Certified Staff

**TABLE OF CONTENTS**

I. THE EDUCATIONAL PHILOSOPHY AND MISSION STATEMENT OF SHARON COMMUNITY SCHOOL 4

II. INTRODUCTION/PURPOSE OF HANDBOOK 4

III. EQUAL EMPLOYMENT OPPORTUNITY 6

IV. HARASSMENT AND DISCRIMINATION 7

V. DAYS AND HOURS OF WORK 7

A. Teacher-Student Contact Days 7

B. Professional Responsibilities and Work Day 7

C. Length of Work Day 8

D. Calendar 8

E. Attendance 9

VI. LEAVES 9

A. Family and Medical Leave Policy

(Sharon Community School Policy 532.31) 9

B. Sick Leave 10

C. Emergency Leave 11

D. Personal Leave 11

E. Military Leave 11

F. Funeral Leave 11

G. Jury Duty 12

H. Unpaid Leaves of Absence 12

I. Workers Compensation 12

J. Employee Responsibilities During Leave 13

K. Substitute Folder 13

VII. PERSONNEL RECORD MAINTENANCE AND ACCESS 13

VIII. PAY AND COMPENSATION FOR CERTIFIED STAFF 14

A. Teacher Compensation 14

B. Wage Payment 15

C. National Board Certification or Master Educator Status 15

D. Summer School Pay 15

E. Continuing Education 15

IX. PERFORMANCE EVALUATIONS 17

X. WORKING CONDITONS 18

A. Code of Conduct 18

B. Political Activity 18

C. Copyright 19

D. Outside Employment 19

E. Dress Code 20

F. Smoking Not Permitted 20

G. Alcohol and Other Drugs 20

H. Background Checks/Criminal Charges/Convictions 21

I. Layoff and Recall 22

J. Electronic Communications 23

K. Use of Social Media 23

L. Confidentiality 24

M. Carrying a Concealed Weapon in School 25

N. Nepotism 26

O. Use of Sharon School Funds 26

P. Field Trip Requests 27

Q. Requisition Requests 27

R. TPA Requests 27

S. Job Openings 28

T. PI-34 Mentoring Language 28

U. Health Examinations 29

XI. CONDITIONS OF EMPLOYMENT 29

A. General 29

B. Assignment 30

C. Non-Renewal 30

D. Discipline/Termination 30

E. Liquidated Damages 30

F. Employment Grievance Procedure 31

XII. EXTRACURRICULAR ACTIVITIES 31

XIII. FRINGE BENEFITS 31

A. Group Insurance 31

B. Wisconsin Retirement System 33

C. Mileage 33

D. Retirement/Post Employment Benefits 34

APPENDIX A - Extra Curricular Compensation Schedule 35

**I. THE EDUCATIONAL PHILOSOPHY AND MISSION STATEMENT OF SHARON COMMUNITY SCHOOL**

The mission of the Sharon Community School, Sharon, Jt. District #11 is to provide an educational program that ensures equal educational opportunities for all children. These opportunities should be offered in a positive and healthy environment wherein students can develop self-esteem and individual potential. Achieving this will permit them to begin to acquire the intellectual, social, physical, and cultural attitudes and skills important to live in a democratic society and function in a diverse and changing world.

The Sharon Community School Board of Education believes that fulfilling the mission is dependent on a strong partnership between students, parents, staff, administrator and members of the community. This partnership becomes the foundation for excellence in educational programming and the children in it.

**II. INTRODUCTION/PURPOSE OF HANDBOOK**

This Handbook generally identifies the wages, hours and working conditions for Certified Staff members and Administrators.

None of the statements, policies, procedures, rules, or regulations contained herein constitutes a guarantee of any other rights or benefit, or a contract of employment, expressed or implied. All of the employees are employed “at-will,” and employment is not for any definite period unless otherwise provided herein or in an individual employment contract. For such at-will employees, termination of employment may occur at any time, with or without notice, and with or without cause, at the discretion of the Board of Education of the Sharon Community School.

The provisions set forth in this handbook may be altered, modified, changed, or eliminated at any time by the Board of Education with or without notice.

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

If any provision or section within this Handbook is held to be invalid by operation of law, the remainder of this Handbook shall not be affected thereby. Any change in the law will impact the operation and enforcement of the provisions of this Handbook by modifying the provisions to conform to the law.

The Board of Education has the right to interpret and apply the provisions of this Handbook in its discretion and as it deems appropriate as an essential management right and to determine whether specific circumstances require deviation from its terms.

Definitions:

1. Day: A day is a calendar day unless otherwise specified herein.

2. School year: The school year is used interchangeably with the term fiscal year. It is July 1 through June 30. The term “per year” refers to the fiscal year, unless otherwise specified.

3. Support Staff Members: A Support Staff member is employed in one of the following classifications: Food Service, Instructional Assistant, Clerical/Office Employee, Childcare, or Custodian and Maintenance.

4. Certified Staff Members: A Certified Staff member is used interchangeably with the term Teacher. It is an employee hired by the District under a Wis. Stat. § 118.21 contract. Examples of Certified Staff members include classroom teachers, school counselors, school psychologists, librarians, reading specialists, special education teachers, and speech therapists. Certified Staff members may be hired on a regular full-time or regular part-time basis. A regular full-time teacher is assigned to work at least thirty (30) hours per week.

5. Casual/Temporary/Seasonal/Summer School/Substitute Employees: Unlike a regular full or part time employee:

a. A casual employee is an individual who is not scheduled to work in the District on a regular basis. Casual employees are not covered by this Handbook. The terms and conditions of employment will be established by the District at the time of hire. Casual employees have no expectation of continued employment.

b. A Temporary employee is an individual hired by the District for a specific project for a specific length of time. Temporary employees are not covered by this Handbook. The terms and conditions of employment will be established by the District at the time of hire. Temporary employees have no expectation of continued employment.

c. A Seasonal or Summer School employee is an individual hired for a specific period of time usually related to the seasonal needs of the District, such as to staff the District’s summer school. Seasonal and summer school employees are not covered by this Handbook. The terms and conditions of employment will be established by the District at the time of hire. Seasonal and summer school employees have no expectation of continued employment. Regular full and part-time Certified Staff may be hired by the District to serve as a seasonal or summer school employee if the assignment is not in conflict with the regular full or part-time employment.

d. A Substitute employee is an individual hired to replace a regular District employee during the regular District employee’s absence. Substitute employees are not covered by this Handbook. The terms and conditions of employment will be established by the District at the time of hire. Substitute employees have no expectation of continued employment.

6. Administrator: An administrator staff member is an employee hired by the District under a Wis. Stat. § 118.24 contract. Examples include a District Administrator and a Principal.

Position descriptions are available for inspection for each Sharon Community School employee. At a minimum, the descriptions will include the job title, the minimum qualifications, and the essential functions of the position. Employees must be able to perform the essential functions identified in the job description with or without a reasonable accommodation.

