

Cameron School District
Certified Staff Handbook
2020-21

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The School District of Cameron, in partnership with parents and community, ensures educational opportunities that give each student the knowledge, skills and attitudes to succeed in an ever-changing world, by providing a safe environment and a caring staff that is responsive to individual needs.

STATEMENT OF PHILOSOPHY

The Board of Education believes that the purpose of education is to facilitate the development of the potential of each student. In a free society, every individual has both the right and responsibility to make choices and decisions for himself/herself and for society. A prerequisite for every member of such a society in meeting those responsibilities is competence in the use of the rational thought processes needed to make intelligent, ethical choices and decisions. If our society, as originally conceived, is to survive and function effectively, its young people need to be prepared to exercise their rights and their responsibilities in ways that benefit them and the society. Likewise, if individuals are to be able to achieve their life goals in a free society, they need to be competent to choose among the myriad alternatives that are and continue to be available to them.

The enculturation process in our society focuses on preparing the young to meet certain expectations and to avail themselves of opportunities to attain personal goals within that society. The District's program should reflect the formal aspect of the enculturation process, and, therefore, needs to focus on both the areas of societal expectations and personal opportunity available in our society.

With regard to societal expectations, people in this society are expected to:

- A. be self-sufficient -- that is, to meet their own needs, to the extent they are able, in their own way and without inhibiting others' opportunity to do the same;
- B. fulfill their responsibilities to contribute to the "common good" by actively participating in affairs affecting all members of society.

Today there is ample evidence that many students are not learning how to make effective, rational, responsible, or ethical choices or decisions in regard to how they treat their minds and bodies, how they plan their futures, how they cope with frustration, or how they solve personal, social, and economic problems.

The Board and staff believe that the thought and action process involved in taking intelligent, ethical action can be learned just as any other set of procedures can be learned, provided students are given consistent, appropriate opportunities to:

- A. see the procedures modeled;
- B. learn what the procedures are;
- C. practice using the procedures and correct ineffective use of them;
- D. apply the procedures to a variety of relevant situations.

The District is committed to ensuring adequate provision for such opportunities and to the applications of these processes to achieving the other educational goals associated with the District's mission.

General Policy Statement

It is the policy of the School District of Cameron to provide **equal opportunity in employment** to all qualified employees and applicants for employment. Positive action is required from all employees to help ensure that the School District of Cameron complies with its obligations under state and federal law.

This handbook is not a contract of employment; the Handbook supersedes and replaces provisions previously found in collective bargaining agreements that have expired and/or found in personnel policies and procedures that require modification due to the Budget and Budget Repair Bill. This Handbook is subject to change and modification with or without notice.

The Role of Management

The Board of Education recognizes and respects the rights and responsibilities accorded all citizens of the United States and the State of Wisconsin by the federal and state constitutions.

All rules and regulations governing employee activities and conduct are to be interpreted and applied as uniformly as is reasonably possible throughout the District. The Board on its own behalf and on behalf of the electors of the School District, hereby retains and reserves unto itself, without limitation, all powers, rights, authority, duties and responsibilities conferred upon and vested in it by the school code and laws of the State, the Constitution of the State of Wisconsin, and/or the United States. Such rights, duties, etc., may include by way of illustration and not by way of limitation the right to:

- A. Manage and control its business, equipment and operation by directing the working force and affairs of the entire school system within the boundaries of the School District of Cameron.
- B. Continue its rights, policies, and practices of assignment and direction of its personnel, determine the number of personnel, and schedule the foregoing.
- C. Direct the working forces, including the right to establish and/or eliminate positions, to vacate and rehire, evaluate, promote, suspend, non-renew and discharge employees, transfer employees, assign work or duties to employees, including assignments for all programs of an extra-curricular nature, determine the size of the work force and to lay off employees.
- D. Determine the services, supplies and equipment necessary to continue its operation and to determine all methods and means of distributing the above and establishing standards of operation, the means, methods and processes of carrying on the work, including automation or subcontracting thereof of changes therein.
- E. Determine the qualifications of employees.
- F. Determine the policy affecting the selection, testing or training of employees.

In meeting such responsibilities, the Board acts through the Administrative Team. Such responsibilities include, without being limited to, the establishment of education policies, the construction, acquisition and maintenance of school buildings and equipment; and revision of rules and regulations governing and pertaining to work and conduct of its employees.

The Role of the Professional Educator

All School District of Cameron employees are obliged to do their part to create the best possible learning circumstances for the District's students. The effect each can have on the students by their individual support is varied and significant. Educators, particularly, have a tremendous opportunity to help shape the lives of their students. Responsible educators inherently address the affective need of their students as they attempt to help them learn.

Duties and Responsibilities

Expectations of all School District of Cameron professional educators include but are not limited to:

Creating appropriate learning experiences designed to meet the individual needs and abilities of students.

Carrying out policies as developed by the Board of Education and Administration.

Caring for their room and school equipment used in the classroom or for school related activities.

Instructing pupils in the proper care and respect for the school building and equipment.

