

School District of Beloit Turner

Employee Handbook

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July 8, 2013
January 13, 2014
July 14, 2014
June 8, 2015
August 8, 2016
October 10, 2016

#WeAreTurner

Additional Assignments

Qualified staff in the bargaining unit represented by the TEA will be given priority in filling assigned positions, including supervision and work assignments.

The District Administrator will determine an applicant's qualifications in collaboration with the athletic director (sports) or building principal (sports and other assignments). In all situations, the District Administrator reserves the right to assign the most qualified candidate.

"Pay" for paid leaves of absence will only include pay for assigned positions if the duties of the assigned position were fulfilled by the employee. Performance of the duties by another District employee (including an assistant coach or advisor) shall not result in compensation for the absent employee.

District employees may be involuntarily assigned to a position for a period not to exceed three (3) consecutive years. After an involuntary assignment of three consecutive years, an employee may not be assigned to any position for one (1) year.

District employees will receive payment for the supervision and chaperoning of evening school events as outlined below. The assignment of these duties will be made by the building principals. The Board reserves the right to use volunteers to fill any of these assignments.

Payment may be made for the following assignments:

- Athletic events
- Chaperones present for an entire event
- Dances
- Football (announcer)
- Football (chain crew)
- Football (ticket taker)
- General supervision/crowd control
- Official scorer
- Official timer
- Track officials

Coaches of a given athletic program, at the building level, will not receive additional payment for any activities connected with that athletic program, other than the regular compensation for their assigned position. (For example, the freshman football coach will not be paid for working on the chain crew at high school football games.)

Employees electing to receive compensation for additional assignments in a "lump sum" at the completion of their season shall be paid on the following dates:

- | | |
|-------------|------------------------|
| November 22 | (Fall) |
| March 22 | (Winter) |
| June 22 | (Spring and Full Year) |

Calendar dates

School year calendars will be established by the Board of Education based on a recommendation from the District Administrator in consultation with the TEA president(s).

Complaints

Any complaints about a professional educator that could affect that teacher's performance evaluation or jeopardize that teacher's continued employment that are made to the administration shall be recorded in a written memo, stating the substance, intent, and time frame of the alleged concern, and shall be promptly called to that teacher's attention.

The administration and the professional educator (with representation) will develop an appropriate response to the concern. Said teacher shall have the right to answer any complaints and his/her answer shall be reviewed by the District Administrator and attached to any filed complaint to be placed in said teacher's personnel file.

Contributions to the Wisconsin Retirement System

The Board will pay 50% of the total required contribution to the Wisconsin Retirement System. Professional educators shall pay the remaining 50% of the total required contribution to the Wisconsin Retirement System on a bi-monthly basis through payroll deduction.

District-Wide Meetings

All general school district-wide meetings shall be completed by 4:45 p.m.

Duty-Free Lunch Period

A minimum of thirty continuous minutes of a duty-free lunch period shall be provided to all professional educators each day.

Employment Experience

The District Administrator shall determine any credit for experience outside the School District of Beloit Turner and have sole discretion to determine an employee's initial compensation level upon employment with the District.

Evaluation of Performance (Educator Effectiveness)

The evaluative functions stated herein are intended to meet the minimum requirements of Educator Effectiveness and/or the needs of the Turner School District.

Prior to October 1, building principals shall familiarize all professional educators with the District's performance evaluation process, procedures, and instruments.

The District Administrator shall have the right to modify the evaluation instrument based on a determination of the best interests of the District. A copy of the evaluation instrument shall be given to each professional educator prior to the first announced classroom visit for the purpose of evaluation.

Performance evaluations shall be conducted by the District Administrator, building principal, assistant principal, or other professional persons designated by the District Administrator or building principal. All monitoring or observation of the performance of a professional educator shall be conducted openly; with the professional educator being informed of each evaluation, either before or after the evaluation is conducted, so that a conference may be requested if desired.

Probationary teachers shall be observed for the purpose of evaluation at least two times each year prior to the date on which the Board is statutorily required to provide preliminary notice of non-renewal. Non-probationary teachers shall be observed for the purpose of evaluation at least once every three years.

