

# **SEVASTOPOL SCHOOL DISTRICT**

## **EMPLOYEE HANDBOOK**

**2020-21**

**(July 2020)**

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## **INTRODUCTION**

### INTRODUCTORY STATEMENT

This Employee Handbook has been prepared for all employees of the School District of Sevastopol. The provisions described herein are the terms and conditions governing employment in the Sevastopol School District and compliance with them is required.

This Employee Handbook is a collection of selected employment policies and administrative guidelines, as well as rules and regulations of the Sevastopol School District (“District”). It has been prepared to acquaint all employees with the policies and administrative guidelines, rules, and regulations that govern their employment in the District, and to provide for the orderly and efficient operation of the District.

It is each employee’s responsibility to read and become familiar with this information and to comply with the policies adopted by the Board and/or the administrative guidelines promulgated by the Superintendent that are available electronically on the District website, as well as the rules and regulations contained herein.

If you have questions regarding any of the Board policies and/or Superintendent’s administrative guidelines, and/or the rules or regulations set forth in this Handbook, or about matters which are not covered, please direct them to your immediate supervisor.

## DISCLAIMER STATEMENT

This Employee Handbook has been prepared for informational purposes only. None of the statements, policies and administrative guidelines, rules, or regulations contained herein constitutes a guarantee of employment, a guarantee of any other right or benefit, or a contract of employment, express or implied. All of the District's employees are employed, "at-will", and employment is not for any definite period, unless otherwise provided by individual contract. Termination of employment may occur at any time, with or without notice, and with or without cause, at the option of the District or the employee. The District's professional staff members employed under individual contracts with the Board may be terminated or non-renewed consistent with the terms of the contract and consistent with Board Policy.

Furthermore, any employee who violates any of the terms and conditions of employment set forth in this Employee Handbook may be subject to disciplinary action in accordance with Policies 3139/4139 – Staff Discipline.

The provisions set forth in this Handbook may be altered, modified, changed, or eliminated at any time by the District, with or without notice. This Employee Handbook supersedes any and all previous handbooks, statements, policies and administrative guidelines, rules, or regulations given to employees, whether verbal or written.

## STATEMENT OF PHILOSOPHY

The greatest asset of our community is its young people. Therefore, it is the philosophy of the Board of Education to encourage and assist each individual to develop a sense of responsibility to himself/herself and to others, to be aware of external conditions sufficient to allow him/her to wisely exercise his/her prerogatives in a democracy, and to instill in him/her the desire to continue learning from life after his/her formal education is completed.

The District shall strive to meet the following belief statements:

Students are our highest priority.

Every person can learn.

People learn in different ways, at different rates and at different times.

Self-esteem is essential and success builds self-esteem.

Assessment of educational competencies is essential to monitor student learning.

To get the best you must expect the best.

Quality education requires quality school personnel.

Children learn best in a safe, nurturing, cooperative and orderly environment.

Education is the shared responsibility of parents, students, school personnel, and the community.

Educated citizens are essential to our democratic society and the global community.

People need to learn throughout their lives.

Every person has an intrinsic desire to learn.

Schools have a responsibility to adapt as best they can to the educational needs of each student.

Each person has intrinsic value and deserves to be treated with respect and dignity.

Risk is a part of change and growth.

## CHAIN OF COMMAND

The chain of command is the formal line of authority, communication, and responsibility within the District.

Policies 3112/4112 – Board-Staff Communications

## **II. EMPLOYMENT**

### EQUAL EMPLOYMENT OPPORTUNITY

The Board of Education does not discriminate in the employment of any employee on the basis of any characteristic protected under State or Federal law including, but not limited to: race, color, age, creed or religion, genetic information, handicap or disability, marital status, citizenship status, veteran status, military service (as defined in Section 111.32, Wisconsin Statutes), sexual orientation, national origin, ancestry, arrest record, conviction record, use or non-use of lawful products off the District's premises during non-working hours, or declining to attend an employer-sponsored meeting or to participate in any communication with the employer about religious matters or political matters or any other characteristic protected by law in its employment practices.

If any employee has questions regarding Equal Employment Opportunity or how to file a complaint regarding equal employment (s) he should refer to:

Policies 3122/4122 - Nondiscrimination and Equal Employment Opportunity

AG 3122/4122 - Nondiscrimination and Equal Employment Opportunity

AG 3122B/4122B - Complaint Procedures for Nondiscrimination and Equal Opportunity/Access

## ANTI-HARASSMENT POLICY

The Board of Education is committed to a work environment that is free of harassment of any form. The Board will not tolerate any form of harassment and will take all necessary and appropriate action to eliminate it. Any member of the School District community who violates this policy will be subject to disciplinary action, up to and including termination of employment. Additionally, appropriate action will be taken to stop and otherwise deal with any third party who engages in harassment against our employees.

For purposes of anti-harassment, "School District community" means individuals subject to the control and supervision of the Board including, but not limited to, student, teachers, staff, volunteers, and Board members. "Third party" means individuals outside the School District community who participate in school activities and events authorized by the Board including, but not limited to, visiting speakers, participants on opposing athletic teams, and vendors doing business with, or seeking to do business with, the District.

Harassment consists of unwelcome conduct, whether verbal, physical, or visual, that is based on a person's protected status, such as sex, color, race, ancestry, creed, religion, genetic information, national origin, age, handicap, disability, marital status, veteran status, citizenship status, sexual orientation, arrest record, conviction record, or other protected group status, which affects tangible job benefits, interferes unreasonably with an individual's work performance, or creates an intimidating, hostile, or offensive working environment. Harassment may occur employee-to-employee, student-to-employee, male-to-female, female-to-male, male-to-male, or female-to-female.

The Superintendent has prepared written administrative guidelines for employees to follow when reporting alleged harassment. The process that will be followed when conducting an investigation regarding alleged harassment that is prohibited is also set forth in these administrative guidelines.

For more information employees shall refer to:

Policies 3362/4362 - Employee Anti-Harassment

Policies 3362.01/4362.01 - Threatening Behavior toward Staff Members

AG 3362/4362 - Employee Anti-Harassment

AG 3362A/4362A - Reporting Threatening Behaviors

## JOB DESCRIPTIONS

The Board of Education recognizes that it is essential for employee accountability that each employee is fully aware of the duties and responsibilities of his/her position. Job descriptions document and describe the essential functions for employees and thereby promote organizational effectiveness and efficiency.

For more information regarding job descriptions, employees shall refer to Policies 3120.01/4120.01 – Job Descriptions. Further, if a copy of a job description is required or desired, the employee shall ask their immediate supervisor or go to the central office and request a duplicate copy.

### HIRING OF RELATIVES (NEPOTISM)

The District has established clear rules regarding the employment of relatives (nepotism) that can be found in:

Policy 3120 - Employment of Professional Staff

Policy 4120 – Employment of Support Staff

### IMMIGRATION REFORM ACT COMPLIANCE

The District complies with the provisions of the Federal Immigration Reform and Control Act of 1986, including, but not limited to, requiring verification of authorization to accept employment in the United States from all employees.

For more information regarding this compliance, please refer to the following:

Policies 3111/4111 - Creating a Position

### CONFLICT OF INTEREST

Employees are expected to maintain high standards of honesty, integrity, impartiality, and professional conduct. Further, employees are expected to perform their duties in a manner free from conflict of interest pursuant to Section 19.59 Wisconsin Statutes.

Policy 1130 - Conflict of Interest – Private Practice

Policies 3210/4210 - Staff Ethics

## OUTSIDE ACTIVITIES OF STAFF

It is imperative that employees avoid situations in which their personal interests, activities, and associations may conflict with the interests of the District. If an employee is involved in an activity that threatens that staff member's effectiveness within the school system, the District Administrator shall evaluate the impact of such interest, activity, or association upon the employee's responsibilities.