Keeping abreast of current developments in education which impact on their ability to effectively promote learning in their subject area and/or grade level.

Staff Policy Information – The following are some of the professional staff policies. All professional staff are responsible to know, understand and abide by all staff policies. The full listing of District policies can be found at: <https://go.boarddocs.com/wi/camer/Board.nsf/Public#>

8141 - REQUIRED REPORTING OF STAFF CONDUCT

<http://go.boarddocs.com/wi/camer/Board.nsf/goto?open&id=BS5SY96B0689>

1422.02 - NONDISCRIMINATION BASED ON GENETIC INFORMATION OF THE EMPLOYEE

<http://go.boarddocs.com/wi/camer/Board.nsf/goto?open&id=BS5SRU6B0227>

1623 - SECTION 504/ADA PROHIBITION AGAINST DISABILITY DISCRIMINATION IN EMPLOYMENT

<http://go.boarddocs.com/wi/camer/Board.nsf/goto?open&id=BS5SRY6B0238>

1662 - EMPLOYEE ANTI-HARASSMENT

<http://go.boarddocs.com/wi/camer/Board.nsf/goto?open&id=BS5SS26B0242>

- 2266 – **NONDISCRIMINATION ON THE BASIS OF SEX IN EDUCATION PROGRAMS OR ACTIVITIES**
<http://go.boarddocs.com/wi/camer/Board.nsf/goto?open&id=BSVGJK440CDC>
- 3120 – **EMPLOYMENT OF PROFESSIONAL STAFF**
<http://go.boarddocs.com/wi/camer/Board.nsf/goto?open&id=BS5ST66B0321>
- 3122 – **NONDISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY**
<http://go.boarddocs.com/wi/camer/Board.nsf/goto?open&id=BS5ST96B0330>
- 3210 – **STAFF ETHICS**
<http://go.boarddocs.com/wi/camer/Board.nsf/goto?open&id=BS5STL6B035E>
- 3216 – **STAFF DRESS AND GROOMING**
<http://go.boarddocs.com/wi/camer/Board.nsf/goto?open&id=BS5STQ6B0372>
- 3230 – **CONFLICT OF INTEREST - PROFESSIONAL STAFF**
<http://go.boarddocs.com/wi/camer/Board.nsf/goto?open&id=BS5STT6B0380>
- 3340 – **GRIEVANCE PROCEDURE**
<http://go.boarddocs.com/wi/camer/Board.nsf/goto?open&id=BS5STX6B0396>
- 3362 – **EMPLOYEE ANTI-HARASSMENT**
<http://go.boarddocs.com/wi/camer/Board.nsf/goto?open&id=BS5STY6B039F>

WRS Contribution

The School District will provide retirement contributions to all employees in accordance with State law. Once an employee is eligible for coverage under WRS (Wisconsin Retirement System), coverage is mandatory and an employee may not 'opt' out of WRS. Employers and employees are required to pay one-half of the actuarially required contribution. Employee contributions are pre-tax.

School Calendar

The school calendar shall be determined by the Board of Education and will consist of 190 days, inclusive of holidays (Labor Day and Memorial Day). All days shall be assigned by the Board approved District calendar. The first two days during which school is closed due to inclement weather will not be made up. Any other cancellations due to an emergency will be made up at the discretion of the Board of Education and Administration Team.

Total Base Wages & Other Forms Of Compensation

Employers are prohibited from engaging in collective bargaining with general municipal employees on any form of compensation except for total base wages. Premium pay, merit pay, automatic pay progressions and any other form of supplemental compensation may be considered, but not bargained, by the employer.

Salary Schedule

Base salary for Cameron teaching staff is \$39,000 for starting teachers with a bachelor's degree and \$42,000 for those with a master's degree.

Teachers who earn a Master's degree or National Board certification will receive a \$3,000 increase in their wage. The District must receive confirmation of program completion by August 1st in order for the wage increase to take effect for the coming school year. All programs completed after this date will be recognized for the following school year. Teachers must maintain their National Board certification in order to maintain their wage increase. Also, teachers with at least 10 years of teaching experience that earn multiple master's degree or a master's degree with National Board Certification or Doctorate degree will receive an additional \$1,000 wage increase.

Wage increases will be determined annually by the board of education and will be distributed in equal amounts to all teaching staff that have successfully met the requirements of the Educator Effectiveness program. Any staff that have failed to complete their Educator Effectiveness requirements or those that have been placed on an improvement plan, will not receive a wage increase. The goal of the District is to provide \$1,000 annual increases, but this amount will be subject to budgetary decisions.

All new hires will be placed on the salary schedule based on their total number of completed years of teaching service and their level of degree attainment in a similar place as existing Cameron teaching staff.

