaints and Grievances

The Middleton-Cross Plains Area School District School Board adopted an Administrative Policy to address how to resolve employee grievances related to discipline, termination, and workplace safety issues. Additionally, the District will immediately investigate any complaints of harassment and take all necessary and appropriate action to eliminate it.

A. Definitions
   a. Discipline: "Discipline" is defined as a suspension (unpaid or paid) or a written reprimand.

   b. Termination: "Termination" is defined as an involuntary discharge involving the dismissal of an employee, usually for some infraction of the rules or policies of the District, abandonment of the position, incompetence, or other reason deemed sufficient by the Board and/or its designee.

   c. Termination results in involuntary separation with prejudice to the employee.

   d. A termination will result in the loss of length of service and other employment benefits.

   e. Termination may not include, for instance, voluntary retirement, voluntary resignation, nonrenewal of contract under Wis.Stat.§118.22, separation from employment as a result of a reduction in force, or a non-reappointment of an extracurricular assignment.

B. Workplace Safety Definition for Grievance Procedure:
   In accordance with relevant State law, the grievance procedure established by the District permits employees to file grievances over workplace safety. For purposes of that procedure, the following guidelines will apply:

   a. A grievance can be filed over workplace safety only if the safety of at least one (1) employee is involved (as opposed to the safety of students or visitors).

   b. The issue must concern the safety of a person (e.g., not the "safety" of one's vehicle or other personal possessions).

   c. The grievance must be filed by the affected employee(s) (i.e., one (1) employee may not file on behalf of another).

d. The individual(s) filing the grievance must propose a specific remedy.

e. The issue and proposed remedy must be under the reasonable control of the District.

20. Discipline

The District Administrator and/or their designee is solely responsible for implementing any or all disciplinary measures, including, but not limited to, suspension and/or dismissal from employment. Such discipline or termination will be subject to the grievance procedure provisions of this Handbook. Copies of any disciplinary material(s) will be provided to the employee before such material is placed in the employee's personnel file.

A. Examples of such offenses may include, but are not limited to, the following:

d. Conviction of a felony or violent misdemeanor where the circumstances of the offense substantially relate to the circumstances of the employee's job;

e. Violating the District's Acceptable Use Policy by knowingly and deliberately accessing, downloading, or transmitting obscene or pornographic material while on District property or while fulfilling the responsibilities of their job (excluding performing work at home on non-District equipment and systems away from school premises without the involvement of a student). (Employees who report the receipt of such material in a timely manner in accordance with administrative procedure(s) will not be subjected to this provision for incidents reported to the appropriate Administrator);

f. Conviction of theft or fraud where the circumstances of the offense substantially relate to the circumstances of the employee's job;

g. Possession of weapons while on District property or while fulfilling the responsibilities of their job (excluding performing work at home or away from school premises without the involvement of students) in violation of the District's Administrative Policy 3217;

h. Being under the influence while on District property or while fulfilling the responsibilities of their job (excluding performing work at home or away from school premises without the involvement of students) in violation of the District's Administrative Policy 3122.01;

i. Use, possession, distribution, sale, transfer, dispensing, or manufacture of alcohol, or other controlled or illicit mood-altering drugs while on District property or fulfilling the responsibilities of their job (excluding performing work at home or away from school premises without the involvement of students); and

j. Engaging in sexual relationships with any child under the age of 18 or with any current District students 18 years of age or older.

21. Resolution of Differences

A. Differences can best be resolved by the following procedures:

a. When a concern arises for an employee, they should first bring it to the attention of their immediate supervisor to discuss the situation and possible alternatives. The employee may, but would not be required to, put the concern in writing. If the concern is with the direct supervisor, the employee may move to the next level without this step.

b. If the concern involves multiple instances of verbal or physical aggression by a student with an IEP or behavior support plan, the employee should contact the case manager, special education coordinator, principal, or the Director of Special Education or Student Services. In cases when there is no IEP or behavior support plan, employees should contact their immediate supervisor.

c. If the concern cannot be resolved at the departmental or building level, forward it in writing to the District-Level Supervisor most closely aligned with the issue.

d. If this concern cannot be resolved, forward it in writing to the Director of Employee Services, who will review the situation and address it.

e. In cases of discipline, discharge, or workplace safety violations, the Board Grievance Policy may be followed.

f. In any of the above steps, the employee can bring representation to any meeting to provide personal support for them.