For more information regarding the Board's expectations concerning interests, activities or associations that may conflict with the interests of the District, employees should review the following:

Policies 3231/4231 - Outside Activities of Staff

## COMMUNICATIONS AND SUGGESTIONS

The District values the comments and suggestions of its employees concerning work methods and operations. Employees should follow the chain-of-command when offering a suggestion or comment.

Employees should refer to the detailed procedure regarding communication set forth in:

Policies 3112/4112 - Board-Staff Communication

## POLITICAL ACTIVITIES

Political activities that do not contribute to a positive learning climate may be disruptive, divisive and distracting. Therefore, the Board has concluded that such activities are not appropriate within the school setting. It is the intention of the Board of Education to regulate such activities on all Board owned or used property, within all school buildings and at all school sponsored activities.

AG 3231A – Participation in Political Activities

AG 4231 – Outside Activities

### **III. EMPLOYMENT STATUS AND RECORDS**

#### EMPLOYMENT CATEGORIES

The Board establishes the specific categories of employment by which staff are identified as categorized in Policies 3120/4120.

#### PERSONNEL FILES

It is critical to effective human resource management and necessary for satisfaction of legal obligations that the Board maintains accurate personnel records. Further, the access granted for review and inspection of a personnel file must be completed in accordance with state law and applicable collective bargaining agreements. The District shall maintain personnel records of employees and grant access to inspect or review those records in accordance with Policy 8320 – Personnel Records and State law.

#### LICENSURE

All teachers and support staff who require licensure for positions to which they are assigned are responsible for application and payment for such licensure.

#### PERSONNEL FILE RECORD CORRECTION

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

#### PERFORMANCE EVALUATION

The Superintendent has established and will implement a program of staff evaluation.

This program shall focus upon the early identification of specific areas in which the employee needs improvement so that appropriate assistance may be provided in a systematic way. The evaluations shall be consistent with the following:

- A. applicable State statutes
- B. Policies 3220/4220 - Staff Evaluation
- C. AG 3220A - Evaluation of Staff
- D. AG 4220 - Evaluation

## PROFESSIONAL GROWTH REQUIREMENTS

Professional staff members are expected to comply with the Professional Development Plan requirements of their license and provide timely verification of progress towards fulfilling this responsibility.

Policy 3242 – Professional Growth Requirements

## STUDENT SUPERVISION AND WELFARE

The Board requires each employee maintain a standard of care for supervision, control and protection of students commensurate with the employee's assigned duties and responsibilities.

For the Board's expectations in this regard employees should refer to Policies 3213/4213 - Student Supervision and Welfare.

## ASSIGNMENT AND TRANSFERS

The Superintendent is responsible for the proper assignment of all employees in conformance with any legal requirements or certification requirements.

Further, employees may be transferred between schools when the Superintendent determines that the needs of the students, the school or District so require.

Policy 3130 - Assignment and Transfer of Professional Staff

Policy 4130 – Assignment and Transfer

## STAFF DISCIPLINE

Staff discipline and required investigations regarding potential wrongdoings of an administrator or an employee shall be consistent with the terms established in Policies 3139/4139 – Staff Discipline

## REDUCTION IN STAFF

The Board may abolish employees and/or reduce the administrative and/or staff as necessary. Such staff reductions will be made in compliance with Policies 3131/4131 – Reduction in Staff.

## TERMINATION AND RESIGNATION

Individual employment contracts may be terminated or non-renewed upon a majority vote of the full membership of the Board.

Employees may be terminated or non-renewed for any reason, provided that the decision is not arbitrary or capricious, or in violation of any applicable law.

Any decision to terminate a staff member's employment contract shall be subject to review consistent with Policies 3340/4340 - Grievance Procedure.

Finally, a staff member may resign in accordance with the terms of his/her individual employment contract.

Policies 3140/4140 – Termination, Non-Renewal and Resignation

## **IV. EMPLOYEE PAY AND BENEFITS**

### PAY PERIODS

All employees shall be paid in accordance with the provisions established in AG 6510B – Payroll Authorization.

### BENEFITS

The Board provides a competitive and comprehensive package of benefits to its employees. The Board retains the final authority to establish, modify, rescind, add or in any way affect employee benefits. Annually, in conjunction with the budget process, the anticipated share cost of all employee benefits, specifying both the employee and employer share shall be approved through Board action.

Policy 3425 - Benefits

### LEAVES OF ABSENCE (extended leave)

Any employee may request a voluntary leave of absence from employment by the Board. All requests for unpaid leaves shall be presented to the Board for approval and will provide the reason for the leave and the expected duration of the leave.

If the leave is approved, the Board action will also provide the conditions applicable for the employee to return to work.

Leaves will be granted in accordance with Policy 3430 - Leaves of Absence

### EMPLOYEE LEAVES

Employees may request leave for several qualifying circumstances. Those circumstances include the following:

Personal leave

Bereavement leave in the event of the death of a relative,

Military leave so that the employee can perform obligations to the United States Armed Forces, or

Leave for jury duty when called to perform their civic responsibility as a potential juror or to serve on a jury.

Additional information concerning leave for professional and support staff are provided in respective appendices.

If an employee has approved leave under these specific circumstances they may be provided compensation or job protection during such absence from their assigned job duties for the District. These leaves will be granted pursuant to Policies 3431/4431 – Employee Leaves.

### EMPLOYEE SICK LEAVE

Staff members may use paid sick leave and must follow the protocol established in Policies 3432/4432 – Employee Sick Leave.

### FAMILY AND MEDICAL LEAVE

In accordance with Federal and State law, the Board of Education will provide family and medical leave for employees. The provisions of both the Federal and State family and medical leave provisions require specific eligibility and qualifying reasons to access this leave; to determine if you are eligible or qualify

for family and medical leave refer to Policies 3430.01/4430.01 – Family and Medical Leave of Absence (FMLA).

HEALTH INSURANCE BENEFITS

Health Insurance will be provided to all full-time employees in accordance with Policies 3420/4420 – Health Insurance Benefit.

PRIVACY PROTECTIONS OF FULLY INSURED GROUP HEALTH PLANS

Eligible employees who are provided coverage under fully insured group health plans are assured the privacy protections required by Federal and State law.

Policies 3419.02/4419.02 - Privacy Protections of Fully Insured Group Health Plans.

**Retirement Announcement**

This clause is limited to hourly employees or teachers who has served or will have served the Sevastopol School District for 15 years or greater.

If by September 1<sup>st</sup> of any given school year for school year only employees, or by July 1 for year round employees, an employee announces their retirement (in writing to the district) to be in:

3 years then their wage will be increased by 1% for each of their final three years.

Or

2 years then their wage will be increased by 2% for each of their final two years.

Or

1 year then their wage will be increased by 3% for their final year.

## **V. WORKING CONDITIONS AND HOURS OF WORK**

### DRESS CODE

The Board has exercised its authority to specify dress and grooming guidelines for staff.

When on duty, employees are expected to dress in a manner that is consistent with the expectations described in Policies 3216/4216-Staff Dress and Grooming.

### HOURS OF WORK

Work hours for full time teachers are 7:30 am until 4:00 pm Mondays through Thursday. Friday work hours for full time teachers will be from 7:30 am until 3:30 pm.

### ATTENDANCE AND REPORTING ABSENCES

Staff members are expected to report for duty daily; however, when a staff member must be absent the procedures established by the employee's immediate supervisor must be adhered to. All teacher and aide leave requests must be processed through Frontline. If your Frontline entry is after 6:30 a.m., you must also call your building principal. All Frontline entries must be made by 7:30 a.m. or the request will not be accepted by Frontline.

### PLANNING/CONFERENCE PERIOD

Schedules shall be established by the employee's immediate supervisor in conformance with all other rules and regulations of the school district.

### PERFORMANCE EVALUATION

The Superintendent has established and will implement a program of staff evaluation. This program shall aim at the early identification of specific areas in which the staff member needs help so that appropriate assistance may be provided or arranged for. The evaluations shall be consistent with applicable State statutes, and Policies 3220/4220 – Staff Evaluations and AG 3220A – Evaluation of Staff and AG 4220 - Evaluation.