Work Schedule

All full time teachers are required to begin work no later than 8:00 a.m. each day. This means that the teacher is in their classroom and ready for students to enter and other potential visitors. Teachers may elect to start their day earlier than 8:00 a.m., but will be required to work a full 8 hours each day and must work until 3:30 p.m. Teachers that serve in coaching capacities at the end of the school day are expected to work an 8 hour day in the classroom. A half-hour duty free lunch will also be provided. The normal work day for all part-time teaching staff members will be determined by the Board of Education and/or Administrative Team. Preparation time will be set by the District. Teachers shall be expected to remain in their buildings up to 4:30 p.m. for up to twelve (12) meetings per year as scheduled through the administrative staff. Such meetings which run after 4:30 p.m. shall count as two (2) meetings, and no meetings shall extend later than 5:00 p.m. Such meetings include staff meetings led by the

administration and committee meetings that are administratively authorized. Such meetings do not include IEP meetings. A compensatory time provision exists for qualifying circumstances as authorized by the principal. Compensatory time shall be on an hour for hour basis and may be utilized at the end of the student day.

Wages and Other Forms Of Compensation

Summer School teachers shall be selected by the Administration and shall be paid \$25 per hour.

All teachers shall be compensated \$22.00 per hour for substituting for other teachers during their preparation period.

The parties agree that the District may, at its discretion, compensate teachers by paying a continuing rate in excess of \$22.00 per hour for work that continues after the end of the school year and/or for work that preceded the school year. The amount of compensation over \$22.00 per hour, choice of employees, and time allotment shall be exclusive to the District and shall not be construed as past practice.

All teachers will be allowed to schedule (with a plan approved by administration) one work day during the summer for curriculum/professional development purposes beyond the days included in the contracted 190. Teachers will be compensated for up to 8 hours at the curriculum pay rate of \$22.00 per hour for this work day. Also, for teachers at STEP 6 and above, this day can be used to earn an extra personal day as noted in **Section B of Teacher Absence / Leave**.

Payday will be on the fifteenth and the last day of each month. Salary shall be paid in 24 installments and will be directly deposited into the institution of the teacher’s choice. If payday occurs on a Saturday, Sunday, or school holiday, checks will be distributed the day before.

It is a teacher’s responsibility to notify the District of any changes that occur in their name, address, telephone number, marital status, name and number of dependents, number of tax exemptions, insurance classification, beneficiary changes, or individuals to be contacted in case of emergency.

Extra Assignments shall be determined by the Board of Education and paid at the following rates:

CO-CURRICULAR

Summer Recreation coordinator	\$2500
AODA	\$1,080
Musical Director (High School - every other year)	\$2,340
Assistant Musical Director (High School - every other year)	\$2,160
Band Director (High School)	\$2,880
Choir Director (High School)	\$1,980
FBLA	\$1,080
Forensics (High School)	\$1,080
Color Guard (High School)	\$540
Annual (High School)	\$1,080
National Honor Society (High School)	\$1,080
School Newspaper (High School)	\$720
District Newsletter	\$720
FFA	\$720
FCCLA	\$720
Foreign Language Club	\$720
Student Council (High School & Middle School)	\$720
Wellness Coordinator	\$720
Tech Club/Skills USA	\$1,080
Conservation Club	\$720
5 th /6 th Grade Band	\$360

Experience Increment = 1.5% of the previous year to be paid up to fifteen years

EXTRA-CURRICULAR

Athletic Director	\$2,700
Head Coach (High School) FB, VB, BBB, GBB, WR	\$3,600
Head Coach (High School) Baseball, Softball	\$2,700
Head Coach (High School) CC, Track, Golf	\$2,700
Assist/Frsh. Coach (High School) FB, VB, BBB, GBB, WR	\$2,340
Assist/Frsh. Coach (High School) Baseball, SB, CC, Golf, Track	\$1,800
Dance Coach (High School)	\$2,340
Asst. Dance Coach (High School)	\$1,260
Head Coach (Middle School) FB, BBB, VB, GBB, WR	\$1,800
Head Coach (Middle School) Track	\$1,350
Assistant Coach (Middle School) FB, BBB, VB, GBB, WR	\$720

