



Mission Statement: The Mission of the Mosinee School District is to improve student progress academically and socially, preparing them to be productive members of a multicultural society; promote partnerships with the community to create multiple opportunities for learning; and foster life-long learners who are self-motivated with the adaptability for future change.

EMPLOYEE HANDBOOK

2024-2025

DISTRICT EDUCATIONAL SERVICE CENTER
146001 State Highway 153 • Mosinee, Wisconsin 54455-7499 • 715-693-2530

School Board Approval: 7/16/2024

Superintendent's Message

I am pleased to introduce you to the Mosinee School District, where our commitment to "Expect the Best" drives us to provide exceptional educational experiences for our students while maintaining a supportive, small-school atmosphere. Our district is proud to offer a variety of opportunities and resources that contribute to the academic and personal growth of our students. Here are some key highlights of our district:

Dual Credit Offerings:

Mosinee High School consistently ranks at or near the top in Central Wisconsin for dual credit offerings, credits taken, and tuition savings for students. Additionally, our students achieve high ACT scores within Marathon County, reflecting the quality education we provide.

Fabrication Labs:

Each of our school buildings features a state-of-the-art fabrication lab, allowing students to explore their creativity through modern methods and techniques. These labs are an essential part of our curriculum, providing hands-on learning experiences that inspire innovation.

Extracurricular and Co-curricular Activities:

We offer a wide range of extracurricular and co-curricular activities that encourage students to engage beyond the classroom. These activities help students develop essential life-long skills and foster a sense of community and belonging.

The Creske Center:

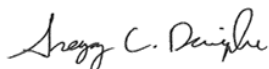
In collaboration with the Woodson YMCA, the Creske Center provides our community with access to a pool, auditorium, and gymnasium. This partnership also offers community education programs for our 55+ population, fostering connections with all community groups and promoting lifelong learning.

Once again, the Mosinee School District strives to "Expect the Best" from all parties in the district. We take the responsibility of educating the students of the district very seriously. We will not accept anything less than the best for all within our district.

We want to thank the community for their support of the district through fundraisers, attendance at events, and volunteering within our building. As a district, we feel we have many great things to offer and want to showcase that to the community. The Mosinee School District also wants to thank the school board for their willingness to serve the community in a very public-facing position. In many cases this is a thankless service to the community.

If anyone has a question or would like to talk further about the district feel free to please reach out to me. I can be reached either via email at gdoverspike@mosineeschools.org or by phone at (715) 693-2530.

Sincerely,



Greg Doverspike
Superintendent
Mosinee School District



Strategic Plan
2020-2024

OUR MISSION

IMPROVE student progress academically and socially preparing them to be productive members of a multi-cultural society.
PROMOTE partnerships within the community to create multiple opportunities for learning.
FOSTER lifelong learners who are self-motivated with adaptability for future change.

 <p>Student Opportunity & Achievement</p> <p>We provide relevant and meaningful learning to prepare our students for life after graduation.</p>	 <p>Student & Staff Wellness</p> <p>We support positive mental health and wellness strategies to ensure positive staff and student outcomes.</p>	 <p>Workforce Retention & Development</p> <p>We enhance our work environment to ensure our staff feel valued, and encourage others to join our District.</p>	 <p>Facilities & Fiscal Responsibility</p> <p>We maintain safe and appropriate learning spaces driven by the needs of our students and community.</p>
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COMMUNITY CONNECTIONS

We engage families, community members, businesses and civic organizations as partners in student learning.

<p>ACTION STEPS</p> <ul style="list-style-type: none"> Develop yearly School Improvement Goals to help increase Student Outcome Scores in all content and demographic areas based on analysis of state and local assessment data. Provide a Guaranteed and Viable Curriculum in all content areas and across grade levels. Develop multiple pathways to ensure success beyond graduation through academic programming for all students. Build additional higher education and business partnerships to increase opportunities for all students. Provide instructional delivery options for students and families to help meet the challenges of a global pandemic. 	<p>ACTION STEPS</p> <ul style="list-style-type: none"> Evaluate and improve Tiered Mental Wellness Supports through a collaborative effort led by the District Mental Health Team and guided by Building Mental Health Teams. Create a referral system for staff to utilize when student mental health concerns arise. Provide a social-emotional learning curriculum to include critical wellness foundations such as self concept and emotional development. Reduce mental health stigma by implementing student activities to promote awareness. Create Wellness Teams in each building and provide additional staff development opportunities and resources for focused training in student mental health, resilience and self-care. 	<p>ACTION STEPS</p> <ul style="list-style-type: none"> Utilize School Perceptions survey data to improve staff retention and growth opportunities. Seek regular feedback about professional development opportunities to improve offerings and ensure they are relevant and connected to everyday activities. Revise and make more equitable compensation schedules by balancing market demands with the District's financial limitations. Revise and make more equitable benefit schedules by balancing market demands with District's financial limitations. 	<p>ACTION STEPS</p> <ul style="list-style-type: none"> Update and maintain our Ten Year Capital Improvement Plan to help identify and prioritize needs for safe and welcoming schools. Develop capital improvement spending plan that prioritizes safe and appropriate learning environments (aligned with the Facility Master Plan) while maintaining a good fund balance as directed by our School Board. Align our budget with strategic priorities to maximize the use of Fund 46 for current and future capital projects.
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COMMUNITY CONNECTIONS ACTION STEPS-INITIATIVES-MEASURES

<ul style="list-style-type: none"> Conduct annual parent satisfaction surveys and establish parent engagement groups at each school. Set improvement goals based on results of annual parent survey and input from the parent groups. Use parent feedback to set baseline and targets for improvement. 	<ul style="list-style-type: none"> Initiate a community survey for feedback from businesses, community members and civic organizations. Set improvement goals to align District vision and community expectations. Use community feedback to set baseline and targets for alignment. 	<ul style="list-style-type: none"> Promote mental health and wellness awareness throughout the community. Plan and coordinate Mosinee Community Nights focused on key wellness initiatives. Measure attendance and promote events to increase community participation. 	<ul style="list-style-type: none"> Publish The Mosinee Link to inform and update our community on District news. Maintain and expand The Mosinee Link to communicate with members who may work, but not live, in the District. Increase distribution of The Mosinee Link to members who may work, but not live, in the District.
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INITIATIVES & MEASURES



INITIATIVES

- Analyze data with an explicit focus on student achievement, academic growth, gap closing and post-secondary readiness.
- Align curriculum maps to WI Model Academic Standards; provide instruction and assessment aligned with best practices.
- Establish and implement means for students to evaluate their curriculum understanding and measure their growth through best practice frameworks.
- Increase student learning opportunities through a variety of academic programming options.
- Expand the delivery methods for instruction to create more personalized learning experiences for all students.
- Utilize district resources to provide financially responsible and educationally feasible learning options as warranted by the global pandemic.

MEASURES

- Meet or exceed Individual School Improvement Goals as defined yearly through the Data Retreat process.
- Continue to make adequate progress on cutting gap scores between all demographic groups (as identified by the WI State Report Cards and Federal ESSA Accountability Reports criteria).
- Complete curriculum maps in 100% of content areas, for all units and courses, in grades K-12 by the end of the 2021-22 school year.
- Complete Curriculum Audit process (individual, small and large groups) in 100% of content areas for grades K-12 by the end of the 2022-23 school year.
- Increase the number of students scoring Proficient or above over the next three years based on district scoring tools using Spring 2019 as the benchmark.
- Maintain or increase student enrollment in AP/IB courses and Youth Apprenticeships using 2017-2020 enrollment data as the benchmark.
- Build our Draft High School Scorecard (based on statewide Redefining Ready Scorecard) by the end of 20-21 school year.



INITIATIVES

- Complete mental health needs assessment and create action plan based on results. Lead by Building Mental Health Teams.
- Educate staff on the process. Lead by Mental Health Navigator.
- Follow up on referrals obtained by Mental Health Navigator. Lead by Pupil Services staff.
- Implement a Second Step Program for grades 4K-8. Lead by Counselors.
- Conduct voting process at the High School for the social-emotional learning program.
- Develop social-emotional learning curricula.
- Expand wellness activities and training for staff in a variety of modalities.
- Offer staff new Professional Development opportunities and resources for self-care and mental wellness.

MEASURES

- Analyze District-wide Mental Health Needs Assessment Results.
- Monitor and summarize mental health data on referrals, services and support provided to students.
- Track annual qualitative implementation data for both the K-8 grade Second Step and 9-12 grade social-emotional learning curricula.
- Deliver and evaluate two Mental Wellness activities for students during each school year.
- Create wellness teams that successfully coordinate quality wellness activities annually.
- Document annual professional development provided to staff regarding mental wellness.
- Document professional development points to be considered for additional offerings.
- Evaluate use of resources annually.



INITIATIVES

- Improve survey feedback regarding overall satisfaction by .10 annually in each sub-category in order to maintain a great work environment.
- Utilize internal feedback and external measures for best practices to improve or enhance our professional development offerings.
- Review and compare our current compensation schedule with similar districts on an annual basis to establish market-based salary ranges and schedules for our District.
- Review and compare our current benefits schedule with similar districts on an annual basis to establish market-based benefit packages for our District.

MEASURES

- Establish baseline data from the 2020 Overall Satisfaction Survey for comparison with the national retention and attrition rate of 84% to improve educational staff retention year over year.
- Provide annual retention updates to School Board.
- Review of salary ranges and schedules annually, (by the Compensation Committee) to make any needed corrections due to misplacement, based on current spending and potential increases.
- Review of benefit packages and schedules (by the Compensation Committee) to monitor annual compensation spending by the District.
- Develop an insurance subcommittee and provide annual reports.



INITIATIVES

- Update the District's Facility Master Plan, which included 10-year construction needs approved by our School Board, to prioritize and provide safe, appropriate learning environments.
- Develop a capital improvement spending plan which maintains a minimum general fund balance of 30%.
- Create a long-term, capital improvement trust fund for building improvement projects.
- Complete energy efficiency projects, including possible debt retirement and/or additional projects, with remaining funds to benefit from annual utility savings of \$45,800 to \$96,000.
- Add 34 million Science Wing to the High School.

MEASURES

- Provide annual Board Updates on the District's Facility Master Plan and ten-year construction needs.
- Provide annual updates on the District's Capital Improvement Spending Plan that aligns with the Facility Master Plan.
- Provide semi-annual Board Updates on balance of Long-Term Capital Improvement Fund and projects supported.



Approved by Mosinee School Board on November 17, 2022

Mosinee School District

Expect the Best

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EMPLOYEE HANDBOOK ACKNOWLEDGEMENT

Do not print this form. An electronic version will be provided.

I hereby acknowledge notification and availability of the *Mosinee School District Employee Handbook*, that can be accessed online on the District website. My electronic signature in Skyward Employee Access indicates that I agree to abide by the standards, policies and procedures defined or referenced in this document.

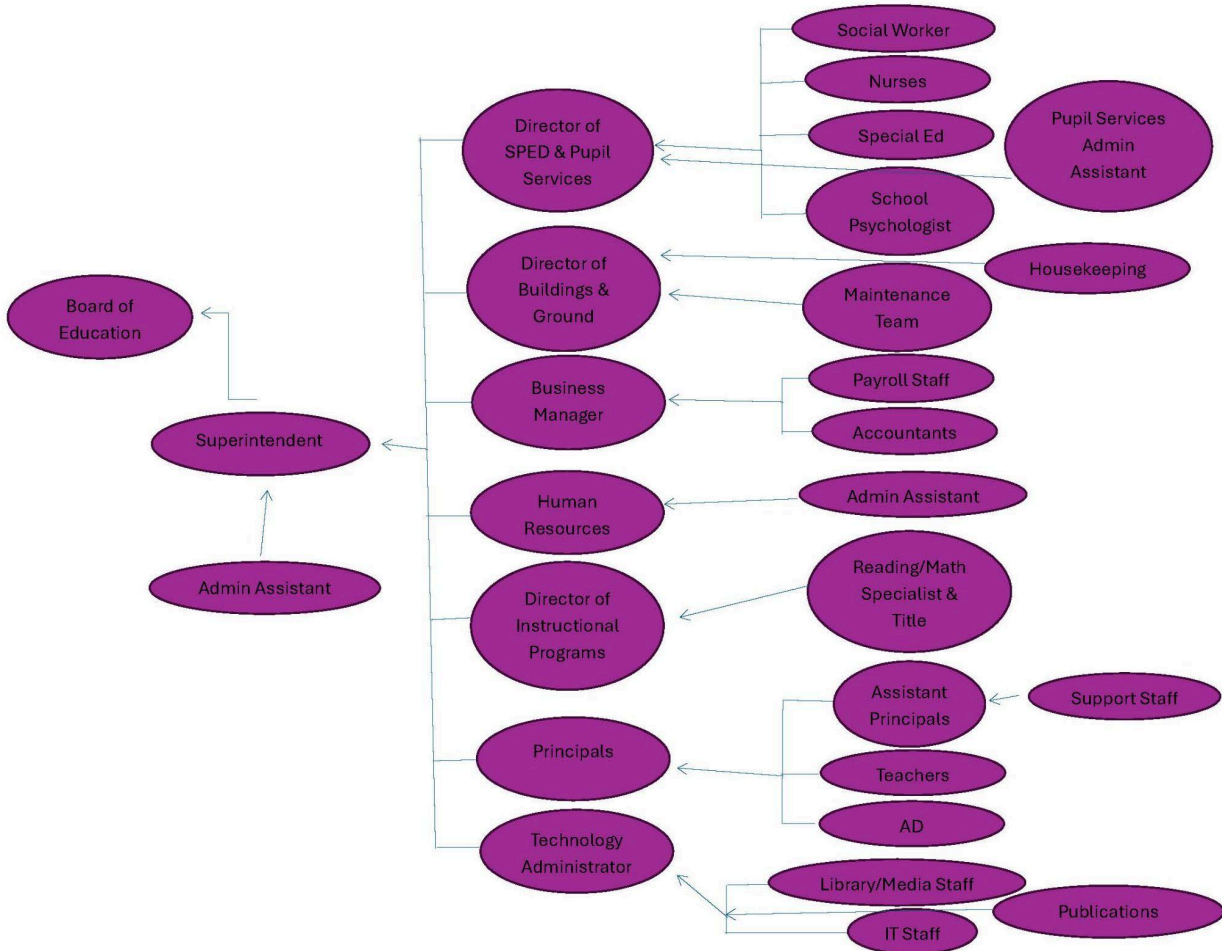
It is also important to know that there are additional regulations, policies and laws that affect my employment, including the policies set forth in the Mosinee School District Board Policy Manual, job descriptions, and other state and federal laws. The *Mosinee School District Board Policies* can be located on the District's website.

