TWO RIVERS PUBLIC SCHOOLS

Proudly serving our Lakeshore Community.

TEACHER HANDBOOK

This handbook pertains to all contracted Two Rivers Public School District teachers.

Revised August 12, 2019

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BOARD OF EDUCATION AUTHORITY

The Board of Education of the School District, under authority specifically conferred by the Wisconsin Statutes, exercises all rights of possession, care, control and management of the property, affairs, and operations of the School District, and may do all things reasonable to promote the cause of education in the District, including, but not limited by enumeration to the following:

1. To direct all operations of the District;

2. To establish reasonable work loads, work rules, and schedules of work;

3. To hire, promote, transfer, schedule and assign employees in positions within the school system;

4. To place employees on layoff from employment;

5. To maintain efficiency of school system operations;

6. To take whatever action is necessary to comply with State and Federal law;

7. To create new positions or departments and to introduce new or improved operations, work practices, methods or facilities and to permanently or temporarily terminate, consolidate, transfer or modify existing positions, departments, operations or work practices;

8. To select employees, establish job criteria and evaluate employee performance;

9. To determine the methods, means and personnel by which school system operations are to be conducted;

10. To take whatever action is necessary to carry out the functions of the school system in situations of emergency;

11. To contract out for goods or services as the Board of Education may determine appropriate;

12. To create, combine, modify and eliminate positions within the School District;

13. To warn, reprimand, suspend, demote, discharge and take other disciplinary action against employees;

14. To determine the size and composition of the work force, to determine the work to be performed by work force and each employee; and to determine the competence and qualifications of employees;

15. To establish or alter the number of shifts, hours of work and work schedules and to schedule overtime when required.

MISSION STATEMENT – POLICY #2105.01

The school district shall assist each student, commensurate with his/her abilities, to achieve the following:

A. Competence in the basic skills: reading, writing, communication (speaking and listening), and mathematics.

B. Competence in analytical thinking, problem solving, decision making, and creativity.

C. Understanding and appreciation of the fine arts, humanities, natural sciences, social sciences, and developing technology.

D. Preparation for post-secondary school experiences, including the world of work, further formal education, direct education for employment, and appreciation of continuous learning.

E. Development that promotes successful human relationships, including family and parenting skills; that promotes personal responsibility, encourages social ethics, citizenship and sensitivity to community responsibility, and that enhances the Student's ability to function cooperatively in society.

F. Development of pride and motivation in personal effort and achievement.

The School District shall work towards continuous improvement to insure that all students have the appropriate educational opportunities to learn and meet the standards of the District.

BENEFITS

Health and Dental Insurance: Employees who work half-time or more may elect coverage of their health and dental expenses. The deductibles run per calendar year; premium changes are made per school fiscal calendar. Please see Addendum "A" for summary of benefits.

A. The Board of Education will pay 100% of the monthly dental insurance premium for all full-time employees.
B. The Board of Education will pay 75% of the monthly health insurance premium for all full-time employees.

Coverage for employees will begin with the first day of work for both health and dental insurance. Insurance premiums owed to the District will be deducted every pay period. This payment will be a pre-tax payment. For any employee who retires or resigns, the insurance coverage runs until the end of August, provided the employee pays the District the employee contribution for July and August prior to June 30th. This portion can be a pre-tax deduction from the summer check, or the employee can write out a separate check to the district, which would not be pre-tax.

New employees must enroll within 30 days of their first day of work in order to receive health and dental insurance coverage. After the 30-day time limit is up, there are no open enrollment dates available to employees. Eligible employees not signing up for the Two Rivers School District health insurance plan or opting will receive $2,000 for family coverage and $1,000 for single coverage, as applicable. Employees choosing to receive opt out payment instead of health insurance will receive this amount based on their contract percentage (pro-rated amount). (Spouses of teachers are not eligible.) The opt-out payment will be made in a lump sum during the first payroll in October. After the initial 30-day window, employees may only access health and dental insurance coverage as a result of a special enrollment event. Contact the finance office for a description of special events.

Health and dental benefits are outlined in Addendum "A".

Employees who are laid off may continue coverage in the group plan at the group rate through electing COBRA coverage. Affected employees will receive a separate COBRA notice from the insurance company.

Employee Contribution for Health Insurance: The Board of Education pays 75% of the premium for health insurance. Full-time employees will be responsible for 25% of the premium. Ten percent will be deducted bi-weekly through payroll. Employees may earn up to 15% credit toward the employee premium contribution by meeting certain wellness requirements. Employees will have an additional payroll deduction from the November and December payrolls for the percentage they did not complete.

Required Premium share for employees will be a percentage of the annual health insurance premium. Employees can qualify for a reduction in premium based on the wellness program criteria that are completed as outlined below:

For 5% Reduction:

Employee and spouse (Family) or just employee (Single) must do a biometric screening either through the school district or through their family physician annually. The screening must occur between July 1 and February 28 to qualify for the reduction.