EVENT TYPE	PAY	DUTY	RESPONSIBILITIES	ARRIVAL TIME
<u>Varsity Only Event</u>	\$40	Announcer	Prepares scripts, music, line ups and announcements for the event. Takes care of equipment (on/off, etc.)	60 minutes prior to the event
Football		Ticket Taker & Supervisor	Gets money box during the day, takes entry fee and balances the money box. When not busy or after halftime, does supervision duties	60 - 90 minutes prior to the event
Wrestling		Supervisor (+\$15 for varsity)	Checks facilities (bathrooms, chairs, tables, etc. Takes care of Teams, Officials and Media when they arrive and depart. Controls crowd and other security concerns)	90 minutes prior to the event
		Score board Operator	Takes care of equipment and scoreboard and puts it away when event is finished. Tests to make sure it runs, etc.. Helps put away scorer table and chairs.	30 minutes prior to the event
<u>Varsity + JV Event</u>	\$50	Score Book Keeper	Takes care of updating the books information, completes the books after the game and calls in scores to the media when event is complete.	30 minutes prior to the event
Volleyball		Line Judge (-\$10)	Dresses appropriately in official clothing (white polo and black pants). Uses a flag to make calls in and out.	30 minutes prior to the event
Basketball		Chain Gang (-\$10)	Dresses appropriately in official vests. Gets chains and puts them away in appropriate place.	15 minutes prior to the event
Baseball + Extra Innings		Spotter (-\$10)	Takes care of binoculars and helps the announcer during football games	15 minutes prior to the event
ALL Track Meets < 5 teams		Ticket Taker Only \$25	Gets money box during the day, takes entry fee and balances the money box. May leave during the second half of the event.	60 minutes prior to the event
Cross Country Meets		Towel Tapper Only \$20	Gets or makes a towel. Watches the scores table and counts down from 10 before tapping officials that time is up. Puts towel away when finished.	15 minutes prior to the event
WIAA Playoff Event		Track Worker	Must take care of setting up the equipment and returning it when it is done. Must read through all of the procedures to run the event properly. Attend Coaches Meeting.	15 minutes prior to the coaches meeting
<u>Varsity + JV + C-Team</u>	\$60			
Volleyball				
Basketball				
<u>Quadrangular</u>	\$60			
Volleyball				
Basketball				
Wrestling				
ALL Track Meets > 4 teams				
<u>JV or C-Team Event</u>	\$30			
Football				
Volleyball				
Basketball				
Baseball				
Softball				
<u>MS Events</u>	\$30			
Volleyball				
Football				
Basketball				
<u>ALL DAY EVENT</u>	\$100			
Volleyball				
Wrestling				

OTHER

Consideration will be given to pay teachers for after school academic programming that has a direct impact on student learning (i.e. after school tutoring programs, G/T opportunities, etc). Proposals will be considered on an individual basis at the discretion of the building principal and final approval will be given by the District office. Also, there must be evidence of sufficient need/enrollment in such programs for them to be approved. Teachers involved in approved activities will be compensated at the curriculum rate of pay (\$22.00) on an hourly basis.

*To be paid on the completion of each of the first five years of experience in the activity.

The determination of need for an assistant in a program shall be according to district policy.

Teachers shall be entitled to resign from any of the foregoing co-curricular or extra-curricular duties, provided that notice is given by February 1 of resignation from such duties effective for the following school year.

The District may require teachers presently employed in positions such as the following to remain in said positions as part of their employment with the District: Jazz Ensemble and Pep Band, FBLA, FHA and FFA.

In the event the Board determines that an insufficient number of participants are signed up for an extra-curricular or co-curricular activity, the Board shall have the flexibility to cancel the activity by providing the teacher with five (5) days' written notice of the activity. The teacher shall be given a pro rata share of his/her extra-curricular or co-curricular compensation based on the portion of the activity's season which was completed as of the effective date of the notice.

Teacher Absence / Leave

A. Employee Leave:

1. Providing they have begun working for the District, new teachers shall be granted a block of nine (9) "employee leave" days to be used for employee illness, illness in the family (defined as spouse, children and parents) and funeral leave, for which they will be paid. Thereafter, all teachers shall be granted an additional nine (9) days for the same purpose at the commencement of each subsequent year of employment, accumulative but not to exceed seventy-five (75) days.
2. At the close of each fiscal year each employee's accumulated and unused sick leave, in excess of the maximum accumulation of seventy-five (75) days, will be computed and employees will be paid for such unused sick leave time at the rate of \$25.00 per day.
3. When a teacher will be absent from work, he or she shall give notice to the Principal or the person designated by the Superintendent to receive such notice. If the absence is for consecutive days, the Principal should be notified of the probable date of return. The Superintendent may require substantiation of said illness.
4. A teacher returning from any illness, whether or not sick leave benefits have been paid, may be required to submit to a medical examination at the expense of the Board or to furnish a medical doctor's certificate of health prior to returning to work, in order to safeguard the health of students and fellow employees.
5. If, at the beginning of a school year, a teacher, previously employed for at least one (1) school year, is ill and unable to resume his or her teaching duties, and such teacher has unused accumulated sick leave days at the end of the prior school year, he or she will be allowed to use such previously accumulated sick leave days while he or she remains ill and unable to work. Such teacher shall not be credited with any additional sick leave days until he or she has returned to his or her teaching duties.
6. All sick leave benefits shall terminate and/or be forfeited upon termination of employment for any reason.
7. Any employee obtaining sick leave benefits by fraud, deceit or falsified statement, shall be subject to disciplinary action.

Sick Leave Bank

Cameron School District employees who have run out of sick leave due to **catastrophic circumstances** associated with their health or the health of an immediate family member may request up to 10 additional leave days from the district employees' sick leave bank in the event that the employee requesting leave either has, or will, exhaust their sick leave. As defined by FMLA an immediate family member is a child, spouse or parent. The definition of son or daughter includes individuals for whom the employee stood or is standing "in loco parentis". Also, this includes step children and parents as well as parent-in-laws.

