

Sturgeon Bay School District

EMPLOYMENT HANDBOOK
FOR
PROFESSIONAL STAFF MEMBERS

DATE JULY 1, 2024



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I. INTRODUCTION

A. INTRODUCTORY STATEMENT

This Employee Handbook has been prepared for professional staff members including Certified Teachers and Licensed Administrators. The provisions described herein are the terms and conditions governing employment in the School District of Sturgeon Bay (“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 District. It has been prepared to familiarize all professional staff members 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 professional staff member’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 District Administrator 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 District Administrator’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.

B. 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, subject to contractual or statutory provisions, if any. 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 professional staff member 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 [Policy 3139](#) – 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.

Whenever any words are used in this Handbook in the masculine gender, they shall also be construed to include the feminine or neutral gender in all situations where they would so apply, and whenever any words are used in the singular, they shall also be construed to include the plural in all situations where they would so apply, and wherever any words are used in the plural, they shall also be construed to include the singular.

This Handbook does not encompass all teacher employment policies or staff guides. The Board may initiate, delete, or modify such policies and guides as it deems necessary.

C. STATEMENT OF PHILOSOPHY

The School District of Sturgeon Bay believes that a school system in America has an obligation to continually strive to instill in each individual, according to his/her abilities, the knowledge, skills, attitudes, and values necessary for effective living in a free and changing society based on the rights and responsibilities embodied in our American heritage.

It is the aim of this District to provide a diversified program of educational experiences to youth and to cooperate with the home, church, and community to promote the development of individually different but effectively-educated citizens.

Within the classroom, emphasis should be on the development of fundamental skills and knowledge, as well as on breadth and depth of materials according to the student's ability. This can best be accomplished through a varied and flexible curriculum presented in surroundings that promote good work and study. The needs of the students, their parents, and the community demand an honest appraisal of student ability, flexible learning programs, and a healthy respect for learning itself. Likewise, recognition of the obligation to stimulate the ability to think objectively, to draw conclusions, and to make decisions is accompanied by an awareness of significant and desirable social and personal values.

D. CHAIN OF COMMAND – ORGANIZATIONAL CHART

The chain of command is the formal line of authority, communication, and responsibility within the District. [Policy 3112](#) – Board-Staff Communications

E. PURPOSE

1. The primary goal is the development and operation of an educational program of the highest quality for the benefit of students and the community.
2. Teaching is a profession, and the quality of the educational program is dependent upon the quality of the teaching service. The ultimate aim of education is the continuing development, continuity and implementation of quality in our educational program and constant welfare of the students.
3. Wisconsin law expressly prohibits strikes at any time by the teaching personnel covered by this Handbook.
4. In the event of any violation of the preceding clause, the Board may take whatever disciplinary action it deems appropriate including immediate discharge and such action shall not be subject to arbitration except on the basis that the employee involved did not participate in the prohibited activity.
5. The Board shall continue to operate and manage the school system and its programs, facilities, properties and school related activities of its employees, and it is expressly recognized that this operational and managerial responsibility includes, but is not limited to, the determination and direction of the teaching force; the right to subcontract for goods, services or work that is deemed desirable by the Board or the District Administrator; the right to plan, direct and control school activities; the right to establish and revise the school calendar; establish hours of employment; to schedule classes and assign workloads; to determine teaching methods, subjects to be taught; to select textbooks, teaching aids and materials, to maintain the effectiveness of the school system, to make necessary assignments for all programs of an extracurricular nature; to determine teacher complement; to create, revise and eliminate positions; to establish and require observance of reasonable rules and regulations; to select, hire and terminate teachers; to determine teacher qualification and conditions of employment; to promote or demote and to discipline and discharge teachers.
6. The foregoing enumerations of the functions of the Board shall not be considered to exclude other functions of the Board not specifically set forth.