For 5% Reduction:

Employee and spouse (Family) or just employee (Single) must complete a Health Risk Assessment between July 1 and February 28. The HRA is an online health assessment.

For 5% Reduction:

Reaching Silver Status through the Humana Vitality Program prior to February 28 will earn 5% toward your Premium Share Waiver.

Wisconsin Retirement System: The District will pay 50% of the total required WRS contribution; the employee will pay the remaining 50% through payroll deduction.

Tax Sheltered Annuity
Upon written authorization from the employee, the Board will deduct and transmit an authorized amount of salary to a tax sheltered annuity plan (TSA). Please work with the finance department for established procedures. The District retains the right to determine which TSA companies will be available to employees.

DISABILITY

Group Term Life Insurance: Employees who qualify under the Wisconsin Retirement System are eligible to purchase group life insurance through the District. There are several plans available. If interested, contact the finance office. Life insurance is also available for spouses and dependents.

Long-Term Disability (LTD): Employees who work half time or more are enrolled in long-term disability insurance. The full premium is paid by the Board of Education.

LTD benefits will commence after the employee has had 30 working days or 60 calendar days of disability. LTD benefits are based on 90% of the employee's salary for the first 2 years and 70% thereafter.

Benefit Continuation During Sick Leave: An employee who is on sick leave or LTD will be considered to have uninterrupted employment for one year from the date of disability. During this period of time, the Board will pay its share of dental insurance premiums, LTD premiums, and health insurance premiums; the employee will be responsible for his/her share of premiums.

The School District will establish and maintain a "Cafeteria Plan" under section 125 of the Internal Revenue Code, through which to offer and manage School District employment benefit programs. To the extent permitted by law, all School District employment benefit programs will be incorporated with the plan.

TEACHER LEAVE

Sick Leave: Each teacher shall be entitled to 12 full sick leave days per year for personal illness or illness of a spouse, child, mother, father, mother-in-law, or father-in-law.

All unused sick leave may be accumulated to a total of 90 days. Employees are also authorized 12 additional days each year. (An employee would have 102 days if they were at the maximum the previous school year.) Any employee who has accumulated more than 90 days will retain those days until their total goes below 90, at which time they will receive the twelve days annually.
A doctor's verification may be required for any sick leave absence.

Sick Leave Pool: The sick days available in the sick leave pool at the end of the 2012-13 school year will remain. Any employee in their first three years of employment who have not earned three years of sick leave may access the sick leave pool. The amount of sick leave that can be drawn will not exceed six weeks. The sick leave pool was created by unused sick leave for those employees with more than 90 accumulated days or voluntary donation of sick leave.

Employees who are on long-term disability cannot use sick leave to make up for the 10% reduction in pay.

Employees who meet the disability requirements of either 30 working days or 60 calendar days must use disability benefits, and may no longer use sick leave.

Funeral Leave

Death in Family: Five days of paid leave shall be allowed for the death of any employee's spouse or child. Three days shall be allowed for the death of any immediate family member, which includes father, mother, father-in-law, mother-in-law, brother, brother-in-law, sister, sister-in-law, son-in-law, daughter-in-law, grandchildren, and grandparents and great-grandparents (of either teacher or spouse).

One day funeral leave will be allowed to attend the funeral of any other blood relative of the teacher or spouse.

Funeral leave may be granted by the District Administrator in situations not covered above.

Personal Business Day Leave: Teachers will get two personal days for the 2019-20 school year. Teachers are reimbursed $150 each for the two days if they are not used. Teachers are required to give a 48-hour notice when taking a personal business day, when possible.

The District reserves the right to limit the number of Personal Business Day leaves which are used to extend vacations. Teachers cannot use Personal Business Day to extend Labor Day Weekend. This limit is 7% of the staff. Requests will be honored in the order received by the district-established deadline and based on seniority. Personal Business Days cannot be used to extend both ends of a school vacation. Once granted, the employee cannot be granted another extension until other staff members have had the opportunity.

Emergency Leave: Employees may request legal or emergency leave from the District Administrator for appropriate absences due to attendance at legal proceedings or other unforeseen circumstances.

Medical Leave of Absence: Leave under the Family and Medical Leave Act statutes will be authorized as required by law. Contact the finance office for more information, if needed.

Jury Duty: Teachers who serve on jury duty will be excused; however, they must pay to the District the jury fee they receive. Employees on jury duty must report back to school if jury duty ends during work hours.

TEACHER LAYOFF/SENIORITY

The Board of Education will follow seniority for lay-off purposes unless a more senior teacher, subject to layoff, has had work performance issues. Performance issues include unsatisfactory work performance documented through performance evaluation and documented disciplinary action. The Board also reserves the right to exempt any employee from lay-off based on specific district needs.

Employees placed on layoff do not have the right to displace or "bump" another employee.