The employee requesting additional sick days (or in the cases where the employee is incapacitated, a representative for the employee) will submit the request to the leave bank committee for review. Membership on this committee will include a district employee representing each school and the district administrator.

Employees of the district may donate up to two sick leave days each school year. A request will be provided to employees annually for the donation of days to the bank at the end of each school year. Every two contributed sick days, will count toward one full day of leave for a requesting employee. For example, 20 total contributed days in this bank will equate to 10 additional leave days.

The sick leave bank may only be used in cases where other means of support are not available to the employees via district programs such as: workers' compensation, long-term disability, or the district's liability insurance coverage.

B. Personal Leave:

Personal leave will be provide on the following basis:

- Providing they have begun working for the District, new teachers shall be granted **three days** of personal leave. To recognize those teachers that have longevity with the District, any teacher that has worked in a full-time teaching capacity for the District for 20 years will receive a 4th day of personal leave. Teachers with 20 years in the District will then have the option to earn one additional day as outlined below.

Any teacher with a minimum of 10 years of teaching experience will have an opportunity to earn a 4th day of personal leave. This extra personal leave day can be earned in the following manner:

1. By working one day (7.5 hours) of approved summer curriculum work. This can be accomplished in ½ day increments.
2. By attending one day of District sponsored summer professional development
3. By working on a principal approved activity (educationally related) during non-school hours throughout the school year (i.e. Summer break, Christmas break, Easter, etc).

Any teacher with a minimum of 15 years of teaching experience will have an opportunity to earn a 5th day of personal leave. This extra personal leave day can be earned in the following manner:

1. By working one day (7.5 hours) of approved summer curriculum work. This can be accomplished in ½ day increments.
2. By attending one day of District sponsored summer professional development
3. By working on a principal approved activity (educationally related) during a non-school hours throughout the school year.

NOTE: Priority for approved summer work will be as follows:

1. District initiated curriculum or related work
2. District initiated work related to student learning objectives
3. Teacher initiated work related to an activity that results in increased student learning.
4. Teacher initiated work related to the classroom

9-month staff (teachers and support) are allowed to carry over two personal days at the end of each year and can accumulate up to a maximum of 5 days. Staff will also be paid \$125 at the end of each year for one personal day if they so desire. If an employee has one day remaining at the end of the school year, it will automatically be rolled over to the next school year, unless the employee notifies the Business office by May 30 that they wish to be paid for the day. If an employee has more than one day remaining, one day will be rolled over and the employee will be paid for a maximum of one day.

9-month staff (teachers and support) that have exhausted personal leave in a given year, shall be given consideration to use additional days as follows:

- a. No more than 8 personal days will be granted in any school year.
- b. Two sick days will be deducted from the employee's sick leave for each day requested beyond the annual 3-5 days provided by the District.
- c. One such request will be considered annually for a block of days for extenuating circumstances and extended vacations.
- d. Requests should be made to the district administrator within a reasonable timeframe to allow time to schedule a substitute.
- e. Staff that have made plans for snow day make-up days will be subject to this rule if they are unable to work and have exhausted their personal leave.

Restrictions

1. At least twenty-four (24) hours advanced notice, when possible, is given to the Superintendent.
2. All personal leaves shall be contingent on the availability of suitable substitutes.
3. No more than four (4) certified staff employees from the same building (shared staff shall be identified with the building the principal of which is responsible for the employee's evaluation) will be granted leave for the same day(s).
4. Personal leave will not be granted during the first five (5) and last fifteen (15) student contact days. However, staff may request to use one personal day during this "black out" period for one of the following purposes:
 - a. Accompanying their own child on a field trip or attending their own child's school event
 - b. Attending their own child's regional or state competition
 - c. Attending or prepping for their own child's graduation
 - d. Other requests will be considered by the District Administrator if special circumstances warrant. Teachers should submit these requests in writing to the District Office in a timely manner and must state the rationale of the request.
5. Any staff using a block of 3 or more personal days for a planned event must submit their request a minimum of 4 weeks in advance.
6. Personal leave shall not be used on parent-teacher conference days.
7. Personal leave shall not be taken in less than one-half (1/2) day increments. Application for leave will be granted on a first come, first served basis.
8. Personal leave is non-cumulative and will expire at the end of each school year.

9. Personal leave shall not be granted for special school event days including but not limited to the following:
 CES: Opening Orientation Day, Concerts, Field Trips, Track & Field Day
 CMS: Meet the Teacher, Concerts, Field Trips, Track & Field Day, Student Awards Day
 CHS: Freshmen Orientation, Homecoming, Winter Carnival, Community Service Day
10. Teachers requesting personal leave on scheduled inservice days will be required to submit a written explanation to the district administrator stating the nature of the request. This explanation should include rationale as to why this is a one-time request that cannot be done at a different time. In essence, teaching staff members need to make every effort to attend scheduled inservice days.

Emergencies and special circumstances will be considered by the District Administrator.