I understand that this *Employee Handbook* includes the policies and procedures in effect at the time of publication. The information in this *Employee Handbook* is subject to change, which will be done consistent with the manner in which changes are made to board policy. I understand that changes in District policies may supersede, modify, or eliminate the information summarized in this *Employee Handbook*. As the District provides updated policy information, I accept responsibility for reading and abiding by the changes.

I understand that this *Employee Handbook* does not constitute a guarantee of future employment, future benefits, or a binding contract with the District for employment or benefits or for any other purpose or to alter my status as an at-will employee. I understand that nothing in this *Employee Handbook* is intended to confer a property interest in my continued employment with the District. I also accept responsibility for contacting my supervisor or Human Resources if I have any questions, concerns, or need further explanation. If any written contract between the District and an employee (or group of employees) conflicts with any provision of this *Employee Handbook*, the contract shall govern with respect to that issue.

STAFF, SUPERVISOR, AND BOARD MEMBER RELATIONS

The Mosinee School District has a diverse group of employees working at a variety of levels within the organization and strives to maintain professionalism and accountability throughout the district. The following organizational chart visually depicts the expected pathway for communication within the organization.





MOSINEE
SCHOOL DISTRICT

**PART I – PROVISIONS APPLICABLE
TO ALL EMPLOYEES**

PREAMBLE AND DEFINITIONS

PREAMBLE

The Board of Education of the Mosinee School District and its professional employees recognize that the development and operation of an educational program of the highest quality is a common responsibility. This is a responsibility, which for its effective discharge requires collaboration among the School Board, the administrative staff and all school district employees.

About this *Handbook*

- A. Employees Covered: This *Handbook* is provided as a reference document for the Mosinee School District (hereinafter referred to as "District") employees.
- B. Disclaimer: The contents of this *Handbook* are presented as a matter of information only. The plans, policies and procedures described are not conditions of employment. The District reserves the right to modify, revoke, suspend, terminate, or change any or all such plans, policies, or procedures, in whole or in part, at any time with implementation of new provisions. The language which appears in this *Handbook* is not intended to create, nor is it to be construed to constitute, a contract between the District and any one or all of its employees or a guarantee of continued employment. Notwithstanding any provisions of this *Handbook*, employment may be terminated at any time, except as explicitly provided for in any other pertinent section of this *Handbook* or individual contract.

In case of a direct conflict between this *Handbook*, rules, regulations or policies of the Board and any specific provisions of an individual contract the individual contract shall control.

This *Employee Handbook* is intended to provide employees with information regarding policies, procedures, ethics, expectations, and standards of the District; however, this *Handbook* should not be considered all inclusive. Copies of Board Policies and Administrative Regulations are available online to all personnel. It is important that each employee is aware of the policies and procedures related to his/her position. The rights and obligations of all employees are governed by all applicable laws and regulations, including, but not limited by enumeration to the following: Federal laws and regulations, the laws of the State of Wisconsin, Wisconsin State Administrative Code and the policies of the Mosinee School District.

DEFINITIONS

- A. Administrative Employees: "Administrative Employee" is defined as a person who is required to have a contract under §118.24, Wis. Stats. and other supervisory administrative personnel designated by the District.
- B. Casual Employees: "Casual Employee" is defined as a person who is not scheduled to work on a regular basis and/or a student employee whose employment will terminate with the loss of his/her student status.
- C. Regular Employees: "Regular Employee" is defined as employees whom the District considers continuously employed, working either a fiscal or school year, until the district, at its discretion, changes the status of the employee.
- a. 12-month Full-time Employee – "12-month Full-time Employee" is defined as an employee who is regularly scheduled to work at least 30 hours per week on a twelve month (12-month) basis.
 - b. 12-month Part-time Employee – "12-month Part-time Employee" is defined as an employee who is regularly scheduled to work at less than 30 hours per week on a twelve month (12-month) basis.
 - c. School Year Full-time Employee – "School Year Full-time Employee" is defined as an employee who is regularly scheduled to work at least 30 hours per week for less than twelve (12) months per year.

- d. Regular, Part-time Employee – “Regular, Part-time Employee” is defined as an employee who is regularly scheduled to work for at least nine (9) months per year and is regularly scheduled to work less than 30 hours per week.
- D. Seasonal/Summer School Employees: “Seasonal Employee” is an employee who is hired for a specific period of time usually related to the seasonal needs of the District. A “summer school employee” is defined as an employee who is hired to work for the District as part of the summer school session. “Summer school session” is defined as the supplemental educational program offered for District students pursuant to Department of Public Instruction rules and regulations.
 - a. If seasonal/summer school session employment is available, the District may offer seasonal/summer school employment to the applicable qualified regular school year employees. The District is free to use outside providers to perform such work.
 - b. The terms and conditions of employment for seasonal/summer school sessions shall be established by the District at the time of hire. Unless specifically set forth by the District at the time of hire, work performed by a regular employee during a seasonal or summer school session shall not be used to determine eligibility or contribution for any benefits, length of service or wage/salary levels.
- E. Substitute Employees: “Substitute Employee” is defined as a person hired to replace a regular employee during the regular employee's absence.
- F. Supervisor: The District will identify the individual employee's supervisor on the employee's job description. Supervisors include administrators and other managers designated by the District who have responsibility for the supervision and evaluation of assigned employees.
- G. Teachers: “Teacher” is defined as a person hired under a contract under § 118.21, Wis. Stats.
- H. Temporary Employees: “Temporary Employee” is defined as a person hired for a specific project or position for a specific length of time. A temporary employee has no expectation of continued employment. An example would be a long-term substitute

EMPLOYEE CONDUCT, ETHICS AND WORK GUIDELINES

Employees of the Mosinee School District are expected to follow guidelines of conduct and ethics that protect the interests and safety of all students and employees. All employees and District representatives are expected to conduct themselves in the highest ethical manner.

Employees are also expected to maintain an attitude and a personal appearance that strengthens public respect for the District.

To maintain and promote these essentials, the Board expects all staff members to maintain high standards in their working relationships and in the performance of their duties to:

- Recognize basic dignities of all individuals with whom they interact in the performance of duties.
- Refrain from accepting gifts, free services, or anything of value for or because of any act performed or withheld that is within the range of services expected of the person as an employee of the District.
- Refrain from using his/her position to promote partisan politics, sectarian religious views, or selfish propaganda of any kind, or for personal, or non-monetary gain.
- Shall not use his/her office or position in a way that produces or assists in the production of a substantial benefit, direct or indirect, for the employee, members of his/her immediate family or an organization with which the employee is associated.
- Adhere to all ethical standards for public employees and officials required by state law.

It is not possible to list all the forms of behavior that are considered unacceptable in the workplace, but the following are examples of unacceptable workplace conduct that may result in disciplinary action:

- Discourteous conduct or poor service to students, staff, or the public.
- Theft or inappropriate, unauthorized removal or possession of District or coworker's property; use of District equipment or supplies for personal projects.
- Excessive or unauthorized absenteeism or tardiness, giving false reasons for absences from work, or for failing to report absences.
- Falsification of timekeeping records.
- Unauthorized overtime or failure to record overtime worked.
- Unauthorized disclosure of confidential information.
- Possession, manufacture, distribution, dispensing, or use of alcohol, hazardous inhalants, or any controlled substance (including all illegal drugs), or substances represented as such while on duty, or while operating District owned or leased vehicles or equipment.
- Fighting, intimidation, or threatening violence in the workplace.
- Boisterous or disruptive activity in the workplace.
- Insubordination or other disrespectful conduct.
- Deliberate statements or actions detrimental to the District; knowingly spreading false reports intended to disrupt relationships among employees and/or between employees and the District.
- Improper, careless, negligent, destructive, or unsafe use or operation of equipment or vehicles.
- Violation of safety or health rules; habitual carelessness.
- Possession of dangerous or unauthorized materials, such as explosives, weapons, or firearms in the workplace or on the premises.
- Sexual or other forms of harassment.
- Transmitting, retrieving, or storing any documents or communications of a discriminatory, harassing, or pornographic nature.
- Disparaging, abusive, profane, or offensive language.
- Illegal activities including piracy, cracking, extortion, blackmail, or copyright

infringement. Unauthorized use of the telephone/computers/email/internet.

- Unauthorized disclosure of District, staff, or student confidential information.
- Unsatisfactory work performance or conduct; deliberate or excessive waste of materials; poor workmanship or low productivity.

EMPLOYMENT LAWS

EQUAL OPPORTUNITY EMPLOYMENT NOTICE

Pursuant to applicable state and federal law, the Mosinee School District does not discriminate in employment opportunities or practices on the basis of race, color, religion, national origin, creed, ancestry, age, sex, sexual orientation, pregnancy, marital or parental status, arrest or conviction record, military status, use or non-use of lawful products off the employer's premises during non-working hours, physical, mental, emotional, or learning disability, or other basis protected by law.

The Mosinee School District will make reasonable accommodations for qualified individuals with known disabilities unless making the reasonable accommodation would result in an undue hardship to the Mosinee School District, in accordance with the Americans with Disabilities Act and the Wisconsin Fair Employment Act.

This policy covers all employment practices including but not limited to: selection, job assignment, compensation, discipline, termination, and access to benefits and training. Anyone who believes that the Mosinee School District has inadequately applied the principles and/or regulations of any state or federal law pertaining to employment practices may file a complaint with the Coordinator of Human Resources or the Superintendent of Schools at the District Office, 146001 State HWY 153, Mosinee, Wisconsin 54455, or by telephone at (715) 693-2530.

Ref. Board Policy [1422.02](#) Nondiscrimination and Equal Employment Opportunity, The same policy can be found in Board Policy [3122.02](#) for Professional Staff and [4122.02](#) for Support Staff.

EQUAL OPPORTUNITY COMPLAINTS

The District encourages informal resolution of complaints under this policy. A formal complaint resolution procedure is available, however, to address allegations of violations of the policy in the District.

Ref. Board Policy [1422.02](#) Nondiscrimination and Equal Employment Opportunity, The same policy can be found in Board Policy [3122.02](#) for Professional Staff and [4122.02](#) for Support Staff.

FAMILY AND MEDICAL LEAVE ACT

The District will comply with applicable state and federal laws regarding family and medical leave. In addition, specific information about the federal law is included below. Any other leaves of absence provided under District policies run concurrently with any leaves taken under state or federal Family and Medical Leave Laws.

The following link to the State of Wisconsin Department of Workforce Development Employee Rights Division website gives a comparison of federal and state Family and Medical Leave Act (FMLA) provisions, including a list of commonly asked questions and answers.

Ref. <https://dwd.wisconsin.gov/er/civilrights/fmla/>

- A. **Notification of Benefits and Leave Rights**: The District posts the text of a required federal notice regarding federal FMLA employee entitlements and obligations in conspicuous places where notices to employees and applicants are customarily placed. A copy of the notice can be accessed at the following link: <http://www.dol.gov/whd/regs/compliance/posters/fmlaen.pdf>. See 29 U.S.C. § 2619(a); 29 C.F.R. § 825.300(a)(1). This notice is posted on bulletin boards at all District sites;
- B. **Eligibility Notice**: When an employee requests FMLA leave, or when the District acquires knowledge that an employee's leave may be for an FMLA-qualifying reason, the District must

notify the employee of the employee's eligibility to take FMLA leave within five business days, absent extenuating circumstances. 29 C.F.R. § 825.300(b);

- C. Rights and Responsibilities Notice: The District shall provide written notice outlining specific obligations of the employee eligible for federal FMLA that explains any consequences of not meeting those obligations. 29 C.F.R. § 825.300(c). The District uses a form entitled Notice of Eligibility and Rights and Responsibilities (FMLA) to provide this information;
- D. Designation Notice: The form the District uses to inform employees in writing whether leave requested under the FMLA has been determined to be covered under the FMLA is the Designation Notice (Family and Medical Leave Act).

Any questions pertaining to FMLA may be directed to the Human Resource Director or his/her designee.

HARASSMENT AND BULLYING

The District is committed to providing fair and equal employment opportunities and to providing a professional work environment free of all forms of harassment and bullying. The District shall not tolerate harassment based on any personal characteristic, as described in *Board Policy 1422.02 Nondiscrimination and Equal Employment Opportunity*, *The same policy can be found in Board Policy 3122.02 for Professional Staff and 4122.02 for Support Staff*. Harassment and other unacceptable activities that could alter conditions of employment, or form a basis for personnel decisions, or interfere with an employee's work performance are specifically prohibited. Sexual harassment, whether committed by supervisory or non supervisory personnel, is unlawful and specifically prohibited. In addition, the District shall not tolerate acts of non-employees (volunteers, vendors, visitors, etc.) that have the effect of harassing District employees in the workplace. Harassment can occur as a result of a single incident or a pattern of behavior where the purpose or effect of such behavior is to create an intimidating, hostile or offensive working environment. Harassment encompasses a broad range of physical and verbal behavior that can include, but is not limited to, the following:

- A. Unwelcome sexual advances, comments or innuendos;
- B. Physical or verbal abuse;
- C. Jokes, insults, or slurs based on any personal characteristic as described in Board Policy [4362.01 Unlawful Harassment/Sexual Harassment – Employment](#). (Such comments are unacceptable whether or not the individual within the protected class is present in the workplace to overhear them and whether or not a member of a class professes to tolerate such remarks);
- D. Taunting based on any personal characteristic as described in Board Policy [0145 Board Member Anti-Harassment](#);
- E. Requests for sexual favors used as a condition of employment or affecting any personnel decisions such as hiring, promotion, compensation, etc.