22. Termination or Separation

Support Staff are expected to work on their last day and are not permitted to use leave for that day. An employee's employment relationship will be broken or terminated by the following:

A. Voluntary resignation;

B. Retirement;

C. Failure to return to work following an offer of reemployment after a reduction in force within 14 calendar days of receipt of a reemployment offer (only applicable to employees where a reemployment process is expressly provided for in other sections of this Handbook)

D. Failure to return to work the day following the expiration of an authorized leave of absence;

E. Job abandonment- Employee fails to show up for work for three (3) consecutive shifts or days without notification to the District;

F. Termination under the terms of this Handbook and the employee's contract (if any).

APPENDIX C: SPECIAL EDUCATION STAFF

1. **Work Schedule**
   Notwithstanding the foregoing, full-time pupil services personnel (e.g., counselors, social workers, school psychologists, program support personnel, and diagnosticians) may, by mutual agreement with the Administration, work a flexible schedule of hours to meet the needs of students and/or to attend IEP meetings arising out of Ch. 115, WI Stats., or IDEA, or Section 504. If a diagnostician is unable to flex their time, they may submit timesheets for hours outside of their contracted time.

2. **Special Education**
   a. Each special education staff member will have comparable student contact minutes to general educators at the same level. These minutes are used to provide specially designed instruction and support to students on their caseloads or class assignments. The determination of the final schedule will be a collaborative effort among the teacher, the teaching team, and the Administration or designee.

   b. In addition to 300 minutes of preparation time, each special education teacher will receive 150 minutes of case management time. Case management time is defined as non-student contact time in which special education teachers and related service providers collaborate with families, certified staff teachers, and other staff supporting students on their caseload as well as to complete required paperwork.

   c. Travel time for itinerant staff should be outlined in their schedule and not count towards preparatory or case management time.

   d. Concerns regarding missed preparatory or case management time should be directed to the building administrator, special education coordinator, and/or the Director of Special Education.

   e. Each full-time Early Childhood/itinerant teacher will consider 1,500 minutes a week as their student contact time to provide their specially designed instruction and support students on their caseload. These 1,500 minutes will include their travel time. The remaining time of the week will be considered a balance of preparatory and case management that would be equivalent to the elementary school schedule.

   f. Each Speech/Language Pathologist, Occupational Therapist, and Physical Therapist will receive 225 minutes of preparation within the student contact day and a minimum of 225 minutes of case management time per five (5)-day per week within the student contact day (270 minutes each per six (6)-day week at the elementary level).

   g. Middle School
      i. All full-time middle school special education teachers or related service providers will be guaranteed a minimum of the following during the student contact day per day (not to exceed 450 minutes a week):
         1. One (1) case management period / One collaboration meeting (C3/PLC)
         2. One (1) individual preparation period

   h. Middleton High School (MHS):

i. All full-time MHS special education teachers or related service providers will be guaranteed the following during the student contact day on a rotating A/B calendar:
    1. One (1) case management period / One collaboration meeting (C3/PLC)
    2. One (1) individual preparation period

ii. Each full-time transition (18-21-year-old program) teacher or related service provider will be guaranteed a minimum of 300 minutes of preparation and 150 minutes of case management time during the workday each week.

3. Integration Days

Teams that need time to plan for specific student needs or curriculum modification work will submit a written request to the Director of Special Education and the building Principal for approval. Preapproval of the requested time is required for compensation or sub-time.

4. Special Education FTE

a. Special education FTE is allocated to each building by the Director of Special Education on an annual and ongoing basis. Special education teachers work collaboratively with special education coordinators to determine caseload assignments.

b. Factors used in determining equitable caseloads include, but are not limited to, mid-year student transfers, grade level, class placements, master schedule, area of disability, severity of disability, behavioral and academic needs, and family relationships.

c. Final approval of caseload assignments will be approved by the building principal or designee (AP or Special Education Coordinator). Caseloads can be re-evaluated at any time throughout the school year upon request to the Special Education Coordinator.

5. Homebound/Community-Based Instruction

a. Travel time and preparatory/case management time, aligned to the appropriate level, are provided for any homebound or Off-School Instruction.

b. The district will provide a mechanism for communication for any staff member providing homebound or off-school instruction.