The District will provide a teacher, subject to a reduction in force, with sixty (60) days written notice whenever possible. Under no circumstance will a lay-off notice be presented later than May 15.

A teacher who is placed on lay-off by the District as a result of a reduction in force may apply for any open position for which he/she is qualified, but does not have a right to be recalled to a position.

Individual Contracts

Teachers will be issued contracts following the timeline established in Wisconsin State Statute 118.22.

A teacher not holding a valid teaching license or emergency license in their teaching assignment will have their contract void per Wisconsin State Statute 118.21.

Persons appointed to positions that open and are filled after August 10 will be limited-term employees. Limited-term employees will be paid $150 per day and may purchase health and dental insurance coverage if they choose. Limited-term employees do not have right to renewal or non-renewal.

Teacher Assignment: The Two Rivers School District reserves the rights to assign teachers to any position for which they are certified, and to determine the number of periods in a school day.

- Teachers will be required to teach 6 periods in an 8-period day or 5 periods in a 7-period day or 3 blocks in a 4-block day.
- The building principal may assign all middle school teachers to an advisor/homeroom group in addition to the required teaching load.
- The building principal may assign all high school teachers to an advisor/homeroom in addition to the required teaching load.

- All 4K-12 teachers employed by the school district will be required to complete expectations of Educator Effectiveness.
- Teachers teaching an extra class period will receive overload pay based on the following: A) Based on a 7-period day where teachers are required to teach 5: Teachers will receive a 17% salary increase for a full-year course and an 8.5% increase for a semester course. Teachers teaching an 8-period day where required to teach 6: will receive a 14% salary increase for the full year and a 7% salary increase for half year. Teachers teaching in a block schedule will receive an additional 20% salary increase for a full year or 10% for a half year.
- All teachers will be assigned bus duty on a rotating schedule established by the building principal.
- General Education Teachers are required to keep current curriculum Unit plans aligned to standards for their teaching responsibilities in the district's curriculum storage - Google Team Drive Specialists are required to keep a weekly service plan current for their teaching responsibilities in the district's curriculum storage – Google Team Drive. In the event of absence, it is the responsibility of all teachers to have current lesson plans and substitute teacher plans (Pink Substitute Teacher Folder) easily visible and accessible on their desk.

Prep Time:

Teachers at the middle school and high school are expected to use the class periods not being taught as follows:

- **One period for class prep time** and **one period for building or district planning** time as needed.
- The principal may schedule the second period for appropriate meetings such as IEPs, team planning period, needed collaborative work **or student assistance**.
- Each full-time elementary teacher will receive 255 minutes of prep time per week. This prep time will be during their scheduled physical education and music class time. Scheduled times for computer, guidance and library can be used as approved by the building principal. Specialist contracts will be based on a 25-hour-per-week schedule. There will be no reduction in contract for Elementary Specialist with 22 hours or more of class instruction.

POSTING OF VACANCIES

The District will make an effort to post position vacancies through email postings for all staff members to review. This includes Schedule B assignments. Employees may apply for a vacancy, but the district is not required to hire any applicant or transfer current employees.

SCHOOL WORK DAY

Teachers are ***expected to fulfill professional obligations***, such as building and district meetings, before and after school as required by each building principal or the District Administrator. **Teachers** are also required to work with students before and after school and **during prep times as appropriate**. Dismissal time for teachers can be flexible as long as professional obligations are met. Students must have safely left the building before teachers leave. Teachers are required to attend district/building PLC meetings. First semester 2019-2020 1st and 3rd Wednesday of each month – 1 hour after school. Second semester 2019-2020 every Wednesday 1 hour after school.

Start and end times for the student day will be determined by the school district. Elementary hours are 8:00 – 3:00; Middle School hours are 7:55 – 3:25; and High School hours are 8:00 – 3:21.

EXTRA COMPENSATION

The District will establish compensation for required summer work equal to $100 per 8-hour day. This is work done in the district. If a teacher is required to attend out-of-town locations, the compensation will be $125 plus mileage at the district rate for an 8-hour day. (Example: Data Retreats and Curriculum meetings.) The district will always seek volunteers for these meetings, but retains the right to assign if no appropriate volunteer can be secured.

Schedule "B" for other assignments is attached.

SUMMER SCHOOL COMPENSATION

Teachers with 5 or more years total teaching experience:	$22.00 per hour
Teachers with fewer than 5 years total teaching experience:	$20.00 per hour
	(+ 15 minutes prep time per hour)

Teachers will receive $20.00 per hour for the following:
-Class coverage
-Saturday School
-Pre-approved curriculum work during school year

Schedule B will be followed for teachers required to attend overnight pre-approved student trips.

Teachers will be reimbursed for mileage at the established district rate if they are required to travel during the day between buildings.

SALARY

Teachers will be placed on the salary compensation plan based on their current salary. Teachers will advance on the compensation plan based on Education and Professional Practice according to State Statutes.

