

## 2023-24 Employee Handbook Changes

The following changes were approved by the Board of Education on June 13, 2023 and are implemented in the 2023-24 Employee Handbook effective July 1, 2023.

- Deleted language is represented with strikethrough font.
- New language is represented with blue highlighting.

### Hiring Policies and Employee Expectations

#### **School Calendar/School Closings (page 17)**

The professional integrity of the District staff and the ability for administrators to work anytime and anywhere offers the District the flexibility to support a work-from-home option whenever school is closed. Teachers will work-from-home when school is closed, **instructing virtually when the day is designated as a virtual instruction day and performing other professional work remotely on days when virtual instruction is not scheduled** ~~and virtual instruction is scheduled.~~ ~~The offering supports the safety of students and staff.~~

### Requirements of Employment

#### **Fitness for Duty (this is Buelow Vetter suggested edit) (page 28)**

The District may require a physical and/or mental examination **of an employee** ~~at the expense of the District where~~ **when the District has a reasonable belief, based on objective evidence, that:** (1) **an employee's ability to perform essential job functions will be impaired by a medical condition;** or (2) **an employee will pose a direct threat in the workplace due to a medical condition.** ~~reasonable doubt arises in the minds of the District concerning the current health of the employee and/or the ability of the employee to perform essential functions of the job, with or without reasonable accommodation, and consistent with the limitations imposed by applicable state and federal law.~~ Failure to comply with this **requirement** ~~request or failure to provide a health care provider's doctor's certification indicating the employee is fit for duty of sufficiently sound health to perform duties assigned~~ may result in discipline up to and including discharge/termination.

### Compensation Policies

#### **Overtime Pay (adds language aligned to current practice) (page 31)**

**New #3: Custodian Exception: Custodial staff will be paid at the overtime rate for all hours worked over 40 hours paid in a holiday week. During a non-holiday week, the overtime rate will be paid only after 40 hours worked. Snow removal hours will be paid at the overtime rate.**

#### **Pay Periods (page 32)**

~~Exempt school year employees with an individual contract, may select twenty two (22) or twenty six (26) equal installments of salary payments at the same time as the issuance of the individual contract.~~ **Employees on a teacher contract will be paid in twenty-four (24) equal**

installments throughout the term of their individual contract. All other exempt staff will be paid their salary in twenty-six (26) equal installments. ~~Salary Payroll Options change forms are available on the Business Office internal website.~~ Non-Exempt, (hourly), employees will be paid an hourly rate based on hours worked each pay period.

**Attendance, Leave of Absence Policies and Paid Time Off**

**Vacation - Eligible 12-Month Employees (page 40)**

*(This adjustment is responsive to employees’ requests to recognize longevity and support work-life balance.)*

<b>YEARS OF SERVICE</b> <i>*in a position that is vacation eligible</i>	<b>VACATION ALLOTMENT</b>
<b>0 years – starting after July 1 through June 30</b>	<b>Prorated</b>
<b>1-4 years</b>	<b>Two Weeks</b>
<b>5 -9 8 years</b>	<b>Three Weeks</b>
<b>9 10- 12 14 years</b>	<b>Four Weeks</b>
<b>13+ 15+ years</b>	<b>Five Weeks</b>

**Vacation Approval** (adds language reflective of current practice) **(page 40)**

Vacation leaves may be taken with prior approval (via the District’s absence management system) of the Superintendent/designee. Scheduling of vacation time is subject to school functions and duty schedules. For non-exempt staff, vacation leave use may be granted in a minimum increment of two (2) hours. Additional time requested beyond two (2) hours may be utilized in increments of 15 minutes.

**Once-in-a-Lifetime Request (page 42)**

Staff can request an absence of up to five (5) workdays in length for a unique, once-in-a-lifetime event. This absence would be allowed only one time per career and cannot be requested for the first or last student attendance week. Only one such event will be approved across the District at any time in most circumstances and is contingent on securing a substitute for the full absence. A request for absence must be made in writing to the Superintendent/designee with as much advance notice as possible. If approved by the Superintendent/designee, the employee would be required to use all discretionary days available, and the remainder of the days would be without pay.

Staff have the option to bank up to two (2) discretionary days as carryover for a future once-in-a-lifetime event. These banked discretionary days cannot be used as annual discretionary days or for any other purpose.

## **Family and Medical Leave** (adds language reflective of current practice) (page 43)

The District provides leaves of absence designed to meet the requirements of the Wisconsin Family and Medical Leave Act ("WFMLA"), and the Federal Family and Medical Leave Act ("FFMLA"). The District administers FMLA/WFMLA based on the calendar year. (no changes to remainder of section)

## **Addendum A - Teachers, Nurses & School Counselors**

### **Co-Curricular, Extra-Curricular and Coaching Assignments (page 62)**

These rates are subject to change at the District's discretion. The rates of compensation can be found in Appendix E. ~~on the Payroll internal website.~~

### **Liquidated Damages (page 63)**

2. It is agreed that liquidated damages are due to the District with the sixty- (60-) calendar-day notice of resignation as follows:

- a. One thousand dollars (\$1,000.00) if the employee's resignation is effective on or after the required deadline for contract(s) to be returned, but before August 1.
- b. ~~One thousand five hundred dollars (\$1,500.00) if the employee's resignation is effective on or after August 1, but before August 15.~~
- c. Three thousand dollars (\$3,000.00) if the employee's resignation is effective on or after August 15.