### PERSONAL COMMUNICATIONS

During work hours, personal communications made or received, regardless of whether on a Wireless Communication Device (WCD), regular telephone, or network computer, can interfere with employee productivity, distract others, and/or set a bad example for students. Employees are expected to use discretion

in using personal WCDs while at work. Employees are expected to limit personal communication to breaks and lunch period and to inform friends and family members of the Board's policy in this regard.

Policy 7530.01 – Wireless Communication Allowance and Staff Use of Wireless Communication Devices

#### USE OF EMPLOYER PROPERTY/EQUIPMENT

Personal use of District equipment or facilities by employees will be in accordance with the Superintendent's guidelines.

Policy 7530 – Lending of District-Owned Equipment

AG 7530 – Personal use of District Equipment/Facilities

#### EMERGENCY CLOSINGS

The Superintendent shall make the decision regarding emergency closings in accordance with the Plan for Emergency Preparedness as established in accordance with Policy 8420 – Emergency Evacuation of Schools.

#### TRAVEL EXPENSES

The Board of Education may provide for the payment of the actual and necessary expenses, including travel expenses, of any employee that is incurred in the course of performing services for the District, whether within or outside the District, under the direction of the Board and in accordance with the Superintendent's administrative guidelines.

Policies 3440/4440 – Job-Related Expenses

AG 3440A/4440A – Job-Related Expenses

AG 3440B/4440B – Use of Private Car for School Business

### **VI. SAFETY AND HEALTH**

#### SMOKING

The Board of Education is committed to providing students, employees, and visitors with a tobacco and smoke-free environment. Accordingly, the Board prohibits employees from using tobacco in any form on District premises, in District vehicles within any indoor facility owned or leased or contracted for by the District and used to provide education or library services to children, and at all District-sponsored events.

Policy 3215 – Use of Tobacco by Professional Staff

## Policy 4215 – Use of Tobacco by Support Staff

### TRAINING

Employees for whom training in the following areas is deemed necessary and appropriate, shall be trained in:

The use of automated external defibrillators (Policy 8452 – Automated External Defibrillators),

The control of blood borne pathogens (Policy 8453.01 - Control of Blood-Borne Pathogens)

The control of casual-contact communicable diseases (Policy 8450 –Control of Casual Contact Communicable Diseases), and

Understanding the method of transmission and prevention of diseases that are direct contact communicable diseases (Policy 8453 – Direct Contact Communicable Diseases).

### REPORTING WORK RELATED INJURY

Any accident that results in an injury, however slight, to an employee of the Board, must be reported promptly and in writing to the District Business Office in compliance with Policy 8442 – Reporting Accidents. The injured employee shall complete a form that includes the date, time and place of the incident; the names of persons involved; the nature of the injury to the extent that it is known; and a description of all relevant circumstances.

## **VII. EMPLOYEE COMMUNICATION & TECHNOLOGY**

### ACCEPTABLE USE OF DISTRICT TECHNOLOGY, THE INTERNET, AND THE DISTRICT'S NETWORK

Staff use of the District's Network will be governed by Policy 7540.04 – Staff Network and Internet Acceptable Use and Safety and the related administrative guidelines.

The due process rights of all users will be respected in the event there is a suspicion of inappropriate use of the Network. Users have a limited privacy expectation in the content of their personal files and records of their online activity while on the Network.

#### EMAIL

When available, the District's e-mail system must be used by employees for any official District e-mail communications.

Employees are required to keep their inbox and folders organized by regularly reviewing e-mail messages, appropriately saving e-mails that constitute a public record or student record and e-mails that are subject to a litigation hold, and purging all other e-mails that have been read.

The District complies with all Federal and State laws pertaining to electronic mail. Accordingly, e-mails written by or sent to District employees may be public records, or education records if their content includes personally identifiable information about a student. E-mails that are public records are subject to retention and disclosure, upon request, in accordance with Policy 8310 – Public Records.

The District retains the right to monitor or access any District e-mail accounts at any time. Users should not expect that their communications sent or received through the District e-mail system will remain confidential and personal.

Employees should be aware of the framework for the proper use of e-mail established in Policy 7540.06 – Electronic Mail and the Superintendent's established guidelines regarding e-mail.

## SOCIAL MEDIA

In accordance with Policies 3213/4213 - Student Supervision and Welfare, employees shall not engage students in social media and online networking media, such as Facebook, Twitter, Myspace, etc.

## **VIII. EMPLOYEE CONDUCT AND DISCIPLINARY ACTION**

### STAFF DISCIPLINE

Staff discipline and required investigations regarding potential wrongdoings of a staff member shall be consistent with Policies 3139/4139 – Staff Discipline

### GRIEVANCE PROCEDURE

Each employee of the District shall be provided an opportunity to understand and resolve matters affecting employment that the employee believes to be unjust as provided in Policies 3340/4340 – Grievance Procedure.

The grievance procedure is available in the case of any employee's disagreement with discipline or termination of employment, as well as any matter relating to workplace safety.

All employee grievances must be filed by the aggrieved employee(s). The grievance must be filed within five (5) working days after the employee knew or should have known of the cause of such grievance. The procedures detailed in Policies 3340/4340 – Grievance Procedure shall be followed when a grievance has been filed.

### DRUG AND ALCOHOL USE

Consistent with the Drug-Free Workplace Act, the Board prohibits the manufacture, possession, use, distribution, or dispensing of any controlled substance, including alcohol, by any employee at any time while on District property or while involved in any District-related activity or event. Any staff member who violates Policies 3122.01/4122.01 – Drug-Free Workplace shall be subject to disciplinary action in accordance with Policies 3139/4139 – Staff Discipline and the District Administrator's guidelines, as well as any applicable terms of any collective bargaining agreements.

Any employee who feels that he or she needs assistance with drug or alcohol dependency is encouraged to contact the Superintendent for information about the District's Employee Assistance Program (EAP). Employees receiving assistance in this regard are not exempted from compliance with the District's

prohibition on the manufacture, possession, use, distribution, or dispensing of any controlled substance while on duty or on school premises or at any school sponsored activity.

Policies 3170.01/4170.01 – Employee Assistance Program (EAP)

Appendix A

**2020-21 Teacher Salary Ladder**

STEP	Salary	STEP	Salary
10.0	\$57,746	****	*****
9.1	\$56,946	20.0	\$73,746
9.0	\$56,146	19.1	\$72,946
8.1	\$55,346	19.0	\$72,146
8.0	\$54,546	18.1	\$71,346
7.1	\$53,746	18.0	\$70,546
7.0	\$52,946	17.1	\$69,746
6.1	\$52,146	17.0	\$68,946
6.0	\$51,346	16.1	\$68,146
5.1	\$50,546	16.0	\$67,346
5.0	\$49,746	15.1	\$66,546
4.1	\$48,946	15.0	\$65,746
4.0	\$48,146	14.1	\$64,946
3.1	\$47,346	14.0	\$64,146
3.0	\$46,546	13.1	\$63,346
2.1	\$45,746	13.0	\$62,546
2.0	\$44,946	12.1	\$61,746
1.1	\$44,146	12.0	\$60,946
1.0	\$43,346	11.1	\$60,146
0.1	\$42,546	11.0	\$59,346
0	\$41,746	10.1	\$58,546

**Additional Stipends**

Hard to Staff Positions	\$1,500.00
Licensure	\$1,500.00
Master's Degree	\$2,000.00

## **Tuition Reimbursement**

Teachers pursuing the necessary credits to be eligible to teach dual credit courses as required by Higher Learning Commission (HLC) will have their tuition paid in full by the School District of Sevastopol provided the program is pre-approved by the district. The teacher must receive a C or better each course or the teacher is responsible for the tuition cost of that particular course.