**III. EQUAL EMPLOYMENT OPPORTUNITY**

Sharon Community School is an equal opportunity employer. Personnel decisions in Sharon Community School shall be conducted so as not to discriminate on the basis of age, race, creed, color, sex, pregnancy, sexual orientation, national origin, disability, political affiliation, handicap, marital status, ancestry, citizenship, arrest or conviction record, membership in the national guard, state defense force or any other reserve component of the military forces of the United State or Wisconsin, use or non-use of lawful products off school premises during non-working hours, or any other reason prohibited by state or federal law. This policy shall apply to hiring, placement, assignment, seniority, transfer, promotion, lay-off, recall or termination. Similarly, all salaries, wages, benefit programs and personnel policies shall be administered in conformity with this policy.

Reasonable accommodations shall be made for qualified individuals with a disability or handicap, unless such accommodations would impose an undue hardship to Sharon Community School.

Any employee who believes he/she has been discriminated against in violation of this policy and/or state or federal law may file a complaint. Responsibility for overseeing Sharon Community School’s equal employment opportunity program and investigating discrimination complaints is assigned to the District Administrator.

Please refer to Sharon Community School Policies 112 and 342,1.

**IV. HARASSMENT AND DISCRIMINATION**

All Sharon Community School employees have the right to work in an environment where they are treated with respect and dignity and are free of all forms of harassment. The Sharon Community School will not tolerate, condone, or allow harassment by any employee or non-employee who conducts business with the Sharon Community School. Employees shall not make offensive or derogatory comments to any person, either directly or indirectly, based on race, color, sex, religion, age, disability, sexual orientation, or national origin.

The Sharon Community School considers harassment and discrimination of others to be forms of serious employee misconduct. Therefore, the Sharon Community School shall take direct and immediate action to prevent such behavior, and to remedy all reported instances of harassment and discrimination. A violation of this policy can lead to discipline up to and including termination.

Please refer to Sharon Community School Policies 522.5 and 522.6.

**V. DAYS AND HOURS OF WORK**

**A. Teacher-Student Contact Days**

There are generally one hundred and eighty (180) teacher-student contact days and seven and one-half (7 ½) in-service days during the school year. This schedule may vary from year to year as determined by the Board of Education. Teachers who are employed for periods extending beyond the normal school year will be compensated on a pro-rated basis using the base salary. A copy of the school calendar is available on the Sharon Community School’s website.

New-to-the District Teachers, who are teachers who have not taught more than three (3) years under a regular full-time or regular part-time teaching contract in the District, may be required to spend up to two (2) work days at the beginning of the school year for the purpose of being oriented to the District’s policies and procedures, including the performance evaluation process and general expectations of the District. The annual salary provided to new-to-the District Teachers shall compensate such teachers for these work days; therefore, no additional compensation shall be provided.

**B. Professional Responsibilities and Work Day**

Education and teaching is a professional occupation. The professional staff is expected to be with students for their supervision and instruction and to be present at those times needed to carry out their professional responsibilities. The schedule of each building will be developed by the Sharon Community School. Educational and other professional requirements may make it necessary for occasional changes in normal starting and ending times. Alternate work schedules to better serve the needs of students may be developed between the Sharon Community School and individual staff members.

It is generally expected that Certified Staff members will cover for one-another during the work day when their schedule allows. No additional compensation will be paid. Part-time staff working additional hours shall be eligible for additional compensation at the substitute daily rate of pay.

**C. Length of Work Day**

Teachers’ regular work day shall be from 7:45 a.m. to 3:45 p.m., unless otherwise provided herein, or as determined by the District. Included in the Teachers’ school day shall be thirty (30) minutes for a duty free lunch.

Teachers may be required to attend events outside the regular work day including, but not limited to, parent-teacher conferences, open houses, etc., without additional compensation, as identified in the calendar and determined by the District.

**D. Calendar**

**1.** **Make Up Days**

Generally, the first instruction day lost when school is closed by the administration due to an emergency situation, as provided in Wis. Stat. § 115.01 (10), shall not be made up unless there is an insufficient number of instructional minutes according to Wisconsin Statutes. All other lost days will not be made up unless the minimum student contact hours are not completed according to Wisconsin Statutes.

**2. Partial Days**

Partial days lost when school is cancelled before the prescribed time or is commenced after the normal starting time will not be made up unless the minimum student contact hours are not completed according to Wisconsin Statutes.

**3. Additional Days**

The Board of Education may add additional days to the school calendar. Employees will be reimbursed at their per diem rate of pay for each additional day. These days will be utilized for professional staff development. The District Administrator will determine the scheduling of the days.

**E. Attendance**

Regular and reliable attendance is an essential function of the job of every Sharon Community School employee. It is the employee’s responsibility to be ready to begin his/her duties on time each day and to return on time from scheduled breaks and lunch breaks. Although there are justifiable reasons to be absent from work, employment assumes the availability for work and excessive absenteeism and/or excessive tardiness will lead to discipline, including termination.

Reporting: If an employee must be absent or late on any work day, he/she is to notify Sharon Community School by calling or sending a text message to Renee Wilson at 608-312-8493 *prior to 6:00* a.m. or before 9:00 p.m. the night before. An employee must continue to contact Renee until he/she receives a voice confirmation or text confirmation from her in case a message does not go through.

Tardiness: Unless due to emergency conditions communicated to and excused by the supervisor or another appropriate administrator, tardiness is not permitted. Excessive tardiness will result in disciplinary action, including termination.

**VI. LEAVES**

**A. Family and Medical Leave Policy (Sharon Community School Policy 532.31)**

The Sharon Community School complies with the provisions of the Federal and State Family and Medical Leave laws. Employees may be eligible for family and medical leave under the Federal Family and Medical Leave Act of 1993 (“FMLA”), the Wisconsin Family and Medical Leave Act (“WFMLA”), or both. There are different eligibility requirements for these laws, different rights under the laws, and different procedural requirements for employees to follow. Board policy 532.31 briefly describes some of the employees’ rights and responsibilities under these laws; however, the policy does not, nor is it intended to, spell out every right and responsibility under the two laws. If an employee has any questions or desires additional information, the employee should contact the District Administrator.

For purposes of the twelve (12) month period for leave protected by the federal FMLA, the District uses the fiscal year – July 1, through June 30.

For purposes of the twelve (12) month period for leave protected by the WFMLA, the District uses the calendar year – January 1, through December 31.

Copies of the WFMLA and FMLA notice posters are also attached to this Handbook as an Exhibit.

**B. Sick Leave**

1. Sick Leave days with pay shall be used only for personal illness of the employee, for the care of immediate family members or a person for whom they have primary responsibility and reside within the household, and for medical appointments, for the employee or family member/person, if the appointment cannot be scheduled for a time outside of the work day.