Observations shall be defined as "a visit of twenty (20) minutes or more in length and for the purpose of preparing a written evaluation" and shall be conducted at least ten working days apart unless the ten-day period is waived by mutual agreement between the professional educator and the supervisor.

Performance evaluations shall be returned to the professional educator within seven (7) working days of the observation. All summary year conferences must be completed on or before the last teacher workday of the school year.

In the event a professional educator feels that an evaluation was incomplete or unjust, such objections may be put in writing and attached to the evaluation report to be placed in the personnel file.

Family and Medical Leave (FMLA)

The state and federal FMLA laws permit eligible employees to take unpaid leave in the following circumstances:

- for the employee's own serious health condition.
- for a serious health condition involving the employee's parent, child or spouse.
- the birth, adoption or under the federal law, foster placement of a child.

The federal FMLA also allows FMLA leave for:

- eligible employees with a spouse, son, daughter, or parent on active duty or call to active duty in the National Guard or Reserves in support of a contingency operation for certain qualifying exigencies;
- eligible employees to care for a covered service member.

The state FMLA also allows FMLA leave for a serious health condition involving the employee's domestic partner. The state law covers employees who have worked for at least one (1) year (does not have to be consecutive months) and 1000 hours (worked or otherwise paid) in the preceding twelve (12) months. The federal law also has a one (1) year qualification period, but uses 1250 hours actually worked as the minimum requirement.

The state benefit is based on a calendar year and is:

- 2 weeks for the employee's own serious health condition.
- 2 weeks for a serious health condition involving the employee's parent, child, or spouse.
- 6 weeks in cases of birth or adoption (foster placement is not covered).

The federal law allows a total of 12 weeks per twelve-month period, except that up to 26 weeks of leave is allowed during a single 12-month period to care for a covered service member. The military caregiver leave is available during a single 12-month period during which an eligible employee is entitled to a combined total of 26 weeks of all types of FMLA leave. The District uses a calendar year to calculate federal FMLA leave. Where a leave is covered by the state and federal law, state leave runs concurrently with federal law.

Any accrued paid vacation, which the employee elects to use and for which the employee is eligible, will be credited against the unpaid leave allowance. Employee may be required to use accrued paid vacation for federal FMLA leave, which will be counted against the unpaid federal leave allowance.

Employee requesting family or medical leave should give as much advance notice as possible of the need for the absence. A 30-day notice is required when leave is reasonably foreseeable.

If FMLA leave is for birth and care or placement of a newly placed child for adoption or foster care, use of intermittent leave is subject to the employer's approval, except as may be allowed by the Wisconsin FMLA. FMLA leave may be taken intermittently whenever medically necessary to care for a seriously ill family member, or because the employee is seriously ill and unable to work.

Employees on a federal or state approved family or medical leave may be required to provide medical certification of the need for the leave as well as the employee's fitness to return to work, as applicable.

During an approved state or federal family or medical leave, the District will continue to provide group health insurance, for up to the maximum FMLA leave, on the same terms and conditions as provided for before the leave. Continuation of insurance coverage beyond that period shall be provided in accordance with applicable state and federal law.

Employees returning from an approved state or federal family or medical leave shall be reinstated to their former position or equivalent position in accordance with applicable state or federal law.

Additional information regarding your rights and responsibilities under the state and federal family and medical leave laws is available upon request.

Flexible Spending Account (Section 125 Cafeteria Plan)

Eligible District employees may establish a Flexible Spending Account (Section 125 Cafeteria Plan) to pay for certain unreimbursed healthcare and dependent care expenses on a pre-tax basis.

Before the start of each plan year (the plan year ends on August 31 and starts on September 1), eligible District employees may elect to have a fixed dollar amount deducted from each payroll check on a pre-tax basis.

Eligible District employees may elect an amount up to a maximum of:

\$2,500 per plan year for eligible healthcare expenses, including dental, vision, and medical expenses.

\$5,000 per family (or \$2,500 per individual if both spouses participate) per plan year for eligible dependent care expenses, including childcare, elder care, and the care of a disabled spouse.

Any unused monies remaining in an employee's Flexible Spending Account at the end of each plan year will be forfeited by the employee.