All employees are responsible for ensuring that harassment and bullying do not occur. It is the intent of the District to comply with both the letter and spirit of the law in making certain that harassment and bullying do not exist in its policies, regulations, and operations. Anyone who believes that he or she has been the subject of harassment or bullying or has knowledge of violations of this policy shall report the matter in accordance with established complaint procedures found in *Board Policy 3362.01 Employee Anti Harassment - Professional Staff*, and *Board Policy 4362.01 Employee Anti-Harassment - Support Staff*.

All reports regarding employee harassment or bullying shall be taken seriously, treated fairly and promptly and thoroughly investigated. Individual privacy shall be protected to the extent possible. There shall be no retaliation against any person who files a complaint under this policy. The District shall take appropriate and necessary action to eliminate employee harassment and bullying. Actions that are determined to be harassment or bullying shall be subject to disciplinary action, up to and including dismissal.

All employees have a duty to report incidents of alleged harassment or bullying to their immediate supervisor or designated equal employment officer. Employees who fail to report incidents of alleged harassment or bullying may be subject to disciplinary action, up to and including dismissal. In addition, supervisory employees who fail to respond to harassment or bullying complaints or to act on their knowledge of violation of this policy will likewise be subject to disciplinary action, up to and including dismissal.

UNIFORMED SERVICES LEAVE

Employees performing duty, whether on a voluntary or involuntary basis, in a uniformed service shall be granted a leave of absence without pay in accordance with the provisions of federal law and state law. Additional leave beyond that required by law for such uniformed services may be granted at the discretion of the Board.

When time permits, the request for a reserve military leave should be as far in advance as possible so the employer can adequately plan for the absence. Whenever possible, the request should be accompanied by a copy of the reservist's military orders. The request shall be submitted to the Human Resource Director or his/her designee.

WISCONSIN RETIREMENT SYSTEM (WRS) CONTRIBUTIONS

The Board will contribute the employer's share to the Wisconsin Retirement System for all eligible employees. The employee will pay the employee's contribution to the Wisconsin Retirement System as required by the state retirement benefit plan.

GENERAL EMPLOYMENT PRACTICES AND EXPECTATIONS

ALCOHOL AND DRUG-FREE WORKPLACE

In order to protect the health, welfare, and safety of students and employees, no employee shall engage in any of the following conduct in any school building or on school premises, in any school-owned vehicle, or off-premises at any school-approved activity, event or function where students are under the jurisdiction of the District: possess, manufacture, distribute, dispense, use, or be under the influence of alcohol, hazardous inhalants, any controlled substance (including all illegal drugs), or substances represented as such. The sole exceptions to these prohibitions involve (1) medication prescribed to an employee and used by the employee in accordance with the instructions of the employee's health care provider, and (2) lawful products/ substances that, if misused, are potential intoxicants, but that are possessed and used solely for a lawful and authorized purpose and in accordance with any appropriate safety precautions and manufacturer directions. In addition, the District does not condone the involvement of any employee with illegal controlled substances, even when the employee is not on District premises.

The District may refer employees to law enforcement authorities for prosecution of suspected illegal behavior related to the use, possession, or distribution of drugs or alcohol on school grounds or as a part of any school sponsored activity. Any employee engaged in the performance of a federal grant is required to notify the Superintendent of Schools or their designee of any criminal drug statute conviction occurring in the workplace within five days of such conviction.

Ref: Board Policy [3122.01](#) and [4122.01](#) Drug-Free Workplace

EMPLOYEE SELF-REPORTING OF ARREST

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

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

Ref: Board Policy [3122.01](#) and [4122.01](#) Drug-Free Workplace

FINANCIALLY RESPONSIBLE WITH DISTRICT FUNDS

Employees will be expected to be responsible with district funds, using only what is approved for expenditures, spending only what is necessary (not spending just to spend) and reporting any revenues and receipts received. It is expected that District credit card procedures are followed as well as the requisition/purchase order/invoice process to include abiding by due dates such as when to have purchase orders spent and new purchases entered, etc.

ATTENDANCE

The District expects employees to be present for work. Employees are expected to adhere to their assigned schedule. For the schools to operate effectively, employees are expected to perform all assigned duties and work all scheduled hours during each designated workday unless the employee has received approved leave. Breaks and meal periods may only be taken during times designated by the employee's supervisor/building administrator and as further specified in other parts of this Handbook. Any deviation from assigned hours must have prior approval from the employee's supervisor/building administrator. Employees who are unable to report to work shall follow the applicable procedures for reporting his/her absence. Any time spent not working during an employee's scheduled day must be accounted for in Skyward Employee Access using the appropriate reasons. The District will monitor attendance and absence patterns. Theft of time and/or improper modification of time worked records will be investigated and will result in disciplinary action. Failure to notify the District of an absence and failure to report to work on such a day could result in disciplinary action.

CONFIDENTIALITY

Through normal job-related activities most employees work with or are exposed to information pertaining to students and/or other staff members that is considered (private, protected, or) confidential information. All employees are expected to maintain the appropriate level of confidentiality pertaining to student and staff information.

Confidential information should only be used by or shared with those employees, or other individuals or entities outside of the District, who have a legitimate need for such information in order to perform their official job duties or have a legal right to the information.

Examples of confidential information pertaining to students include but are not limited to: grades, academic performance, behavior, disability, IEP information, health information, family information, attendance, and/or eligibility for free/reduced lunch. Examples of confidential information pertaining to employees include but are not limited to: performance evaluations, disciplinary action, compensation level, health information, disability, participation in insurance benefit plans, and/or utilization of insurance benefits. Any questions regarding the expectation of confidentiality, or whether certain information is considered confidential, should be directed to the employee's school principal or immediate supervisor. Failure to comply with this expectation may result in disciplinary action.

Ref: Board Policy [3121](#) Criminal History Record Check and Employee Self- Reporting Requirements

GRIEVANCE PROCEDURE

The District has adopted a grievance procedure to resolve grievances by employees concerning discipline, termination, and workplace safety.

Ref: Board Policy [3340](#) and [4340](#) Grievance Procedure

JURY DUTY

The District shall pay employees their regular salary when required to serve on jury duty. However, upon receipt of pay from the court system, the employee must reimburse the Mosinee School District the amount received for jury pay (excluding mileage). Employees shall report to school each day as soon as possible following their release from jury duty. Employees shall notify their administrator as soon as possible each day they are called for jury duty.

MANDATORY REPORTING OF CHILD ABUSE OR NEGLECT

State statutes mandate that any employee of a school district who has reasonable cause to suspect that a child, seen by the person in the course of his/her employment with the District, has been abused or neglected or who has reason to believe that a child, seen by the person in the course of his/her employment with the District, has been threatened with abuse or neglect, or that abuse or neglect of the child will occur, shall immediately inform, by telephone or personally, the applicable District administrative personnel and Marathon County Child Protective Services or local law enforcement. Abuse or neglect of a child may include physical abuse, emotional abuse, sexual abuse, or failure to provide for the basic needs of a child.

The law prohibits anyone who makes a report in good faith from being fired, disciplined, or discriminated against, and the reporter is protected from civil or criminal liability. In addition, the report is to be kept confidential with no identifying information provided regarding the school employee who makes a report.

Any questions about this mandatory reporting requirement may be directed to a school principal or the Pupil Services Director.

Ref: Board Policy [8462](#)

PERSONAL APPEARANCE/STAFF DRESS CODE

It is the District's expectation that every employee's appearance is consistent with the high standards we set for ourselves as a District. The professional appearance of employees which includes dress, accessories and other body adornments, and grooming, not only reinforces their own shared vision of the District and their identity as highly motivated professionals working toward a common mission, but also strengthens the morale, sense of professionalism, dignity and self-worth; the community's perspective toward the District, public schools and the teaching profession; and, directly and indirectly, the conduct, morale, and performance of the District's students.

All employees must exercise good judgment in their choice of professional appearance for work and work-related activities by always appearing in a way that is appropriate to the situation and that will:

- A. Be physically clean, and neat;
- B. Dress in a manner consistent with their professional responsibilities;
- C. Dress in a manner that communicates to students a pride in personal appearance.

Ref: Board Policy [3216](#) and [4216](#)

PERSONNEL FILES

Personnel files shall be available to employees in accordance with Wisconsin Statute

103.13. *Ref: Board Policy [8320](#).*

VOLUNTARY DONATION OF SICK LEAVE FOR MEDICAL HARDSHIP

Employees may anonymously donate sick leave for other employees who have exhausted all paid leave prior to qualification for long-term disability coverage due to a serious medical hardship. Sick days entered into Skyward in advance due to a planned sick leave would need to be used up prior to a request. The names of all employees donating or receiving sick leave will be kept confidential. This provision will be reviewed annually. The leave donation process is as follows:

Request for Donated Leave Process;

- A. Requests for donated leave must be submitted in writing or email to the Coordinator of Human Resources or appointed designee;
- B. Each request will be addressed on a case-by-case basis. The employee's prior attendance record will be taken into account before a decision is made. The decision is final and the employee has no right of appeal;
- C. A donation request will be emailed to all employees by the Human Resources Director or designee. Names will be kept confidential;

- D. Employee donors may donate up to 2 sick days (prorated per FTE status) per request. Donated days will be deducted from each donor's Skyward account after the Human Resources Director, or designee, receives a notification of their donation request. The donated leave will be applied to the requesting employee's sick leave account by Payroll.
- E. Exiting employees may not "dump" his/her accrued sick time into a sick bank. They may, however, donate up to two days for requests that may arise prior to leaving employment with the district. If no donation requests arise, the employee may not donate any accrued sick time.

Donated leave will not exceed 30 days (prorated per FTE status) per employee per year due to the serious illness of an employee and will not exceed 10 days (prorated per FTE status) due to the serious illness of a spouse or child. Bonding leaves are not considered a serious medical hardship. The recipient of donated leave will be paid at their current hourly or per diem rate.

TERMINATION OF EMPLOYMENT

The employment relationship between the District and any employee is terminated:

- A. If the employee resigns;
- B. If the employee fails to return to work on the workday following the expiration of an authorized leave of absence unless unable to notify because of illness or other reasonable basis;
- C. If the employee retires;
- D. If the employee is discharged.

TOBACCO USE

It shall be a violation of this policy for any staff members of the District to use, consume, display, promote, or sell any tobacco products, tobacco industry brand, tobacco-related devices, imitation tobacco products, or electronic smoking or vaping devices, regardless of content at any time on school property or at off campus, school-sponsored events. The Board authorizes the District Administrators to take reasonable measures related to the Board's expectation that the promotion and display of tobacco and related products on school property or at off-campus, school-sponsored events is prohibited

It shall be a violation of this policy for the District to solicit or accept any contributions, gifts, money, curricula, or materials from the tobacco industry or from any tobacco products retailer. This includes, but is not limited to, donations, monies for sponsorship, advertising, promotions, loans, or support for equipment, uniforms, and sports and/or training facilities. It shall be a violation of this policy to participate in any type of service funded by the tobacco industry while in the scope of employment for the District.

Ref: Board Policy [3215](#) and [4215](#) Use of Tobacco and Nicotine

WORKERS' COMPENSATION COVERAGE AND REPORTING RESPONSIBILITIES

All employees shall be covered by Workers' Compensation Insurance. If an employee sustains a work related injury or illness, the employee must immediately report the accident or illness to their supervisor. After first aid or medical attention, if necessary, the employee must contact Acuity at 800-200-6375 to provide the necessary information for a claim form to be completed. The claim form is required to be completed for all injuries or accidents even if medical attention is not necessary. Employees are expected to provide their supervisor with additional information about any changes in their work-related injury or illness as they occur.

INFORMATION TECHNOLOGY

ACCEPTABLE USE OF TECHNOLOGY

The District supports access by employees to a wide range of information and communication technologies. It is anticipated that this access will enrich the educational environment. District employees are expected to abide by its policies and rules when using information technology and communication resources.

Ref. Board Policy [7540](#) Technology Acceptable Use and Safety

CARE AND RETURN OF DISTRICT ISSUED EQUIPMENT

Employees are responsible for the reasonable care and protection of District property and equipment issued to them in the course of their employment. This includes but is not limited to technology related equipment (e.g., devices and peripherals), keys, fobs, uniforms, instructional materials, classroom/office items, etc. Employees shall return all District property upon request or upon termination of employment or retirement. Each employee is responsible for the value of any District property not returned at the end of his/her employment or damaged due to abuse or misuse. The District will determine the value of the unreturned or damaged property, which may not exceed actual replacement cost. The employee may reimburse the District for the value of the unreturned or damaged property or the District may withhold such amount from the employee's remaining pay. In order to mitigate an employee's financial responsibility, any lost, stolen, or damaged property should be immediately reported to the employee's supervisor.

DISTRICT BENEFITS

The District offers benefits to employees meeting the eligibility requirements established in particular plan documents, typically, pending any exceptions, those employees working 30 or more hours per week. Official benefit plan documents are available to employees through Human Resources or visit the district website at <https://www.mosineeschools.org/district/employee-benefits.cfm>.

WISCONSIN RETIREMENT SYSTEM

Employees meeting the eligible requirements are automatically enrolled into the Wisconsin Retirement System.

CASH IN LIEU OF BENEFIT

The Board provides a cash in lieu of benefit for eligible employees opting out of the District's Health Insurance. The board reserves the right to review this benefit each year. The Board offers a total of \$300 single/\$600 family per fiscal year that is deposited into the District approved HSA provider and is split into two equal payments each December and May.