II. EMPLOYMENT

A. EQUAL EMPLOYMENT OPPORTUNITY

The Board of Education does not discriminate in the employment of professional staff 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 the professional staff member has questions regarding Equal Employment Opportunity or how to file a complaint regarding equal employment (s)he should refer to [Policy 3122](#) - Nondiscrimination and Equal Employment Opportunity

B. 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 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, students, 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 District Administrator has prepared written administrative guidelines for professional staff members 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: [Policy 3362](#) - Employee Anti-Harassment, [Policy 3362.01](#) - Threatening Behavior Toward Staff Members

C. JOB DESCRIPTIONS

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

For more information regarding job descriptions, professional staff members shall refer to [Policy 3120.01](#) – Job Descriptions. Further, if a copy of a job description is required or desired, the professional staff member shall ask their immediate supervisor or go to the district office and request a duplicate copy.

D. 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: [Policy 3111](#) - Creating a Position

E. CONFLICT OF INTEREST

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

[Policy 1130](#) – Ethics & Conflict of Interest

[Policy 3210](#) - Staff Ethics

F. OUTSIDE ACTIVITIES OF STAFF

It is imperative that professional staff members avoid situations in which their personal interests, activities, and associations may conflict with the interests of the District. If a professional staff member 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 professional staff member's responsibilities.

For more information regarding the Board's expectations concerning interests, activities or associations that may conflict with the interests of the District, professional staff members should review the following: [Policy 3231](#) - Outside Activities of Staff

G. 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.

Professional staff members should refer to the detailed procedure regarding communication set forth in: [Policy 3112](#) – Board-Staff Communications

H. 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 District buildings and at all District-sponsored activities.

[Policy 3231](#) – Outside Activities of Staff

I. REPORTING SUSPECTED CHILD ABUSE AND NEGLECT

Wisconsin law requires District personnel to report all suspected incidents of child abuse and/or neglect to the Door County Department of Human Services, law enforcement or other legal authorities. Because the Board of Education is concerned with the welfare of all children, it recognizes the legal and ethical obligations to report suspected abuse or neglect and expects District staff to act in accordance with all appropriate Wisconsin statutes.

All District Employees are required to report suspected abuse or neglect when there is “reasonable cause” to suspect abuse or neglect has or will occur. Anyone who, in good faith, participates in the making of a report pursuant to the legal mandate shall in so doing be immune from any liability, civil or criminal, which might otherwise be imposed. State law also protects Employees from being discharged from employment as a direct result of such a report.

The Board of Education supports a preventative approach to child abuse and neglect and will provide training to school personnel in recognizing the indicators of abuse or neglect and in working with families in attempting to eliminate the conditions which may have contributed to the suspected abuse or neglect.

Further information, guidelines and requirements relating to the District’s child abuse and neglect reporting policy are set forth in Board of Education [Policy 8462](#) which is available on the District’s website. If you have questions regarding the policy, please contact the District Office.

III EMPLOYMENT STATUS AND RECORDS

A. EMPLOYMENT CATEGORIES

The Board establishes the specific categories of employment by which staff are identified as members of the professional staff if they fall into a category established in [Policy 3120](#) – Employment of Professional Staff, or are identified as members of the support staff if they fall into a category established in [Policy 4120](#) – Employment of Support Staff.

B. 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. The District shall maintain personnel records of professional staff members and grant access to inspect or review those records in accordance with [Policy 8320](#) – Personnel Records and State law.

C. 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.

D. PERFORMANCE EVALUATION

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

This program shall focus upon the early identification of specific areas in which the professional staff member needs improvement so that appropriate assistance may be provided in a systematic way. The evaluations shall be consistent with the following: [Policy 3220](#) – Staff Evaluation & Educator Effectiveness

E. CONFIDENTIALITY

As a result of an Employee's responsibilities with the District, an Employee may have access to confidential student or personnel records or other sensitive information. This may include, without limitation, information concerning the educational and medical status or condition of a student, the medical status or condition of an Employee, Employee records as well as the District's business practices including purchasing and negotiating strategies (collectively "confidential information"). Pupil information obtained as the result of employment with the District is confidential

information and protected by law unless such information has been designated as pupil directory data in School Board policy, and parents or guardians have not otherwise exercised their right to opt out of the release of designated directory data information.