If a teacher leaves the district the teacher will owe the district the **cost of tuition** on the below schedule:

Less than one school year of service	= 100%
After one school year of service	= 80%
After two school years of service	= 60%
After three school years of service	= 40%
After four school years of service	= 20%
After five school years of service	= 0%

*Approve district paying for tuition at a value equal to or lesser than tuition of a UW System university for teachers pursuing necessary credit to be eligible to teach dual credit courses as required by Higher Learning Commission (HLC) provided the program is pre-approved by the district. Also requiring the teacher to maintain a C or better grade in each course or teacher is responsible for that course tuition. Teacher will be required to repay a percentage of tuition if teacher leaves district within five years of completing courses. Percentage based on scale presented.*

## **Probationary Staff**

New staff members will serve a minimum of three (3) years on probation during which time they may be non-renewed by the School Board without recourse. New staff members who have Wisconsin School Certificates will serve a minimum of two (2) years on probation.

Appendix B  
Professional Staff Benefits

**TEACHER BENEFITS**

**2020-21 INSURANCE RATES:**

	<u>Single</u>	<u>Family</u>
Health Insurance (HMO)	616.73	1,374.19
Health Insurance (POS)	786.66	1,752.84
Dental Insurance	60.93	157.36
Long-Term Disability (Per Thousand)	.58	.58
Life Insurance	1.30	1.30
Voluntary Vision	5.29	14.30

Part-time teachers working 50% or more are eligible to receive health and dental insurance on a prorated basis to a maximum of 90% paid by the District.

Additional insurance coverage items approved by the Board of Education on June 19, 2014:

A spouse of a deceased retiree who was receiving post-employment benefits can continue coverage through the end of the post-employment benefit period.

An employee who is on continuous FLMA leave may continue with school sponsored health and dental insurance and is responsible for the employee portion of the premiums.

**DRUG CARD LEVELS: (Retail/Mail Order 30-90 Day Supply)**

Generic (Tier 1)	\$20.00/\$40.00	Non-Preferred	(Tier 3)\$60.00/\$120.00
Preferred (Tier 2)	\$40.00/\$80.00	Specialty (Tier 4)	\$60.00/No Mail Order

**ANNUAL DEDUCTIBLES:**

HMO	\$1,000 Single/\$2,000 Family
POS Plan In-Network	\$1,000 Single/\$2,000 Family
POS Plan Out-Of-Network	\$1,500 Single/\$3,000 Family

NOTE: POS deductibles track independently of each other.

**RETIREMENT INFORMATION**

The District will contribute the employer’s share to the Wisconsin Retirement System. This amount is based on employee gross earnings.

**LEAVES OF ABSENCE** – Prior approval from the Superintendent is required.

All teacher leave requests must be processed through Aesop. If your Aesop entry is after 6:30 a.m., you must also call your building principal. All Aesop entries must be made by 7:30 a.m. or the request will not be accepted by Aesop.

Sick Leave – 10 days per year, cumulative to 125 days. Sick leave is prorated for part-time employees.

Personal Leave- 2 days per year, non-cumulative. Employees shall be entitled to two (2) paid personal leave days per year on a non-cumulative basis. **Teachers and aides may only use one of the two personal days during the month of May.** The personal days may not be used to extend a holiday, vacation, or break during the first or last week of the school year. Personal days may not be used during in-service with the exception of emergencies. The personal leave day may be taken only if the Superintendent is given three (3) days written notice of the date (three-day notice is not required when shorter notice is unavoidable). Personal leave days will not be deducted from accumulated sick leave when used. No more than 3 personal days will be granted for the same date.

Military Leave – Staff members will be afforded protected leave from employment to perform their obligations to the United States Armed Forces, whether for reserve duty or a call to active duty, and potential deployment.

Jury Duty Leave – Staff members will receive their full compensation for any time lost, provided that any jury fees received by the staff member are signed over to the District.

Bereavement Leave – These days will be not deducted from accumulated sick leave.

Immediate Family Members	maximum of 3 per instance
Near Relative	maximum of 1 per instance
Pall Bearer	maximum of 1 per instance

## Appendix C

### Professional Staff Post-Employment Benefits

#### **POST-EMPLOYMENT BENEFITS**

A. A teacher who has taught full-time in the Sevastopol School District for at least twenty (20) years prior to retirement and who is at least fifty-seven years of age has the right to remain and participate in the group health insurance and dental insurance plans maintained by the District. A teacher shall be eligible to remain in group plans maintained by the District for a maximum of four years unless expressly prohibited by the insurance carrier.

B. A teacher is eligible for up to four (4) years of insurance coverage after the effective date of such teacher's retirement or until Medicare eligibility, whichever comes first. The district will contribute a maximum of \$14,500.00 per year for a three (3) year period toward the retired employee's health and dental insurance. The fourth year district contribution will be based entirely on the sick leave payout for the employee at the time of retirement. The formula for the retirement payout is a maximum of 120 sick days accumulated multiplied by \$100.00 per day. The fourth year maximum payout by the district towards the retiree's insurance would then be \$12,000.00. The retiree is responsible for the remaining payment of premiums on a schedule to be determined by the District.

C. The district will pay an amount not to exceed the benefits described in section B above for any employee reaching Medicare eligibility who is eligible for retirement benefits. This district contribution shall be towards a Secondary Payer Policy and will not exceed the yearly benefit amount listed in section B above.

D. A teacher planning to take post-employment benefits shall notify the District Administrator in writing on or before January 31, to qualify for the following year.

If any teacher, who participates in this post-employment benefits program and who receives unemployment compensation benefits that the district is responsible for paying, during the period that they are receiving post-employment benefits, the amount the District is obligated to pay to such retired teacher under this post-employment benefits program shall be reduced by an amount equal to the unemployment compensation benefits received by such retired teacher.

F. A teacher retiring underneath this provision forfeits all re-employment rights with the District, except that the retired teacher will be eligible for substitute teaching positions, co-curricular advisor, mentor or curriculum work.

G. Validity: If any aspect of this agreement is found to be discriminatory or violate of the Federal Age Discrimination in Employment Act, the Wisconsin Fair Employment Act, or any other state or federal law by any court of competent jurisdiction or administrative agency, then the entire article shall be considered null and void.

H. It is agreed that any teacher who elects to participate in this post-employment benefits incentive must, as a condition on eligibility for the post-employment benefits herein, shall provide the District with a written waiver and release of claims signed by such teacher which unequivocally and explicitly:

1. Waives any rights or claims which the employee may have under the Federal Age Discrimination in Employment Act of 1967 (29 U.S.C 621 et seq.) as amended by the Older Workers Benefit Protection Act (S. 1511 1990) and the Wisconsin Fair Employment Act (sec. 111.31, 111.33, Wis. Stats).

2. Acknowledges that the employee has been placed on notice by this statement that he/she had the right to consult with his/her attorney before signing this post-employment benefits agreement. The employee, by voluntarily accepting this incentive, unequivocally and explicitly acknowledges that he/she has received the requisite notice as listed in the first sentence of Section 7, Subsection B, supra.

3. Acknowledges that the employee has received at least forty-five (45) days to consider whether or not to accept the post-employment benefits incentive contained in this Agreement.

I. The employee has the right to revoke the waiver contained in Section I, Subsections 1, 2 and 3, if he/she notifies the District within seven (7) calendar days after signing the waiver.

## Appendix D

### Lay-off/Reduction

#### **LAY-OFF/REDUCTION OF PROFESSIONAL STAFF**

Teachers who are to be laid off or have their contracts reduced for the forthcoming school year shall be notified by June 1 and the following procedures shall apply:

Certification classification categories are defined as the certification categories identified under state law for licensure of school district personnel.

All eligible teachers will be promptly notified of position openings for which they are certified.

Teachers desiring reinstatement under this provision shall keep the Board informed of current address and teacher certification.

In the event that the District determines to reduce the number of positions, or the number of hours in any position, the District may consider any of the following criteria. The extent to which the District considers any of these criteria lies in its sole discretion.