Salary compensation will be paid in 26 bi-weekly payments. Teachers will receive the balance of their 26 payments at the end of the school year in individual payments.

Salary for extracurricular assignments will be paid in a lump sum at the conclusion of the activity.

If applicable, compensation will be prorated based on the percentage of contract. Prorating will also apply to the District contribution toward the cost of all applicable employment benefits.

Teachers who qualified to receive compensation for a Professional Development Certificate (PDC) or National Board Certification (NBC) will be grandfathered at their rate of compensation. Teachers renewing their license using the PDP will receive a local allocation of six credits towards salary education advancement.

It shall be the responsibility of the teacher to notify the District when additional credits result in a lane change.

Beginning in the 2013-2014 school year, teachers who receive a PDC will receive $2,000 per year for five years. Teachers who receive the NBC will receive $2,500 per year for five years. This amount will be paid as part of bi-weekly salary payments.

All credits for education advancement must be **pre-approved** before course registration by the District Administrator. The Professional Growth Approval Form (credit approval) can be found on the District web site under the staff link.

All compensation will be paid through direct deposit.

RETIREMENT

Teachers with 20 years of experience in the District who have attained age 55 and are eligible to retire under the Wisconsin Retirement System will receive a $48,000 supplemental District retirement benefit to be used for insurance or can be withdrawn as cash per District guidelines. If employees choose the cash option, they will receive $1,000 per month until this pool of money is exhausted (48 months). Employees must begin taking the retirement benefit immediately upon retirement. Individuals retiring (age 55 or greater) from the District must do so at the end of a semester.

Teachers with 20 years of experience in the District will also receive $27.50 per day for each unused sick leave day accumulated as long as they have at least 80 sick days accumulated at the end of the school year. The maximum pay-out will be for 100 sick days accumulated.

If a former employee dies while receiving a benefit under this Agreement and is survived by a spouse or dependent, such person(s) shall be eligible to receive any unused portion of the former employee's benefit including the right to remain in the group plans at the group rate.

SCHOOL CALENDAR

The school calendar will be determined by the School District. Each year, the school calendar will contain a minimum of 4.5 days of in-service plus at least 1,050 hours of direct instruction for K-6 and at least 1,137 hours of direct instruction for 7-12. The District will schedule a half day records day at the end of each quarter. Parent conferences will be scheduled by each building and approved by the building principal.

The District has the option to require that any or all canceled school days be made up due to weather or unforeseen circumstances.

The District reserves the right to add in-service days as needed prior to the school year beginning.

TEACHER EVALUATION

The Two Rivers School District Teacher Evaluation language will reflect the new Educator Effectiveness Model that the District is using to meet state requirements. The District is using the CESA 6 model. Principals may also develop evaluation data using "walk through" observations. The district will adopt the state Teacher Effectiveness model.

Teachers in their first three years of employment will be evaluated at least twice per year, one of which must be in the first quarter. Teachers not meeting District standards of performance during this time will be dismissed. Dismissals shall not be for arbitrary or capricious reasons.

Teachers with more than three years of experience will be placed on Intensive Assistance for poor performance for a one-year period. Teachers will work within the Intensive Assistance Program as outlined by the building principal. Failure to do so will result in immediate dismissal. A summary evaluation will be completed well in advance of the state timelines for contract non-renewal. If performance remains poor, the teacher will be dismissed or referred to the Board for employment contract non-renewal. No dismissal or non-renewal will be for arbitrary or capricious reasons.

Teacher personnel files will be kept in Central Office, and teachers shall have full access to their files; however, a prior appointment is needed.

After three years of employment, teachers will typically be placed on a three-year cycle for evaluation; however, principals have the option of doing formal evaluations on an annual basis.

TEACHER DISCIPLINE

The Board of Education retains the right and the responsibility to manage the work force. When the discipline of a staff member becomes necessary, such action will be consistent with the requirements of any applicable Board policy and State and Federal law. The District Administrator or designee may issue discipline; however, student performance on standardized examinations may not form the basis for staff discipline. Student performance on standardized examinations may be addressed in performance evaluations and provide a basis for remedial action, professional development and/or a formal plan for improvement.

Staff may be disciplined for violations of Board policy or for other failure to meet the expectations and obligations of their position. No staff member may be subject to arbitrary disciplinary action.

The District Administrator may suspend any employee, with or without compensation, as a disciplinary measure, pending an investigation, or for any other appropriate reason.

The District Administrator will recommend to the Board of Education that professional staff members be dismissed for misconduct or unacceptable work performance representing a breach of the individual employment contract of the staff member.

Disciplinary action will normally follow a progressive discipline model that is designed to correct inappropriate conduct on the part of staff members. Progressive discipline will generally progress as follows:

1. Oral reprimand;
2. Written warning;
3. Suspension, the length of which is determined by the administration to affect the corrective goal of discipline; and
4. Termination.