Confidential information cannot be disclosed to any District personnel who are not authorized to receive such information or to persons outside of the District without the express authorization of Administration. Likewise, no information concerning the internal operations of the District, including but not limited to the release of records of the District, may occur except through, and with the permission of Administration.

Unless directed by Administration, Employees shall not act as the District's custodian of records or disseminate confidential information. State and federal laws govern the collection, maintenance and dissemination of confidential information. As a result, the improper and unauthorized disclosure of confidential information may constitute a violation of law. All inquiries or requests for pupil records should be directed to the building supervisor, Personnel records should be directed to the District Administrator.

F. 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

G. STUDENT SUPERVISION AND WELFARE

The Board requires each professional staff member to 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, administrators should refer to [Policy 1213](#) – Student Supervision and Welfare, and other professional staff members should refer to [Policy 3213](#) - Student Supervision and Welfare.

H. ASSIGNMENT AND TRANSFERS

The District Administrator is responsible for the proper assignment of all professional staff members in conformance with any legal requirements or certification requirements Assignments for the forthcoming school year will be made in accordance with AG 3130 – Assignment and Transfer of Professional Staff.

Further, professional staff members may be transferred between schools when the District Administrator determines that the needs of the students, the school or District require.

I. STAFF DISCIPLINE

Staff discipline and required investigations regarding potential wrongdoings of an administrator or a professional staff member shall be consistent with the terms established in [Policy 3139](#) – Staff Discipline

J. REDUCTION IN STAFF

The Board may abolish professional staff positions and/or reduce the administrative and/or professional staff, as necessary. Such staff reductions will be made in compliance with [Policy 3131](#) – Reduction in Staff.

K. 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 [Policy 3340](#) - Grievance Procedure. Finally, a staff member may resign in accordance with the terms of his/her individual employment contract.

[Policy 3140](#) –Non-Renewal, Resignation and Termination,

IV. EMPLOYEE PAY AND BENEFITS

A. PAY PERIODS

All professional staff members shall be paid in accordance with the provisions established in 6510 – Payroll Authorization.

B. COMPENSATION

The Board shall approve the employment, fix the compensation, and establish the term of employment for each professional staff member employed by this District. The District will set compensation for Employees on an annual basis and will provide Employees notice of their salary or wages in accordance with contract dates. The District exclusively reserves the right to provide other compensation, such as merit pay, performance pay, supplemental compensation, or other forms of compensation. Said compensation will be based upon objective evaluations and teacher effectiveness.

Beginning in the 2015-2016 school year, compensation information is contained in the Salary and Supplemental Pay Guide.

- Appendix A of the Salary and Supplemental Pay Guide will contain the Salary Ladder that accompanies the new system.
- Appendix B will contain the Supplemental Pay for Yearly Leadership Opportunities.
- Appendix C will contain the Co-curricular pay schedule established by the Board of Education.
- Appendix D will contain the Additional Employment Payment Schedule.
- Appendix E will contain the School Year Calendar.
- Appendix F will contain Cafeteria Plan/Alternative Benefit Plan (ABP).
- Appendix G will contain Post Employment Benefits.

The supervising administrator and Superintendent must approve all master's degree credit requests as described in the Continuing Education Support section of the Salary and Supplemental Pay Guide.

C. 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

D. LEAVES OF ABSENCE (extended leave)

Any professional staff member 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

E. PAID TIME OFF (PTO) BENEFIT

PTO provides a single bank of leave time for Teachers and Professional Staff covered by the Professional Staff Handbook to use at their discretion when requesting time away from work. PTO is a benefit designed to increase flexibility and choice by empowering employees to prioritize elements of their compensation. In addition, PTO provides teachers with increased flexibility to positively influence their work-life balance and empowers educators to make more decisions about their personal finances.

All full-time equivalency (1.0 FTE) Teachers and Professional Staff covered by the Professional Staff Handbook shall receive ten (10) Days of PTO annually. Any Teacher under a 1.0 FTE shall receive a prorated number of days, based on FTE. In the case of resignation, retirement, termination of employment or any other reason for employment separation, a proration calculation for days earned will be completed. The calculation will determine whether the employee used more leave than they earned and whether a deduction will be made from their last paycheck OR if the employee earned more leave than they used and whether a payment is due to them on their last paycheck. More information about this process can be found below.