Funeral Leave

Professional educators may use up to five (5) days of sick leave annually to attend funerals of their and their spouse's parents, children, siblings, grandparents and grandchildren, and other close friends and relatives.

Grievance Procedure

The Board recognizes the need to provide for the orderly resolution of any complaint or disagreement related to employee discipline, termination, or work place safety.

Any employee of the District shall have the right of access to the grievance procedure approved by the Board.

Employees are always encouraged to discuss any concern, issue, or problem with his/her immediate supervisor as a first step toward the resolution of any problem(s).

Health Examinations

Candidates hired to work in the Turner School District must complete a physical examination and a tuberculin test before the first day of employment.

The District shall pay for the cost of a physical health examination, including chest x-ray or tuberculin test, as required upon initial employment by Statute 118.25. A doctor's certificate of examination shall be filed with the District Administrator upon completion of the examination.

The Board may require a complete physical examination of any employee at any time if the Board feels there is reasonable cause to believe an employee is suffering from illness detrimental to the health of pupils, other District employees, or effective performance of assigned duties.

Insurance Benefits

The Board will carry property damage and liability insurance on all employees. Coverage under this insurance policy will be limited to the employee's liability in the performance of professional duties.

The Board will pay the District's portion of the cost of health/accident insurance premiums for all full-time professional educators. Professional educators shall contribute the employee's portion of health/accident insurance premiums on a bi-monthly basis through payroll deduction. The Board will pay a proration of the District's portion of the cost of health/accident insurance premiums for all part-time professional educators.

Professional educators may request insurance coverage at any time during the school year subject to carrier restrictions. Professional educators may elect to waive health/accident insurance coverage and receive \$3,694 in lieu of District group health insurance through the District's section 125 plan. The full amount (\$3,694) is based on a 12-month school year and 12 months of insurance premiums and will be pro-rated for partial years of employment and/or mid-year plan enrollment. Payment through the section 125 plan is made in June at the end of the year and is subject to all applicable state and federal taxes, including social security.

Once waived, professional educators may only request health/accident insurance coverage during the school year subject to carrier restrictions (following a “status change” that results in “loss of coverage”).

The Board will pay the cost of dental insurance premiums for all full-time professional educators. Professional educators may request insurance coverage at any time during the school year subject to carrier restrictions.

The Board will provide life insurance equivalent to \$30,000 with accidental death and dismemberment benefits.

The Board will provide long-term disability insurance coverage. The plan will include a 60-calendar day qualifying period, provide 90% of salary at the time of disability to age 65 per illness or accident, and include a cost of living adjustment based on the consumer price index.

Employees shall remain eligible for inclusion in the District’s group insurance programs during periods of unpaid leave provided the employee reimburses the District for the cost of premiums for such coverage in accordance with District and carrier requirements.

Layoffs

The Board will first determine the position(s) to be eliminated or reduced and the number of employees to be laid off or reduced, and then identify the individual employee(s) to be laid off, in accordance with the following steps:

Step 1: Normal attrition

Step 2: The Board will select employees for reduction in the grade level, department or subject area (normally K-8 or 7-12; special areas, e.g. guidance, physical education, art, music and special education do not apply to this split) affected based on:

1. Overall job performance in subject areas of projected relevance, as assessed by the District and documented in the professional educator’s most recent performance evaluation
2. Projected student needs
3. The employee’s perceived commitment to the District’s mission and willingness to embrace change
4. Number of years of relevant teaching experience

Exceptions can be made to retain a program and/or to serve the best interests of the District.

Liquidated Damages

District employees who request a release from their individual employment contract on or after June 15 – and before July 1 – shall be subject to liquidated damages of One-Thousand Dollars (\$1,000) – plus reimbursement of an amount equal to 100% of the District's contribution to the employee's Health Savings Account.

District employees who request a release from their individual employment contract on or after July 1 – and before August 1 – shall be subject to liquidated damages of One-Thousand, Five-Hundred Dollars (\$1,500) – plus reimbursement of an amount equal to 100% of the District's contribution to the employee's Health Savings Account.

District employees who request a release from their individual employment contract on or after August 1 shall be subject to liquidated damages of Two-Thousand Dollars (\$2,000) – plus reimbursement of an amount equal to as much as 100% of the District's contribution to the employee's Health Savings Account (based on date of separation).