2. Upon initial employment, full time Certified Staff shall receive ten (10) days of sick leave and ten (10) days of sick leave per year of service thereafter. Part-time Certified Staff shall receive a prorated amount. Unused sick leave days may accumulate to a maximum of one hundred and twenty (120) days. Certified Staff using no more than two (2) sick leave days during the school year shall receive a discretionary personal day during the following school year. This day is not deducted from sick leave.

Sick leave shall be taken in increments of no less than fifteen (15) minutes.

3. A doctor’s certification of illness may be required after three (3) consecutive days of sick leave, or when the Certified Staff member has not requested pre-approval for use of sick leave, when the Sharon Community School has reason to believe that the employee is abusing sick leave, or where a pattern of regular absences has been observed. Abuse of sick leave shall result in loss of sick leave, and may result in discipline, up to and including termination.

4. Notice Requirements

Sick leave benefits shall begin on the first day of absence and continue until the employee returns to work or has used all of his/her accumulated sick leave. An employee who is sick (or whose immediate family member is sick) and as a result is unable to report to work shall notify his/her immediate supervisor as soon as the employee is aware of the need to be absent, and at least thirty (30) minutes before the start of his/her regular shift or assignment.

5. Sickness During Unscheduled Days Off, Holidays or Leave of Absence: Employees who experience illness during scheduled days off, leaves of absence, and/or holidays may not use accumulative sick leave to receive compensation on such days.

6. Sick leave may be donated to other employees in need due to a family or medical emergency and must be approved by the Administrator.

**C. Emergency Leave**

Emergency leave days are those which require an employee to be absent from the job due to extraordinary circumstances. Paid emergency leave is a privilege granted by the Board of Education at the discretion of the District Administrator. Full-time Certified Staff are eligible for three (3) emergency days each school year, subject to approval and is not guaranteed time. This leave is not cumulative from year to year. Part-time Certified Staff employees will receive prorated emergency leave benefits.

**D. Personal Leave**

One (1) day of personal leave per year shall be granted to each employee with pay. Such leave is not deducted from the employee’s sick leave. The employee must request approval from the Administrator at least two (2) days in advance of the leave. This leave is not cumulative from year to year. Part-time employees will receive prorated personal leave benefits.

If an employee requires more than one (1) day of paid personal leave in a year for a unique situation/event/experience, the employee may submit a request to the District Administrator for extended personal leave. The employee must submit the request at least seven (7) days in advance of the leave. The request must identify the reason for the leave and the number of days of leave required. The District Administrator may approve the extended personal leave request at his/her discretion. If approved, the leave shall be deducted from the employee’s sick leave.

**E. Military Leave**

It is the District’s policy that employees will be granted all military leave rights available under the Uniformed Services Employment and Reemployment Rights Act (USERRA) and applicable state laws. Upon notification of the need for military leave, employees shall request leave through the District Administrator. For further information regarding rights under USERRA and applicable state laws, the employee must contact the District Administrator.

**F. Funeral Leave**

Funeral leave for three (3) days with pay shall be granted to an regular full or part-time Certified Staff member for the death of a member of his/her immediate family, which is defined as the employee’s spouse, parents or grandparents of either spouse, children and their spouses, grandchildren or siblings of either spouse. An additional three (3) days of funeral leave with pay may be granted at the discretion of the Administrator, but such days will be deducted from an employee’s accumulated sick leave.

**G. Jury Duty**

Employees who are required to serve on jury duty shall submit his/her jury duty check to the Sharon Community School and receive his/her regular payroll check from the Sharon Community School. Employees shall report to work if released from jury duty and at least two (2) hours remain in the scheduled work day. If the employee does not report to work after being released from jury duty during their normal working time, the employee will be subject to loss of pay on a prorated hourly basis and that time will be considered as an unauthorized leave, which may result in disciplinary action, up to and including termination. Employees will be granted a reasonable amount of travel time when reporting to work.

**H. Unpaid Leaves of Absence**

An employee may be granted an unpaid leave of absence by the Board of Education. The employee must make a written application for leave of absence to the District Administrator, who will then present the request to the Board of Education. All requests shall be made in writing at least thirty (30) days prior to the start thereof, with the exception of extenuating circumstances. The request shall include the reason for the leave and the length of leave requested. The Board of Education shall determine, in its sole discretion, whether or not to grant the leave request. No leave shall be granted for the purpose of seeking other employment.

Any leave of absence granted under this policy shall be without pay. However, an employee who is granted an unpaid leave of absence pursuant to this Section shall be entitled to the following benefits:

1. The employee shall remain eligible for inclusion in all of the Sharon Community School’s group insurance plans, at the employee’s expense, during the period of approved leave; and

2. The employee will be returned to his/her former position, if available, upon return from the approved leave.

**I. Workers Compensation**

Eligibility for worker’s compensation benefits does not automatically make an employee eligible for a leave of absence. However, to the extent that an employee is absent due to a job-related illness or injury incurred during the course of his/her employment and receiving worker’s compensation benefits, the employee may also use accumulated sick leave in addition to the compensation he/she receives from the worker’s compensation carrier. At no time will the employee be allowed to receive an amount greater than his/her regular salary.

**J. Employee Responsibilities During Leave**

Unless an employee is physically or mentally unable to perform, and to the extent that it is permitted by law, it is the expectation that Teachers on leave will complete the following duties prior to leave and/or the duration of leave:

● Lesson Planning

● Progress Reports

● Report Cards, including comments

● Conferences

**K. Substitute Folder**

Teachers are expected to have a substitute folder for use when the teacher is absent from school. The folder must be left in a visible place or there must be a note designating where it can be located. At the minimum the folder must include:

* Current Class list- updated as necessary
* Current schedule- updated as necessary
* Identification of instructional groups
* Behavior plan for class
* Directions regarding students with health/special needs
* Extra duty responsibilities (lunch/recess duties, etc.)
* Instructions for taking attendance on the Skyward program
* Special instructions, i.e., behavior charts, behavior programs, special health or instructional information
* LD/EBD schedule for children if different
* Seating chart
* Emergency Procedures
* Any other information the teacher feels will better prepare a substitute to work with the particular class

Daily lesson plans must be in sufficient order and detail to allow a substitute teacher to appropriately manage the classroom and instruct the class. It is important to view these days as continuous instruction days and not as “free days” for the students. Teachers are responsible to follow up on substitute recommendations and referrals for student misconduct. It is not the responsibility of the office to have to retrieve the teacher’s lesson plans from e-mail.

**VII. PERSONNEL RECORD MAINTENANCE AND ACCESS**

A. Sharon Community School maintains personnel records and files for each employee. Maintaining these files with up to date information is very important as it provides Sharon Community School with contact information in case of emergency, address mailings, data for payroll purposes, and information required for reporting purposes and benefit programs.

