



TEACHER HANDBOOK

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

Revised August 24, 2020

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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 workloads, 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:

Complete monthly wellness activity requirements for September - February to 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.

The Families First Coronavirus Response Act (FFRCA): The Families First Coronavirus Response Act provides employees with paid leave based on six qualifying circumstances. This law went into effect on April 1, 2020, and it is set to expire on December 31, 2020, unless extended.

- Each full-time employee will be provided one "bucket" of 80 hours of emergency paid sick leave (EPSLA).
- Each part-time employee will be given emergency leave based on the number of hours they work, on average, over a two-week period.
- This leave does not carry over from one year to the next. Employees will not be paid for any unused emergency leave upon separation of employment.

Employees must be unable to work or telework due to:

- Employee is subject to a federal, state or local quarantine or isolation order related to COVID-19.
- Employee self isolates at the advice of a health care provider due to diagnosis of or other concerns related to COVID-19.
- The employee is obtaining a medical diagnosis because the employee is experiencing the symptoms of COVID-19.
- The employee is caring for an individual a) who is subject to federal, state, or local quarantine or isolation order related to COVID-19, or b) who is self-isolating at the advice of a health care provider due to the diagnosis of or other concerns relating to COVID-19.
- The employee is caring for the employee's son or daughter if the "school or place of the son or daughter has closed, or the child care provider of such son or daughter is unavailable, due to COVID-19 precautions."
- The employee is experiencing any other substantial condition as specified by the Secretary of Health and Human Service. (Currently, no such condition has been identified.)

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 2 personal days for the 2020-21 school year and are encouraged to use those personal days on FRIDAY'S due to the low substitute teacher pool. Teachers are reimbursed \$150 each for days not used: 2 days = \$300. 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 student supervision for student arrival and dismissal 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, art, and music class time.

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.

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 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.

WORK SCHEDULE

Teachers are *expected to fulfill professional obligations* during COVID-19. Teachers are required to be in buildings from 7:30 a.m. to 4:00 p.m. Monday through Thursday and 8:00 a.m. to 3:00 p.m. on Friday's.

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.

Face Coverings: All Two Rivers District Employees have the responsibility to effectively manage their work environments to achieve compliance with the [Governor's directive](#) on Face Coverings. Until further notice, in addition to the Governor's Order, the District is requiring face masks of all employees unless specifically excused. This will remain in effect until the Two Rivers Public School District notifies all employees of any changes to this order.

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 1 st and August 1 st	Three Hundred Dollars	(\$300)
Between August 1 st and August 25 th	Six Hundred Dollars	(\$600)
After August 25 th	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 Carriers for the Two Rivers Public School District as of July 1, 2020 are WPS/Arise. The insurance carriers 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:

Complete monthly wellness activity requirements for September - February to 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.

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

<i>Yearly Assignment</i>		<i>Co-curricular Payment</i>
Band		\$1,830
Chorus	High School	\$950
	Middle School	\$950
	Elementary (2)	\$1,154
Class Advisors	Freshman (1)	\$400
	Sophomore (2)	\$50
	Junior (2)	\$600
	Senior (3)	\$425
Department Chairperson – Math, Science, SS, ELA Team Leaders - LBC		\$600
Drama/Musical (Per Play)	Director	\$625
	Assistant	\$620
	Musical	\$595
Forensic	Head Coach	\$777
	Assistant	\$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)	\$39.28
	Softball (TRHS)	\$39.28
	Basketball (TRHS)	\$39.28
	Volleyball (TRHS)	\$39.28
	Wrestling Scorekeeper/ Announcer Middle School Per Evening	\$39.28 \$28.09
Stat Board	Basketball (TRHS)	\$30.82
Timer (Clock)	Basketball (TRHS)	\$39.28
	Wrestling (TRHS)	\$30.82
	Football (TRHS)	\$30.82
	Middle School Per Evening	\$28.09
Livestream	Per Evening	\$30.82
Day/Evening Assignments – TRACK		
Announcers	Per Evening	\$30.82
Curve Judges	TRHS	\$22.96
	LBC	\$19.03
Field Event Judges	LBC Per Evening	\$19.03
	TRHS Per Evening (Discus,Shot-put)	\$22.96
	TRHS Per Evening (High Jump, Pole Vault, Long/Triple Jump)	\$30.82
Scorekeeper	TRHS Per Evening	\$30.82
	LBC Per Evening	\$28.09
Timer	TRHS Per Evening	\$30.82
	LBC Per Evening	\$28.09