A resignation, or other request for release from an individual employment contract, must be accompanied by a payment for liquidated damages prior to any Board action on the request.

Management Rights

The Board retains and reserves unto itself all powers, rights, authority, duties and responsibilities conferred upon and vested in it by applicable laws, rules and regulations, to establish the framework of school policies and projects including, but without limitation because of enumeration, the right:

1. To the executive management and administrative control of the school system, its properties and facilities, and the school related activities of its employees.
2. To employ and re-employ all personnel and, subject to the provisions of the law or State Department of Public Instruction regulations, determine their qualifications, their dismissal or demotion, their promotion and their work assignments.
3. To establish and supervise the instructional program and hours of instruction and to make the necessary assignments for all programs of instruction of an extra curricular nature that, in the opinion of the Board, benefit students.
4. To determine the means and methods of instruction, the selection of textbooks and other teaching materials, the use of teaching aids, and class schedules.

The exercise of the foregoing powers, rights, authority, duties and responsibilities by the Board; the adoption of policies, rules, regulations and practices in furtherance thereof; and the use of judgment and discretion in connection therewith; shall be limited only by

the Constitution and laws of the State of Wisconsin, and the Constitution and laws of the United States.

Maternity Leave

District employees are eligible for maternity leave in accordance with state and federal Family and Medical Leave Act (FMLA) laws that permit eligible employees to take unpaid leave in the following circumstances:

- a. for the employee's own serious health condition.
- b. for a serious health condition involving the employee's parent, child, or spouse.
- c. for the birth, adoption, or foster placement of a child.

Professional educators that do not meet the minimum hours of service requirement for FMLA eligibility may take no more than sixty days of maternity leave. Any unpaid leave taken during the first thirty days of the maternity leave shall not result in reimbursement for the cost of fringe benefits. After thirty days, professional educators shall reimburse the District for the cost of his/her fringe benefits for any days of unpaid leave during the duration of the maternity leave.

Circumstances may require that maternity leave begin before the actual date of birth of a child. An expectant mother may begin maternity leave before the birth of the child, for prenatal care, or if her condition makes her unable to work.

Professional educators may, at their sole discretion, elect to substitute available paid sick leave for any portion of (or the entirety of) any period of unpaid FMLA or maternity leave.

National Board Certification

The Board will reimburse the cost – no more than \$2,500 – of the unsubsidized portion of the fee required by the National Board for Professional Teaching Standards to any candidate who successfully completes the National Board Certification process.

Remittance of this portion will be made upon the submission of proof of successful completion of the program and documentary evidence of the unsubsidized cost of the actual costs associated with National Board Certification to the District Administrator, who has the sole discretion of review and approval of the reimbursement.

Additionally, an employee who successfully completes the National Board Certification process will receive an additional \$2,500 in annual compensation as long as National Board Certification is maintained.

Non-Renewal

A full-time professional educator whose contract is being considered for non-renewal shall be notified in accordance with Section 118.22 (2) and (3), Wis. Stats.; or by the general issuance date for all contracts, whichever is earlier. The professional educator shall be informed in writing of the reason(s) for the issuance of the preliminary notice of consideration of non-renewal of contract. The reasons for consideration of non-renewal shall be based upon:

- the teacher's performance evaluation
- the failure of the teacher to observe the rules and regulations for school operation, as established by the Board and/or the laws of the State of Wisconsin
- the anticipated educational or fiscal needs of the District for the ensuing school year
- other reason(s) deemed by the Board to serve the best interests of the District.

If the Board determines to non-renew a teacher's contract it will so notify the teacher in compliance with section 118.22 (2), Stats.

A professional educator who is being considered for dismissal during the term of contracted employment shall be notified of the reason(s) for the proposed termination and accorded an opportunity to meet with the Board prior to final action. No such dismissal will occur unless the Board determines the reason(s) for such action are not arbitrary and capricious and dismissal is appropriate.

Past Practice

The District repudiates all past practice, if any, that is inconsistent with the policies, procedures, and work rules specified herein.