HEALTH, DENTAL, and VISION INSURANCE

The Board shall provide medical, dental, and vision insurance to eligible employees and for eligible retirees per the plan documents. The insurance carrier(s), program(s), and coverage will be selected and determined by the Board. Visit Human Resources>Employee Benefits on the District Website for additional information.

EMPLOYEE ASSISTANCE Provider (EAP)

The Mosinee School District provides the services of an Employee Assistance Provider (EAP) Employee Assistance Services offer help with a variety of needs such as relationship conflicts, stress management, alcohol or controlled substance abuse, or depression/anxiety treatment. This confidential service is available to all employees of the District and members of their household providing services without charge to the employee. Visit Human Resources>Employee Benefits on the District Website for additional information.

EMPLOYEE WELLNESS PROGRAM

The District promotes healthy choices and wellness opportunities to improve and maintain health and wellbeing. It encourages employees to participate in wellness challenges and activities organized internally and externally. Employees and spouses who are on the District's group health plan are also eligible to receive a \$50.00 gift card for participating in an annual wellness exam. Visit Human Resources>Employee Benefits on the District Website for additional information.

LIFE INSURANCE

The Board shall provide life insurance to eligible employees per the plan document. The insurance carrier(s), program(s), benefits, and coverage will be selected and determined by the Board. Visit Human Resources>Employee Benefits on the District Website for additional information.

LONG-TERM DISABILITY INSURANCE (LTD)

The District provides a long-term disability (LTD) benefits plan to help eligible employees per the plan document. The insurance carrier(s), program(s), benefits, and coverage will be selected and determined by the Board. Visit Human Resources>Employee Benefits on the District Website for additional information.

OPTIONAL SHORT-TERM DISABILITY (STD)

The Board shall provide access to short-term disability insurance to eligible employees. The insurance carrier(s), program(s), benefits, and coverage will be selected and determined by the Board. The employee shall pay the full premium if opting into the plan. Visit Human Resources>Employee Benefits on the District Website for additional information.



MOSINEE
SCHOOL DISTRICT

**Part II - PROVISIONS APPLICABLE
TO HOURLY (NONEXEMPT) AND
SALARIED EMPLOYEES WITHOUT
INDIVIDUAL CONTRACTS UNDER §
118.22 OR 118.24, WIS. STATS**

WORK SCHEDULE

WORKDAY

- A. Custodial Employee: Custodial employees shall normally be scheduled between the hours of 6:00 a.m. and 11:00 p.m., Monday through Friday. If it is necessary to have a custodian work on a weekend, they will be assigned on a rotating basis.
- B. Secretarial Employees: Secretarial employees shall normally be scheduled to work between the hours of 7:00 a.m. and 5:00 p.m., Monday through Friday unless school activities require a different schedule.
- C. Teacher Assistant Employees: Teacher Assistant employees shall normally be scheduled to work between the hours of 7:00 a.m. and 4:00 p. m., Monday through Friday, unless school activities require a different schedule.

OVERTIME

Prior approval by a supervisor or management must be obtained for all overtime hours worked. Overtime work is to be held to a minimum consistent with the needs of the service. It is the responsibility of each department to explore all possible alternatives before a decision is made to require employees to work on an overtime basis. Further, it is the responsibility of each department to ensure that the provisions of overtime pay are administered in the best interest of the District. Each department should develop internal controls that provide a means of reviewing and evaluating the use of overtime.

Overtime at the rate of time and one-half (1 1/2) the employee's normal hourly rate will be paid for all hours worked in excess of forty (40) hours in any one week. Hours paid for vacation, sick leave, personal, and/or holiday will not be considered as hours worked in determining forty (40) hours in any week.

EXCEPTIONS:

Holiday hours will be factored into the 40 hour per week overtime pay calculation when the employee is required to work on a holiday or is required to work extra hours during that 40-hour week as a result of a holiday.

If an employee, who is regularly scheduled to work 40 hours per week, is called in on a day that the employee schedules a full day off (for any type of leave), the employee will be paid time and one half of their hourly rate for their actual time worked on that day.

DUTY FREE LUNCH

An employee scheduled for a lunch break will be provided with an unpaid duty-free lunch period of not less than thirty (30) minutes. If the employee's 30-minute lunch period is interrupted by work duties authorized by the employee's supervisor, the 30-minute break will revert from an unpaid break to a paid break. When this occurs, the supervisor may opt to make a 30-minute adjustment to the employee's work schedule within the current or following pay period. Alternatively, with the supervisor's approval, the employee may restart his/her lunch period after the work-related interruption in order to receive a 30-minute uninterrupted break.

SKYWARD TRUE TIME AND TIME CARD PROCEDURES FOR HOURLY (NON-EXEMPT) EMPLOYEES

Hourly, non-exempt staff are expected to clock in at the beginning of their workday and clock out at the end of their workday. Corrections to adjust times should be the exception on rare occasions. Time worked for nonexempt employees must be submitted immediately following the pay period for which the work was performed. Time worked will be reported using Skywards True Time system.

ASSIGNMENTS, VACANCIES AND TRANSFERS

JOB POSTING

When the District determines that there is a vacancy to be filled through the posting process, notice of such available position shall be posted on the District's website through WECAN (Wisconsin Education Career Access Network). The Director of Human Resources has the ability to waive a posting period in times of urgency or when a similar position is posted or has recently been posted to facilitate hiring efficiencies.

PROCESS FOR FILLING VACANCIES

An employee who applies for a vacant position, prior to the end of the posting period, may be granted an interview for the position. The District will attempt to select the most qualified applicant for any position based upon stated job descriptions (this does not prohibit the District from considering qualifications that are related to the position and exceed those minimum qualifications listed in the job description) and the right to determine when to consider outside applicants. The term "applicant" refers to both internal candidates and external candidates for the position.

TRANSFERS

The District reserves the right to transfer an employee qualified for a position. No employee will be involuntarily transferred by the District without a conference followed by a written notice from the Human Resource Director or his/her designee. Employees who are temporarily transferred into a position, as directed by administration, with a higher pay classification for three (3) or more hours per day shall be paid at the rate of the new classification at their current tier. Special Ed bus riders are excluded from the three (3) hour stipulation and will be paid at the SPED rate and must be licensed

EMPLOYEE PERFORMANCE EVALUATIONS

EVALUATION

The primary purpose of an employee performance evaluation is to provide continuous improvement in the quality of service to the community/students/staff of the District.

PROCEDURES AND INSTRUMENTS

The District will orient employees regarding evaluation procedures and instruments.

FREQUENCY

The frequency of evaluations shall be established at the discretion of the District.

RECEIPT OF EVALUATION

Each employee shall receive a copy of his or her evaluation. The employee will be expected to sign his or her evaluation to acknowledge receipt of the same.

COMMENTS AND DISPUTES

The employee may respond in writing with his or her comments attached to the completed evaluation.

EVALUATORS

The District shall determine whether employees shall be evaluated and by which supervisory personnel.

TIME-OFF

PAID HOLIDAY

Holiday Schedule: All regular full-time employees shall be granted the following holidays off with pay:

- **July 4 and July 5**
- **Labor Day**
- **Thanksgiving Day and Friday after Thanksgiving**
- **Christmas Eve Day and Christmas Day**
- **New Year's Eve Day and New Year's Day**
- **Good Friday**
- **Memorial Day**

Full-time employees shall receive holiday pay for the above holidays if they work the day before and the day after each holiday with the exception of normal days off or excused paid absences.

If a holiday falls on a Saturday or Sunday, either the preceding Friday or the following Monday, or the following Monday and Tuesday shall be declared the holiday(s). Such a schedule may be determined at the School Board's sole discretion.

- A. Work on Holidays:
 - a. Any employee who is required to work on any of the above-mentioned holidays shall be scheduled for a different day off in lieu of the named holiday.
- B. Holiday Pay Rate:
 - a. Holiday pay shall be computed at the employee's regularly classified rate at the regularly scheduled number of hours.
- C. Part-time Employees:
 - a. Part-time employees shall receive holiday pay for the above holidays if they work the day before and the day after each holiday with the exception of normal days off or excused paid absences.

PAID VACATION

On July 1 of each year, regular year-round employees will be credited with their vacation allowance for the period of July 1 of that year to June 30 of the following year. The vacation allowance that is credited at this time should be used prior to June 30 of the following year unless approved in advance by the District.

- A. Anniversary Date:
 - a. All newly hired regular year-round employees who work a minimum of 1040 hours and will be assigned a vacation anniversary date of July 1 following their date of hire from which vacation allowance determinations will be made. The amount of vacation time will be available effective on the employee's date of hire and FTE (full-time equivalent).
 - b. Vacation must be used prior to reaching their anniversary date.
- B. Vacation Allotment Days:
 - a. Employee hired in July 5 days
 - b. Employee hired from August to September 4 days
 - c. Employee hired from October to December 3 days
 - d. Employee hired from January to March 2 days
 - e. Employee hired from April to June 1 day
- C. Vacation with Pay:
 - a. All regular year-round employees who work a minimum of 1040 hours shall receive the following vacation with pay prorated based on FTE (full-time equivalent):
 - i. On anniversary date 5 days
 - ii. 1 years after anniversary date 10 days
 - iii. 7 years after anniversary date 15 days

- iv. 11 years after anniversary date 20 days
- v. 19 years after anniversary date 25 days
- D. Scheduling of Vacation:
 - a. Employees shall request vacation time-off two weeks in advance. However, employees may be granted vacation time off without the two-week notice with the approval of their supervising Administrator.
 - b. Vacations shall be scheduled by the Supervisor based on the number of employees that may be on vacation during any workweek.
 - c. Maintenance employees may only be scheduled up to seven (7) days of vacation during the months of May and June.
 - d. Housekeeping employees may only be scheduled up to ten (10) days of vacation during the months of May and June.
- E. Vacation Increments:
 - a. Vacation may be used in minimum increments of one hour, and in increments of 15 minutes after the first hour.
- F. Retirement, Resignation/Termination, or Transfer to a Position Not Eligible for Vacation:
 - a. Upon retirement, transfer to a position not eligible for vacation, or resignation/termination, an employee will receive pay for any earned but unused vacation, prorated based on the last date of vacation eligible employment (July 1). Vacation may be used after a resignation or retirement notice is submitted, but can not be paid to extend a resignation or retirement date. Compensation for any earned, but unused vacation days will be paid out at the employee's current rate of pay in a lump sum on the final paycheck.
 - b. Overused vacation (accrued, but not earned) shall be paid back and deducted from the employee's final paycheck or paid back to the District via personal check if sufficient funds cannot be deducted from the final paycheck.

PAID SICK LEAVE

- A. SICK LEAVE PROVIDED:
 - a. Each eligible employee shall be entitled to twelve (12) days of paid Sick Leave per school year that is cumulative. Eligible part-time employees will receive prorated sick days based on the scheduled hours the employee would have worked on the respective sick day. Sick leave shall be used for the illness of the employee and shall be used for all days of work missed by the employee due to illness.
- B. SICK LEAVE FOR FAMILY:
 - a. Sick leave used for care of the employee's spouse, dependent children, parents, or members of the immediate household is limited to twelve (12) days per year.
- C. DEFINITIONS: THE FOLLOWING DEFINITIONS APPLY UNDER THIS SECTION:
 - a. Child: means a natural, adopted, foster or treatment foster child, a stepchild or a legal ward who is less than eighteen (18) years of age or the individual is eighteen (18) years of age or older and cannot care for himself or herself because of a serious health condition.
 - b. Parent: means a natural parent, foster parent, treatment foster parent, adoptive parent, stepparent or legal guardian of an employee, or the same relative of an employee's spouse or domestic partner.
 - c. Spouse: means an employee's legal husband or wife.
 - d. Serious Illness: means a disabling physical or mental illness, injury, impairment or condition involving any of the following:
 - e. Inpatient care in a hospital, nursing home, or hospice.
 - f. Outpatient care that requires continuing treatment or supervision by a healthcare provider
- D. HOLIDAYS DURING SICK LEAVE:
 - a. If a paid holiday falls within a period when an employee is on sick leave, it shall be charged as a paid holiday and not deducted from the employee's sick leave balance.
- E. PROOF OF ILLNESS:
 - a. The District may require a certificate of illness signed by either a licensed physician, a nurse practitioner, or a physician assistant. Such certificate should include a statement releasing

the employee to return to work and a statement as to whether any limitations or restrictions are placed upon the work which may be performed.

F. SICK LEAVE INCREMENTS:

- a. Sick leave may be used in increments of 15 minutes.

G. WORKER'S COMPENSATION:

- a. Sick leave benefits will not be paid out during the time an employee is receiving Worker's Compensation.

PAID PERSONAL LEAVE

Employees shall be allowed one (1) day of personal leave with pay each year to be deducted from their accumulated sick leave. The employee shall not be eligible for personal leave if the employee does not have accumulated sick leave days. The employee must provide the supervisor with a 24-hour notice before being eligible to take personal leave.

Employees who are not eligible for vacation benefits shall be allowed one additional day of personal leave with pay each year to be deducted from their accumulated sick leave. The employee shall not be eligible for personal leave if the employee does not have accumulated sick leave days. The employee must provide the supervisor with a 24-hour notice before being eligible to take personal leave.

Personal Leave may be allowed in increments of a minimum of one (1) hour, with 15-minute increments thereafter.

BEREAVEMENT LEAVE

- A. Up to five (5) days of bereavement leave will be granted and deducted from sick leave balance.
B. Bereavement leave may be allowed in increments of a minimum of one (1) hour, with 15-minute increments thereafter.

SHORT-TERM LEAVE OF ABSENCE

Employees may request up to five (5) workdays without pay for special circumstances once they have used or scheduled all their personal and vacation leave. Requests for leave must be submitted in writing to the Human Resource Director as soon as possible or seven (7) days prior to the beginning of the leave. Such requests will be approved or denied based on the circumstances, the availability of a qualified substitute, and the employee's attendance record. This type of leave shall be used in half or full day increments.