C. Special Leaves.

3430.01 - **FAMILY & MEDICAL LEAVE OF ABSENCE ("FMLA")**
<http://go.boarddocs.com/wi/camer/Board.nsf/goto?open&id=BS5SU36B03B9>

3161 - **UNREQUESTED LEAVES OF ABSENCE/FITNESS FOR DUTY**
<http://go.boarddocs.com/wi/camer/Board.nsf/goto?open&id=BS5STJ6B0356>

D. Funeral Leave.

Notice of funeral leave shall be made in advance to the Principal or Superintendent. Use of funeral leave shall be deducted from sick days.

E. Professional Leave.

The Board shall grant one (1) employee-initiated day of professional leave, per school year. Other District initiated professional leave may be granted.

F. Deductions From Pay.

Whenever a teacher is absent from duty and such absence results in a loss of pay, the deduction shall be made from the gross salary on the basis of 190 days or the actual number of days in the school calendar, whichever is greater.

G. Unpaid Leave.

Unpaid leave may be granted for personal or medical reasons, at the sole discretion of the District. Denials of requests for unpaid leave shall not be subject to review through the grievance procedure. While on such leave, the employee shall not earn or accrue any fringe benefits.

Guidelines for School Aged Children of Staff in the Workplace

Children of staff members must be appropriately supervised at all times.

Staff members are expected to carry out work duties/responsibilities when their children are with them before or after school.

Children should not be in areas of the school intended for adults only. This includes the staff lounge, adult bathrooms, kitchen, and work area by the laminator and near printers and/or copy machines where there could be confidential information.

Staff members need to arrange off-site childcare for the following:

- Early Release
- Parent-Teacher Conferences
- In-service days

Staff members may arrange for on-site supervision for their children while the staff member attends the following:

- IEP meetings
- Before or after school meetings/training sessions.

Children of staff members are not to be present at meetings or training sessions.

Personal Transportation Used for School Use

Car Insurance: Employees who transport students for school activities in their cars shall carry a minimum insurance policy limits of \$500,000 combined single limit (CSL) liability, or \$250,000/\$500,000 bodily injury and \$100,000 property damage. A minimum of private car transportation will be utilized. Employees must notify and receive approval from the building principal prior to transporting students in private cars for school activities. Such approval shall be in compliance with all applicable state and federal laws and administrative code provisions and shall include, but not be limited by enumeration, a review of the employee's driving record and an examination of the vehicle. See Wis. Stats. 121.555.

Insurance

- A. The Employee's contribution to the health insurance premium will not be more than 12%. The actual contribution is calculated annually and varies with the experience of the District's HRA contribution.
- B. The District will pay a dollar amount equal to 100 percent of the family or single plan dental insurance premium. The dental plan shall include orthodontics coverage.
- C. The District will pay a dollar amount equal to the full disability insurance premiums.
- D. The District may change its health or dental insurance carriers or self-fund those programs at its discretion. The District will work with an employee Insurance Committee to receive input on changes.
- E. For all employees hired prior to April 25, 2016, the District shall provide an IRS Section 125 plan with a cash in lieu of insurance component. For eligible teachers (30 hours per week or more (75%)) who elect not to enroll in the district's group health or dental plan, or both, the District shall contribute \$7000 for health and \$500 for dental or both to the IRS Section 125 plan. If an employee elects the cash option, the cash payment shall be subject to state and federal withholding and the required FICA.

For employees hired on or after April 25, 2016, the cash in lieu option amount shall be \$3000 for health and \$500 for dental.

All employees hired prior to April 25, 2016 will have until June 1, 2017 to switch to the cash in lieu option at the \$7000/\$500 rate. All changes made after this date will be at the \$3000/\$500 rate.

Layoffs

The Employer retains the right to lay off employees, in whole or in part, and to retain those employees who are most qualified to perform the available work, regardless of their previous length of employment.

The need of the Employer is the prime consideration used in the Employer's determination of which employees are to be laid off. The rehiring of employees that have been laid off shall be determined by the Employer based on the need for the most qualified person to perform the available work.

There is no consideration for a layoff under the law, thus a layoff and non-renewal are considered the same under Wisconsin Statutes 118.22 and will follow the same time lines.

Discipline

Employees are expected to work in a competent and conscientious manner which reflects favorably upon the employee and the District.

Disciplinary action against employees may be taken for violations of standards of conduct, violations of policies and procedures, or for unsatisfactory work performance. Disciplinary action is to be taken only after a full investigation and after giving the employee an opportunity to respond to any and all allegations.

The level of discipline imposed will take into consideration the seriousness of the infraction as well as the employee's performance record. When appropriate, discipline should be corrective in nature. At the District's sole discretion, various types of employee discipline may be imposed which include, but are not limited to verbal warning, written warning, suspension or discharge. None of the disciplinary measures are required to be used before discharge from employment occurs nor are the listed disciplinary actions required to be used in any specific order. The District has the right to repeat any disciplinary action.