Preparation Time

The District shall provide at least one preparation period per day for every professional educator in the high school and the middle school, and attempt to provide five preparation periods per week for every professional educator in the elementary schools. The District will attempt to balance elementary schedules so that every professional educator receives thirty (30) minutes of preparation time per day whenever possible.

Probationary Period

Upon initial employment by the District, all professional educators shall serve a three-year probationary period. Upon the request of the administration and with the

agreement of the professional educator, the probationary period may be extended to a fourth year.

Professional days

With approval from the District Administrator, professional educators may be granted time away from regularly assigned duties to attend professional meetings, community and other group activities.

Recall Rights

Professional educators deemed satisfactory during the teacher evaluation process prior to layoff shall have recall rights. Satisfactory teachers shall be considered for all District vacancies for which they apply within 18 months of the date of layoff (the last day on which they were paid prior to layoff).

Recognition

The Board recognizes the Turner Education Association as the exclusive bargaining representative of all professional educators of the District engaged in teaching full-time or part-time – including classroom teachers, guidance counselors, librarians, and social workers – as provided in Section 111.70 of the State Statutes.

Retirement

Professional educators retiring at the end of a school year may be eligible for an early retirement benefit if they satisfy the following conditions:

Be at least 57 years of age no later than the last working day of the school year prior to retirement and have completed at least 10 or more years of local experience in the District.

Eligible professional educators intending to retire must notify the District Administrator in writing no later than the March 1 preceding the effective date of retirement. The Board may accept a retirement after this date at its sole discretion.

A professional educator that qualifies for retirement under the conditions listed above, with more than 10 but less than 15 years of local experience shall receive the following benefit:

For the one (1) school year immediately following the professional educator's retirement, the District shall, at its sole election, EITHER contribute \$8,500 to a

District sponsored Health Reimbursement Account (HRA) plan or to an IRS section 501(c)(9) Voluntary Employee Beneficiary Association (VEBA) for the benefit of the retired professional educator; OR contribute \$8,500 to a District sponsored 403(b) plan for the benefit of the retired professional educator.

For each fifty (50) days of accumulated sick leave not used by the close of the school year in which the professional educator retired, the District shall, at its election, EITHER contribute \$8,500 to a District sponsored HRA plan or to a VEBA for the benefit of the retired professional educator each additional year for which the retired professional educator is eligible to receive the benefit (commencing after the initial one-year benefit described above has lapsed); OR contribute \$8,500 to a District sponsored 403(b) plan for the benefit of the retired professional educator each additional year for which the retired professional educator is eligible to receive the benefit (commencing after the initial one-year benefit described above has lapsed).

No proration of “additional years” of the benefit shall be made for any block of less than fifty (50) days of accumulated sick leave.

In no event shall a retired professional educator who is eligible to receive “additional years” of the benefit described above receive more than two (2) additional years of the \$8,500 benefit, OR more than a total of three (3) years of the \$8,500 benefit.

A professional educator that qualifies for the early retirement benefit with 15 or more years of local experience shall receive the following benefit:

For each of the four (4) school years immediately following the professional educator's retirement, the District shall, at its sole election, EITHER contribute \$8,500 to a District sponsored HRA plan or to a VEBA for the benefit of the retired professional educator; OR contribute \$8,500 to a District sponsored 403(b) plan for the benefit of the retired professional educator.

For each fifty (50) days of accumulated sick leave not used by the close of the school year in which the professional educator retired, the District shall, at its sole election, EITHER contribute \$8,500 to a District sponsored HRA plan or to a VEBA for the benefit of the retired professional educator each additional year for which the retired professional educator is eligible to receive the benefit (commencing after the initial four-year benefit described above has lapsed); OR contribute \$8,500 to a District sponsored 403(b) plan for the benefit of the retired professional educator each additional year for which the retired professional educator is eligible to receive the benefit (commencing after the initial four-year benefit described above has lapsed).

No proration of “additional years” of the benefit shall be made for any block of less than fifty (50) days of accumulated sick leave.

In no event shall a retired professional educator who is eligible to receive the “additional years” of the benefit described above receive more than two (2) additional years of the \$8,500 benefit, OR more than a total of six (6) years of the \$8,500 benefit.