RETIREMENT

SEVERANCE PAY

Upon termination of employment, employees who are 55 years of age or older with fifteen (15) or more years of experience will be paid \$43.00 per day, based on an eight (8) hour workday, for unused sick leave. This severance payment will be made to a 403b plan account in the name of the employee.

POST EMPLOYMENT BENEFIT

The Mosinee School District established a retirement program effective July 1, 2021. To qualify for the retirement program, a support staff employee must meet the following requirements:

- A. Work year-round as a full time (1 FTE) support staff employee;
B. Have completed 15 years of full-time employment (18 years if hired after July 1, 2021) in the Mosinee School District at the time of retirement;
C. Be 55 years of age or older at the time of retirement;
D. Submit a letter to the School Board requesting retirement at least 30 days prior to desired retirement date;
E. Submit a qualified letter from WRS showing full retirement effective date.

TIER 1: FOR THOSE HIRED PRIOR TO JULY 1, 2021:**DISTRICT HRA CONTRIBUTIONS:**

Upon retirement, those meeting eligibility requirements noted above, shall receive a contribution from the District of \$410 per year of service up to a maximum benefit of \$16,400 into a Health Reimbursement Account (HRA). The funds may be used to reimburse premiums and allowable medical expenses determined by the IRS paid by the retiree to remain on the District's medical plan for the COBRA continuation period or another (outside) health plan as long as the premiums paid for the health coverage were paid after-tax.

If an employee terminates before retirement, the HRA benefit is forfeited.

NON-ELECTIVE 403(b) DISTRICT CONTRIBUTIONS "BRIDGE BENEFIT":

In addition to the HRA benefit, the Tier 1 benefit also includes a non-elective 403(b) District contribution. The District will provide a contribution to a 403(b) account at the time of retirement. This contribution is considered a bridge benefit based upon the support staff's employment from the date of hire through June 30, 2021. The District will provide \$350 for each year of service from date of hire through June 30, 2021. This non-elective 403(b) contribution will be paid into the retiree's 403(b) account within 60 days following retirement or January of the calendar year following the year of retirement, if the maximum IRS contribution amounts were met in the calendar year of retirement.

403(b) DISTRICT MATCH CONTRIBUTIONS:

Beginning with the 2021/22 school year, upon the successful completion of each school year, the District will provide a match contribution to the non-elective 403(b) plan. This contribution will be equal to the total amount the eligible support staff has contributed to their 403(b) account during the school year up to a defined District match maximum amount for the year and each year thereafter based upon the following:

Years of Consecutive Full-time Service	Defined Maximum
	100% up to:
1 – 5	\$ 300
6 – 10	\$ 500
11 +	\$ 700

District contributions noted above will be made annually in July. At the time the District contribution is made, the support staff employee must be an active full-time (regularly scheduled to work at least 30 hours/week) year-round (12-month) employee. Further, such employees must have met both the full-time and year-round employee requirements for the full year for which the contribution is made. Should the support staff member not return to full-time, year-round employment the following school year, the support staff member has not met the eligibility to receive the contribution for the prior year, unless the reason is retirement.

Note, that upon the untimely death of an active full-time support staff otherwise eligible for the non-elective 403(b) post-employment benefit, the District will make the contribution for the current year of service and the entire District contributions will be immediately vested, regardless of the below vesting schedule.

Vesting will consist of a percentage of total District contributions subject to earnings/losses on such contributions as maintained by the 403(b) plan vendor based upon the following schedule:

Vested Amount	Year of Vesting
50%	After the 10 th year of service
100%	After the 15 th year of service

Support Staff will not be fully vested for the 403(b) benefit until the completion of their 15 years of service. At that time, the support staff employee will be 100% vested. If a support staff employee does not complete a minimum of 15 consecutive years of service, the funds contributed into the 403(b) account that are not vested at the time of severance of employment, will be forfeited and used for any lawful purpose, including as an offset to the District's future 403(b) plan contribution(s).

Years of service for vesting purposes start with the support staff's date of full-time year-round employment, even if it is prior to July 1, 2021. For example, a support staff employee who has completed their 10th year of consecutive full-time year-round service in the District by July 1, 2021 would be 50% vested for the District-provided contributions made, while a support staff employee who has completed their 16th year of full-time year-round service in the District by July 1, 2021 would be 100% vested for District-provided contributions made.

TIER 2: FOR THOSE HIRED ON OR AFTER JULY 1, 2021:

ACTIVELY FUNDED DISTRICT HRA CONTRIBUTIONS:

Upon completion of each year of service, the District shall make an annual contribution of \$410, up to a maximum total benefit of \$16,400 into a Health Reimbursement Account (HRA). These funds will be placed into an irrevocable account earmarked by an individual at the end of each school year. Upon retirement, the funds may be used to reimburse premiums and allowable medical expenses determined by the IRS paid by the retiree to remain on the District's medical plan for the COBRA continuation or another (outside) health plan as long as the premiums paid for the health coverage were paid after-tax.

If an employee terminates before retirement, the HRA benefit is forfeited.

403(b) DISTRICT MATCH CONTRIBUTIONS:

Beginning with the 2021/22 school year, upon the successful completion of each school year, the District will provide a match contribution to the 403(b) plan for eligible support staff employees in Tier 1 and Tier 2. This contribution will be equal to the total amount the eligible support staff has contributed to their 403(b) account during the school year up to a defined District match maximum amount for the year and each year thereafter based upon the following:

Years of Consecutive Full-time Service	Defined Maximum
	100% up to:
1 – 5	\$ 300
6 – 10	\$ 500
11 +	\$ 700

District contributions noted above will be made annually in July. At the time the contribution is made, the support staff employee must be an active full-time (working at least 30 hours/week) year-round (12 months) employee. Further such employees must have met both the full-time and

year-round employee requirements for the full year for which the contribution is made. Should the support staff member not return to full-time year-round employment the following school year, the support staff member has not met the eligibility to receive the contribution for the prior year, unless the reason is retirement.

Note, that upon the untimely death of an active full-time support staff otherwise eligible for the non-elective 403(b) post-employment benefit, the District will make the contribution for the current year of service and the District contributions earned through the fiscal year-end will be immediately vested, regardless of the below vesting schedule.

Vesting will consist of a percentage of total District contributions subject to earnings/losses on such contributions as maintained by the 403(b) plan vendor based upon the following schedule:

Vested Amount	Year of Vesting
50%	After the 10 th year of service
100%	After the 15 th year of service

Support Staff will not be fully vested for the 403(b) benefit until the completion of their 15 years of consecutive, full-time, year-round service. At that time, the support staff employee will be 100% vested.

If a support staff employee does not complete a minimum of 15 consecutive years of service, the funds contributed into the 403(b) account that are not vested at the time of severance of employment, will be forfeited and used for any lawful purpose, including as an offset to the District's future 403(b) plan contribution(s).

Years of service for vesting purposes start with the support staff's date of hire as a full-time, year round employee. For example, a support staff employee who began employment in 2022 that is not full-time and/or year-round and thus, not eligible for the benefit, may later become a full time, year-round employee and become eligible for the match benefit. That employee's years of service for vesting purposes begins with their date of hire as a full-time, year-round service. Therefore, an employee could have 10 or more years of total service but only be eligible for the District match contributions for 3 years (the years the employee was a full-time, year-round employee). In this case, the employee would 0% vested as vesting begins after the 10th consecutive year of full-time, year-round service.

COMPENSATION

MILEAGE REIMBURSEMENT

Employees will be reimbursed for mileage on non-school owned automobiles at the current IRS rate both within and outside of the School District.

MOSINEE SCHOOL DISTRICT COMPENSATION SCHEDULE FOR SUPPORT STAFF

Group	*Step 1	*Step 2	*Step 3	*Step 4	*Step 5	*Step 6	BOE Annual Approved Increase	Max
1	\$14.00	\$14.35	\$14.71	\$15.08	\$15.45	\$15.84	→	\$21.42
2	\$15.00	\$15.38	\$15.76	\$16.15	\$16.56	\$16.97	→	\$22.95
3	\$16.00	\$16.40	\$16.81	\$17.23	\$17.66	\$18.10	→	\$24.48
4	\$17.50	\$17.94	\$18.39	\$18.85	\$19.32	\$19.80	→	\$26.78
5	\$19.00	\$19.48	\$19.96	\$20.46	\$20.97	\$21.50	→	\$29.07
6	\$21.00	\$21.53	\$22.06	\$22.61	\$23.18	\$23.76	→	\$32.13

*Steps do not imply years of experience.

Group 1 Housekeeping

Group 2 Teacher Assistant

Group 3 Alternative Education Assistant

ELL Assistant

Health Assistant

Library Assistant

Special Education Assistant

Group 4 Athletic Director & Community Ed Secretary

Student Attendance Secretary

Student Services Secretary

RVA Learning Center Coordinator

Group 5 Administrative Assistant

Special Education Administrative Assistant

Specialized Intervention Support Assistant

Group 6 Facility Maintenance Technician

STEP ADVANCEMENT:**SATISFACTORY EVALUATION:**

- A. Employees must have received an overall satisfactory evaluation as established by the District to be eligible for step advancement. Employees who are on a Plan of Improvement will not be eligible for step advancement regardless of length of service.

MOVEMENT BETWEEN GROUPS:

When an employee applies for another position that is in a different group, compensation will be determined based on the following:

- Previous experience in the area of hire;
- Ability to meet or exceed the posted job qualifications;
- Labor market;
- Education and/or certifications.



MOSINEE
SCHOOL DISTRICT

**PART III - PROVISIONS FOR
EMPLOYEES WITH INDIVIDUAL
CONTRACTS UNDER § 118.22, WIS.
STATS, AND
PROFESSIONAL/EXEMPT NON
SUPERVISORY EMPLOYEES**

PROFESSIONAL WORK HOURS/WORKDAY

STANDARD WORK YEAR

The school calendar shall be determined by the Board. During the school year, teachers shall work the total number of days in the calendar. New teachers shall work the number of contract days established in contract language, and administration has the privilege to determine if new teacher orientation is within or without each year's contracted days. No more than three days will be allocated to new teacher orientation each year. The basic calendar for student contact days, preschool workshops, and parent teacher conferences will be distributed at the beginning of each school year and shall be at the discretion of the Board.

NORMAL HOURS OF WORK

Teaching is a professional occupation. Although professionals' work is not limited to any specified number of hours or days per week, the "normal" hours of work for full-time employees in positions authorized as "40 hours per week" are eight (8) hours per day Monday through Friday. If a teacher accepts a voluntary assignment during his/her duty free lunch period, he/she may include such time as part of his/her eight (8) hour work day.

STANDARD WORKDAY

- A. The normal school day throughout the system shall be 7:40 a.m. to 3:40 p.m. The District reserves the right to alter the beginning and ending time of the workday as long as the workday remains eight (8) consecutive hours. Teachers shall be allowed to leave one-half hour early on Fridays, days before holidays, and vacations.
- B. It may be, on occasion, necessary for professional staff to alter their workday. When it is necessary to arrive late or leave early, excluding student contact time, it is necessary that teachers notify their principal of this change.
- C. The normal assignment for a teacher in grades four through eight working a 10-period day shall be eight teaching periods, and grades nine through twelve working an 8-period day shall be six teaching periods. This will include one-half period of Middle School Teacher Advisory or High School Enrichment Period, two preparation periods and duty-free lunch period. Administration reserves the right to change this assignment as student and District needs and initiatives fluctuate.

ADMINISTRATIVELY CALLED MEETINGS

STAFF MEETINGS:

Teachers may be required to attend administratively called staff meetings. Administratively called meetings may begin before the normal workday starts or go later than the end of the normal workday. The administration will attempt to provide reasonable notice of all such meetings and the anticipated duration of the meeting.

OTHER ADMINISTRATIVELY CALLED MEETINGS:

In addition to staff meetings, teachers may be required to attend other administratively called meetings, including meetings of individual educational plan teams, parent-teacher conferences, department meetings, or activities of similar nature, which are normally conducted at other times. Teachers may be required to attend such events regardless of the date, time, or duration of said meetings. Teachers required to attend staff meetings or other administratively called meetings will not receive additional remuneration above their regularly paid salaries for attending such meetings.

ATTENDANCE AT SCHOOL EVENTS:

Teachers may be required to attend school events. These events, though not limited by enumeration,

may be an open house, music program, art show and/or other District or building events that occur after a normal workday. Whenever possible, teachers shall be given no less than thirty (30) calendar days' notice of such events. Teachers who have a co-curricular conflict or have pre-approved coursework to attend may be excused at the discretion of the building administrator or his/her designee. Such conflict should be communicated to the applicable administrator as soon as possible before the date of the school event.

REDUCTION IN FORCE, POSITIONS AND HOURS

REDUCTION IN FORCE

At times it may be necessary to reduce the number of staff employed by the District. If the District, in its sole discretion, determines that it is necessary to reduce the number of positions or the number of hours in any position, the provisions set forth in this section shall apply.

NOTICE OF REDUCTION

The District will provide full-time teachers with a notice of nonrenewal for purposes of reduction in accordance with the timelines set forth in section §118.22, Wis. Stats. The nonrenewal notice shall specify the effective date of the nonrenewal, the right to a private conference under section 118.22, Wis. Stats. and will refer the employee to the Reduction in Force provision in this Handbook. Part-time teachers are not subject to 118.22 and will only be provided with a notice of reduction on or before May 30.