B. All employees must promptly notify the Sharon Community School personnel office of any changes in:

1. Address;

2. Marital status or name change;

3. Party to be notified in case of emergency;

4. Phone number;

5. Dependent(s).

C. It is Sharon Community School’s policy to protect the privacy of each employee and therefore Sharon Community School is committed to the confidential handling of every employee’s personal information. Please refer to Sharon Community School Policy 520 for additional information.

D. Records of all personnel shall be considered confidential to the extent provided by law and shall be kept in Sharon Community School’s personnel office. Records shall be maintained in accordance with all applicable federal and state laws and regulations and retained in accordance with Sharon Community School’s record retention schedule.

E. If an employee desires to review their personnel records, contact the District Administrator for an appointment. Consistent with applicable law, Sharon Community School will allow employees to inspect their personnel records twice a year and within seven (7) working days after the employee makes the request for inspection. Only administrative, management, and supervisory personnel with a need to know may review another employee’s personnel records.

**VIII. PAY AND COMPENSATION FOR CERTIFIED STAFF**

**A.** **Teacher Compensation**

1. Individual Teacher Contracts

Certified staff shall receive an individual contract of employment with the Sharon Community School governed by Wis. Stat. § 118.21. The individual contract of employment will identify the teacher’s tentative assignment and annual salary.

2. Extracurricular Activities

Extracurricular, coaching, and any other co-curricular assignment contracts will be issued separately and include the pay for the assignment. The Extra-Curricular Compensation Schedule is attached to this Handbook as Appendix A.

**B. Wage Payment**

The Sharon Community School shall pay teachers their wages in twenty four (24) equal installments semi-monthly beginning in mid-September during the period that the teacher teaches in accordance with the terms and conditions herein with the balance of the contract paid on regular payroll dates in July and August. Pay dates shall be on the 15th and the last day of each month. When the pay-date falls on a Saturday, Sunday, or on a bank holiday, the direct deposit shall be made on the preceding business day.

Compensation shall be by direct deposit at any financial institution of the employee’s choosing. The Sharon Community School shall provide each employee with an electronic or written pay and deduction summary for each pay period. New-to-the-District teachers shall not be eligible to receive their first paycheck until they report to work on the first calendar day.

Please refer to Sharon Community School Policies 671.1 and 671.11.

**C. National Board Certification or Master Educator Status**

Upon completion of the National Board of Professional Teaching Standards Certification or Master Educator status as determined by the Wisconsin Department of Public Instruction, and after submitting verification of the certification to the District Administrator, the Board of Education shall provide to the teacher, in addition to their salary, a onetime lump sum stipend in the amount of two thousand dollars ($2,000), within thirty (30) days of submitting such verification.

**D. Summer School Pay**

Teachers shall be paid an hourly rate of twenty dollars and zero cents ($20.00) from 8:00 a.m. – 12:00 p.m.

**E. Continuing Education**

As a condition of employment all Certified Staff members shall be actively involved in ongoing professional development. Priority for professional development activities must be given to areas identified as key initiatives, goals and priorities of the school of assignment and school district. Annual professional development plans are to be developed in consultation with the staff member’s supervisor. Ongoing professional growth activities and increasing professional competency will be considered in annual performance evaluations.

1. Obligations

Teachers will be responsible for meeting State of Wisconsin re-certification requirements as established for their specific licenses.

2. Credits Defined

To be approved for compensation and reimbursement, a credit course must be taken through an accredited university or college. This includes courses taken through a distance learning arrangement.

3. Approval

a. Credits to be approved must be in coursework which will improve the employee’s skills, performance, or value to the Sharon Community School.

b. The teacher’s request for course approval must be in writing to the District Administrator prior to the course commencement using the prescribed forms, which are attached to this Handbook. The teacher must receive prior approval from the District Administrator before the course begins in order to receive payment. The District Administrator has five (5) working days to return the request with or without approval.

c. Teachers may request special consideration of other courses related to professional development or potential licensure that are not affiliated with a university, college, or credits, only upon special request and approval by the Board of Education.

4. Reimbursement

Teachers will be reimbursed at a rate equal to college or university charges, but not to exceed tuition rates as established by the University of Wisconsin, Whitewater. Only teachers enrolling in graduate courses will be approved for reimbursement. All requests for reimbursement will be processed in accordance with regular monthly bookkeeping procedures upon submission of satisfactory course completion. Teachers will be reimbursed for a maximum of six (6) credits of graduate courses per two (2) school year period. Teachers will notify the District Administrator, in writing, of their intent to enroll the following year, on or before teacher check out of the preceding year. The Board of Education, at their discretion and upon request by the teacher(s) or the District Administrator, may waive the requirements that classes be graduate or post graduate, with reimbursement not to exceed the actual cost of tuition.

5. Appeals

Appeals may be made by meeting with the District Administrator and the employee; however, the final decision is to be made in writing by the District Administrator.

6. Required Teacher Pay-Back Amount

Any teacher who leaves the district after receiving credit reimbursement shall pay the District back at a pro-rated amount of fifty percent (50%) per year within two (2) years. For example, an employee taking six (6) credits who leaves within one (1) year would pay back the full amount, after one (1) year fifty percent (50%), after two (2) years zero percent (0%).

**IX. PERFORMANCE EVALUATIONS**

The Sharon Community School seeks to employ and retain highly competent and productive personnel. To support this goal, performance evaluation systems have been established for Certified Staff.

Evaluations of Certified Staff members will be conducted in accordance with the requirements articulated in the State’s Educator Effectiveness System. New-to-the District staff will have at least one (1) announced formal observation in addition to at least three (3) to five (5) informal/walk-through observations annually for their first two (2) years in the District. All other staff will be evaluated at least every three (3) years with at least one (1) announced formal observation in addition to at least three (3) to five (5) informal/walk-through observations within the time frame of the three (3) year evaluation cycle. All formal evaluations of Certified Staff members will include direct observation of teacher performance utilizing the processes and instruments adopted by Sharon Community School and approved by the Wisconsin Department of Public Instructions. Informal/walk-through evaluations may occur at any time and evaluators may document such informal/walk-through evaluations utilizing the instruments adopted by the Sharon Community School. All Certified Staff in an evaluation year must submit their Documentation Log as part of the evaluation process.

All Certified Staff members must conduct the Student Learning Objective (SLO) process utilizing the instruments adopted by the Sharon Community School. All Certified Staff must also conduct the Professional Practice Goal process. All Certified Staff have an electronic, as well as, a physical personnel file.