New employees who start on or before the first contract day of the year will receive ten (10) PTO days to use immediately. Employees hired after the first month of school will receive a prorated number of PTO days based on the number of remaining months they will work in the year.

Employees with ten (10) years or more of local service will be granted an additional PTO day. Employees with twenty-five (25) years or more of local service will be granted an additional PTO day.

Each PTO day has a cash value, and teachers may request unused PTO days be compensated at the end of the school year or roll them into their sick leave bank as described in section *G: PAYOUT/CONVERSION OF PTO*.

F. PTO GUIDELINES

A reason is not required when requesting PTO. However, in circumstances where more than one employee in the same building/department request the same day off, providing additional information may expedite the approval request.

PTO will be approved by the building administrator based on the needs of each building at the time of the request. The operational needs of the building and District will be taken into consideration prior to approving a request for PTO and may cause a denial or cancellation of the request.

Absence requests for a PTO day must be entered into Skyward and Frontline at least 2 school days prior to the day being requested off unless there are extenuating circumstances (i.e. determined on a situational basis by the building administrator).

Extenuating circumstances may include sudden illness of the employee or close family member, an emergency such as a house fire, etc.

PTO may be requested up to, but not to exceed five (5) consecutive days. Prearranged PTO requests of two (2) to five (5) consecutive days must be submitted and approved with not less than a ten (10) school days notice. Classroom coverage must be pre-arranged and assigned.

In reference to pre-planned absence: no more than three (3) employees at the elementary level can take PTO on the same day, three (3) employees in the middle school and four (4) employees in the high school. At the discretion of the principal the daily PTO limit may be exceeded due to extenuating circumstances.

If an employee becomes ill or cannot be at work due to an emergency medical reason, they must enter their absence as soon as possible. If the illness occurs after the Frontline cutoff, employees must call the sub-caller to request emergency coverage.

If an employee utilizes PTO for more than three (3) consecutive days for illness or medical reasons, a written statement from a licensed physician may be required along with any applicable restrictions before returning to work.

In eligible FMLA cases, employees have the right to choose what type of paid leave they would like to apply.

Misuse of PTO may result in loss of wages and reimbursement to the District of pro-rated benefits for the time absent.

Employees may have a sick leave balance which can be maintained up to a maximum of sixty (60) days. Employees must use their allotted PTO days in total before utilizing sick leave from their past balance. Sick leave balances may be used for an ill employee or a sick family member. Employee's Immediate family shall include employee's spouse, parents, father/mother-in-law, siblings, brother/sister-in-law, children, grandparents, and grandchild (including step relationships for all listed) or significant other. Additional consideration may be made for another person close to the employee as approved by the employee's Building Administrator and Superintendent.

If pre-planned PTO absences deplete an employee's total balance for the year and prior to those pre-planned absences an employee becomes ill, a PTO day must be cancelled and applied to the sick day. For example, an employee pre-plans and schedules their total allotment of PTO days in advance to go on a vacation in February. In November, the employee calls in sick. A PTO day will be taken from the pre-planned absences and will be applied to the sick day. Employees cannot access their sick leave bank until all PTO has been exhausted (current or pending). Should a situation arise where all PTO and any remaining sick leave has been depleted, a special request must be submitted on the *Unpaid Leave/Time Off*

Request Form (located in Google Drive) to be absent from work. If granted, additional time off will be unpaid and a payroll deduction will be taken including the cost of the employee portion of insurance premium, when applicable.

G. PAYOUT/CONVERSION OF PTO

Note: This PTO system does not apply to individuals in Category 3 of Appendix G of the Post Employment Benefits of the Salary and Supplemental Pay Guide.