In making its election with respect to the form of retirement benefit described above, the District shall consider several factors including the retiring professional educator's access to other health insurance coverage, the value of the retiring professional educator's unused accumulated sick leave and the willingness of the District's insurance carrier to cover retired employees. The retiring professional educators shall have no role in the District's election of the form of benefits.

The District shall notify the retiring professional educator in writing no later than August 31 in the year in which the professional educator retires, of the District's election with respect to the form of the retirement benefit that will be provided to the retiring professional educator as described above.

District contributions to a District sponsored HRA plan or to a VEBA and to a District sponsored 403(b) plan shall be subject to the terms of such plans and shall only be available to the retiring professional educators in accordance with the terms of such plans.

In the first year of retirement (the school year immediately following the professional educator's retirement date), the District will contribute \$8,500 no later than September 15. In the second year of retirement, and thereafter, the District will contribute \$8,500 no later than July 15. All District contributions to a “District sponsored 403(b) plan” will occur prior to December 31 of the fifth year of retirement.

Sick and Emergency Leave (Paid Leave)

The annual sick leave granted to full-time professional educators shall be eleven (11) days per year, cumulative to one-hundred and twenty (120) days. Annual sick leave will become effective on the first day of the school year and may be extended beyond the limits stated herein upon review by the Board.

Full-time administrators, professional educators, and administrative assistants may take one sick leave day per year in two-period increments. Increment length is determined as follows for professional educators:

Elementary schools
7:30 – 9:30
9:30 – 11:30
11:30 – 1:30
1:30 – 3:30

Middle School and High School
Two (2) consecutive class periods

In no circumstances can two periods of sick leave be used in conjunction with available preparation time to extend the actual duration of the leave beyond two periods.

Sick leave shall apply to any absence resulting from personal illness or accident. It shall also apply to any absence resulting from the serious illness, accident, or death of a member of the professional educator's immediate family. In this instance, immediate is defined as "spouse, mother, father, siblings, children, step-children, step-parents, legal guardian, or legal charge." In this instance, serious is to be defined as any illness that is enervating and requires a doctor's advice.

The Board may require a second medical opinion for an employee absent from work for medical reasons. The District shall be the responsible for selection of a physician and all costs of the second opinion.

A professional educator who is unable to teach because of personal illness or disability and who has exhausted all available sick leave may be granted a leave of absence without pay for the duration of such illness or disability, up to one year. The leave may be extended beyond one-year with the approval of the Board.

Professional educators may take three (3) available sick leave days for personal reasons (personal days not taken will accrue as sick leave). The District reserves the right to limit the number of individual personal day requests approved for any given day.

Personal days cannot be used to extend a holiday, vacation, or school recess period. Personal days cannot be used on the day preceding or the day following a scheduled break, except in cases of approved emergency or funeral leave. Personal days will be considered on a case-by-case basis on days when parent-teacher conferences are scheduled, or on days when professional development activities are scheduled.

Unless an emergency prevails, the written request for a personal day or days must be submitted at least 24 hours before it is needed – no later than noon of the preceding scheduled school day.

The District Administrator reserves the right to approve or deny any individual personal day request.

With the District Administrator's approval, a maximum of five (5) personal days, per day throughout the District, may be used in the following situations for members of the professional educator's immediate family (as defined above): weddings, graduations, significant collegiate occurrences, or religious events.

With the District Administrator's approval, a maximum of five (5) personal days district wide may be used on:

Any one of the contract days prior to the actual first day of school with students.
The day before or following the Labor Day break.
The day before or following Memorial Day break.

All requests for personal days on these dates must be made in writing and approved at least 30 days in advance and no more than 180 days in advance.

All requests will be made on the "personal day request form," approved by the building principal, and finalized on a first come, first served basis by the District Administrator.

Any absence during the year that prevents a professional educator from participating in professional development activities will result in duties, meetings, or work that needs to be completed as assigned by the building principal or other designated administrator or supervisor, which may need to be completed outside normal working hours.

Staff Parking

The parking stalls adjacent to the building in the middle school parking lot on the main campus (high school, middle school, district office) are reserved for parents and visitors and should not to be used by District employees at any time. If the parking stalls adjacent to the road in the middle school parking lot are full, then District employees must park in the main (high school) lot. The district office parking lot is reserved for the use of district office staff and school board members at all times.