The District will provide the employee with a letter explaining the reason(s) for the written reprimand, suspension or termination.

The District Administrator or his/her designee may skip one or all steps in the progressive discipline model when he/she deems that the severity of the offense requires more substantial discipline, or in the case of termination, where the District Administrator determines that the conduct is so egregious as to require the staff member's immediate termination of employment.

A non-exhaustive statement of grounds for disciplinary action is set forth in Board of Education Policy 4210 - Employee Code of Conduct, attached.

Discipline and termination of members of the professional staff is subject to review through the grievance procedure set forth in Board Policy 3340, Addendum C.

The employee will have the right to a representative of her or his choice at any meeting where disciplinary action will be issued, or which may result in disciplinary action.

GRIEVANCE PROCEDURE

A Grievance Procedure is available to employees as set forth in Board Policy #3340, Addendum "C."

TEACHER RESIGNATION

Under section 118.22(2) of the Wisconsin Statutes, the board of education of another school district may not enter a contract of employment with a teacher of the School District of Two Rivers, for any period of time as to which the teacher is under a contract of employment with the Board of Education of the School District of Two Rivers. If the teacher breaches an individual employment contract through submitting a resignation or request to be released from a contract, the teacher agrees to pay to the School District the following amount as liquidated damages, based upon the date a resignation or request for release from contract is received by the School District:

Between July 1st and August 1st	Three Hundred Dollars	($300)
Between August 1st and August 25th	Six Hundred Dollars	($600)
After August 25th	Two Thousand Dollars	($2000)

A resignation or request for release from contract for reasons beyond the control of the teacher may be cause to waive all or part of liquidated damages as determined by the Board, upon request by the teacher.

TEACHER MENTORING PROGRAM

As new teachers are hired by the District, the District has the option of assigning mentors for each new hire. Mentors will be required to attend the District mentoring in-service and work with the mentee throughout the school year. Annual compensation will be $600, paid at the end of the school year.

ATTENDANCE AT SCHOOL EVENTS

The District encourages school employees to attend student extracurricular activities. As such, the District will provide complimentary tickets to all local school events for the employee and a guest at no charge.

ADDENDUM "A" - HEALTH INSURANCE

The Health Insurance Carrier for the Two Rivers Public School District as of July 1, 2016 is Humana. The insurance carrier will provide a Summary of Benefits and Coverage (SBC) as well as a Certificate of Coverage which will outline health plan eligibility, age requirements, hour requirements, definitions, open enrollment, special enrollment, rules for late enrollments, when coverage ends, COBRA rights, etc. that apply to the Two Rivers Public School District Health Plan. Please refer to the carrier SBC, Certificate of Coverage or contact the carrier at the 800 number included on your ID card should you require any additional information on the Two Rivers Public School District Health Plan.

Required Wellness Activities for premium share reduction:

Required Premium share for employees will be a percentage of the annual health insurance premium. Employees can qualify for a reduction in premium based on the wellness program criteria that are completed as outlined below:

For 5% Reduction:

Employee and spouse (Family) or just employee (Single) must do a biometric screening either through the school district or through their family physician annually. The screening must occur between July 1 and February 28 to qualify for the reduction.

For 5% Reduction:

Employee and spouse (Family) or just employee (Single) must complete a Health Risk Assessment between July 1 and February 28. The HRA is an online health assessment.

For 5% Reduction:

Reaching Silver Status through the Humana Vitality Program prior to February 28 will earn 5% toward your Premium Share Waiver.

DENTAL INSURANCE

The Dental Insurance Carrier for the Two Rivers Public School District as of July 1, 2016 is Humana. Please contact the District Office for information on the plan benefits.

VISION INSURANCE

The Vision Insurance Carrier for the Two Rivers Public School District as of July 1, 2016 is Humana. Please contact the District Office for information on the plan benefit.

APPENDIX B
CO-CURRICULAR EXTRA-PAY SCHEDULE
(Revised August 28, 2017)

Yearly Assignment		***Co-curricular Payment***
Band		$1,830
Chorus	High School Middle School Elementary (2)	$950 $950 $1,154
Class Advisors	Freshman (1) Sophomore (2) Junior (2) Senior (3)	$400 $50 $600 $425
Department Chairperson – Math, Science, SS, ELA Team Leaders - LBC		$600
Drama/Musical (Per Play)	Director Assistant Musical	$625 $620 $595
Forensic	Head Coach Assistant	$777 $530
FBLA		$650
FCCLA		$400
Intramural		$1,155
Key Club – Kiwanis		$300
Mentors		$600
Morning/Noon Duty - Year - ½ Period District Wide		$1,250
Multicultural Club Advisor		$500
National Honor Society Advisor - 2 National Junior Honor Society Advisor - 2		$225