Once the employee has accumulated 30 days in their sick bank, the employee may request unused PTO days be paid out (as defined below) at the end of the school year or they may be converted to sick leave in the new fiscal year. Employees have the option to choose a combination of days to be converted and the number of days to be paid out (not to exceed the current year's allotment). Each PTO day has a cash value as defined below (value is subject to change based on district budget allocations) and is only valid during the year they were earned. Employees will be provided with a form near the end of the school year to allocate any remaining cash value which must be submitted before the end of business day (4:00 p.m.) on the last student day of each school year (for school year employees) or by the 15th of June (for full-year employees). If the payout form is not submitted on time, any remaining balance will be converted into sick leave. The related payout will occur on or before June 30th. If a payout is chosen, the funds may be:

- \$90 Paid out via payroll
- \$100 Contributed to a tax sheltered 403b account (if eligible)
- \$100 Contributed to a tax-sheltered health savings account (if eligible)
- Or a combination of the above.

Employees may accumulate up to sixty (60) sick leave days. Payout for unused PTO is only available for the days granted in the year of the payout. If PTO days are converted, they do not retain their cash value.

H. HOW PTO IS TREATED UPON TERMINATION OF EMPLOYMENT

In cases of resignation, retirement, termination of employment or any other reason for employment separation, payout of the unused sick leave bank will not occur. However, if an employee uses more PTO leave days than they have earned for that fiscal year, a contract loss will be administered. A calculation will be used to determine the amount of PTO earned versus used in the fiscal year. If days earned were not used prior to the last date of employment, a payout will occur. If days used exceed the amount of PTO earned, a contract loss will be administered.

I. EMPLOYEE LEAVES

Administrators and professional staff members may request leave for several qualifying circumstances. Those circumstances may include the following:

a. PERSONAL LEAVE

When a request has been submitted, and when satisfactory arrangements can be made, the District Administrator may grant leave for professional, semi-professional, community service, personal and family business.

b. BEREAVEMENT LEAVE

Bereavement leave will be granted due to death in the immediate family and shall be limited to three (3) days per school year. If more than three (3) days are needed, additional days will come from PTO, with approval from the Principal and the Superintendent. If PTO is exhausted, then additional days will come from sick leave balance.

Employee's Immediate family shall include employee's spouse, parents, father/mother-in-law, siblings, brother/sister-in-law, children, grandparents, and grandchild (including step relationships for all listed) or significant other. Additional consideration may be made for another person close to the employee as approved by the employee's Building Principal and Superintendent.

c. FAMILY AND MEDICAL LEAVE

Medical leave is defined under the Family and Medical Leave Acts found in the state and federal laws as leave or other medical leave that renders an employee unable to be at work and requires written documentation from a licensed healthcare provider indicating that the employee is unable to be at work. In accordance with Federal and State law, the Board of Education will provide family and medical leave for administrators who are not employed under individual employment contract professional staff members. 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 Policy 3430.01 – Family and Medical Leave of Absence (FMLA).

d. MILITARY LEAVE

It is the District's policy that employees will be granted all military leave rights available under the Uniformed Services Employment and Reemployment Rights Act (USERRA). Upon notification of the need for military leave, the employee should contact the Business Office as soon as possible to arrange for the leave. Benefits due employees while on voluntary or involuntary military leave will be determined by applicable State and Federal laws and only those benefits as required by such laws will be provided. If State and Federal laws are not applicable to a specific benefit no such benefit will be provided. Any Employee who enters service in any of the armed forces of the United States shall, upon termination of such service by honorable discharge or other evidence of good standing, be entitled to reemployment in accordance with provisions of USERRA and other applicable federal and state laws.

e. LEAVE FOR JURY DUTY WHEN CALLED TO PERFORM THEIR CIVIC RESPONSIBILITY AS A POTENTIAL JUROR OR TO SERVE ON A JURY

Any employee, who shall be called for jury duty or be required to appear as a witness in court, shall receive regular salary or wages for such day or days while serving or appearing. Upon completion of jury duty, the employee shall remit to the District any compensation received from the court for such jury duty. In case of court appearance, required because of a violation by the employee, the section will not apply.

f. NATIONAL BOARD CERTIFICATION ABSENCES

The District will provide 1 day of paid leave for a teacher taking the National Board Certification test.