**X. WORKING CONDITONS**

**A. Code of Conduct**

A physically and emotionally safe environment is essential for student learning to occur and employees to be productive. Mutual respect and understanding are the foundations of a safe and effective learning environment. To ensure orderly operations, good relationships and a positive image the Board of Education expects employees to conduct themselves in keeping with the following parameters:

* Develop positive, professional relationships with students, staff and parents.
* Maintain regular, effective communications with students, staff and parents.
* Uphold the dignity and decorum of a professional.
* Maintain the confidentiality of information as prescribed by state and federal law.
* Avoid conflict of interest situations as defined by state statute and refrain from accepting any gift, fee, free services or anything of value for or because of any act performed or withheld in the performance of duties.
* Use school property only for official and authorized activities.
* When acting as an official representative of Sharon Community School, refrain from soliciting or accepting fees, honoraria or reimbursement of expenses for personal gain when services are performed on compensated school time.
* Uphold state and federal laws and Board of Education policies applicable to the performance of responsibilities.
* Maintain professional relationships and footprint on social media in accordance with professional demeanor as detailed in above listing. This provision is not intended to interfere with an employee’s right to freedom of speech.
* Report reasonable suspicion of child abuse and threats to the school as required by law.

The Board of Education recognizes that the list provided is a non-exhaustive list.

**B. Political Activity**

Employees may exercise the rights and privileges of any citizen in matters of a political nature consistent with the following restrictions:

* No school employee shall, during hours for which pay is received, use any time for the solicitation, promotion, election, or defeat of any referendum, candidate for public office, legislation, or political action.
* No school employee shall use in any way the classrooms, buildings, or pupils for the purpose of solicitation, promotion, election, or defeat of any referendum, candidate for public office, legislation, or political action. The teacher has a responsibility to show objectivity and neutrality in order that various sides of an issue are presented in a balanced manner. While it is recognized that a teacher has a right to maintain and express a particular point of view, the teacher has an obligation to inform students that the position is a personal opinion and to present in a fair manner the alternate views of the issue.
* No school employee shall make use of school equipment, technology or materials for the purpose of solicitation, promotion, election, or defeat of any referendum, candidate for public office, legislation, or political action.
* Staff who identify themselves as Sharon School Employees on social media are also advised to maintain neutral posts. This provision is not intended to interfere with an employee’s right to freedom of speech.

**C. Copyright**

All reproduction of copyrighted material shall be conducted strictly in accordance with applicable provisions of law and Board of Education Policy. Unless otherwise allowed as “fair use” under federal law, permission must be acquired from the copyright owner prior to reproduction of material in any form. Employees are further advised that copyright provisions apply to all forms of digital media. Questions regarding copyright should be directed prior to reproduction to the Administrator. Please refer to Sharon Community School Policy 771. Any work prepared by an employee within the scope of his/her employment is owned by the District. Under federal copyright laws, this is called “work made for hire”. An employee with questions regarding ownership or copyrights on materials prepared within the scope of his/her employment must consult with his/her principal or supervisor.

**D. Outside Employment**

Employees may hold outside jobs in non-related businesses or professions as long as the outside employment does not interfere with the employee’s assigned duties and so long as the employee meets the performance standards of their job description with Sharon Community School. The Sharon Community School shall have the discretion to determine whether outside employment interferes with the employee’s assigned duties and/or the performance standards of their job description with Sharon Community School. Unless an alternative work schedule has been approved by Sharon Community School, employees will be subject to Sharon Community School’s scheduling demands, regardless of any existing outside work assignments. Staff members coaching for other districts must get Administrator approval to leave prior to the end of the contract day.

**E. Dress Code**

All employees of Sharon Community School represent Sharon Community School and are expected to set an example in their dress and grooming. Therefore, Certified Staff members are expected at all times during scheduled working hours to wear attire that defines a professional atmosphere to students, parents and the public. Dress or attire that Sharon Community School believes adversely affects the education atmosphere as unsafe, disruptive or inappropriate is not allowed. It is generally expected that Certified Staff are dressed in business casual Monday through Thursday. Jeans are permitted on Fridays.

**F. Smoking Not Permitted**

The Sharon Community School does not permit smoking or vaping in any of Sharon Community School facilities, on Sharon Community School property, or in any vehicles while transporting students. Violation of this policy will result in discipline, up to and including termination. Please refer to Sharon Community School Policy 831.

**G. Alcohol and Other Drugs**

Sharon Community School recognizes alcohol and other drug abuse as a potential health, safety and security problem, and it is Sharon Community School’s intent and obligation to provide a drug-free, healthful, safe and secure work environment. Therefore, the use, sale, purchase, manufacture, distribution, dispensation, possession or presence in one’s system of alcohol or a controlled substance on Sharon Community School premises or while conducting Sharon Community School business off premises (e.g., overnight trips, chaperoning or supervising students, athletic events) is absolutely prohibited by Sharon Community School.

Sharon Community School may require an employee to undergo a drug and/or alcohol test when Sharon Community School has a reasonable suspicion that the employee is in violation of this policy. The employee will be referred to a certified testing laboratory for completion of the test. If the employee refuses to submit to the test or tests positive for alcohol or controlled substances, the employee may be disciplined, up to and including termination.

Employees must, as a condition of employment, abide by terms of this policy.

In addition, an employee must notify Sharon Community School of any criminal drug statute conviction for a violation occurring on Sharon Community School premises or while conducting Sharon Community School business off premises. Anyone violating this policy will be terminated.

**H.** **Background Checks/Criminal Charges/Convictions**

The District conducts background checks as part of the hiring process. Consistent with Wis. Stat. § 111.335(1)(d)2, the District may disqualify an applicant from further consideration based upon his/her conviction of a felony or a crime that has a substantial relationship to the job in question.

All District employees shall notify the District Administrator as soon as possible, but no more than three (3) calendar days after any arrest, indictment, conviction, no contest or guilty plea, or other adjudication of the employee, whichever comes first, for any felony, any offense involving moral turpitude, and any of the other offenses as indicated below:

1. crimes involving school property or funds;

2. crimes involving attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit that would entitle any person to hold or obtain a position as an educator;

3. crimes that occur wholly or in part on school property or at a school-sponsored activity;

4. crimes that involve students enrolled in or other staff members employed by the District;

5. crimes that involves moral turpitude [e.g., an act or behavior that gravely violates moral sentiments or accepted moral standards of the community]; or

6. crimes that involve the violation of the public trust.

The requirement to report a conviction or deferred adjudication shall not apply to minor traffic offenses. However, an offense of operating under the influence, revocation or suspension of license, and driving after revocation or suspension must be reported if the employee drives or operates a District vehicle or piece of mobile equipment or transports students or staff in any vehicle. Failure to report under this section may result in disciplinary action, up to and including termination. Such report shall be made as soon as possible, but in no circumstance more than three (3) calendar days after the event giving rise to the duty to report.

An arrest, indictment or conviction of a crime is not an automatic basis for termination. The District shall consider the following factors in determining what action, if any, should be taken against an employee who is convicted of a crime during employment with the District:

1. the nature of the offense;

2. the date of the offense;

3. the relationship between the offense and the position to which the employee is assigned.

Nothing herein shall prohibit the District from placing an employee on administrative leave based upon an arrest, indictment or conviction.

Please see Board Policy 533.1 for additional information.