Educational needs of the District;

Qualifications as established by the District;

Qualifications of the remaining employees in the grade level/department/program certification area;

Performance of the employees considered for Reduction in Workforce;

Value of High Quality Service to the District; and

Any other information that the District deems necessary.

Lay-off is a separation of employment due to financial reasons or for any other non-disciplinary purpose that rightfully falls within the decision-making authority of the Board of Education to efficiently operate the District.

Appendix E

Support Staff Salary

**2020-21 SUPPORT STAFF SALARY SCHEDULE**

	Step I	Step II	Step III
	<u>Beginning</u>	<u>After 6 Mos.</u>	<u>After 18 Mos.</u>
Secretaries	18.34	20.23	23.45
Secretary I	20.66	22.52	24.61
Custodians	16.72	18.34	20.11
Teacher Aides			
W/Certification or <b>ELL</b>	16.72	18.17	19.95
W/O Certification	15.35	16.69	18.34
Cooks	15.86	17.42	19.17
Head Cook	16.72	18.34	20.11

Custodians who work the night shift shall receive an additional \$.25 for all such hours worked.

In order to qualify for Aide with Certification Pay, one of the following requirements must be met:

- 1) Hold a Department of Public Instruction teaching certificate, or
- 2) Hold a Department of Public Instruction Special Education Aide certification and working in the special education area.

**2020-21 BUS DRIVER SALARY SCHEDULE**

Regular Routes	24.07
Special Trips	20.62

Overnight Trips =Paid from depart time until return with minus 8 hours per night for sleep time. Rate is same as Special Trips at 20.62.

Appendix F  
Support Staff Benefits

**SUPPORT STAFF BENEFITS**

**2020-21 BUS DRIVER INSURANCE BENEFITS**

	<u>Single</u>	<u>Family</u>
Health Insurance (HMO)	616.73	1,374.19
Health Insurance (POS)	786.66	1,752.84
Dental Insurance	60.93	157.36
Long-Term Disability (Per Thousand)	.58	.58
Voluntary Vision	5.29	14.30

Employees who are regularly scheduled to work at least twenty (20) hours per week shall be eligible for health, dental and long term disability insurance.

The Board shall contribute 88% per month for single health and dental insurance plans. Employees may choose to have family health and/or dental plans and they will be responsible to pay the amount in excess of the single dental premium and 52% of the family health premium. Employees who drive special trips during each season (minimum of three in the Fall, five in the Winter, and seven in the Spring will be responsible to pay only 50% of the family premium for that school year. Employees may pay their portion of these insurance premiums and other allowable expenses by way of a Section 125 plan established by the district. The difference between the insurance premiums and the Board contributions shall be paid by the employee by payroll deduction.

The Board shall pay the full premium for a long-term disability plan for each eligible bargaining unit member.

Additional insurance coverage items approved by the Board of Education on June 19, 2014:

A spouse of a deceased retiree who was receiving post-employment

Benefits can continue coverage through the end of the post-employment benefit period.

An employee who is on continuous FLMA leave may continue with school sponsored health and dental insurance and is responsible for the employee portion of the premiums.

**2019-20 SUPPORT STAFF (EXCLUDING BUS DRIVER) INSURANCE BENEFITS:**

	<u>Single</u>	<u>Family</u>
Health Insurance (HMO)	616.73	1,374.19
Health Insurance (POS)	786.66	1,752.84
Dental Insurance	60.93	157.36
Long-Term Disability (Per Thousand)	.58	.58
Life Insurance	1.30	1.30
Voluntary Vision	5.29	14.30

Additional insurance coverage items approved by the Board of Education on June 19, 2014:

A spouse of a deceased retiree who was receiving post-employment benefits can continue coverage through the end of the post-employment benefit period.

An employee who is on continuous FLMA leave may continue with school sponsored health and dental insurance and is responsible for the employee portion of the premiums.

**DRUG CARD LEVELS: (Retail/Mail Order 30-90 Day Supply)**

Generic (Tier 1)	\$20.00/\$40.00	Non-Preferred	(Tier 3)\$60.00/\$120.00
Preferred (Tier 2)	\$40.00/\$80.00	Specialty (Tier 4)	\$60.00/No Mail Order

**ANNUAL DEDUCTIBLES:**

HMO	\$1,000 Single/\$2,000 Family
POS Plan In-Network	\$1,000 Single/\$2,000 Family
POS Plan Out-Of-Network	\$1,500 Single/\$3,000 Family

NOTE: POS deductibles track independently of each other.

The Board shall contribute the following amounts per month for single and family insurance plans and dental insurance plans. Employees may pay their portion of these insurance premiums and other allowable expenses by way of a Section 125 plan established by the District. The difference between the insurance premiums and the Board contributions shall be paid by the employee by payroll deduction.

Employees working equal to or greater than 1,250 regularly scheduled hours per year:

- |                  |     |                  |     |
|------------------|-----|------------------|-----|
| a. Single Health | 88% | b. Family Health | 88% |
| a. Single Dental | 88% | b. Family Dental | 88% |

Employees working greater than 990 regularly scheduled hours per year but less than 1,250 regularly scheduled hours per year:

- |                  |     |                  |     |
|------------------|-----|------------------|-----|
| a. Single Health | 80% | b. Family Health | 50% |
| a. Single Dental | 80% | b. Family Dental | 50% |

The Board shall pay the full premium for a long-term disability plan for each eligible employee.

**RETIREMENT INFORMATION**

The District will contribute the employer’s share to the Wisconsin Retirement System for eligible employees. This amount is based on employee gross earnings.

**LEAVES OF ABSENCE** – Prior approval from the Superintendent is required.

All aide leave requests must be processed through Aesop. If your Aesop entry is after 6:30 a.m., you must also call your building principal. All Aesop entries must be made by 7:30 a.m. or the request will not be accepted by Aesop.

Sick Leave – 10 days per year, cumulative to 100 days. Sick leave is prorated for part-time employees. Employees requesting sick leave that do not use Aesop need to call in by 6:30 a.m. unless there are extenuating circumstances.

Military Leave – Staff members will be afforded protected leave from employment to perform their obligations to the United States Armed Forces, whether for reserve duty or a call to active duty, and potential deployment.

Jury Duty Leave – Staff members will receive their full compensation for any time lost, provided that any jury fees received by the staff member are signed over to the District.

Bereavement Leave – These days will be not deducted from accumulated sick leave.

Immediate Family Members	maximum of 3 per instance
Near Relative	maximum of 1 per instance
Pall Bearer	maximum of 1 per instance

Personal Leave -

Secretaries, aides, cooks, bus drivers and custodians shall be entitled to two (2) paid personal leave days per year on a non-cumulative basis. The personal days may not be used to extend a holiday, vacation, or break during the first or last week of the school year. Not to exceed 8 hours. Personal days may not be used during in-service with the exception of emergencies. The personal leave day may be taken only if the Superintendent is given three (3) days written notice of the date (three-day notice is not required when shorter notice is unavoidable). Personal leave days **will not** be deducted from accumulated sick leave when used.

In order to provide consistent and continuous services, unpaid personal leave is not available.

**HOURS OF WORK**

- A. The normal work week shall be forty (40) hours, Monday through Friday.
- B. Employees shall be paid at the rate of time and one-half (1-1/2) for all hours worked over 40 in the workweek.
- C. Full-time employees shall be provided a thirty (30) minute duty-free lunch period at a time approved by their supervisor. Night custodians will receive paid lunch of thirty (30) minutes, duty free, during their regular eight (8) hour shift.
- D. Employees who are regularly scheduled to work thirty (30) to forty (40) hours per week shall have one (1) paid fifteen (15) minute break per work day. Employees who are regularly scheduled to work less than thirty (30) hours per week shall have one (1) paid ten (10) minute break per work day.