PROCEDURE FOR REDUCTION

The needs of the District shall be the prime consideration used in determining which employees shall be reduced. In the implementation of staff reductions under this section, individual employees shall be selected for full or partial reduction in accordance with the following steps:

1. Step One - Attrition: Normal attrition resulting from employees retiring or resigning will be relied upon to the extent that it is administratively feasible in implementing staff reductions.
2. Step Two - Volunteers: Volunteers will be reduced next. Requests for volunteers will be sent to employees within each grade level, departmental and certification area. An employee who volunteers to be reduced under this section will put his/her request in writing. Volunteers will only be accepted by the District if in the District's opinion the remaining employees in the department/certification area are qualified to perform the remaining work. Volunteers will be treated as a District directed reduction under this section of the Handbook.
3. Step Three - Selection for Reduction: The elimination of a position does not necessarily mean the teacher occupying the position will be dismissed. When determining who will be reduced as part of a Reduction in Force, the District will consider the following criteria:
 - a. Educational Needs of the District: Will be those needs as identified and determined by administration;
 - b. Qualifications: Including, but not limited to specific skills, certification [if applicable], training, etc.;
 - c. Qualifications of the Remaining Employees in the Grade Level, Department or Certification Area: Relevant qualifications will be those experiences and training that best relate to the position(s) to be maintained and District needs. These experiences shall include but not be limited to current and past assignment and practical experience in the area of need;
 - d. Performance of the Employees: Performance of the employees under consideration as reflected in previous and current District evaluations;
 - e. Length of Service of the Employee.

Although length of service in the District will be considered when reducing employees, it will not be the sole deciding factor in any decision regarding who will be reduced. Employees, who are reduced, do not have any right to displace or "bump" another employee.

TEACHER ASSIGNMENTS, VACANCIES AND TRANSFERS

DETERMINATION OF ASSIGNMENT

Teachers will be assigned or transferred by the Superintendent or their designee.

JOB POSTING

When the District determines that there is a vacancy to be filled through the posting process, notice of such available position shall be posted on the District's website through WECAN (Wisconsin Education Career Access Network). The Director of Human Resources has the ability to waive a posting period in times of urgency or when a similar position is posted or has recently been posted to facilitate hiring efficiencies.

PROCESS FOR FILLING VACANCIES

An employee who applies for a vacant position, prior to the end of the posting period, may be granted an interview for the position. The District will attempt to select the most qualified applicant for any position based upon stated job descriptions (this does not prohibit the District from considering qualifications that are related to the position and exceed those minimum qualifications listed in the job description) and the right to determine when to consider outside applicants. The term "applicant" refers to both internal candidates and external candidates for the position.

TEACHER ABSENCE AND SUBSTITUTES

When a teacher is to be absent from school, it is the responsibility of the teacher to use the following procedure for entering an absence into Frontline - Absence Management to report their absence and to secure a substitute.

- A. Short-notice Absences such as Sick, Serious Illness of a Family Member, Bereavement, and Personal Leave:
 - a. Immediately report your absence into Frontline's automated system either by phone or computer (preferably the evening prior to the time of the absence, or before 6:00 a.m. the same day of the unplanned absence), and
 - b. Enter the absence details in Skyward Employee Access following your Frontline entry or no later than the day you return from your absence.
- B. Pre-arranged Absences:
 - a. Report your absence to the building secretary or to the secretary where the absence starts and
 - b. Immediately enter the absence details into Skyward Employee Access (after your absence has been approved, it will show up in True Time).
- C. Professional Development/Other -absence reasons that do not impact your paid time off including professional development, coaching, field trips, IEP meetings etc.:
 - a. Request approval for your absence from your building principal in advance
 - b. Report your absence to the building secretary or the secretary where the absence starts prior to the absence date.
 - c. Professional Development absences should be entered into Skyward Employee Access as District Obligation.
- D. For Extended Absences - absences that require a duration more than three days:
 - a. Report your absence to the building secretary or the secretary where the absence starts prior to the absence date, and
 - b. Enter the absence details into Skyward Employee Access prior to your absence (after your absence has been approved, it will show up in True Time).

SUMMER SCHOOL ASSIGNMENTS

When possible, summer school subjects should be made known on or before May 15. All current teachers in the District may apply for summer school positions in the same manner as non-District teachers through the WECAN system.

TEACHER RESIGNATIONS

The teacher's individual contract shall be considered binding on both parties. If for any reason a teacher asks for release from the contract, it is understood that the following conditions for release shall apply:

- A. The teacher must give the District notice that he/she intends on severing his/her contract with

the District. Whenever possible, the teacher must give such notice at least sixty (60) calendar days prior to the date the employee desires the severance to occur.

- B. It is agreed that liquidated damages are due to the District with the sixty (60) calendar day notice of resignation as follows:
 - a. One thousand dollars (\$1,000) if the employee's resignation is effective on or before June 30th.
 - b. Two thousand dollars (\$2,000) if the employee's resignation is effective July 1 through July 31st.
 - c. Three thousand dollars (\$3,000) if the employee's resignation is effective August 1 through the final contract day of the current contract year.
- C. Liquidated damages and the sixty (60) calendar day notice requirement would not apply to teachers who do not return their contracts by June 15th, or whose resignation is tendered and effective after the end of the school year, but before June 16th.
- D. The employee may choose to have liquidated damages deducted from the employee's last paycheck(s) or the employee shall submit a check for the liquidated damages amount at the time of resignation.

The Board in its discretion may waive the liquidated damages for the following reasons:

- A. Employment transfer of spouse or domestic partner;
- B. Illness of employee;
- C. Other reasons as determined by the Board of Education.

In the event the District chooses to waive the liquidated damages, the District shall return any damages submitted with the resignation notice to the employee.

An employee who is involuntarily transferred and chooses to resign his/her position shall not be assessed liquidated damages. The employee must submit a written resignation to the Coordinator of Human Resources within 15 calendar days of receipt of the involuntary transfer notice.

An employee who is involuntarily called into service by the United States government for military duty shall not be assessed liquidated damages.

DISCIPLINE, TERMINATION AND NONRENEWAL

STANDARD FOR NONRENEWAL FOR FULL-TIME TEACHERS

Newly employed full-time teachers and other professional or certified staff will be evaluated and assessed to determine if the teacher has the skills, abilities, and talents to successfully teach in the Mosinee School District. Generally, this process will span an introductory period of three complete teaching years. However, all teachers and other professional or certified staff are expected to continue to demonstrate these skills, abilities, and talents throughout their careers. In the event that a full-time teacher shall be non-renewed based on performance, subject to the provisions of section §118.22, Wis. Stats, such action shall be taken only after the direct observation and evaluation of the teacher. Efforts will also be made to offer guidance to correct identified teaching deficiencies.

STANDARD FOR DISCIPLINE AND TERMINATION

A teacher may be disciplined or terminated during the term of the individual contract. Such discipline or termination shall be subject to the District's Employee Grievance Policy and Procedure. A teacher may be disciplined or terminated if there is a factual basis for the discipline or termination. The factual basis must support a finding of employee misconduct in which the District has a disciplinary or termination interest.

TEACHER EVALUATION

TEACHER EVALUATIONS

To further the growth of the teachers within the District and to ensure that the Mosinee School District provides the highest quality of education to the community, teacher evaluations shall be conducted by an

administrator and/or their designee. The administrator may be a certified building principal, assistant principal, or District administrator. Such evaluations will occur at the discretion of the District. For information regarding the evaluation process, please contact your administrator.

TIME-OFF

In the event that an employee has exhausted all time off allocations, it will result in days without pay. If further explanation is needed, please contact the payroll department.

SICK LEAVE

- A. **SICK LEAVE PROVIDED:**
 - a. Each teacher shall be entitled to twelve (12) days of paid Sick Leave per year that is cumulative. Part-time teachers will receive prorated sick days based on the percentage of time they work. Sick leave shall be used for the illness of the employee and shall be used for all days of work missed by the employee due to illness.
 - b. Sick leave may be used in minimum increments of one hour, and in increments of 15 minutes after the first hour.
- B. **SICK LEAVE FOR FAMILY:**
 - a. Sick leave used for care of the employee's spouse, dependent children, parents, or members of the immediate household is limited to twelve (12) days per year.
- C. **DEFINITIONS: THE FOLLOWING DEFINITIONS APPLY UNDER THIS SECTION:**
 - a. Child: means a natural, adopted, foster or treatment foster child, a stepchild or a legal ward who is less than eighteen (18) years of age or the individual is eighteen (18) years of age or older and cannot care for himself or herself because of a serious health condition.
 - b. Parent: means a natural parent, foster parent, treatment foster parent, adoptive parent, stepparent or legal guardian of an employee, or the same relative of an employee's spouse or domestic partner.
 - c. Spouse: means an employee's legal husband or wife.
 - d. Serious Illness: means a disabling physical or mental illness, injury, impairment or condition involving any of the following:
 - e. Inpatient care in a hospital, nursing home, or hospice.
 - f. Outpatient care that requires continuing treatment or supervision by a healthcare provider
 - g. Sick leave may be used in minimum increments of one hour, and in increments of 15 minutes after the first hour.
- D. **HOLIDAYS DURING SICK LEAVE:**
 - a. In the event that a paid holiday falls within a period when an employee is on sick leave, it shall be charged as a paid holiday and not deducted from the employee's sick leave balance.
- E. **PROOF OF ILLNESS:**
 - a. The District may require a certificate of illness signed by either a licensed physician, a nurse practitioner, or a physician assistant. Such certificate should include a statement releasing the employee to return to work and a statement as to whether any limitations or restrictions are placed upon the work which may be performed.
- F. **SICK DAY BONUS:**
 - a. If a teacher in their previous year had perfect attendance, excluding the use of personal days, a two sick day bonus will be added to their accumulated sick leave.
- G. **SICK LEAVE INCREMENTS:**
 - a. Sick leave may be used in minimum increments of one hour, and in increments of 15 minutes after the first hour.
- H. **WORKER'S COMPENSATION:**
 - a. Sick leave benefits will not be paid out during the time an employee is receiving Workers Compensation.

PERSONAL DAYS

- A. Up to four (4) Personal Leave days shall be granted for personal business of the teacher that will be

deducted from their accumulated sick leave. Teachers will notify their principals at least twenty-four (24) hours in advance, preferably in writing, prior to the leave. Personal leave cannot be granted if sick leave is not available. Personal leave use will not affect the two sick day bonuses.

- B. Not more than three (3) people for each area shall be granted Personal Leave at one time. Areas are defined as follows: EC-3, 4-8, and 9-12.
- C. Personal Leave shall be granted on a first-come, first-serve basis and shall be approved based on the availability of substitute teachers. In cases of extenuating circumstances, the Director of Human Resources or his/her designee can increase the number of individuals allowed to take personal leave on a given day.
- D. Coaches will be allowed to utilize Personal Leave to attend state tournaments in their field of coaching as a spectator, by the District, without a reduction of sick leave time. Exception: If a team or member of a team shall compete in a state tournament, the coaches will not be charged personal leave to attend.
- E. Personal leave days shall not be used to extend a holiday, vacation, school recess period, or on an in-service day. Personal leave shall not be used during parent-teacher conferences, Inservice days, and the like, except in a stated emergency as and approved by the employee's direct supervisor and the Human Resource Director.
- F. Personal Leave may be allowed in increments of a minimum of one (1) hour, with 15-minute increments thereafter.

BEREAVEMENT LEAVE

- A. Up to five (5) days of bereavement leave will be granted and deducted from sick leave balance.
- B. Bereavement leave may be allowed in increments of a minimum of one (1) hour, with 15-minute increments thereafter.

EXTENDED LEAVE OF ABSENCE

Upon recommendation of the Human Resource Director or his/her designee, a leave of absence may be granted by action of the Board of Education to permit any regularly employed teacher who has at least three (3) years of continuous employment in the Mosinee School District a leave of absence not to exceed two (2) years:

- A. to be an exchange teacher;
- B. to travel;
- C. to explore an alternative career; or,
- D. for any other reason deemed acceptable to the Board.

Written request for a leave of absence shall be submitted to the Human Resource Director or their designee no later than March 1 in the year prior to the school year for which the leave would be effective.

The leave of absence is not credited as a year of experience and no remuneration shall be paid by the Board during this leave (including sick leave). The employee may continue health and dental insurance during the leave of absence by remitting the full premium amounts to the District. The continuation of health and dental insurance at the employee's expense may be contingent upon the health insurance carrier allowing such a benefit. If the premium is not received by the first of the month, the employee's insurance coverage may be terminated.

A teacher, upon returning, shall be restored to his former position if it still exists. If the position does not exist, the teacher shall be restored to a position of like nature, seniority, and status. The District reserves the right to place a teacher in an appropriate teaching assignment upon return from a leave of absence.

RETIREMENT

SEVERANCE PAY

Teachers will be reimbursed at a rate of \$60 for all accumulated sick days at the end of their employment with the District. This severance payment will be made to a 403b plan account in the name of the employee. Severance pay will be granted to anyone leaving the district after 15 years of service or the equivalence of 15 years of service.

Part-time Teachers: The payment of severance pay based upon accrued sick leave shall be computed based upon an 8 hour per day basis to determine the number of days that remain accumulated in the sick leave account of the part-time teacher.

POST EMPLOYMENT BENEFIT

The Mosinee School District hereby modifies the established retirement program effective July 1, 2021. To qualify for the retirement program, a teacher must meet the following requirements:

The teacher must have completed the follow number of years of full-time employment, or the equivalent of full-time employment in the Mosinee School District at the time of retirement as follows:

- A. Tier 1: a minimum of 13 years of service;
- B. Tier 2: a minimum of 15 years of service;
- C. Tier 3: a minimum of 18 years of service.
- D. The teacher must be 55 years of age or older. Retirement will take place at the conclusion of the school year;
 - a. The teacher must submit a letter to the School Board requesting retirement by March 1.
- E. To allow staff to align their planned retirement after their 55th birthday, with the first day of eligibility for receiving a WRS pension, an alternative option for retirement is the following:
 - a. Notice of retirement at the end of the first semester or after the last day of June of a given year but before the first day of school. The District would require a 60-day notice with this option for those eligible to retire under WRS after the end of the current school year but prior to the start of the following school year. (For example, someone turning age 55 in July would not have been able to retire by June 30 because he/she would still be age 54. A person in this situation would not need to wait until the following March 1 to retire and receive post employment benefits. Comparatively, a person turning age 55 prior to the start of the second semester of a given school year, would have the opportunity to retire and receive retirement benefits if notice is given within the 60 day timeframe).