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6. Special Education Evaluations

a. Diagnosticians will be responsible for completing special education evaluations. Each full-time Diagnostician will be responsible for completing approximately ninety (90) IEP eligibility evaluations per contract year.

b. District cross-categorical teachers will not have assigned diagnostic responsibilities. Cross-categorical teachers, with preapproval, who assist in the evaluation process (report writing, conducting assessments, etc.), during preparatory or case management time will be paid at their diem rate.

c. Speech/Language Pathologists (SLPs) - Full-time SLPs are expected to do a minimum of 13 evaluations throughout the year. Each full-time SLP will be allotted three (3) hours per week for the evaluation process. These hours are within the

instructional day for school-based therapists and within the workday for itinerant therapists.

i. If an SLP has completed fewer than 13 evaluations, they may be assigned additional evaluations to complete from other buildings to reach their cap. When the 13-evaluation cap is exceeded, therapists will be compensated at their per diem rate to complete evaluations assigned to them outside student contact time. Multilingual evaluations will be taken into consideration due to the additional time.

d. Occupational and Physical Therapists - Full-time OTs and PTs are expected to do a minimum of 18 evaluations throughout the year. Each full-time Therapist will be allotted 3.5 hours per week for the evaluation process. These hours are within the instructional day for school-based therapists and within the workday for itinerant therapists.

i. If an OT/PT has completed fewer than 18 evaluations, they may be assigned additional evaluations from other buildings to reach their cap. When the 18-evaluation cap is exceeded, therapists will be compensated at their per diem rate to complete evaluations assigned to them outside student contact time.

APPENDIX D: Other Compensation

The following is a non-exhaustive list of other compensation that Certified Staff may receive when working beyond their contracted hours. The amounts listed below are determined by the Administration and are subject to change.

Other Compensation	Description	Amount
Additional hours for Part-time Staff	Professional Development Days, Family Engagement Conferences	Per diem beyond contracted hours
Advisor Compensation	Advisor duties	Paid as an additive contract
Attendance at Intervention Meetings	When meetings are scheduled **with parents/guardians** during a teacher's preparation period, or before/after the student contact day, regarding interventions, progress monitoring, referrals, or recommendations, teachers attending such meetings will be paid.	$22 per hour
Before and After School Supervision	Teachers who voluntarily (or scheduled rotation) supervise students arriving and/or leaving school for the day. See Appendix A(5)(1)(d).	$11 per supervision
Bus Supervision	Teachers who ride the bus to supervise students.	$22 per hour
Classroom Moves	Teachers who are **involuntarily** transferred and who voluntarily assist with moving classrooms.	$100
Curriculum Work	With approval from the appropriate Level Directors and teachers who develop or revise the curriculum.	$22 per hour
Homework Help Program	After-school homework help program	$28 per hour
Interpreters		$25 per hour
Lunchroom Supervision	Teachers who voluntarily supervise student lunches	$11 per lunch
Meetings	Meetings before and after student contract day, and conferences held outside of the teacher workday.	$22 per hour
New Education Induction Program	Compensation associated with the new education induction	LINK
Overload	Teaching an additional class	Overload Contract

Other Compensation	Description	Amount
Recess Duty	Teachers who voluntarily supervise recess	$11 per recess
Coverage as a Substitute Teacher or Para Educator	Teacher serving as a substitute during preparation time	LINK (updated for 23-24)
Special Education Meetings	IEP meetings held during the teacher preparation time or before/after student contact day (for non-special ed staff)	$22 per hour
Special Education Meetings	For Special Ed staff conducting transition meetings (grade level to grade level, changing schools, etc.). Summer Evaluations and IEP meetings. See Appendix C for additional information.	Per diem
Special Education Caseload Stipends	Stipends for staff members will be prorated based on the actual days worked. No timesheets or schedules will be required. Stipends are paid out two (2) times a year in recognition of the range of responsibilities special education staff carry out, such as, but not limited to, IEP and evaluation meetings, Medicaid billing, and case management.	LINK
Summer School Teacher	Teachers who teach during summer school	$31 per hour
Teaching online courses	Online Courses: $144 per student per semester paid at the end of each semester. Note: Every 4 online AP enrollments are counted as 5 enrollments for the above purposes.	0.1 FTE (not to exceed 35 students per semester) OR $144 per student
Teaching Staff Development Outside Normal Workday	Teachers who volunteer to teach a staff development class outside of the normal contracted workday	$40 per hour
Teaching Staff Development Inside the Normal Workday	Teachers who are asked and agree to make presentations at the staff meeting or on in-service days require preparation time. Time must be preapproved by the appropriate Level Director and/or Principal.	$33 per hour