- E. Custodians scheduled or called in to perform building checks on Saturdays, Sundays, holidays or snow days shall receive one hour straight-time pay or overtime pay if total weekly hours exceed forty (40) hours for that week. Custodians shall be paid their applicable rate if the call-in exceeds one hour.
- F. In the event school is delayed or is closed early due to inclement weather or an emergency and not rescheduled, employees shall not suffer a loss in pay for time absent from work for the first day that school is closed.

**HOLIDAYS – (Non-Bus Drivers)**

- 1. Employees shall be entitled to paid holidays as follows:
  - a. Thanksgiving, the day following Thanksgiving, Christmas Eve, Christmas, New Year's Day, and Good Friday for all employees.
  - b. Memorial Day, Labor Day and Fourth of July for all twelve (12) month employees;

Labor Day and Memorial Day for all employees scheduled to work before Labor Day and after Memorial Day.

- 2. Employees must work a full assigned scheduled workday the workday before and the day after the holiday to receive holiday pay except for excused absence.
- 3. Holiday pay shall be paid at the employee's regular rate at the regular number of scheduled hours.
- 4. If a holiday falls on a Saturday or Sunday, the day off will be scheduled at the District's discretion.

**VACATIONS**

Full-time twelve (12) month employees earn vacation time according to the following schedule:

- One year of service – one week
- Two through three years – two weeks
- Four through five years – two weeks and one day
- Six through seven years – two weeks and two days
- Eight through ten years – two weeks and three days
- Eleven through fifteen years – three weeks
- Sixteen years and over – four weeks

- B. Full-time twelve (12) month employees employed in multiple District job classifications, but compensated for a total of forty (40) hours per week shall earn vacation time according to the schedule above at the hourly rate of this contract.
- C. Secretaries and custodians working more than 1600 hours per year shall earn three (3) days of vacation each year after one (1) year of service to the District and five (5) days of vacation each year after five (5) years of service to the District.
- D. Employee vacation requests shall be submitted to the employee's supervisor for approval with sufficient notice. If necessary for the efficient operation of the District, as determined by the district administrator, vacation time may be denied.
- E. Vacation time for all employees shall be the same as their normal workweek (e.g., a forty (40) hour employee shall be paid for forty (40) hours while on vacation).
- F. If a holiday falls during the employee's vacation, the additional time off will be granted.
- G. Vacation days can be used to extend a vacation, Holiday, or break.
- H. Vacation days are not cumulative. They must be used during the year or forfeited.
- I. If an employee is retired, laid off or terminated from their employment with the District and has vacation time coming for that year (or portion of the year), they will be compensated for said vacation time.
- J. Secretarial staff may take up to 5 days of unpaid time on non-student attendance days. **Unpaid time off will not be allowed on in-service days.**
- K. Custodians and secretarial staff have the option to take unpaid time on snow days.
- L. Aides are allowed to attend one field annually with their own child without the use of a personal day.

## Appendix G

### Support Staff Post-Employment Benefits

#### **POST-EMPLOYMENT BENEFITS – SUPPORT STAFF**

Employees who have worked for the District for 20 years or more and who voluntarily retire after age sixty-two (62) shall be eligible to remain in the District's group health and dental insurance plans for three (3) years immediately following their retirement provided they make the same employee contribution as is required of those employees covered by this Agreement. Upon eligibility for Medicare, the District instead will pay eighty-eight percent (88%) of the family base plan premium and eighty-eight percent (88%) of a single base plan premium of a Medicare carve-out plan as is available under the insurance policy under this contract. The District will not be separately responsible for providing benefits under this section. Whether or not eligible for Medicare, the District's payments are capped at three (3) years.

If any aspect of this provision is found to be discriminatory or violate of the Federal Age Discrimination in Employment Act, the Wisconsin Fair Employment Act or any other state or federal law by any court of competent jurisdiction or administrative agency, only the specific portion of the article found to be invalid will be null and void and the parties will immediately bargain a successor clause to replace the voided language.

#### **POST-EMPLOYMENT BENEFITS – BUS DRIVERS**

Employees who have worked for the District for 20 years or more and who voluntarily retire after age sixty-two (62) shall be eligible to remain in the District's group health and dental insurance plans for three (3) years immediately following their retirement provided they make the same employee contribution as is required of those employees covered by this Agreement. Upon the retired employee's eligibility for Medicare, the District contribution will be eighty-eight percent (88%) of a single base plan premium and the percentage for the last year of full employment for the family base plan premium (forty-eight percent for regular route drivers and fifty percent for regular route drivers who drive year-long special routes) for the supplementary insurance coverage (Medicare carve-out plan) available through the insurance policy under this contract, for the remainder of the three (3) year period. In the event that supplementary insurance coverage is not an available option

through the insurance policy under this contract the District will not be separately responsible for providing benefits under this section. The District's total contributions and total payments under this provision shall not exceed three (3) years for eligible employees from the date of retirement, regardless of Medicare eligibility.

If any aspect of this provision is found to be discriminatory or violate of the Federal Age Discrimination in Employment Act, the Wisconsin Fair Employment Act or any other state or federal law by any court of competent jurisdiction or administrative agency, only the specific portion of the article found to be invalid will be null and void and the parties will immediately bargain a successor clause to replace the voided language.

Post-employment benefits will be in effect for all employees hired by the District prior to July 1, 2005. Any employee hired on or after July 1, 2005 will not be eligible for early retirement benefits under this provision.

## Stipends for 2020-21

<u>Position</u>	<u>2019-20 Amount</u>
AODA Peer Leader Coordinator (Project 180)	\$432
Athletic Director	\$7,140
Curriculum Chair	\$918 each
Destination Imagination Coordinator	\$3,060
Destination Imagination Coach	\$306
Drama 1 Act Play	
Director	\$865
Costumes	\$346
Set Designer	\$346
Drama All School Play	
Director	\$1,385
Assistant	\$1,038
Costumes	\$346
Set Designer	\$500
Set Builder	\$500
Drama Musical	
Director	\$1,212
Music Director	\$1,126
Assistant Director	\$519
Choreographer	\$500
Costumes	\$346
Set Designer	\$500
Set Builder	\$500
Musician (2)	\$306
FFA Advisor	\$2,943
FFA Summer	\$3,145
Forensics Coach	\$1,297
JAZZ BAND	\$408
Journalism Head	\$828
Math Team	
Middle School	\$936
High School	\$936
6 <sup>th</sup> Grade Math Olympiad	\$306
Mentor Program Coordinator	\$918
New Teacher Mentor	\$459
National Honor Society	\$443
Pep Band	\$1,038
Peer Mentor Coordinator	\$432
Student Council Advisor	\$443
District Newsletter Editors (3)	\$408
Elementary Newspaper (2)	\$900

## COACHING STIPENDS

<u>Position</u>	<u>2020-21 Amount</u>
Football	
HS Head Varsity	\$3,548
HS Assistant Varsity(s)	\$2,683
Jr. High	\$1,297
Cross Country	
HS Head Varsity	\$2,943
HS Assistant Varsity	\$1,904
Jr. High	\$1,297
Volleyball	
HS Head Varsity	\$2,943
HS Assistant Varsity	\$1,904
HS Junior Varsity	\$2,163
Freshman	\$1,904
Jr. High	\$1,297
Basketball (Boys or Girls)	
HS Head Varsity	\$3,809
HS Assistant Varsity	\$1,904
HS Jr. Varsity	\$2,857
Freshman	\$2,510
Jr. High	\$1,298
Baseball & Softball & Soccer	
HS Varsity	\$2,510
HS Assistant Varsity	\$1,904
HS Jr. Varsity	\$1,904
Co-ed Track	
HS Varsity	\$2,510
HS Assistant(s)	\$1,904
Jr. High Head	\$1,297
Jr. High Assistant(s)	\$1,297
Golf	
Varsity Boys	\$2,250

**Hourly Jobs and Rates**  
**(Previously listed as Stipends)**

<u>Role</u>	<u>2020-21 Rate</u>
Chaperone	
Dance	\$14.34/hour
Fan Bus	\$11.08/hour
Curriculum Writing	\$17.85/hour
IMC Supervisor	\$20.40/hour
Planned Special Events Coordinator (Prior approval by administrator)	\$16.13/hour
Sub- Teacher Pay	\$16.13/hour
Supervision	
Building	\$15.30/hour
Event	\$30.60/match or game
Saturday School Supervision	\$20.40/hour
Weight room Supervision	\$20.40/hour

**IX. EMPLOYEE RECEIPT AND ACKNOWLEDGMENT**

I acknowledge that I have received and read Sevastopol School District’s Employee Handbook and understand the provisions contained herein. I understand that the terms described in the Employee Handbook may be altered, modified, changed, or eliminated by the Board at any time, with or without prior notice.