**I. Layoff And Recall**

At times, it may be necessary to reduce the number of Certified Staff employed by Sharon Community School or the number of hours worked by a staff member(s). In the event that Sharon Community School, in its sole discretion, determines that it is necessary to reduce the number of staff members or the number of hours worked by a staff member(s), Sharon Community School shall determine the employees to be laid off in accordance with these policies.

Although length of service in Sharon Community School may be considered when laying off employees, it will not be the sole deciding factor in any decision regarding who will be laid off. Employees who are laid off do not have any right to replace or “bump” another employee.

The layoff of Certified Staff holding a contract subject to Wis. Stat. § 118.22 will be accomplished through the statutory non-renewal procedures and using the non-renewal deadlines. A non-renewal for the purpose of a layoff (reduction in force) shall satisfy the standard required in this Handbook for contract non-renewal. The effective date of layoff will be the last teaching contract day in the year in which the layoff occurs.

A Certified Staff member who has been laid off by Sharon Community School may apply for any open position for which he/she is qualified, but he/she does not have any right to be recalled to a position.

A Certified Staff member who is laid off will retain original date of hire for purposes of determining wages should the employee return to employment with Sharon Community School within a period of one (1) year from the date of layoff; however, the time spent on layoff shall not be counted towards years of service in Sharon Community School

**J. Electronic Communications**

The Board of Education is committed to the effective use of technology to both enhance the quality of student learning and the efficiency of Sharon Community School operations. Safeguards shall be established so that the Board of Education’s investment in both hardware and software achieves the benefits of technology for operations and student learning and inhibits negative side effects.

Sharon Community School’s internet system has not been established as a public access service or a public forum. The Board of Education has the right to place restrictions on its use to assure that use of Sharon Community School’s computers, network and internet services (“network”) is in accordance with its limited educational purpose. Employee’s use of Sharon Community School’s network will be governed by this policy and the related administrative guidelines, and any applicable employment contracts. Sharon Community School has the right to review any information on its computer systems, including personal files and records of e-mail and online activity. Users have no expectation of privacy of any personal information on the Sharon Community School systems. Please refer to the District’s Computer Network and Internet Use Policy 363.2 for additional information.

All staff members shall use school accounts for any employment related communications in order to adhere to potential open records requests. Anyone using a personal account for school communication will be required to share passwords with the IT department upon request.

**K. Use of Social Media**

Sharon Community School respects the rights of employees to use social networking sites as a medium of self- expression during non-work time. Employees are permitted to use the social networking sites for incidental personal use and/or communications during work time provided that such use shall not interfere with or conflict with Sharon Community School business and such use does not occur during student contact time. Employees shall exercise good judgment regarding the reasonableness of personal use.

1. Personal Use of Social Networking Sites – Guidelines

In general, what an employee does on his/her own time outside of work will not be regulated by the Sharon Community School. However, Sharon Community School may monitor and regulate employee postings/activities if:

* The employee chooses to identify himself/herself as an employee of Sharon Community School.
* The activity occurs through use of any Sharon Community School technology.
* The activity affects the employee’s job performance or the performance of other Sharon Community School employees.
* The activity involves or relates to Sharon Community School students or family members.
* The District receives an official complaint regarding the employee’s online activity as it relates to the code of conduct.

Sharon Community School may monitor employee use of social networking sites, especially when such sites are accessed through Sharon Community School provided technology resources. Employees must be aware that posting on websites, including social networking sites, must not be presumed to be private. Accordingly, employees may be subject to discipline for violating any of the above-referenced conditions.

2. Employee Use of Social Networking Sites

Sharon Community School understands that technology is constantly changing and encourages employees to use technology to assist with student learning. Employees may use social networking sites for educational purposes under the following guidelines:

* The appropriate administrator (principal or athletics/activities director) must approve all social network sites and groups prior to use by the employee with students.
* The building administrator must be a part of the social network site and group between any employee and student.
* Because such communications are pupil records and public records, employees are required to document and retain all electronic communication between themselves and students.

Please refer to Sharon Community School Policy 363.2.

**L. Confidentiality**

All student records and other information gained in the course of an employee’s work for the District are to be treated as confidential information, unless otherwise directed by this policy and/or applicable law. The Principal, or designee, has primary responsibility for maintaining the confidentiality of all student records kept in the Sharon Community School.

Employees shall use confidential information appropriately and with respect for the rights of individuals. Privileged information shall not be used for personal gain or to the detriment of Sharon Community School.

Violation of this policy will result in discipline, up to and including termination.

**M. Carrying a Concealed Weapon in School**

Sharon Community School understands that the safety of our students, staff and visitors is of the highest priority. Wisconsin has adopted a law which affects the manner in which persons may carry concealed weapons. This law, however, applies much differently on school grounds. It is a Class I felony to knowingly possess a firearm at a place that the individual knows, or has reasonable cause to believe, is in or on the grounds of a school. It is a Class B forfeiture to possess a firearm at a place the individual knows, or has reasonable cause to believe, is within one thousand (1,000) feet of the grounds of a school.

An individual may possess a firearm in a school zone only under the following circumstances:

* The firearm is not loaded and is encased or in a locked firearms rack that is on a motor vehicle.
* By a state-certified commission warden acting in his/her official capacity.
* By a person legally hunting in a school forest if the Board of Education has decided that hunting may be allowed in the school forest.

An individual may possess a firearm in or on the grounds of a school or within one thousand (1,000) feet of the grounds of a school in accordance with any of the following provisions of federal law:

* On private property that is not part of school grounds.
* For use in a program approved by the Sharon Community School in the school zone.
* In accordance with a contract entered into between Sharon Community School in the school zone and the individual or an employer of the individual.
* By a law enforcement officer acting in his/her official capacity.
* The firearm is unloaded and is possessed by an individual while traversing school premises for the purpose of gaining access to public or private lands open to hunting, if the entry on the school premises is authorized by Sharon Community School authorities.

Please refer to Sharon Community School Policy 832.3. Teachers must contact an administrator with any questions or if he/she believes that an individual is in violation of this policy.

**N. Nepotism**

No member of an employee’s immediate family shall supervise another member of the same family without the direct approval of the Board of Education. Immediate family members shall include spouses, parents, grandparents, children, siblings, stepparents, stepchildren, and in-laws.

**O. Use of Sharon School Funds**

Employees are expected to adhere to all internal controls that ensure the appropriate use of Sharon Community School funds.