If an administrator or professional staff member 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 Policy 3431 – Employee Leaves.

J. OTHER LEAVE CONSIDERATIONS

Professional staff members may use PTO/paid sick leave and must follow the protocol established in Policy 3432 – Employee Sick Leave/PTO.

- a. No sick leave will be paid beyond the first day for which a teacher would become eligible for long-term disability whether the teacher applies or not for that benefit.
- b. PTO/Sick leave shall cover absences due to employee illness, including childbearing.
- c. Sick leave for critical illness and/or emergency medical treatment for the employee’s immediate family shall be in accordance with the provisions of state and federal Family and Medical Leave Acts (FMLA) for leave requests beyond three (3) days.
- d. Employee’s Immediate family shall include employee’s spouse, parents, father/mother-in-law, siblings, brother/sister-in-law, children, grandparents, and grandchild (including step relationships for all listed) or significant other. Additional consideration may be made for another person close to the employee as approved by the employee’s Building Administrator and Superintendent.
- e. A doctor’s certificate is required for any sick leave absences in excess of three (3) days. This requirement may be waived by the Superintendent under certain circumstances.

K. HEALTH AND DENTAL INSURANCE BENEFITS

Health and Dental Insurance will be provided to all full-time professional staff members in accordance with the District's Health Insurance Plan and Policy 3419 – Group Health Plans and Policy 3425 – Benefits. These benefits will be prorated for employees less than full-time. An employee must be at least 50% to qualify for health and dental benefits. The district does offer an alternative benefit that is defined in Appendix F of the Salary and Supplemental Pay Guide.

L. HOLIDAYS

Contracted Teachers receive three paid holidays as part of their contracted 190 days each year. Labor Day, Thanksgiving Day and Memorial Day.

M. PRIVACY PROTECTIONS OF FULLY INSURED GROUP HEALTH PLANS

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

Policy 3419.02 - Privacy Protections of Fully Insured Group Health Plans.

N. RETIREMENT

- a. All persons officially and legally employed by the District who are eligible for the Wisconsin Retirement System shall be covered by that system.
- b. The teacher's contribution to the fund and the benefit levels including benefits upon retirement, variable annuity payments, death benefits and separation benefits are governed by Wisconsin Statutes, Chapter 42.
- c. Employees shall be required to make full payment towards the employee required contribution to the WRS.
- d. Appendix G of the Salary and Supplemental Pay Guide contains Post-Employment Benefits.

V. WORKING CONDITIONS AND HOURS OF WORK

A. TEACHING HOURS

High school and middle school	7:45 a.m. to 3:45 p.m.
Elementary school	7:35 a.m. to 3:35 p.m.

The District may have a teacher's workday differ in order to accommodate for before and after school programming.

The listed times include a guaranteed 30-minute duty-free lunch period.

High School and Middle School Teaching Loads

Within an eight-period day:

- A. 5 classes 1 duty 2 preparation periods
- B. 6 classes 0 duty 2 preparation periods
- C. 6 classes 1 duty 1 preparation period

Within a seven-period day:

- A. 5 classes 1 duty 1 preparation period
- B. 6 classes 0 duty 1 preparation period

Within a four-period day:

- A. 3 classes 1 rotating duty 1 preparation
(Duty = 30 minutes) (Preparation = minimum 60 minutes)

The normal full time teaching assignment is illustrated in each schedule above.

The regular workday for teachers in the four-year old preschool program may vary significantly from the hours worked by a regular elementary classroom teacher but in no instances shall the total hours worked per day exceed that of a regular elementary school classroom teacher.

The preparation period provided for all teachers K-12 shall average to be approximately 50 minutes per day. The preparation time need not occur as a single total consecutive block of time and need not occur daily, but the average shall apply on a weekly scheduled basis as far as practical and possible.