I further understand that the Employee Handbook and any other provisions contained therein do not constitute a guarantee of employment or an employment contract, express or implied. I understand that my employment is at-will unless governed by my individual employment contract and that my employment may be terminated at any time with or without cause or terminated or not renewed consistent with the terms of my individual contract.

\_\_\_\_\_  
(Employee Signature)

\_\_\_\_\_  
(Printed Name)

\_\_\_\_\_  
(Date)

## **COVID-19 POLICY AND EMPLOYEE HANDBOOK APPENDIX**

### **Sevastopol School District**

*This Policy shall apply in addition to all other policies contained in the Employee Handbook until such time as this Policy is withdrawn with prior notice. To the extent that this Policy conflicts with the policies in the general Employee Handbook, this Policy shall control while it is in effect.*

*Please be aware that this policy, as well as the structure of the 2020-2021 school year, may change based on recommendations or guidance from appropriate public agencies. Please read your school emails carefully as any changes will be provided in that manner.*

#### **Duty to Report**

As a matter of first importance, during the public health emergency of coronavirus (COVID-19), all staff are required to report to a District Administrator or Supervisor if they receive a diagnosis of COVID-19. Additionally, all staff are required to report to a District Administrator or Supervisor if a family member or individual with whom they have been in close contact in the previous 14 days advises the staff member that they have been diagnosed with COVID-19.

#### **Travel**

Any staff who intend to leave the State of Wisconsin within 14 days of any portion of the school year (whether prior to the start of school, during school, or over break) either by plane or on a cruise, must advise a District Administrator or Supervisor of their intent to engage in such travel. The District Administrator or Supervisor will be in contact with the local public health department and will advise whether the staff member may be required to self-isolate upon return from travel. Self-isolation will be unpaid or the staff member may elect to take PTO time if available. If applicable, the Emergency Paid Sick Leave discussed below may also be available for this purpose as required by law.

#### **Daily Screening**

For the safety of all, staff members will be required to participate in a daily self-screening prior to reporting to work. If, in the course of self-screening, the staff member identifies a fever over 100.4 degrees Fahrenheit, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, or diarrhea, the staff member should immediately report those symptoms to a District Administrator or Supervisor. The District Administrator or Supervisor will advise the staff member whether to report to work.

It is possible that the District will choose to require mandatory testing for COVID-19. This will not be an anti-body test. If testing is made mandatory, all staff will be required to comply.

All information provided by screening or by testing will be kept confidential as required by applicable laws. The District will use the information provided only to advise and protect other staff members and students from any transmission of the virus.

### **Return to Work**

If a staff member has symptoms based upon either their own daily screening or the observation of school officials upon reporting to work, the staff member will be required to stay home until a COVID-19 test is completed, a negative test result obtained and the staff member receives medical clearance to return to work. Unless the staff member receives and provides to the District specific documentation to that effect, and subject to any other health department recommendations, the staff member will be required to self-isolate away from the school building for 14 days and until he or she has been symptom free for at least 7 days.

The same standard will apply in the case of direct exposure to an individual who tests positive for COVID-19.

### **On-Duty Conduct**

All staff in the building are expected to comply with the following guidelines:

- Stay home if you are sick. There may be leave time available to you as an employee or staff member.
- Wash hands frequently and utilize hand sanitizer if you are not able to wash your hands.
- Avoid touching your face and eyes.
- Cover any cough or sneeze with a Kleenex or elbow.
- Clean frequently touched surfaces in the classroom regularly.
- Avoid sharing physical materials as much as possible.
- Maintain social distance of 6 feet from others as much as possible. If social distancing is not possible, wear a face covering.
- Face coverings should be worn at all times, to the extent feasible. Contact a District Administrator if this will present a difficulty.
- Comply with all instructions regarding frequent cleaning care of personal spaces and classrooms. This includes cleaning desks in-between classes if students will be switching classrooms.
- Remove objects from the classroom that can be shared as much as possible. Especially for younger students, avoid the need to share classroom materials.
- If it becomes necessary to specify times when particular staff can and cannot be in the building, comply with the schedule and make accommodations to work from other locations as required.

Drinking fountains will not be available, so staff members should plan to provide their own water and food as much as possible. To the extent food is provided, it will be pre-packaged.

It is important in the case of an outbreak in the school that the District is able to identify who was in close contact with the infected person. If a staff member or student moves to a room other than where they are scheduled to be, please document changes to the schedule or location of instructional services.

### **Copyright Policies**

Ensure all staff are complying with special permissions and fair use agreements if it is necessary to record copyrighted materials and post them online for further access. If staff members have questions about the specifics of these rules, please contact an administrator for guidance.

### **Supporting Students**

As the learning environment changes throughout the year, whether by classroom arrangements, limitations on how many students report to school at any given time, partially remote learning options or any other variation on the learning structure that may become necessary, please be aware of students who may not respond well to these options for a variety of reasons. If teachers or support staff need additional help accommodating for a particular student's needs, please contact an appropriate administrator to seek support.

If a teacher is required to provide for students who are not able to attend class in person, the teacher should ensure that the materials received at home and at school, as well as the lessons, remain as coordinated as possible and that transitions between periods of virtual instruction and in-person instruction remain as cohesive as possible. Increased reliance on the teacher's designated web page may satisfy this purpose. However, teachers should be careful to avoid violating the District's social networking policy.

Throughout this time, make an effort to increase direct communication with parents to solicit their feedback and concerns during the pandemic. Pay special attention to families who may not have the ability to access school or community resources, and to students who have difficulties accessing instruction or problems with the increased independence posed by virtual and distance learning.

Collaboration with colleagues may also require additional effort when it is less likely that employees will casually occupy the same space during school hours. Please be intentional to communicate student assignments and student specific needs with supporting teachers as necessary.

### **Visitors**

Any non-essential people should be approved prior to being invited into the building. This includes family members who may come in to set up classrooms with staff members, or parents who may

come to volunteer. All visitors to the building will be required to complete a screening questionnaire and sign in at the front office. Visitors will be expected to proceed directly to the destination for the visit (classroom or other building location) and to leave directly from there to minimize exposure to other individuals or spaces.

### **Early Notice**

If, at any time, an employee determines that he or she is not comfortable returning to work or that he or she will require an accommodation based on a medical disability or that he or she will need leave for child care, please contact a District Administrator or Supervisor as soon as possible. Notice should be provided pursuant to the individual contract terms where applicable or per board policy, but where not otherwise specified, no less than a minimum of 30 days of notice prior to resignation is preferred. The more notice an employee is able to provide, the more easily the District may be able to accommodate the request while also ensuring the District operations are covered.

### **Amended Accommodation Policy**

To the extent that an employee believes he or she requires a reasonable accommodation based on a medical disability related to COVID-19, the staff member should contact a District Compliance Officer or Supervisor as soon as possible to discuss potential accommodations. The District will provide reasonable accommodations as appropriate. Be advised that conditions that put an employee at higher risk for contracting or suffering extreme symptoms or medical consequences of COVID-19 may be considered legal disabilities for the pandemic time period, even if such symptoms or medical consequences would not previously have qualified under non-pandemic circumstances. Examples of higher risk conditions include being over age 60, or various underlying medical or health conditions, including heart conditions or obesity. If a staff member has been advised by a medical professional that he or she is at higher risk for complications of COVID-19 based on the examples identified or other conditions, please address those concerns to a District Administrator or Supervisor.