Sharon Community School prohibits fraud and financial impropriety in the actions of its Board of Education members, employees, vendors, contractors, consultants, volunteers, and others seeking or maintaining a business relationship with Sharon Community School. Fraud and financial impropriety includes, but is not limited to, the following:

* forgery or unauthorized alteration of any document or account belonging to Sharon Community School;
* forgery or unauthorized alteration of a check, bank draft, or any other financial document;
* misappropriation of funds, securities, supplies, or other Sharon Community School assets, including employee time;
* impropriety in the handling of money or reporting of Sharon Community School financial transactions;
* profiteering as a result of insider knowledge of Sharon Community School information or activities;
* unauthorized disclosure of confidential or proprietary information to outside parties;
* unauthorized disclosure of investment activities engaged in or contemplated by the Sharon Community School;
* accepting or seeking anything of material value from contractors, vendors, or other persons providing services or materials to Sharon Community School, except as otherwise permitted by law or Sharon Community School policy;
* inappropriately destroying, removing, or using records, furniture, fixtures, or equipment;
* failure to provide financial records required by state or local entities;
* failure to disclose conflicts of interest as required by law or Sharon Community School policy;
* disposing of Sharon Community School property for personal gain or benefit and,
* any other dishonest act regarding the finances of the Sharon Community School.

Any person who suspects fraud or financial impropriety in Sharon Community School is expected to report the suspicions immediately to any supervisor, the District Administrator or designee, the Board President, or local law enforcement. Reports of suspected fraud or financial impropriety shall be treated as confidential to the extent permitted by law. Limited disclosure may be necessary to complete a full investigation or to comply with law. Each employee who supervises or prepares the Sharon Community School financial reports or transactions is expected to set an example of honest and ethical behavior and is expected to actively monitor his/her area of responsibility for fraud and financial impropriety. Neither the Board of Education nor any Sharon Community School employee will unlawfully retaliate against a person who in good faith reports perceived fraud or financial impropriety.

If an employee is found to have committed fraud or financial impropriety, the District Administrator or designee shall take or recommend appropriate disciplinary action, which may include termination of employment. When circumstances warrant, the Board of Education, the District Administrator, or designee may refer matters to appropriate law enforcement or regulatory authorities. In cases involving monetary loss to the Sharon Community School, Sharon Community School may seek to recover lost or misappropriated funds.

**P. Field Trip Requests**

Field trip request/bus request forms must be filled out and submitted for administrative approval prior to parent and student communication. Permission slips must be turned into the office at the conclusion of the trip. Teachers are responsible for collecting field trip student fees and maintaining a spreadsheet of names, amounts paid, and payment type to be included with the money turned into the office using an inter-office deposit slip. Teachers are advised not to leave money in their classrooms. Students, who are homeless or otherwise facing financial hardship may be exempt from fees. Teachers must see the office to confirm if there are any students in his/her classroom for whom fees should be waived.

**Q. Requisition Requests**

All employees in need of a purchase towards a supply or item for school use must complete a requisition request form prior to purchase. Last day for requisitions is March 31st annually. Any purchases made without prior authorization will not be reimbursed. Forms are available on the school website.

**R. TPA Requests**

TPA requests must be submitted to the school Principal for review. Generally, TPA has donated one hundred dollars ($100) in supplies per grade level classroom. Special requests beyond the one hundred dollars ($100) for field trips and other items should also go through the Principal prior to TPA. Requests must be submitted in October-December, teachers will be notified of request timelines.

**S. Job Openings**

1. Job Posting Procedure

Whenever the Sharon Community School determines that a vacancy exists and that it is necessary to fill the vacancy, the job vacancy may be posted on WECAN for licensed staff members. The District may consider prior applicants for other positions or internal staff members, but is not required to do so.

2. Selection

The selection of any applicant to fill the job vacancy shall be made on the basis of the applicant’s qualifications, experience, skills, and abilities.

3. Outside Recruitment

The Sharon Community School may recruit and fill a vacancy with an external candidate as it determines appropriate.

4. Temporary Assignments

The Sharon Community School may fill a vacant position on a temporary basis in order to meet the needs of the Sharon Community School.

**T. PI-34 Mentoring Language**

1. Mentor Criteria. The following shall apply to the mentor selection:

a. A teacher with a minimum of three (3) years of successful teaching experience in the Sharon Community School.

b. Shall be voluntary for one (1) year, renewable by mutual agreement.

c. Have completed DPI-approved mentoring workshop or course.

d. Final selection of mentor teachers shall be made by the Sharon Community School.

2. Mentor Requirements and Responsibilities:

Mentors shall be available for at least eight (8) visitations per Mentee per year. Routine interaction between the Mentor and Mentee will take place on a weekly basis.

3. Mentor Incentives:

a. Mentors shall receive a stipend of five hundred dollars ($500) per year.

b. Mentor training shall be provided by and/or paid by the Sharon Community School.

4. Mentor Removal:

Either the Initial Educator or the Mentor may request the removal of the other. The removal will not occur without the other being informed. If either requests a change, the Sharon Community School shall use its best efforts to timely provide a replacement. The first request will be granted without any discussion of the reason(s) for the request. There shall be no recriminations once the request is made. The stipend shall be prorated as a percentage of the year for which the Mentor/Mentee relationship was in effect. Subsequent requests for removal, by either the Mentor or the Mentee, must be accompanied by the reason(s) for the request and shall be at the sole discretion of the Sharon Community School.

**U. Health Examinations**

All new employees shall pass a physical examination, including a tuberculin test or chest x-ray, at the time of their employment. The employee must submit written verification of a satisfactory tuberculin test or chest x-ray within thirty (30) days of starting employment. A tuberculin test or chest x-ray may also be required periodically during the course of employment, with such test generally conducted once every three (3) years. The Sharon Community School shall pay the cost of any required physical examination, including the cost of a tuberculin test or chest x-ray, if the Sharon Community School’s health insurance plan does not cover such costs.

**XI. CONDITIONS OF EMPLOYMENT**

**A. General**

The Board of Education shall employ only certified and qualified teachers who are capable of performing their teaching responsibilities on a high level of efficiency and effectiveness.

**B. Assignment**

A teacher’s tentative professional assignment shall be specified in his/her individual teaching contract. The assignment is subject to change at the discretion of the Board. The Board shall make every reasonable effort to provide thirty (30**)** days’ notice before such reassignment occurs.

**C. Non-Renewal**

Non-renewal of a teacher’s contract will be done in accordance with the deadlines and procedures set forth in Wis. Stat. § 118.22. The teacher’s contract may be non-renewed for any reason, so long as the reason is not discriminatory or otherwise prohibited by law.

Non-renewal of an administrator’s contract will be done in accordance with the deadlines and procedures set forth in Wis. Stat. § 118.24. The standard for non-renewal shall be set forth in the contract.

**D. Discipline/Termination**

Discipline may result when an employee’s actions fall short of generally accepted standards of behavior, when the employee violates a policy or rule, when the employee’s performance is unacceptable, and/or when the employee’s conduct is detrimental to the interests of the Sharon Community School. Typically, disciplinary action will involve four (4) steps: verbal reprimand, written reprimand, suspension without pay, and termination of employment. Specific disciplinary actions will depend on the seriousness of the behavior and the frequency of occurrences. Some serious employee behaviors may lead to immediate suspension or termination. Sharon Community School reserves the right to impose disciplinary action as may be appropriate in particular circumstances. The teacher may be disciplined, up to and including termination, for any reason, so long as the reason is not discriminatory or otherwise prohibited by law.