HOURLY ASSIGNMENTS

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

<u>2266</u>	TITLE IX Nondiscrimination on the Basis of Sex in Education Programs or Activities
<u>3112</u>	Board-Staff Communications
<u>3120</u>	Professional Staff Hiring
<u>3120.01</u>	Job Descriptions
<u>3120.09</u>	Volunteers
<u>3121</u>	Criminal History Record Check
<u>3122</u>	Nondiscrimination and Equal Employment Opportunity
<u>3122.01</u>	Drug-Free Workplace
<u>3139</u>	Staff Discipline
<u>3160</u>	Physical Examination
<u>3161</u>	Unrequested Medical Leaves of Absence
<u>3170</u>	Substance Abuse
<u>3170.01</u>	Employee Assistance Program (EAP)
<u>3210</u>	Employee Code of Conduct
<u>3213</u>	Student Supervision and Welfare
<u>3215</u>	Use of Tobacco by Professional Staff
<u>3216</u>	Staff Dress and Grooming
<u>3217</u>	Weapons
<u>3220</u>	Staff Evaluation
<u>3244</u>	Coaches Attendance at State Tournaments
<u>3340</u>	Grievance Procedure
<u>3362</u>	Employee Anti-Harassment
<u>3370</u>	State Tournament Attendance
<u>3410</u>	Substitute Teacher Pay
<u>3419.02</u>	Health Information Privacy Protection
<u>3430</u>	Leaves of Absence
<u>3430.01</u>	Family & Medical Leaves of Absence (“FMLA”)
<u>3437</u>	Military Leave
<u>4210</u>	Employee Code of Conduct

ADDENDUM “F”

POLICIES THAT GOVERN PROFESSIONAL TEACHERS



EMERGENCY ORDER #1

Relating to preventing the spread of COVID-19 by requiring face coverings in certain situations

WHEREAS, on July 30, 2020, I issued Executive Order #82, declaring a public health emergency to combat the uncontrolled spread of COVID-19 throughout the State of Wisconsin;

WHEREAS, on July 26, 2020, the President's COVID-19 task force recommended that Wisconsin consider adopting a statewide face covering requirement due to the increasing number of confirmed COVID-19 cases;

WHEREAS, face coverings are a proven, effective way to slow the spread of COVID-19 without having a significant impact on people's day-to-day lives;

WHEREAS, the Centers for Disease Control (CDC) has called on Americans to wear face coverings, with the CDC director stating, "[c]loth face coverings are one of the most powerful weapons we have to slow and stop the spread of the virus - particularly when used universally within a community setting. All Americans have a responsibility to protect themselves, their families, and their communities";

WHEREAS, published scientific research has shown that the probability of transmission during exposure between a person infected with COVID-19 to an uninfected person is 17.4 percent if face coverings are not worn, and 3.1 percent if face coverings are worn;

WHEREAS, modeling by the University of Washington's Institute for Health Metrics and Evaluation estimates that a face covering requirement in Wisconsin could save more than 500 lives by October 1 if 95 percent of Wisconsinites wear a face covering in public;

WHEREAS, states across the nation have recognized the importance and effectiveness of face coverings, with 31 states implementing requirements for face coverings in different settings, including: Alabama, Arkansas, California, Colorado, Connecticut, Delaware, Hawaii, Illinois, Indiana, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Michigan, Minnesota, Montana, Nevada, New Jersey, New Mexico, New York, North Carolina, Ohio, Oregon, Pennsylvania, Rhode Island, Texas, Vermont, Virginia, Washington, and West Virginia;