Substitute Teachers

The District shall hire a substitute teacher, if necessary, whenever a professional educator is absent. The building principal shall determine whether it is necessary to hire a substitute teacher.

If substitute teachers are not available, or if it is deemed not necessary to hire one, then professional educators may be asked to work as a substitute teacher. Professional educators shall be paid at a rate of one-fourth (1/4) of the per day substitute teacher's pay rate for each class period that they work as a substitute teacher.

Teaching Assignment

Professional educators shall only be assigned to teach in those areas in which they are certified.

Term of Employment

Professional educators shall be employed for 189 days during each school year. The Board shall approve a calendar for each school year that specifies the 189-day work schedule.

Transfers

A professional educator transferred by District administration shall be notified of the transfer in writing. The professional educator shall be called in for a conference to discuss the rationale for the transfer.

The Board will attempt to determine all transfers and to provide written notification to all affected professional educators prior to June 1. If a transfer is necessary after June 1, then a professional educator may be transferred, but a conference and written notification is required.

Travel Distances

In some instances, employees may be reimbursed for travelling between District facilities. Reimbursements shall be based on the following distances:

			<u>One-Way</u>	<u>Round Trip</u>
MS/HS	to	Powers	1.0 miles	2.0 miles
Powers	to	MS/HS	1.0 miles	2.0 miles
Powers	to	Townview	3.5 miles	7.0 miles
Townview	to	Powers	3.5 miles	7.0 miles
MS/HS	to	Townview	4.0 miles	8.0 miles
Townview	to	MS/HS	4.0 miles	8.0 miles

Unpaid Leave

Professional educators may submit a written request to the District Administrator to take unpaid leave for reasons other than those that qualify for sick or emergency leave. In these instances, salaried employees may only request unpaid leaves of absence in half-day or full-day increments. Such notice must be made in writing, include an explanation, and be submitted no later than 24 hours prior to the beginning of the requested leave. If unpaid leave includes the day preceding or the day following a scheduled break that includes a paid holiday, then the holiday will be considered part of the period of the unpaid leave and the employee will not be compensated for the holiday. Unpaid leave for reasons other than those that qualify for sick or emergency leave may not exceed five (5) consecutive days without Board approval.

Professional educators who are absent from teaching, but have exhausted their allotment of paid leave, shall be docked 1/189 of his/her salary for each day of such absence. In addition to other appropriate disciplinary action, professional educators

who are found to be less than forthright concerning the nature of the leave shall also reimburse the District for 1/189 of the cost of his/her fringe benefits for each day of such absence.

Professional educators who are absent from teaching for reasons that qualify for sick or emergency leave, but have exhausted their allotment of paid leave, shall be docked 1/189 of his/her salary and reimburse the District for 1/189 of the cost of his/her fringe benefits for each day of such absence. The cost of fringe benefits shall not be deducted for absences permitted under FMLA, worker's compensation, or similar laws, or if approved by the District as Maternity Leave (described elsewhere in this handbook).

Leave without pay may be granted to support staff employees in accordance with established procedures. Support staff employees requesting unpaid leave will be responsible for the cost of his/her fringe benefits for each day of such leave, as described in Board Policy 542.4.

Unused Sick Leave

At the completion of each school year, professional educators who have accumulated more than 120 days of paid sick leave will receive an amount equal to 50% of the pay rate for substitute teachers for each accumulated day in excess of 120 days.

Vacancies

The District Administrator shall inform the president of the Turner Education Association (TEA) via e-mail or telephone of a known teaching vacancy in a timely manner.

If a current District employee wishes to apply for a vacant position, then the employee may apply for the position in the same manner as any other candidate.

Voluntary Dues Deduction

A prohibition on dues deduction remains in force under federal constitutional law and the District is prohibited from complying with requests from individual TEA members for voluntary withholding of union dues.

Voluntary Union Membership

No professional educator shall be required to join the Turner Education Association (TEA), but membership in the Association shall be available to all professional educators who apply, consistent with the Association's constitution and bylaws.