**E. Liquidated Damages**

* + 1. Each individual teacher contract shall include the following liquidated damages provision:

a. Any teacher resigning or breaching before the expiration of his/her individual teaching contract shall be subject to the following costs:

Before July 1 – none

July 1 – August 1 - $600

August 2 – end of the school year - $1000

b. Liquidated damages may be waived at the sole discretion of the District Administrator/Board of Education under special circumstances such as medical emergency, pregnancy, or family emergencies.

* + 1. Each administrator contract shall include a liquidated damages provision:

a. Any administrator resigning or breaching before the expiration of his/her individual contract shall be subject to the following costs:

b. Liquidated damages may be waived at the sole discretion of the District Administrator/Board of Education under special circumstances such as medical emergency, pregnancy, or family emergencies.

**F. Employment Grievance Procedure**

The District’s grievance procedure is found in Board Policy 527.

**XII. EXTRACURRICULAR ACTIVITIES**

Extracurricular activities are those coaching or other duties that are contracted outside of the regular teaching day. These extra duties include: Track, Basketball, Football, Volleyball, Solo/Ensemble, Poms, Yearbook, Concessions, Forensics, Tutoring, and Unit Leader. Compensation for extracurricular activities assignments will be determined by the Sharon Community School and published.

Extracurricular activities may be assigned to an individual employed by the District in another capacity or an individual employed outside of the District. When an extracurricular activity is assigned to an individual employed by the District in another capacity, the hours worked by the employee as a coach are not counted for purposes of the employees’ classification as a full-time or part-time employee.

All extracurricular activities are assigned on an at-will basis, such that the Sharon Community School may terminate such an assignment for any reason and without advanced notice. See Appendix A for compensation schedule.

**XIII. FRINGE BENEFITS**

**A. Group Insurance**

1. Employee Eligibility and Insurance Carrier/Benefits

The Sharon Community School will offer group insurance benefits to all regular, full-time employees who are scheduled to work at least thirty (30) hours per week. Group insurance shall be available to probationary employees when they are eligible to participate as determined by the insurance carrier.

The Sharon Community School shall have the discretion to select, change, and eliminate any and all group insurance benefits, which includes the carrier, benefits and coverage, provided to employees.

All coverage shall be subject to the provisions of all applicable contracts and policies of insurance of the carrier.

2. Health Insurance

The Sharon Community School will pay premiums for group health insurance as determined by the Board of Education on an annual basis. All full-time employees will be eligible to enroll in the health plan for single or family based on yearly rates determined by the Board of Education available in the addendum.

3. Life Insurance

The Sharon Community School shall provide group term life insurance policy at one (1) times their salary for eligible employees, with the carrier to be selected by the Board of Education. The Sharon Community School will pay one hundred percent (100%) of the cost of this group term life insurance plan.

4. Long-Term Disability Insurance

The Sharon Community School shall provide a long-term disability insurance policy for eligible employees, with the carrier to be selected by the Board of Education. The long-term disability insurance plan will provide a ninety percent (90%) base salary reimbursement to employees who have completed a sixty (60) day waiting period. The Sharon Community School will pay one hundred percent (100%) of the cost of this long-term disability insurance plan.

5. Cash Option in Lieu of Health Insurance

The Sharon Community School will provide a cash option in an amount of six hundred dollars ($600) a month to regular full-time Certified Staff who elect not to participate in the Sharon Community School’s group health insurance. The Sharon Community School will obtain a Waiver of Medical Insurance for those who elect to receive a cash option in lieu of group health insurance benefits.

Those eligible to re-enroll in the group health insurance plan after receiving cash option must meet the following eligibility requirements:

a. Must be covered by another employer-sponsored group health insurance plan;

b. Must lose coverage due to a qualifying event, such as divorce, spouse leaving employment with no retiree benefits available or death of spouse; and

c. Must enroll in the Sharon Community School’s group health insurance plan within thirty (30) days of loss of coverage.

6. Non-Duplication

Not more than one (1) family or two (2) single policies will be provided when two (2) spouses are employed by Sharon Community School.

7. 125 Cafeteria Plan

The Board of Education will make available a 125 Cafeteria plan. The administrative cost of this plan will be paid by the Sharon Community School. The Sharon Community School selects the administrator of the 125 Cafeteria plan.

8. General Liability Coverage

The Board of Education will carry a minimum of two million dollars ($2,000,000) insurance coverage for Errors and Omissions and General Liability citing all teachers employed by the District as “also insured”.

9.  Dental Insurance

The Board of Education will carry a dental insurance policy.  All full-time employees will be eligible to enroll in the dental plan for single or family based on yearly rates determined by the Board of Education available in the addendum.  Employees that elect Cash in Lieu are still eligible to enroll in dental.

**B. Wisconsin Retirement System**

The Sharon Community School shall pay the employer’s contribution to the Wisconsin Retirement System for all compensated services on behalf of eligible employees.

**C. Mileage**

Employees will be reimbursed at the applicable IRS rate per mile for approved mileage when the use of the employee’s private automobile is required. Reimbursement requests shall be submitted to the business office.

**D. Retirement/Post Employment Benefits**

Retirement/post-employment benefits may be approved by the Board for an individual Certified Staff member or group of individual Certified Staff members. Any such benefits will be reduced to writing and signed by the individual Certified Staff member and the District.

**APPENDIX A**

EXTRA CURRICULAR COMPENSATION SCHEDULE

Flag Football

A Coach $873

B Coach $873

Volleyball

A Coach $960

B Coach $960

Boys Basketball

A Coach $960

B Coach $960

Poms Season $328

Girls Basketball

A Coach $960

B Coach $960

Track

Boys Coach $864

Girls Coach $864

Solo Ensemble

Music $618

Band $618

Forensics

Middle School $600

Elementary School $400

Yearbook Advisor $250

Student Council Advisor $400

Jr. Student Council Advisor $300

Concessions Coordinator $300

Unit Leader $400

Mentor $500

Mentor Leader $500

Childcare Director Stipend $1000

Choral Director $900

Athletic Director $1000

Musical Director $800

EPIC Educator Effectiveness Stipend $500

30 Year Employee, 1 Time Stipend $1000

Longevity Stipend, Annual Stipend for Teachers with 5 years service $500

Per Hour Rate $20

(outside of regular work time, including concert supervision)

**EMPLOYEE ACKNOWLEDGMENT**

I acknowledge that I have read the Sharon Community School Employee Handbook and I understand its provisions. I understand that the Sharon Community School may modify or eliminate the terms described in the Employee Handbook at any time, with or without prior notice. I understand that it is my responsibility to ask questions if I do not understand a provision contained within this Handbook.

I further understand that the Sharon Community School’s Employee Handbook and any provisions contained in the Employee Handbook do not constitute a guarantee of employment, a guarantee of any other rights or benefits, or a contract of employment, express or implied.

Employee Signature