WHEREAS, Wisconsin must do its part to stop the spread of COVID-19 in the United States, which is leading the world in COVID-19 cases and deaths;

WHEREAS, COVID-19 is not only a threat to public health, but also to our economy;

WHEREAS, widespread use of face coverings will slow the spread of COVID-19, allowing Wisconsin's economy to move forward by making sure businesses can stay open and jobs are available;

WHEREAS, all Wisconsinites are called upon to join in the collective effort to stop the devastating impact of COVID-19 by wearing a face covering, not harassing or threatening Wisconsinites who wear a face covering, and showing patience and compassion for those who are unable to wear a face covering safely;

WHEREAS, "Our Constitution principally entrusts [t]he safety and the health of the people' to the politically accountable officials of the States 'to guard and protect.'" *S. Bay United Pentecostal Church v Newsom*, 140 S. Ct. 1613, (Mem)-1614 (2020) (quoting *Jacobson v. Massachusetts*, 197 U.S. 11, 38 (1905));

WHEREAS, Section 323.12(4)(b) of the Wisconsin Statutes authorizes the Governor to issue "such orders as he or she deems necessary for the security of persons and property" during an emergency; and

WHEREAS, based on input from state and local public health officials, medical professionals, and business leaders, I have determined that a statewide face covering requirement is necessary to protect persons throughout the State of Wisconsin from COVID-19.

NOW, THEREFORE, I, TONY EVERS, Governor of the State of Wisconsin, by the authority vested in me by the Constitution and the laws of this state, and specifically Section 323.12 of the Wisconsin Statutes, hereby order the following:

1. DEFINITIONS.

- a. "Enclosed space" means a confined space open to the public where individuals congregate, including but not limited to outdoor bars, outdoor restaurants, taxis, public transit, ride-share vehicles, and outdoor park structures.
- b. "Face covering" means a piece of cloth or other material that is worn to cover the nose and mouth completely. A "face covering" includes but is not limited to a bandana, a cloth face mask, a disposable or paper mask, a neck gaiter, or a religious face covering. A "face covering" does not include face shields, mesh masks, masks with holes or openings, or masks with vents.
- c. "Physical distancing" means maintaining at least six feet of distance from other individuals who are not members of your household or living unit.

2. FACE COVERING REQUIRED. Every individual, age five and older, in Wisconsin shall wear a face covering if both of the following apply:

- a. The individual is indoors or in an enclosed space, other than at a private residence; and;
- b. Another person or persons who are not members of individual's household or living unit are present in the same room or enclosed space.

Face coverings are strongly recommended in all other settings, including outdoors when it is not possible to maintain physical distancing.

3. EXCEPTIONS.

- a. Individuals who are otherwise required to wear a face covering may remove the face covering in the following situations:
 - i. While eating or drinking.
 - ii. When communicating with an individual who is deaf or hard of hearing and communication cannot be achieved through other means.

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- iii. While obtaining a service that requires the temporary removal of the face covering, such as dental services.
 - iv. While sleeping.
 - v. While swimming or on duty as a lifeguard.
 - vi. While a single individual is giving a religious, political, media, educational, artistic, cultural, musical, or theatrical presentation for an audience, the single speaker may remove the face covering when actively speaking. While the face covering is removed, the speaker must remain at least 6 feet away from all other individuals at all times.
 - vii. When engaging in work where wearing a face covering would create a risk to the individual, as determined by government safety guidelines.
 - viii. When necessary to confirm the individual's identity, including when entering a bank, credit union, or other financial institution.
 - ix. When federal or state law or regulations prohibit wearing a face covering.
- b. In accordance with [CDC guidance](#), the following individuals are exempt from the face covering requirement in Section 2:
- i. Children between the ages of 2 and 5 are encouraged to wear a mask when physical distancing is not possible. The CDC does not recommend masks for children under the age of 2.
 - ii. Individuals who have trouble breathing.
 - iii. Individuals who are unconscious, incapacitated, or otherwise unable to remove the face covering without assistance.
 - iv. Individuals with medical conditions, intellectual or developmental disabilities, mental health conditions, or other sensory sensitivities that prevent the individual from wearing a face covering.
 - v. Incarcerated individuals. The Wisconsin Department of Corrections shall continue to comply with COVID-19 protocols to ensure the health and safety of its staff and individuals in its care. Local governments are strongly encouraged to continue or create COVID-19 protocols to ensure the health and safety of their staff and individuals in their care.