Robotics		$400
Spanish Club		$200
Student Council/Senate	TRHS (2) LBC (4) Elementary (2 per building))	$500 $300 $300
Ticket Seller Supervisor		$737
Video/Audio Production TRHS		$600
Yearbook – TRHS LBC		$2,100 $1,100
Baseball - TRHS	Head Coach Assistant Coach	$2,260 $1,300
Basketball - TRHS Boys/Girls	Head Coach JV Coach Freshman Coach	$3,270 $2,255 $2,000
Cross Country - TRHS Boys/Girls	Head Coach Assistant Coach	$1,920 $1,045
Football - TRHS	Head Coach Assistant JV Coach Freshman Coach	$3,270 $2,048 $2,048 $2,048
Golf - TRHS	Head Coach	$1,919
Pom Rai – Dance	Head Coach	$2,048
Soccer - TRHS Boys/Girls	Head Coach	$2,150
Softball - TRHS	Head Coach Assistant	$2,150 $1,296
Swimming - TRHS TRHS	Head Coach	$2,589
Tennis - TRHS TRHS	Head Coach	$1,919
Track – TRHS Boys/Girls	Head Coach	$2,589

Track - TRHS Boys/Girls	Assistant	$1,763
Volleyball	Head Coach JV Freshman	$2,253 $1,605 $1,605
Wrestling	Head Coach Assistant	$3,000 $2,048
Middle School Co-Curricular		
Athletic Coordinator	Middle School	$2,230
Basketball - LBC	Head Coach Assistant	$1,250 595
Cheerleading – Dance - LBC		$400
Cross Country - LBC	Head Coach Assistant	$680 $357
Golf - LBC	Head Coach	$902
Soccer - LBC	Head Coach	$900
Swimming - LBC	Head Coach	$648
Tennis - LBC	Head Coach	$947
Track - LBC	Head Coach Assistant Coach	$947 $496
Volleyball - LBC	Head Coach (2)	$902
Wrestling - LBC	Head Coach Assistant Coach	$1,250 $593
Day/Evening Assignments		
Announcers	Per Evening	$30.82

Chaperone Activity/Dances TRHS/LBC		$39.82
Crowd Supervision TRHS - LBC	Per Evening	$30.82 $22.96
Game Fan Bus		$40.00
Scorekeeper (Book)	Baseball (TRHS) Softball (TRHS) Basketball (TRHS) Volleyball (TRHS) Wrestling Scorekeeper/ Announcer Middle School Per Evening	$39.28 $39.28 $39.28 $39.28 $39.28 $28.09
Stat Board	Basketball (TRHS)	$30.82
Timer (Clock)	Basketball (TRHS) Wrestling (TRHS) Football (TRHS) Middle School Per Evening	$39.28 $30.82 $30.82 $28.09
Livestream	Per Evening	$30.82
Day/Evening Assignments – TRACK		
Announcers	Per Evening	$30.82
Curve Judges	TRHS LBC	$22.96 $19.03
Field Event Judges	LBC Per Evening TRHS Per Evening (Discus,Shot-put) TRHS Per Evening (High Jump, Pole Vault, Long/Triple Jump)	$19.03 $22.96 $30.82
Scorekeeper	TRHS Per Evening LBC Per Evening	$30.82 $28.09
Timer	TRHS Per Evening LBC Per Evening	$30.82 $28.09

HOURLY ASSIGNMENTS		
Chaperone	Trips Only – Extended School Day Non-School Day – Out of Town (8 Hours Max.) Overnight (4 additional hours at hourly rate) Math/Reading, and Science Nights Elementary Concerts	$10.91/Hour $10.91/Hour $10.91/Hour $10.91/Hour $10.91/Hour

ADDENDUM C
LONG TERM DIABILITY INSURANCE

Group Policy Number: 0029 Group Effective Date: February 1, 1990

Benefits Revised: May 1, 2008

Monthly Benefit	Age at Disablement	Duration of Benefits (in years)	Elimination Period
90% of salary for the first two years	61 or younger	To age 65	Lesser of 30 Working Days or 60 Calendar Days
	62	3-1/2 years	
	63	3 years	
	64	2-1/2 years	
75% thereafter	65	2 years	
	66	1-3/4 years	
	67	1-1/2 years	
	68	1-1/4 years	
	69 and over	1 year	

Maximum annual covered salary: $85,000.00
Maximum monthly benefit: $6,375.00 for first two years/$5,313.00 thereafter
First Stage: 24 Consecutive Months

ADDENDUM "D" - POLICY #3340 - GRIEVANCE PROCEDURE

It is the policy of the District to treat all employees equitably and fairly in matters affecting their employment. Each employee of the District shall be provided an opportunity to understand and resolve matters affecting employment that the employee believes to be unjust. This section shall apply to all regular full-time, part-time, limited, temporary, and seasonal employees not covered by a collective bargaining that contains a grievance procedure.