### **Teleworking/Remote Work**

While it is not the intent of the District to operate virtually for the entire school-year or for all programs, the District may be able to make reasonable accommodations based on a particular situation to allow individuals to work from home. This policy will be used in response to disability requests discussed above, as well as possibly during times of self-isolation or quarantine where the individual does not display symptoms, but has been asked to avoid coming into the building. Unless otherwise approved, staff is expected to report to the building for the regularly scheduled school day. An individual should contact a District Administrator or Supervisor if the individual believes he or she may qualify for a remote working option. In the event permission is granted to work from home, it is the staff member's responsibility to maintain relationships with students in

a manner comparable to in-person classroom relationships. Under such circumstances, the staff member should engage in communication with students to assist in accessing educational resources and instruction.

### **Amended Discrimination Policies**

In addition to the normal prohibitions on discrimination within the school district, this policy adds that no person should be discriminated against based a COVID-19 related disability or high-risk categorization. Additionally, in considering COVID-19-related accommodations, leave requests, or school reopening structure and organization, the prohibitions against discrimination on the basis of race, color, religion, sex and national origin will still apply. Any complaints should follow the discrimination procedure referred to in the Employee Handbook.

### **Amended Discipline Policies**

Anyone who fails to comply with the additional rules set forth in this handbook will be subject to discipline, up to and including termination, if the violation is egregious or repeated. Staff should contact a District Administrator or Supervisor if they have any concerns about their ability to comply with these rules or are concerned that their behavior may be viewed as non-compliant.

Additionally, any bullying related to wearing a mask or not wearing a mask or any perceived high-risk categorization or designation will not be tolerated. Staff members are required to report comments from other staff members or students that are perceived as bullying or if the comments are bullying in nature.

### **Leave Generally**

It is the District's intent to provide access to leave in a flexible manner. Employees may have PTO or sick time available to them that can be used as otherwise provided by the District. In addition, leave under the Families First Coronavirus Response Act, as described below, may be available to use. Employees should contact a District Administrator or Supervisor with any leave questions or concerns to determine if other arrangements can be made. It is the employee's responsibility to communicate concerns to the District.

Non-exempt employees will not be required to pay the prorated District portion of the insurance premium for any leave taken under the Families First Coronavirus Response Act. In the case of an unpaid leave of absence, employees may be required to pay the prorated District portion.

### **Families First Coronavirus Response Act Policy Effective April 1, 2020 to December 31, 2020**

#### **Introduction**

The federal government passed the Families First Coronavirus Response Act (FFCRA) to assist employees during the current public health emergency. As a covered employer, the District

provides the temporary benefits required by the Act as summarized in this policy. This policy is subject to change, including but not limited to a change due to any new or revised guidance or regulations. The leave described in this policy expires on December 31, 2020.

#### **A. Emergency Paid Sick Leave Benefit (EPSL)**

1. All full-time and part-time employees are eligible, but part-time employees will receive pro-rated sick leave benefits as described below.
2. Full-time employees will receive up to 80 hours of paid sick leave benefits to be used for coronavirus-related absences described below. Part-time employees will receive a pro-rated paid sick leave benefit based on the number of hours worked on average over a two week period. This paid sick leave benefit is available for immediate use.
3. Employees are not required to exhaust other forms of paid leave before using this new paid sick leave. The coronavirus paid sick leave is in addition to any paid leave employees already have.
4. This benefit is available to employees who are unable to work (in person or remotely) for any of the following reasons:
  - a. An employee is subject to a federal, state, or local coronavirus quarantine or isolation order;
  - b. An employee is advised by a health care provider to self-quarantine due to coronavirus concerns;
  - c. An employee is experiencing symptoms of coronavirus and seeking a medical diagnosis;
  - d. An employee is caring for an individual who is under a coronavirus quarantine or isolation order or has been advised by a health care provider to self-quarantine;
  - e. An employee is caring for a child whose school or child care provider has been closed or is unavailable because of coronavirus;
  - f. An employee is experiencing any other substantially similar condition specified by the Secretary of Health and Human Services.
5. The District may require an employee to provide documentation certifying the reason for leave.
6. Pay for the emergency sick leave is as follows:
  - a. If an employee requires leave for reasons 3(a), (b), or (c) above, the employee will be paid his/her regular rate of pay, up to \$511 per day and not more than \$5,110 in the aggregate.
  - b. If an employee requires leave for reasons under 3(d), (e), or (f) above, the employee will receive two-thirds of his/her regular rate of pay, up to \$200 per day and not more than \$2,000 in the aggregate.
  - c. If an employee does not have a set schedule of hours, paid sick leave is based on the average number of hours the employee was scheduled per day over the six-month period prior to use of the leave.

7. If an employee is not teleworking, then leave for reasons 3(a), (b), (c), (d), and (f) above must be taken in full-day increments until the earlier of: (i) the full amount of paid sick leave has been exhausted; or (ii) an employee no longer has a qualifying reason for taking paid sick leave. If an employee is teleworking, an employee may only take intermittent leave for reasons 3(a), (b), (c), (d), and (f) above, with the District's agreement.
8. An employee may only take leave identified in 3(e) intermittently with the District's agreement.
9. An employee's ability to use paid sick leave for purposes specified in the law will end upon termination of the qualifying event.
10. Paid leave provided under this law does not carry over year to year and unused leave is not paid out.

### **B. Temporary Expansion of Family & Medical Leave (EFML)**

The District's FMLA policy is temporarily expanded to include a qualifying need related to the coronavirus public health emergency, as declared by federal, state, or local authorities. The conditions of this expansion (EFML) are outlined below.

1. Employees are eligible for leave for a "qualifying need" if they have worked at least 30 calendar days.
2. A "qualifying need" is limited to circumstances where an employee cannot work (in person or remotely) because of the need to care for the employee's child under age 18 due to a coronavirus-related public health emergency school or child care closing or unavailability.
3. Pay for the expanded FMLA leave will be as follows:
  - a. The first 10 days of the leave are unpaid. An employee may elect to substitute accrued paid leave during this time if available. During the first 10 days of unpaid expanded family and medical leave, an employee may not simultaneously take paid sick leave (EPSL) and other preexisting paid leave, unless the District permits the employee to supplement the amount received from EPSL along with other preexisting paid leave, up to the amount of the employee's normal earnings.
  - b. After the first 10 days, an employee will be paid two-thirds of his/her regular rate of pay, up to \$200 per day and \$10,000 aggregate. Employees are required by the District to take their remaining expanded family and medical leave at the same time as any existing paid leave that, under the District's policies, would be available to them in that circumstance.
4. The total annual FMLA leave entitlement for any qualifying reason remains at 12 weeks.
5. Leave under the expanded FMLA may only be taken intermittently with the District's agreement.
6. The District may require an employee to provide documentation certifying the reason for leave.

### **Concluding Comments**

The administration is aware that these conditions will make this year more challenging than most. We appreciate your understanding and consideration as we try to navigate this situation in a responsible manner. Should any questions or concerns arise as to any rule or policy specified in this document, please bring your concerns to a District Administrator or Supervisor. Additionally, if you believe that a situation could be addressed in a different or more effective way, please forward your suggestion to a District Administrator or Supervisor. While there are many factors at play in the decision-making process, we are hopeful that we can address the current COVID-19 situation in a way that is satisfactory to all members of our community.

**Acknowledgement**

I, \_\_\_\_\_, hereby acknowledge that I have received the above *COVID-19 Policy Appendix* to the 2020-2021 Employee Handbook. I understand the information contained herein and agree to comply with the requirements of this Appendix until advised that it has been withdrawn. I further agree that there may be further amendments or changes to this Appendix and understand that I will receive notice if and when such changes take place.

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Name \_\_\_\_\_ Date \_\_\_\_\_