4. LEGISLATURE AND JUDICIARY. State facilities or offices under the control of the Wisconsin State Legislature or the Wisconsin Supreme Court are exempt from this Order. The Wisconsin State Legislature and the Wisconsin Supreme Court may establish guidelines for face coverings that are consistent with the specific needs of their respective branches of government.

5. PRESERVATION OF MEDICAL SUPPLIES. To conserve limited supplies of N95 masks and other medical-grade supplies, individuals are discouraged from using such supplies as face coverings.

6. LOCAL ORDERS. This Order supersedes any local order that is less restrictive. Local governments may issue orders more restrictive than this Order.

7. ENFORCEMENT. This order is enforceable by civil forfeiture of not more than \$200. Wis. Stat. § 323.28.

8. SEVERABILITY. If any provision of this Order or its application to any person or circumstances is held to be invalid, the remainder of the Order, including the application of such part or provision to other individuals or circumstances, shall not be affected and shall continue in full force and effect. To this end, the provisions of this Order are severable.

9. DURATION. This Order shall enter into effect at 12:01 am on Saturday, August 1, 2020. This Order shall expire on September 28, 2020, or by a subsequent superseding emergency order.

IN TESTIMONY WHEREOF, I have hereunto set my hand and caused the Great seal of the State of Wisconsin to be affixed. Done at the Capitol in the City of Madison this thirtieth day of July in the year of two thousand twenty.

TONY EVERS
Governor

ADDENDUM "G" SCHOOL CALENDAR

Two Rivers Public Schools

2020-2021 School Calendar

August 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
31				

September 2020				
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		

October 2020				
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

End of Quarter

- 1-Nov. 6
- 2-Jan.22
- 3-April 1
- 4-June 10

Graduation Day

June 13

**Parent
Conference
Weeks**

- Nov. 16
- April 13

Assigned Nights

- M-Koenig
- T-Magee
- Th-LBC
- W-TRHS

November 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				

December 2020				
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	

January 2021				
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

February 2021				
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

March 2021				
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	31		

April 2021				
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

May 2021				
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
31				

June 2021				
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		

July 2021				
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

- 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

**ADDENDUM “H”
COMPENSATION PLAN**

COMPENSATION PLAN

Two Rivers Public Schools Professional Educator Salary Guide

2020-21 SCHOOL YEAR - Added 1.81% Per Cell

Professional Practice	Education Advancement					
	BA	BA+12	BA+24	MA	MA+12	MA+24
A	40,864	41,743	42,620	44,384	45,269	46,149
B	42,250	43,158	44,068	45,903	46,813	47,734
C	43,639	44,579	45,521	47,419	48,368	49,310
D	45,020	46,000	46,979	48,940	49,915	50,900
E	46,410	47,419	48,427	50,453	51,461	52,475
F	47,797	48,841	49,875	51,971	53,013	54,057
G	49,178	50,251	51,325	53,487	54,562	55,640
H	50,571	51,676	52,780	55,000	56,110	57,221
I	51,955	53,096	54,229	56,517	57,667	58,804
J	53,338	54,515	55,690	58,036	59,209	60,388
K	54,728	55,933	57,141	59,552	60,760	61,965
L	56,111	57,347	58,594	61,071	62,310	63,547
M	57,060	58,295	60,042	62,587	63,862	65,135
N	57,862	59,097	60,994	64,106	65,405	66,714
O	58,670	59,904	61,794	65,055	66,960	68,294
P			62,602	65,856	67,911	69,259
Q				66,664	68,715	70,080
R					69,541	70,906