The following is a list of examples of behavior which would normally justify disciplinary action:

- Fraud
- Incompetence
- Inefficiency
- Unauthorized Absence
- Neglect of Duty
- Dishonesty
- Insubordination or Willful Misconduct
- Repeated absence or tardiness or improper use of leave
- Negligence or willful damage to property.
- Discourteous treatment of the public or fellow employees.
- Sexual or other unlawful harassment.
- Violation of any lawful order, directive, policy, or work rule.
- Failure to obtain and maintain a current license or certification as required by law or the

employer.

Failure to maintain effective working relationships with other employees or the public.

Assuming duties while under the influence of controlled substance or intoxicants; or possession or use of intoxicants or controlled substance during work hours. Employees suspected of being under the influence of alcohol or controlled substances may be required to take a breathalyzer or blood/alcohol count test.

Conviction of a felony or misdemeanor the circumstances of which are substantially related to the duties performed.

Any staff member whose physical characteristics, appearance, behavior or breath odor suggest to a supervisor that he may be under the influence of alcohol or drugs shall be requested to take a breathalyzer test administered by a law enforcement official. The staff member shall be taken to the station by a supervisor. Should the staff member refuse to take such a test or should the result of the test be positive, the District Administrator shall consider discipline up to and including a recommendation for termination.

The offenses list is not intended to be all inclusive. Discipline or discharge may occur for any other reason depending upon the seriousness of the offense and the particular circumstances involved.

All discipline is to be documented with a copy provided to the employee and a copy to be placed in the employee's personnel file.

Technology, Email, Electronics and Social Media

7540 - **TECHNOLOGY**

<http://go.boarddocs.com/wi/camer/Board.nsf/goto?open&id=BS5SXT6B0658>

7540.01 - **TECHNOLOGY PRIVACY**

<http://go.boarddocs.com/wi/camer/Board.nsf/goto?open&id=BS5SXU6B065D>

7540.02 - **WEB CONTENT, SERVICES, AND APPS**

<http://go.boarddocs.com/wi/camer/Board.nsf/goto?open&id=BS5SXV6B0662>

7540.04 - **STAFF TECHNOLOGY ACCEPTABLE USE AND SAFETY**

<http://go.boarddocs.com/wi/camer/Board.nsf/goto?open&id=BS5SXY6B066B>

7540.06 - **DISTRICT-ISSUED STAFF E-MAIL ACCOUNT**

<http://go.boarddocs.com/wi/camer/Board.nsf/goto?open&id=BS5SY26B0672>

7544 - **USE OF SOCIAL MEDIA**

<http://go.boarddocs.com/wi/camer/Board.nsf/goto?open&id=BS5SY66B0680>

Evaluations

The District had elected to use the CESA6 Educator Effectiveness Model for all certified staff evaluations. The District will adhere to the requirements as set forth in this model by both CESA6 and Wisconsin DPI.

Movements from one STEP on the salary schedule to the next STEP is called an Educator Credential. STEP increases shall be given only upon obtaining an Educator Credential and will be dependent on the District's ability to fund the STEP increases.

Each July (starting in 2015) the principals/supervisors will be asked to endorse each teacher under their supervision for STEP movement according to the following scoring criteria within the CESA6 Educator Effectiveness program

1. Teachers in Year 3 of the evaluation process will be endorsed if:
 - a. Probationary teachers score a minimum of 15 points on their summative evaluation.
 - b. Non-probationary teachers score a minimum of 16 points on their summative evaluation.

NOTE: Current recommendation is to keep these scores in place through the 2016-17 school year at which time consideration will be given to increase these minimum scores.

2. Teachers that are in their first and second year of the evaluation cycle will be endorsed if they successfully complete each of the following components within MyLearningPlan.
 - a. Documentation log
 - b. Self-evaluation
 - c. Student survey process components
 - d. SLO documentation

Summative Evaluation review: Teachers with questions/concerns related to their final summative evaluation score should first meet with their evaluator (building principal) in an effort to resolve the concerns. If the teacher is still not satisfied with their summative score, they may request a review of their summative evaluation with the District administrator. The District administrator will schedule a review meeting to include the teacher,

evaluator, District administrator, another building principal as selected by the District administrator and another certified staff member selected by the teacher requesting such conference.

Personnel Files

Reasonable access to personnel records will be authorized in accordance with public records laws and regulations. Employees and other authorized viewers of records, have the right to review and copy, but not remove or alter personal records. The review is made in the presence of the District Administrator.

All information in the teacher's file is kept in strict confidence and may be made available only to the individual teacher or to authorized administrative personnel unless release to the public is required pursuant to the public records laws.

The teacher is to acknowledge that she/he has read such material by affixing his/her signature to the actual copy on file, with the understanding that the signature signifies that the teacher has read the material and does not necessarily indicate agreement with the file contents.

The teacher may answer any material in the teacher's file and such answer shall be attached to the file copy pursuant to Wisconsin Statutes 103.13.

Privileged information such as confidential credentials and other related personal references asked for at the time of employment are specifically exempt from review. These may be removed prior to review of the file and contents.