Worker's Compensation

All employees of the Turner School District suffering work-related injuries (injuries while at work) may be entitled to workers' compensation benefits from the District or its insurance carrier. An employee who suffers a work-related injury – no matter how insignificant it appears at the time of injury – should immediately report the injury (even if no medical treatment is necessary) and the way in which it occurred to the District Office as soon as possible. The failure to inform the District, in writing, of any accident in a timely manner may jeopardize an employee's right to workers' compensation benefits.

APPENDIX A: INCENTIVE PAY

Advanced Placement (AP) Scores

When students pass AP tests, it indicates that they have received quality instruction and that they are motivated learners – great indicators of a high-performing school.

All AP teachers, the AP coordinator, and the high school principal shall be eligible for additional compensation based on the number of students passing AP tests – attaining a score of three (3) or better in the previous school year:

if at least 55% of students pass	\$ 200
if at least 60% of students pass	\$ 500
if the percentage of District students passing AP exams exceeds the percentage of Wisconsin students passing AP exams	\$ 1,000

Certification

With the written approval of the District Administrator, professional educators who complete specific certifications and/or licensure programs that have been identified as District needs may be eligible for reimbursement of a portion of the tuition costs for all courses required to obtain the certification and/or license.

Professional educators receiving reimbursement of a portion of tuition costs shall agree to maintain District employment for a minimum of four years or repay the District at a rate of 25% of the reimbursed costs for each year they fail to maintain District employment – a professional educator who leaves the District two years after receiving this incentive would owe the District 50% of the reimbursed costs.

Compensation for Credit Advancement (Master's Program)

Professional educators in an approved graduate program can receive an additional \$1,000 for every six (6) credits earned toward the completion of a Master's Degree, with

a maximum advancement of \$2,000 (12 credits) per year. As professional educators advance (BA+00, BA+06, BA+12, BA+18, BA+24, MA+00) they may receive a maximum of \$5,000 in supplemental pay as compensation for credit advancement.

All requests for approval of courses that will result in compensation for credit advancement in the following school year must be submitted to the District Office on or before June 15.

All notification of course completion forms must be submitted to the District Office on or before August 31.

District Improvement (DIG Grants)

District employees may apply to receive up to \$500 to implement a new and innovative strategy to improve academic achievement. Only proposals that align with department, grade level, and/or building and District goals shall be approved by the building site level team, building principal, and District Administrator. Approval will only be given to projects that will generate measurable data and require a professional educator to go beyond their normal job duties to enhance the education of students.

Grant Revenue

Wisconsin school districts continue to face fiscal challenges. To generate revenue from other sources, the School District of Beloit Turner will reimburse employees for the time and effort it takes to successfully obtain available grant funding that can be invested directly into classrooms to benefit students:

At least	Stipend	%
\$ 500	\$ 25	5.00%
\$ 1,000	\$ 50	5.00%
\$ 5,000	\$ 250	5.00%
\$ 10,000	\$ 500	5.00%
\$ 25,000	\$ 1,250	5.00%
\$ 50,000	\$ 2,500	5.00%
\$ 100,000	\$ 5,000	5.00%
\$ 500,000	\$ 12,500	2.50%
\$ 1,000,000	\$ 25,000	2.50%

The amount of the stipend is the total amount that would be paid to all members of a multiple person team that obtained a grant. If five employees collaborated on a grant that generated \$300,000 in revenue, then the team members would split the \$5,000 reimbursement.

Employees who would derive an individual benefit from the receipt of grant funds (training or travel reimbursements, etc.) may not be eligible for reimbursement.

Payment of the stipend shall be contingent on receipt of funds, implementation of grant, and completion of all required accounting, documentation, and reporting.

Residency

All professional educators who take up initial residency in the School District of Beloit Turner within five years of their hire date as a full-time employee shall be eligible for additional compensation of \$2,000. Professional educators receiving compensation for moving into the District shall agree to maintain District residency for a minimum of four years or repay the District at a rate of \$500 for each year they fail to remain in the District – a professional educator who leaves the District two years after receiving this incentive would owe the District \$1,000.

Transcripted Credit

All professional educators teaching a course for which post-secondary credit is awarded to students based on an existing transcripted credit agreement shall be eligible for additional compensation of \$400. Payment will be made upon confirmation by the building principal that credit has been awarded.