TIER 1: AGE 45 OR OLDER WITH AT LEAST 1 YEAR OF SERVICE AS OF JULY 1, 2021:

DISTRICT HRA CONTRIBUTIONS:

Upon retirement, those meeting eligibility requirements noted above, shall receive annual contributions for 5 years from the District of \$6,500 per year into a Health Reimbursement Account (HRA).

These funds may be used to reimburse premiums and allowable medical expenses determined by the IRS paid by the retiree to remain on the District's medical plan until Medicare eligibility or another (outside) health plan if the premiums paid for the health coverage were paid after-tax. If an employee terminates before retirement, the HRA benefit is forfeited.

NON-ELECTIVE 403(b) DISTRICT CONTRIBUTIONS:

The District shall pay each teacher who elects retirement, a sum of \$40,000.00. This benefit will be

paid out in sixty (60) monthly installments to a 403(b) plan account in the name of the employee. The first payment to the 403(b) account shall begin following the year of retirement; after July 1st.

Upon the death of the retiree, if there is a living spouse the payments will continue to be made per the IRS guidelines. Upon the death of the retiree and the spouse, payments shall cease.

TIER 2: NOT ELIGIBLE FOR TIER 1 AND ELIGIBLE TO RETIRE BY JUNE 30, 2036:

DISTRICT HRA CONTRIBUTIONS:

Upon retirement, those meeting eligibility requirements noted above, shall receive a contribution from the District of \$1,300 per year of service up to a maximum benefit of \$32,500 into a Health Reimbursement Account (HRA). These funds may be used to reimburse premiums and allowable medical expenses determined by the IRS paid by the retiree to remain on the District's medical plan until Medicare eligibility, or another (outside) health plan if the premiums paid for the health coverage were paid after-tax.

If an employee terminates before retirement, the HRA benefit is forfeited.

NON-ELECTIVE 403(b) DISTRICT CONTRIBUTIONS:

The District shall pay each teacher who elects retirement, a sum of \$25,000. This benefit will be paid out in thirty-six (36) monthly installments to a 403(b) plan account in the name of the employee. The first payment to the 403(b) account shall begin following the year of retirement; after July 1st.

Upon the death of the retiree, if there is a living spouse the payments will continue to be made per the IRS guidelines. Upon the death of the retiree and the spouse, payments shall cease.

403(b) DISTRICT MATCH CONTRIBUTIONS:

Beginning with the 2021/22 school year, upon the successful completion of each school year, the District will provide a match contribution to the 403(b) plan; the same as is provided to teachers in Tier 3.

This contribution will be equal to the total amount the eligible teacher has contributed to their 403(b) account during the school year up to a defined District match maximum amount for the year and each year thereafter based upon the following:

Years of Consecutive Full-time Service	Defined Maximum
	100% up to:
1 – 5	\$ 750
6 – 10	\$ 1,000
11 +	\$ 1,250

District contributions noted above will be made annually in July. At the time the District contribution is made, the teacher must have successfully completed the school year in June and returned to employment with the District for the next school year. The teacher must have been an active full-time (regularly scheduled to work at least 30 hours/week) employee for the year the contribution was made as well as at the time the contribution is made. Should the teacher not return to full-time employment the following school year, the teacher has not met the eligibility to receive the contribution for the prior year, unless the reason is retirement.

Note, that upon the untimely death of an active full-time teacher otherwise eligible for the non elective

403(b) post-employment benefit, the District will make the contribution for the current year of service and the entire District contributions will be immediately vested, regardless of the below vesting schedule.

Vesting will consist of a percentage of total District contributions and earnings/losses on such contributions based upon the following schedule:

Vested Amount	Year of Vesting
50%	After the 10 th year of service
100%	After the 20 th year of service or retirement; whichever comes first

Teachers will not be fully vested until the completion of their 20 years of service and return to continued employment in the 21st year of service or retirement; whichever comes first. At that time, the teacher will be 100% vested.

If a teacher does not complete a minimum of 20 consecutive years of service and continue employment in the 21st year or does not retire, the funds contributed into the 403(b) account that are not vested at the time of severance of employment, will be forfeited and used for any lawful purpose, including as an offset to the District's future 403(b) plan contribution(s).

Years of service for vesting purposes start with the teacher's date of employment, even if it is prior to July 1, 2021. For example, a teacher who has completed their 11th year of full-time service in the District by July 1, 2021, would be 50% vested for District-provided contributions made.

TIER 3: THOSE NOT ELIGIBLE FOR TIER 1 OR 2 AND NEW HIRES:

ACTIVELY FUNDED DISTRICT HRA CONTRIBUTIONS:

Upon completion of each year of service, the District shall provide an annual contribution of \$1,300, up to a maximum total benefit of \$32,500 into a Health Reimbursement Account (HRA). These funds will be placed into an irrevocable account earmarked by an individual at the end of each school year.

Upon retirement, these funds may be used to reimburse premiums and allowable medical expenses determined by the IRS paid by the retiree to remain on the District's medical plan until Medicare eligibility or another (outside) health plan as long as the premiums paid for the health coverage were paid after-tax.

If an employee terminates before retirement, the HRA benefit is forfeited.

NON-ELECTIVE 403(b) DISTRICT CONTRIBUTIONS:

The District shall pay each teacher who elects retirement, a sum of \$15,000. This benefit will be paid out in thirty-six (36) monthly installments to a 403(b) plan account in the name of the employee. The first payment to the 403(b) account shall begin following the year of retirement; after July 1st.

Upon the death of the retiree, if there is a living spouse the payments will continue to be made per the IRS guidelines. Upon the death of the retiree and the spouse, payments shall cease.

403(b) DISTRICT MATCH CONTRIBUTIONS:

Beginning with the 2021/22 school year, upon the successful completion of each school year, the District will provide a match contribution to the 403(b) plan for eligible teachers in Tier 2 and Tier 3. This contribution will be equal to the total amount the eligible teacher has contributed to their 403(b)

account during the school year up to a defined District match maximum amount for the year and each year thereafter based upon the following:

Years of Consecutive Full-time Service	Defined Maximum
	100% up to:
1 – 5	\$ 750
6 – 10	\$ 1,000
11 +	\$ 1,250

District contributions noted above will be made annually in July. At the time the District contribution is made, the teacher must have successfully completed the school year in June and returned to employment with the District for the next school year. The teacher must have been an active full-time (regularly scheduled to work at least 30 hours/week) employee for the year the contribution was made as well as at the time the contribution is made. Should the teacher not return to full-time employment the following school year, the teacher has not met the eligibility to receive the contribution for the prior year, unless the reason is retirement.

Note, that upon the untimely death of an active full-time teacher otherwise eligible for the 403(b) post employment benefit, the District will make the contribution for the current year of service and the District contributions through the fiscal year-end will be immediately vested, regardless of the below vesting schedule.

Vesting will consist of a percentage of total District contributions and earnings/losses on such contributions based upon the following schedule:

Vested Amount	Year of Vesting
50%	After the 10 th year of service
100%	After the 20 th year of service or retirement; whichever comes first

Teachers will not be fully vested until the completion of their 20 years of service and return to continued employment in the 21st year of service or retirement; whichever comes first. At that time, the teacher will be 100% vested.

If a teacher does not complete a minimum of 20 consecutive years of service and continue employment in the 21st year or does not retire, the funds contributed into the 403(b) account that are not vested at the time of severance of employment, will be forfeited and used for any lawful purpose, including as an offset to the District's future 403(b) plan contribution(s).

Years of service for vesting purposes start with the teacher's date of employment, even if it is prior to July 1, 2021. For example, a teacher who has completed their 11th year of full-time service in the District by July 1, 2021, would be 50% vested for District-provided contributions made.

COMPENSATION

REIMBURSEMENT OF SINGLE PERIOD SUBSTITUTES

If there exists a shortage of short-term substitutes, principals are to choose single period substitutes by first utilizing volunteers. If volunteers are not available, the assignments shall be made on a rotating basis. Where the principal knows in advance, notice shall be given to the teacher on the prior teaching day.

At the beginning of each semester, teachers who wish to volunteer for single period subbing should inform the building principal. When it becomes necessary to secure a single period substitute, the first attempt will be to use volunteers. If volunteers are not available, the assignments shall be made on a rotating basis. Single period substitutes will be paid \$30.00 per hour of substitute work.

CURRICULUM DEVELOPMENT

Curriculum Development Services may be required when the district engages in district approved curriculum evaluation and improvement activities. Curriculum Development Services:

1. Authorized by the Director of Instruction following Board approval of the district budget;
2. Expressed in the total number of hours to be paid to an individual upon the completion of their assigned task;
3. Compensated at a rate of \$25.00 per hour.

EXTRA DUTY

A teacher who volunteers to accept an additional teaching duty assignment would receive prorated compensation based on increased FTE, equivalent to the number of additional classes assigned per semester. i.e. If a teacher accepted one additional assignment for the school year, their FTE would be increased to 1.125.

HOMEBOUND INSTRUCTION

Homebound Instruction Pay shall be \$25.00 per hour plus mileage.

NOON DUTY

Noon duty for teachers shall be assigned as needed by building supervisors and shall be paid at \$22.00 per hour.

MILEAGE REIMBURSEMENT

Employees will be reimbursed for mileage on non-school owned automobiles at the IRS rate for school related duties both within and outside of the School District.

APPENDIX A

SCHOOL CALENDAR

MOSINEE SCHOOL DISTRICT CALENDAR

2024 to 2025

JULY 2024						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

AUGUST 2024						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

SEPTEMBER 2024						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

12-13 Admin Leadership Retreat
 14-15 New Teacher Academy
 19-22 Teacher Contract Days
 26-29 Teacher Contract Days (26-All District Inservice)
 28 – MS/HS Open House & 9th Gr Transition Night (4-7:30 pm)
 29 – ES Open House (4-7:30 pm)

2 - Labor Day
 3 - FIRST DAY OF SCHOOL

(20)

OCTOBER 2024						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

NOVEMBER 2024						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

DECEMBER 2024						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

9 – MS/HS Grading/Reporting (3:40 – 5:40 pm)
 11 – MS/HS 6 Week Progress Report
 29 – ES Grading/Reporting (3:40 – 5:40 pm)

(23)

1 - NO SCHOOL-All District Inservice
 7 - MS/HS Conferences (4-7:30 pm)
 12 - ES Conferences (4-7:30 pm)
 14 - ES/MS/HS Conferences (4-7:30 pm)
 22 – MS/HS 6 Week Progress Report
 27-29 - NO SCHOOL Thanksgiving

(17)

23-31 NO SCHOOL Winter Break

(15)

JANUARY 2025						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

FEBRUARY 2025						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

MARCH 2025						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

1 – NO SCHOOL Winter Break
 17 – End of 1st Semester & MS/HS 6 Week Progress Report
 20 – NO SCHOOL-All District Inservice

(21)

3 – HS Course Registration (4-7:30 pm)
 18 – ES Conferences (4-7:30 pm)
 20 – ES/MS Conferences (4-7:30 pm)
 14 – NO SCHOOL-All District Inservice
 28 – MS/HS 6 Week Progress Report

(19)

6 – MS/HS Conferences (4-7:30 pm)
 24-28 NO SCHOOL-Spring Break

(16)

APRIL 2025						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

MAY 2025						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

JUNE 2025						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

16 – ES/MS/HS Grading/Reporting (3:40 – 5:40 pm)
 18 – NO SCHOOL-Good Friday & MS/HS 6 Week Progress Report

(21)

26 – NO SCHOOL-Memorial Day
 30 – HS Graduation 7:00 p.m.

(21)

3 – LAST DAY OF SCHOOL
 4 – Teacher Wrap Up Day

(2)

175 Student Days – 190 Teacher Days
 Teacher Workday 7:40 am-3:40pm
 ES - Elementary School 7:55 am - 3:05 pm
 MS - Middle School 7:55 am – 3:12 pm
 HS - High School 7:55 am – 3:12 pm

APPENDIX B

District Emergency Procedure

EMERGENCY PLANS

When it is necessary to close or delay the opening of school, one of the plans listed below will be followed. School closing or delay information will be sent to you via Skylert, the District's electronic notification system, and announced over the following radio and television stations:

WAOW TV Channel 9	Wausau
WSAW TV Channel 7	Wausau
WSAU (AM) 550	Wausau
WIFC (FM) 95.5	Wausau
WDEZ (FM) 101.9	Wausau
WRIG (AM) 1390	Wausau
WOZZ (FM) 94.7	Wausau

PLAN FOR SCHOOL CLOSING

Media Announcement - ALL Mosinee PUBLIC SCHOOLS WILL BE CLOSED TODAY

1. Schools WILL NOT be open for instruction.
2. Students ARE NOT to report in person.
3. Teachers, secretaries/aides, and school nutrition staff (who work less than calendar year) DO NOT report to their respective schools in person.
4. Custodians and maintenance staff are to report to their respective work areas, or as assigned by themDirector of Buildings and Grounds, as soon as safety allows.
5. Calendar year staff assigned to the following locations will report to work as soon as safety allows: District Boulevard Office, Mosinee High School, Mosinee Middle School, Mosinee Elementary School.
6. All extra-curricular and evening activities will be canceled

APPENDIX C

SCHOOL CANCELLATION DAYS

SCHOOL CANCELLATION DAYS:

- A. Support staff may choose to use a paid day such as a vacation day, personal leave day, or sick leave day, if available, or a non-paid day when school is closed due to inclement weather or other reasons as determined by the District. At the discretion and approval of the building supervisor, support staff may exchange the day to work during an unscheduled work day such as an inservice day, day after the last day of school, winter break, or spring break. However, he/she may not choose both the paid leave day and the inservice day. If an employee chooses to be paid sick leave on a school cancellation day, he/she may not also be paid for another unscheduled work day listed above. However, if the employee chooses to have a non-paid day due to inclement weather, he/she may choose to work another unscheduled day and be paid for that day.
- B. Custodial and housekeeping staff must report to work per the direction of the Buildings and Grounds Director and/or Supervisor.
- C. Teachers will be paid when schools are closed by order of the Superintendent due to adverse weather conditions beyond the control of the District. The Superintendent shall determine any required make up days in any school year provided the District meets all state requirements.