Workplace Safety

Should a hazardous situation exist, safety concerns always take precedence over continuing operations. All safety issues, no matter how insignificant the situation may appear, must be reported to the PK-12 Principal. A form for reporting safety issues is to be found on the District's website Administrative page. Any employee, who identifies new ways to increase workplace safety, should make these recommendations known to the PK-12 Principal.

8442 - REPORTING ACCIDENTS

<http://go.boarddocs.com/wi/camer/Board.nsf/goto?open&id=BS5SYX6B06DB>

8420 - SCHOOL SAFETY

<http://go.boarddocs.com/wi/camer/Board.nsf/goto?open&id=BS5SYT6B06CB>

Drug, Alcohol and Tobacco Prohibitions

7434 - USE OF TOBACCO ON SCHOOL PREMISES

<http://go.boarddocs.com/wi/camer/Board.nsf/goto?open&id=BS5SXL6B063E>

3122.01 - DRUG-FREE WORKPLACE

<http://go.boarddocs.com/wi/camer/Board.nsf/goto?open&id=BS5STA6B0333>

Retirement

The Board of Education shall offer a retirement plan to teachers eligible for WRS retirement with at least twenty (20) years of service to the District. The plan shall provide such retirees with a monthly cash stipend of \$550 per month for a period of 96 months. This rate may be increased by \$80 per unused sick day up to 60 days, prorated for distribution over 96 months. Employees with sick days remaining beyond 60, will be compensated at the \$25 rate. In the event of the death of the retiree, the remaining agreed upon monthly contributions shall be paid to the surviving spouse of the retiree. In the event the retiree is not survived by a spouse, or upon the subsequent death of the spouse, the District's obligation shall be terminated. Participants in this early retirement plan shall be subject to the following conditions.

1. **Notice:** Teachers who plan to retire, shall provide written notification to the District Administrator on or before March 15.
2. **Effective Date:** The stipend payments pursuant to this plan shall commence on September 1 following the written notification of early retirement.
3. The monthly contribution payment for eligible part-time teacher shall be prorated based on the teacher's percentage of contract in the teacher's last year of employment.
4. All retirement benefits shall terminate and/or be forfeited upon termination of employment for any reason.

Liquidated Damages

Liquidated damages will be assessed for resigning a professional teaching contract with the following dates and amounts. Should a teacher who has executed a contract of employment with the Board resign after July 1, but on or before August 1 in the year for which the contract is to be effective, he or she shall pay the Board a sum equal to the cost it incurs in obtaining a replacement not to exceed \$400. Should a teacher who has executed a contract of employment with the Board resign after August 1 in the year for which the contract is to be effective, he or she shall pay the Board a sum equal to the cost it incurs in obtaining a replacement not to exceed \$800. At its discretion, the board may deduct such costs from any paychecks still due and payable to the teacher.

The Board may, at its discretion, waive the liquidated damages. The Board may deduct such damages from any paycheck still due and payable to the teacher.

**Waiver of Premium Benefit
For Active Employees Participating in School District Health Insurance**

After a covered employee is Disabled for more than 60 continuous calendar days, we will waive the monthly premium required for coverage of the covered employee and his or her covered dependent(s). We will waive the premium beginning on the first day of the month following 60 consecutive days of Disability until the earliest of the following dates:

- The date the covered employee ceases to be Disabled as determined by a Physician.
- The date the covered employee becomes eligible for Medicare benefits.
- The date the covered employee dies.
- The date the covered employee fails to furnish proof satisfactory to us of continued Disability.
- The date the plan terminates for your employer for any reason.
- The date the covered employee ceases to be eligible for coverage under the terms of this policy.

Premium will be waived for a maximum of 30 months for any one Period of Disability.

Premium payments must be resumed beginning with the month in which the covered employee resumes his or her regular job duties as a member of the class of eligible employees specified by the District.

Period of Disability means one continuous Period of Disability beginning on the covered employee's date of Disability as determined by a licensed physician and ending on the date on which the covered employee dies or ceases to be Disabled. Successive Periods of Disability will be deemed to be the same Period of Disability unless:

- Due to an unrelated cause and separated by a return to the regular performance of job duties for the District; or
- Due to the same or related cause but separated by a return to the regular performance of job duties for the District for 6 consecutive months.

The 60-day qualifying period referred to above must be satisfied only once for a Period of Disability. If a Disabled employee endeavors to resume work for the District during a Period of Disability, the maximum period of premium waiver will be extended. It will be extended by the number of days on which the covered employee works and for which resumed premium payments are made.

To qualify for waiver of premium, the employee must be under the regular care of a Physician. This means that:

- The employee is being seen by a Physician at intervals of time appropriate for treating the disabling impairment(s);
- The physician is rendering and/or prescribing a pertinent treatment plan or a practical protocol, if one exists, for alleviating or eliminating the impairment(s) causing the Disability; **and**
- The employee is complying with all aspects of the Physician-prescribed treatment plan.

Waiver of premium applies only to the type of coverage (single or family) in effect for the covered employee on the date of Disability.