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

A grievance shall mean a dispute concerning an employee's discipline or termination of employment, or a dispute concerning workplace conditions that affect workplace safety. Only one subject matter shall be covered in any one grievance. A written grievance shall contain:

A. the name and position of the grievant;

B. a clear and concise statement of the grievant;

C. the issue involved;

D. the relief sought;

E. the date the incident or violation took place;

F. the specific section of the Policy Manual alleged to have been violated;

G. The signature of the grievant and the date.

All employee grievances must be filed by the aggrieved employee(s). The grievance must be filed within five (5) working days after the employee knew or should have known of the cause of such grievance. The following procedures shall be followed:

A. **Principal:**

Any employee that believes s/he has a matter subject to the grievance procedure shall present the grievance to his/her immediate supervisor. If applicable, the employee shall perform the assigned task and grieve later. The Principal shall, within five (5) working days, inform the employee in writing of his/her decision.

B. **District Administrator:**

In the event the Principal's decision does not resolve the problem, the employee may, within five (5) working days of the date the Principal's written decisions is issued, present his/her grievance in writing to the District Administrator. This grievance shall fully state the details of the problem and suggest a remedy. The District Administrator shall, within five (5) working days of receipt of the grievance, meet and discuss the grievance with the employee and then reply in writing within ten (10) working days. This step does not apply to any grievance related to action by the Board of Education that directly affects the grievant.

C. **Hearing Before an Impartial Hearing Officer:**

In the event the matter is not resolved to the employee's satisfaction by the District Administrator, the employee may, within five (5) working days of the date of the written decision of the District Administrator, request in writing that the matter be referred for a hearing before an impartial hearing officer. The Board of Education shall appoint a hearing officer for the purpose of conducting the hearing. The Board may appoint a hearing officer or panel of potential hearing officers from which to select an officer for this purpose either on an ad hoc basis or by resolution adopted for a school year and delegate to the District Administrator the responsibility to arrange for such hearing with one of the selected officers. Each grievance shall be heard by a single hearing officer and such hearings shall be private. The employee and the District may present witnesses, and each side may select one individual to attend the hearing as a representative. Any employee representative selected shall be at no expense to the District.

The Hearing Officer may only consider the matter presented to him/her in the initial grievance filed by the employee. The decision will apply exclusively to the employee presenting the grievance. The Impartial Hearing Officer shall have authority to run the hearing, including administering oaths, admitting evidence into the record, providing for transcription, etc. The oral or written statements of students, which might otherwise be hearsay, will be considered by the impartial hearing officer without the direct testimony of students, if other, non-hearsay information is presented. The Officer may not modify any board policy and may not issue decisions on matters not presented to the Administrator in the initial grievance. Any costs incurred by the impartial hearing officer shall be paid by the District.

D. **Board of Education:**

In the event that either party is dissatisfied with the hearing officer's decision, that party may within ten (10) working days, present the grievance in writing to the Board, who shall consider the matter within thirty (30) working days after its receipt, unless postponed by mutual agreement. The Board shall revise the decision of the impartial hearing

officer and may either issue a decision or determine that additional evidence or testimony is necessary and provide for a hearing for that purpose. The Board's decision shall make a decision by majority vote, which shall be final.

This procedure constitutes the exclusive process for the redress of grievances for the subject matter referred to herein. However, nothing in this grievance procedure shall prevent any employee from addressing concerns regarding matters not subject to the grievance procedure with administration and employees are encouraged to do so. Matters not subject to the grievance procedure that are raised by employees shall be considered by administration which has final authority, subject to any applicable Board policy or directive, to resolve the matter.

Time limits contained in this grievance procedure outlined above may be extended by mutual consent of the parties. If any applicable time limit for advancing the grievance to the next step in the process is not met, the grievance shall be deemed resolved. Each employee shall be afforded any opportunity to be represented at each step of the grievance procedure by a representative of the employee's choice and at no expense to the District.

For purposes of this grievance procedure, the following definitions shall apply:

A. "Workplace safety" refers to any condition of employment or duty, responsibility, or environmental hazard that may reasonably be viewed to affect an employee's health or the health of other employees. Workplace safety matters expressly include workplace harassment, including sexual harassment. In the event that an employee believes the safety of the workplace is compromised by harassment, s/he must first make a complaint concerning the matter and follow the procedures outlined in the District's Harassment Policy **3362**. Grievance timelines associated with workplace harassment do not begin to run until completion of an investigation and final action on the compliant by the administration.

B. "Termination" does not include the nonrenewal of an employment contract pursuant to 118.22 and 118.24 Wis. Stats., nor does it include termination of an employment contract due to reduction in force. Reduction in force notifications will be issued to teachers no later than May 15th.

C. "Employee discipline" refers to unpaid suspensions and written reprimands, but excludes performance conferences/evaluations, staff assignments, oral reprimands (unless a written record of the reprimand is placed in the employee's file).