It is recognized that a teacher's workload extends beyond the scheduled hours of required in-school attendance. When middle school and high school teachers are required to attend more than one (1) meeting per week that extends beyond 3:45 p.m. these teachers may take an equal amount of release time under a "flexible schedule" arranged with their immediate supervisor (principal), computed from 3:30 p.m. When elementary teachers have more than one (1) meeting per week that extends beyond 3:35 p.m. these teachers may request a flexible schedule to be arranged for an equal amount of time computed from 3:10 p.m. Flexible schedules must be arranged for a mutually agreeable workday and taken before May 1 of the school year. Elementary teachers required to attend non-contract evening meetings may submit a voucher at the hourly rate.

Title I teachers shall schedule parent teacher conferences during the first month of the school year (September) to aid in forming partnerships with the parents of their

Title I students. Title I teachers will be excused from participation in the regular parent-teacher conferences normally scheduled during the month of November except as follows: The Title I teachers will participate in regular classroom parent-teacher conferences with the Title I student's regular teacher when a timely request is made by the regular classroom teacher of the student(s) receiving Title I services.

On Fridays and on any day immediately preceding a student holiday, elementary teachers and secondary teachers may leave at the close of day as soon as they have satisfactorily supervised the departure of their pupils. Teachers with last period free are to remain on duty unless otherwise excused. Elementary teachers with students identified as having learning disabilities may receive, at the discretion of the Superintendent of the District, release time to permit work with special education teachers. Special education teachers at the secondary level may be granted similar privileges in order to work with classroom teachers during their prep time.

B. SCHOOL CALENDAR

The length and structure of the teacher calendar shall be determined by the Superintendent. The Board will set the school calendar for students and workdays. Appendix E of the Salary and Supplemental Pay Guide is the school calendar for the current school year.

In the event a situation beyond the control of the Board requires the closing of one or more or all schools the first two days will not be rescheduled. All other days will be rescheduled by the Superintendent.

C. DRESS CODE

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

When on duty, professional staff members are expected to dress in a manner that is consistent with the expectations described in Policy 3216 - Staff Dress and Grooming.

D. ATTENDANCE AND REPORTING ABSENCES

Staff members are expected to report for duty daily; however, when a staff member must be absent, the following procedure shall be followed:

- a. For all absences, regardless of whether they are absences which may be classified under the leave provision or other types of absences, all employees are required to enter the absence in Skyward and Frontline to be approved by the principal/director.

- b. All requests for leave except illness and death must have prior approval of the principal and the District Administrator. The principal must contact the District Administrator in all questionable cases.
- c. A doctor's certificate may be required for any absence where it appears that sick leave may be abused.
- d. The Board reserves the right to require a physician's report of examination whenever deemed necessary; cost of examination will be paid by the Board
- e. Teachers on leave due to illness, child rearing or child adoption leave who have exhausted sick leave and have exceeded twelve (12) weeks of leave allowable under state and federal FMLA regulations may, at the employee's expense, continue insurance coverage within the district health insurance. Payment for continued insurance coverage must be received by the District by the 15th day of the month prior to the month of coverage (i.e., February 15th for March insurance coverage, March 15th for April insurance coverage, etc.)

E. USE OF EMPLOYER PROPERTY/EQUIPMENT

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

Policy 7530 – Lending of District-Owned Equipment

F. USE OF PERSONAL PROPERTY AT THE DISTRICT

Employees may wish to bring personal property to school either for reasons associated with their professional responsibilities or for use during off-duty time. This practice is authorized provided it is understood that the District will not be responsible for any loss, damage, or misuse of such property.

The District does not assume any responsibility for loss, theft or damage to personal property. The District is not liable for vandalism, theft or any damage to cars parked on District property. The District carries no accident insurance or other insurance coverage for any loss or injury for which the District does not have legal responsibility.

G. EMERGENCY CLOSINGS

The District Administrator shall make the decision regarding emergency closings in accordance with the Plan for Emergency Preparedness as established in accordance with Policy 8420 – School Safety and Emergency Preparedness.

H. TRAVEL EXPENSES

The Board of Education will provide for the payment of the actual and necessary expenses, including travel expenses, of any professional staff member 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 District Administrator's administrative guidelines.