Inclement Weather Procedures for Mosinee School District Support Staff

During the school year, a District Administrator may call school off due to inclement weather. The District Administrator may also make the decision to start school at a later time during the school day or to release school early due to bad weather. Below is a list of requirements for the support staff when school is closed due to inclement weather.

School Closings

Food Service Staff

When schools are closed on snow days, cooks and servers will not report to work and will have the option to take a personal day or a no pay day. If the announcement is late and the employee has already reported to work, they will be paid for the actual time worked. If the Food Service Manager requests that a food service employee comes in to perform a necessary task, they will be paid for the actual time worked.

Custodial Staff

The District does require the full-time *maintenance* custodians to report to work on snow days for snow removal and other duties and they will be paid for the actual hours worked. Maintenance custodians should report to work at their regularly scheduled time, or when the Director/Supervisor of Buildings and Grounds requests them to report.

Housekeeping custodians will report to work only if requested to do so by the Director of Buildings and Grounds. Housekeeping custodians will not be paid on closed days due to weather unless they are requested to come in. If requested to come in, they will be paid for their actual hours worked. If not, they can choose to use a personal day, vacation day or a no pay day.

Teacher Assistants

When schools are closed on snow days, teacher assistants will not report to work and will have the option to take a personal day or a no pay day.

Office Staff – Secretaries, Business Office Staff/Technology Staff

Because there are many things that need to be done on snow days, even with schools closed, such as answering telephones and rearranging activities, the District asks that if possible, office staff employees report to work on snow days and will be paid for the actual hours worked. However, the final decision on coming in is up to the employee. In the case that an office staff employee does not wish to report to work on a snow day, they may have the option to use a personal day, vacation day or a no pay day.

Notifications

Below is a list of stations that you should listen to for school closings.

Wausau

WAOW-TV	Channel 9
WSAW-TV	Channel 7
WDEZ	101.9 FM
WIFC	95.5 FM
WSAU	550 AM
WSAU	99.9 FM
WRIG	1390 AM
WOZZ	94.7 FM

Late Start due to bad weather

Food Service Staff

On late start days, all food service employees should report to work at their regular scheduled times unless contacted by Food Service Manager to do otherwise.

Custodial Staff

On late start days, all maintenance and housekeeping custodians should report to work at their regular scheduled times.

Teacher Assistants

On late start days, all teacher assistants should report to work 30 minutes prior to the time that students are required to arrive due to the late start. All teacher assistants will be paid for the actual time worked.

Office Staff – Secretaries, Business Office Staff/Technology Staff

On late start days, all office staff should report to work at their regular scheduled times.

All support staff will be paid for their actual hours worked on late start days.

Early release due to bad weather

Food Service Staff

On early release days due to bad weather, all food service employees should remain at work until all work for the day is completed. Food service employees will be paid for their actual hours worked for the day.

Custodial Staff

On early release days due to bad weather, all maintenance and housekeeping custodians should work their regular scheduled hours.

Teacher Assistants

On early release days due to bad weather, all teacher assistants should remain at work until students have left the building and the school buses have departed. Teacher assistants will be paid for their actual hours worked.

Office Staff – Secretaries, Business Office Staff/Technology Staff

On early release days due to bad weather, all office staff should remain at work for their regular scheduled times. In the case that office staff wishes to leave early, they should notify their building principal or supervisor. Office staff will be paid for their actual hours worked.

All support staff will be paid for their actual hours worked on early release days due to bad weather.

APPENDIX D

CONTACT INFORMATION

Who do you contact if you have questions?

[Contact Sheet for Staff Members](#)

APPENDIX F

24/25 Teacher Salary Schedule

BA	MA	PSYCH, SLP		
\$44,500.00	\$47,110.00	\$58,375.00		
\$44,905.00	\$48,493.00	\$58,949.00		
\$47,149.00	\$49,918.00	\$60,687.00		
\$48,534.00	\$51,386.00	\$62,478.00		
\$49,722.00	\$52,645.00	\$64,015.00		
\$50,940.00	\$53,936.00	\$65,590.00		
\$52,189.00	\$55,260.00	\$67,205.00		
\$53,468.00	\$56,616.00	\$68,860.00		
\$54,780.00	\$58,007.00	\$70,557.00		
\$56,124.00	\$59,432.00	\$72,295.00		
\$57,503.00	\$60,893.00	\$74,078.00		
\$58,915.00	\$62,390.00	\$75,905.00		
\$60,363.00	\$63,935.00	\$77,777.00		
\$61,847.00	\$65,498.00	\$79,698.00		
\$63,368.00	\$67,110.00	\$81,664.00		
	\$68,433.00	\$83,681.00		
	\$69,781.00			
	\$71,157.00			
	\$72,560.00			
	\$73,991.00			
	\$75,451.00			

APPENDIX G

MISCELLANEOUS COMPENSATION

A. ATHLETIC COACHING PAY SCHEDULE

New coaches without experience who are hired, will be paid at the GNC average for year one (1), at five percent (5%) above the GNC average for year two (2), at ten percent (10%) above the GNC average for year three (3), and after completion of year three (3) are then paid at fifteen (15%) above the GNC average. Analysis of the compensation will be done on a 3-year rotational basis.

SPORT	New Coach 0 Years Exp Rate	New Coach 1 Year Exp Rate 5%	New Coach 2 Years Exp Rate 10%	New Coach 3 Years Exp Rate 15%
HS Head Wrestling	\$ 5,394.25	\$ 5,663.96	\$ 5,933.68	\$ 6,203.39
HS Head Football	\$ 5,235.40	\$ 5,497.17	\$ 5,758.94	\$ 6,020.71
HS Head Basketball	\$ 5,315.40	\$ 5,581.17	\$ 5,846.94	\$ 6,112.71
HS Head Hockey	\$ 5,315.40	\$ 5,581.17	\$ 5,846.94	\$ 6,112.71
HS Head Gymnastics	\$ 5,725.67	\$ 6,011.95	\$ 6,298.23	\$ 6,584.52
HS Head Volleyball	\$ 4,219.40	\$ 4,430.37	\$ 4,641.34	\$ 4,852.31
HS Head Track (girls)	\$ 4,440.60	\$ 4,662.63	\$ 4,884.66	\$ 5,106.69
HS Head Track (boys)	\$ 4,440.60	\$ 4,662.63	\$ 4,884.66	\$ 5,106.69
HS Head Softball	\$ 3,981.40	\$ 4,180.47	\$ 4,379.54	\$ 4,578.61
HS Head Baseball	\$ 3,981.40	\$ 4,180.47	\$ 4,379.54	\$ 4,578.61
HS Head Cross Country	\$ 3,881.40	\$ 4,075.47	\$ 4,269.54	\$ 4,463.61
HS Head Soccer	\$ 3,864.25	\$ 4,057.46	\$ 4,250.68	\$ 4,443.89
HS Head Golf	\$ 2,860.60	\$ 3,003.63	\$ 3,146.66	\$ 3,289.69
HS Head Swim	\$ 3,783.75	\$ 3,972.94	\$ 4,162.13	\$ 4,351.31
HS Head Dance	\$ 2,598.00	\$ 2,727.90	\$ 2,857.80	\$ 2,987.70
HS Asst Hockey (2)	\$ 3,224.00	\$ 3,385.20	\$ 3,546.40	\$ 3,707.60
HS Asst Soccer (4)	\$ 2,406.00	\$ 2,526.30	\$ 2,646.60	\$ 2,766.90
HS Asst Football (5)	\$ 3,117.40	\$ 3,273.27	\$ 3,429.14	\$ 3,585.01
HS Asst Wrestling	\$ 3,121.75	\$ 3,277.84	\$ 3,433.93	\$ 3,590.01
HS Asst Baseball (2)	\$ 2,601.20	\$ 2,731.26	\$ 2,861.32	\$ 2,991.38
HS Asst Softball (2)	\$ 2,351.20	\$ 2,468.76	\$ 2,586.32	\$ 2,703.88

HS Asst Basketball (6)	\$ 3,027.40	\$ 3,178.77	\$ 3,330.14	\$ 3,481.51
HS Asst Gymnastics	\$ 3,098.00	\$ 3,252.90	\$ 3,407.80	\$ 3,562.70
HS Asst Volleyball (4)	\$ 2,386.50	\$ 2,505.83	\$ 2,625.15	\$ 2,744.48
HS Asst Track (4)	\$ 2,521.20	\$ 2,647.26	\$ 2,773.32	\$ 2,899.38
HS Asst Cross Country	\$ 1,975.00	\$ 2,073.75	\$ 2,172.50	\$ 2,271.25
HS Golf Asst	\$ 1,534.00	\$ 1,610.70	\$ 1,687.40	\$ 1,764.10
MS Head Dance	\$ 2,598.00	\$ 2,727.90	\$ 2,857.80	\$ 2,987.00
MS Soccer (4)	\$ 1,700.00	\$ 1,785.00	\$ 1,870.00	\$ 1,955.00
MS Basketball (8)	\$ 1,612.50	\$ 1,693.13	\$ 1,773.75	\$ 1,854.38
MS Volleyball (4)	\$ 1,435.00	\$ 1,506.75	\$ 1,578.50	\$ 1,650.25
MS Head Wrestling	\$ 1,970.00	\$ 2,068.50	\$ 2,167.00	\$ 2,265.50
MS Assistant Wrestling	\$ 1,533.33	\$ 1,610.00	\$ 1,686.67	\$ 1,763.33
MS Head Gymnastics	\$ 1,955.00	\$ 2,052.75	\$ 2,150.50	\$ 2,248.25
MS Assistant Gymnastics	\$ 1,245.00	\$ 1,307.25	\$ 1,369.50	\$ 1,431.75
MS Football (3-4)	\$ 1,612.50	\$ 1,693.13	\$ 1,773.75	\$ 1,854.38
MS Head Track Boys	\$ 1,740.00	\$ 1,827.00	\$ 1,914.00	\$ 2,001.00
MS Head Track Girls	\$ 1,740.00	\$ 1,827.00	\$ 1,914.00	\$ 2,001.00
MS Asst Track Girls	\$ 1,333.33	\$ 1,400.00	\$ 1,466.67	\$ 1,533.33
MS Asst Track Boys	\$ 1,333.33	\$ 1,400.00	\$ 1,466.67	\$ 1,533.33
MS Head Cross Country Boys	\$ 1,562.50	\$ 1,640.63	\$ 1,718.75	\$ 1,796.88
MS Head Cross Country Girls	\$ 1,562.50	\$ 1,640.63	\$ 1,718.75	\$ 1,796.88
MS Head Girls Swim	\$ 1,700.00	\$ 1,785.00	\$ 1,870.00	\$ 1,955.00
HS/MS Assistant Dance	\$ 1,520.43	\$ 1,520.43	\$ 1,520.43	\$ 1,520.43

Board approved 7/19/22

B. CURRICULUM EXTRA PAY SCHEDULE

Class A	Years in Activity	Compensation Level
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A1	0-4	\$3,991.13
A2	5-9	\$5,131.46
A3	10 or more years	\$6,271.78

- High School Yearbook
- High School State Senate

Class B	Years in Activity	Compensation Level
B1	0-4	\$3,040.86
B2	5-9	\$3,420.97
B3	10 or more years	\$3,801.08

- High School Dance Squad Advisor
- High School Musical (2 every other Year)
- Special Olympics Head Coach

Class C	Years in Activity	Compensation Level
C1	0-4	\$2,280.65
C2	5-9	\$2,470.70
C3	10 or more years	\$2,660.76

- Team Department Leaders
 - High School Marching Band Middle School Band
 - High School FFA, School Forest
 - High School One Act Play
 - High School Forensics
 - High School Pep Band
 - Elementary School Forest Coordinator
 - High School DECA
 - High School Motown Market
- High School FCCLA (Family and Career and Community Leaders of America) Club
- Mentors (6 Total, 2 per bldg. If a bldg does not need 2, but another bldg needs an addtl mentor, a bldg could have 3 mentors (for example), but no more than 6 mentors total)

Class D	Years in Activity	Compensation Level
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D1	0-5	\$1,520.43
D2	6 or more years	\$1,710.49

- Middle School Forensic Advisor
- Health Coordinator
- Middle School Yearbook
- HS TNT (Teens Needing Teens) Club
- High School Assistant Forensics
- Middle School Drama
- High School Science Olympiad
- High School Spring Head Drama- Every other year
- Middle School Student Senate
- High School Art Club
- Feeding the future (2)
- ES, MS, HS PBIS (3 Total, 1 per Bldg.)
- Special Olympics Assistant Coach
- Weight Room Supervisor
- EL Coordinator

Class E	Years in Activity	Compensation Level
E1	0-5	\$950.27
E2	6 or more years	\$1,140.32

- Middle School Yearbook High School M-Club
- Senior Class Advisor (2)
- Junior Class Advisor (2)
- High School National Honor
- Society Chemical Hygiene Officer
- Elementary Yearbook
- Middle School Battle of the Books (2)

Class F	Years in Activity	Compensation Level
F1	0-5	\$380.11
F2	6 or more years	\$570.16

- Junior Class Advisor (2)
- Sophomore Class Advisor (2)
- Freshman Class Advisor (2)
- High School Graphic Arts Club
- High School Library Club
- High School Math Club
- High School World Language Club High School
- Manufacturing Club
- High School Trees for Tomorrow

- Middle School Trees for Tomorrow
- Middle School Gaming Club (2)
- Middle School Ski Club (2)
- High School FFA Assistant Advisor
- District Accompaniment- \$4,700 for full school year