ADDENDUM "E"
POLICIES THAT GOVERN PROFESSIONAL TEACHERS

3000 - PROFESSIONAL STAFF

3112	Board-Staff Communications
3120	Professional Staff Hiring
3120.01	Job Descriptions
3120.09	Volunteers
3121	Criminal History Record Check
3122	Nondiscrimination and Equal Employment Opportunity
3122.01	Drug-Free Workplace
3139	Staff Discipline
3160	Physical Examination
3161	Unrequested Medical Leaves of Absence
3170	Substance Abuse
3170.01	Employee Assistance Program (EAP)
3210	Employee Code of Conduct
3213	Student Supervision and Welfare
3215	Use of Tobacco by Professional Staff
3216	Staff Dress and Grooming
3217	Weapons
3220	Staff Evaluation
3244	Coaches Attendance at State Tournaments
3340	Grievance Procedure
3362	Employee Anti-Harassment
3370	State Tournament Attendance
3410	Substitute Teacher Pay
3419.02	Health Information Privacy Protection
3430	Leaves of Absence
3430.01	Family & Medical Leaves of Absence ("FMLA")
3437	Military Leave
4210	Employee Code of Conduct

Two Rivers Public Schools

2019-2020 School Calendar

August 2019				
M	Tu	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

September 2019				
M	Tu	W	Th	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

October 2019				
M	Tu	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

***End of Quarter**
1-Nov. 1
2-Jan.17
3-March 27
4-June 5

Graduation Day
Sunday, June 7

November 2019				
M	Tu	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

December 2019				
M	Tu	W	Th	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

January 2020				
M	Tu	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

Parent Conference Weeks
Nov. 11
April 6

Assigned Nights
M-Koenig
T-Magee
Th-LBC
M&W-TRHS

February 2020				
M	Tu	W	Th	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

March 2020				
M	Tu	W	Th	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

April 2020				
M	Tu	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

Staff Mtg
1st Wednesday

Department Mtg
3rd Wednesday

May 2020				
M	Tu	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

June 2020				
M	Tu	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

July 2020				
M	Tu	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

First Day of School

No School Students ½ day Teacher In-service/Record

No School Students Parent Teacher Conference

School Closed/Holiday

No School Teacher In-service

Last Day of School Early Release

Summer School

COMPENSATION PLAN

Two Rivers Public Schools Professional Educator Salary Guide

2019-20 SCHOOL YEAR

Added $1,606 Per Cell, or 2.44%, whichever is greater

Professional Practice	Education Advancement					
	BA	**BA+12**	**BA+24**	**MA**	**MA+12**	**MA+24**
A	40,138	41,001	41,862	43,595	44,464	45,329
B	41,499	42,391	43,285	45,087	45,981	46,885
C	42,863	43,786	44,712	46,576	47,508	48,433
D	44,220	45,182	46,144	48,070	49,028	49,995
E	45,585	46,576	47,566	49,556	50,546	51,542
F	46,947	47,973	48,988	51,047	52,071	53,096
G	48,304	49,358	50,413	52,536	53,592	54,651
H	49,672	50,757	51,842	54,022	55,112	56,204
I	51,031	52,152	53,265	55,512	56,642	57,759
J	52,390	53,546	54,700	57,004	58,156	59,314
K	53,755	54,939	56,125	58,493	59,680	60,863
L	55,113	56,327	57,552	59,985	61,202	62,417
M	56,046	57,259	58,975	61,474	62,727	63,977
N	56,833	58,046	59,910	62,966	64,242	65,528
O	57,627	58,839	60,695	63,898	65,770	67,080
P			61,489	64,685	66,704	68,028
Q				65,479	67,493	68,834
R					68,305	69,645

ACKNOWLEDGEMENT OF RECEIPT OF EMPLOYEE HANDBOOK

The District employee handbook describes important information about the Two Rivers Public School District. I understand that I should consult the District Administrator if I have any questions that are not answered in the handbook.

I understand and acknowledge that there may be changes to the information, policies, and benefits discussed in this handbook. I understand that the Two Rivers Public School District may add new policies to the handbook as well as replace, change, or cancel existing policies. I understand that as an employee of the Two Rivers Public School District, I am subject to all of the policies of the Board and that this handbook is a guide as to those policies. I understand and acknowledge that only the Two Rivers Board of Education has the authority to adopt revisions to the policies in this handbook

I understand and acknowledge that this handbook is not a contract of employment or legal document. I understand and acknowledge that my employment with the Two Rivers Public School District is at-will and that this handbook does not alter my employment status or guarantee employment for any definite period of time nor does this handbook constitute a guarantee of any benefits described herein.

I have read the Two Rivers Public School District Handbook and I understand that it is my responsibility to read and follow the policies contained or referenced in the handbook and any changes made to it. My digital signature is Acknowledgement of Receipt that I read, understand and acknowledge the handbook policies. This acknowledgement must be completed no later than August 30, 2019.

_____ _____

Signature of Employee Date

_____

Employee's Name – Printed