Policy 3440 – Job-Related Expenses

VI. SAFETY AND HEALTH

A. PHYSICAL EXAMINATION AND TB TESTING

All new personnel shall have a physical examination and a tuberculin test (04 70 mm chest X-Ray), with follow-up 14 x 17 X-Ray, if necessary, as a condition of entering employment except that a certificate of health examination as prescribed by Statute will be accepted if taken within the two years prior to local employment. (The latter would apply to teachers transferring from another school system.)

1. The procedures employed will be those established by the Statutes.
2. The prescribed examination form will be furnished by the District.
3. The Record of Examination Form will be retained in the physician's file.
4. The Confidential Physician's Recommendation Form will be forwarded by the physician to the District Office.

Since there is no physician in the employ of or under contract with the Sturgeon Bay Board of Education, the employee may be examined by any licensed physician.

The physician will forward the statement of charges for the examination at the time he forwards the Recommendation Form to the District Office.

Costs of the examination and X-Rays (when they are required) will be paid by the Sturgeon Bay Board of Education.

Orders authorizing examinations shall be signed by the Superintendent of the District.

B. SMOKING

The Board is committed to providing students, staff, and visitors with an environment free of smoke, tobacco, electronic smoking devices or vaping devices. Accordingly, the Board prohibits professional staff members 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 and Nicotine by Professional Staff

C. TRAINING

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

- a. The use of automated external defibrillators
- b. The control of blood borne pathogens ([Policy 8453.01](#) - Control of Blood-Borne Pathogens)
- c. The control of casual-contact communicable diseases ([Policy 8450](#) –Control of Casual Contact Communicable Diseases), and
- d. Understanding the method of transmission and prevention of diseases that are direct contact communicable diseases ([Policy 8453](#) – Direct Contact Communicable Diseases).
- e. The authorized use of Seclusion and/or Restraint with/or on students ([Policy 5630.01](#) – Use of Restraint and Seclusion with Students).

D. REPORTING WORK RELATED INJURY

Any accident that results in an injury, however slight, to an employee of the Board, must be reported promptly to the employee’s supervisor. The employee and supervisor (if available) must call SFM Work Injury Hotline at 855-675-3501 and report the work injury. When care is needed, the registered nurse will provide treatment recommendation and/or designated medical facilities for work injury treatment.

[Policy 8442](#) – Reporting Accidents.

VII. EMPLOYEE COMMUNICATION & TECHNOLOGY

A. ACCEPTABLE USE OF DISTRICT EDUCATION TECHNOLOGY

Staff use of the District's Education Technology will be governed by [Policy 7540.04](#) – Staff Education Technology 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.

B. 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](#) – District Issued Staff Email Account and the District Administrator's established guidelines regarding e-mail.

C. SOCIAL MEDIA

In accordance with [Policy 1213](#) – Student Supervision and Welfare and [Policy 3213](#) - Student Supervision and Welfare, professional staff members are discouraged from engaging students in social media and online networking media (such as Facebook, Instagram, Twitter, etc.) for any reason outside of educational use and consistent with [Policy 5722](#) – School Sponsored Publications and Productions.

VIII. EMPLOYEE CONDUCT AND DISCIPLINARY ACTION

A. STAFF DISCIPLINE

Staff discipline and required investigations regarding potential wrongdoings of a staff member shall be consistent with [Policy 3139](#) – Staff Discipline

B. GRIEVANCE PROCEDURE

Each professional staff member 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 [Policy 3340](#) – 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 [Policy 3340](#) – Grievance Procedure shall be followed when a grievance has been filed.

C. 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 member of the District's administrative and/or professional staff at any time while on District property or while involved in any District-related activity or event. Any staff member who violates [Policy 3122.01](#) – Drug-Free Workplace shall be subject to disciplinary action in accordance with [Policy 3139](#) – Staff Discipline and the District Administrator’s guidelines.

Any employee who feels that they need assistance with drug or alcohol dependency is encouraged to contact Human Resources 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 District premises or at any school sponsored activity.

IX. EMPLOYEE RECEIPT AND ACKNOWLEDGMENT

Employees will annually acknowledge review of the handbook via the school’s software training program (i.e., Vector Training/Safe Schools).