### **Tutoring (page 64)**

Teachers are not permitted to tutor their students privately for pay during the regular school year, except for District-assigned homebound instruction. Tutoring students "privately for pay" is interpreted to mean receiving payment for doing what is customarily considered a part of the teacher's normal workload. Homebound instruction is that instruction given by a teacher, as assigned by the District, and may occur within or outside of the teacher's regular working hours. Any tutoring of students for pay during the regular school year will: (1) require notification to the teacher's building principal; (2) be conducted outside of regular school hours; and (3) be performed off of District premises.

The District may consider the recommendations and results provided to parents by the tutor, however, they do not have to accept them. Any tutor that interferes with the home-school relationship shall be removed from the tutor list.

### **Teacher Comp Days** (add language reflective of current practice) (page 65)

Comp days are normally not provided to teaching staff and are offered in limited circumstances. School Counselors are provided two (2) comp days for attendance at required summer and evening events. TLS staff are provided up to three (3) ~~two (2)~~ comp days for attendance at summer continuous improvement planning ~~Summer Leadership Academy~~. Comp days may not

be used on the day before or after a break in the school calendar. Prior supervisory approval for the use of comp days is required.

**Appendix C: School Year Calendar (page 75)**

Updated

**Appendix E: Extra Pay Rates (page 82)**

Pay rate adjustments:

**Summer School**

Summer School Student Supervisor	<del>\$10.00</del> \$14.00
Summer School Lead Student Supervisor	<del>\$11.00</del> \$15.00
Summer School Health Room Assistant staff)	<del>\$13.00</del> \$16.00 (\$15.43 for non-Elmbrook staff)
Summer School Secretary own rate of pay (\$16.86 for non-Elmbrook staff)	<del>\$11.00</del> Paid at Elmbrook staff member's own rate of pay (\$16.86 for non-Elmbrook staff)
Summer School Library Assistant own rate of pay (\$16.86 for non-Elmbrook staff)	<del>\$13.60</del> Paid at Elmbrook staff member's own rate of pay (\$16.86 for non-Elmbrook staff)
Summer School Special Education Assistant own rate of pay (\$16.50 for non-Elmbrook staff)	<del>\$14.65</del> Paid at Elmbrook staff member's own rate of pay (\$16.50 for non-Elmbrook staff)
Summer School Nurse	<del>\$35.75</del> \$35.00

**Misc Hourly Rates**

Athletic Worker	<del>\$14.50</del> \$16.00
Game Manager	<del>\$16.00</del> \$18.00
Ticket Taker	<del>\$13.00</del> \$15.00
Chaperone	<del>\$13.00</del> \$15.00

**Teacher Hourly Rates**

Teacher Curriculum Rate	<del>\$23.34</del> \$28.00
Extra-Curricular Student Supervisor	\$26.00

**Teacher Stipends**

<del>ELF Lead Coordinator</del>	<del>\$4,200</del>
Elmbrook Literacy Foundations (ELF) Coordinator	<del>\$1,075</del> \$3,200
Nursing Coordinator	<del>\$2,000</del> \$4,000
Reading License Cohort Coordinator	\$1,600

**Extra-Curricular Club Tiers (new pages 88-90)**

# Extra-Curricular Club Tiers

- Club levels refer to a club as a whole.
- Club alignment will be determined on an annual basis by the Principal and Associate Principal.
- The primary consideration for tier determination is advisor time commitment. The tiers are typically representative of time commitments and may vary.
- Clubs are paid by stipend, not at an hourly rate.
- Club stipends will be paid twice per year to coincide with the end of each semester.
- A stipend allotted to a club as a whole will need to be divided among the advisors if there are multiple advisors with approval of the Principal and Associate Principal.
- New clubs may be accepted based on budget availability or on a volunteer basis.
- During the first year of operation, clubs are not guaranteed a position beyond a level 1 club, as they will need to provide documentation of hours actually incurred in order to advance in the stipend system in subsequent years.
- Payment for clubs in the first year of operation will be paid at the completion of the season after consultation with the Principal and Associate Principal to review participation.
- Clubs that choose to meet during lunch or resource period do so on a volunteer basis; this is not paid time.

## Middle School

LEVEL

1

**\$360**

- Minimum of 10 hours spent directly with students in a club activity outside of the school day
- Minimum student participation of 10
- Meets regularly when the club is in session at school

LEVEL

2

**\$750**

- Minimum of 20 hours spent directly with students in a club activity outside of the school day per club
- Meets regularly when the club is in session with a small number of activities outside of school

LEVEL

3

**\$1,000**

- 20-99 hours spent directly with students in a club activity outside of the school day
- Meets about once-twice/week when the club is in session with a small number of activities outside of school

LEVEL

4

**\$3,120**

- 100+ hours spent directly with students in a club activity outside of the school day
- Participates in several events in the community - regular community involvement
- Club activity extends throughout the school year and club meets more than once/week
- State-wide competitions/performances

# Extra-Curricular Club Tiers

- Club levels refer to a club as a whole.
- Club alignment will be determined on an annual basis by the Athletic Director.
- The primary consideration for tier determination is advisor time commitment. The tiers are typically representative of time commitments and may vary.
- Clubs are paid by stipend, not at an hourly rate.
- A stipend allotted to a club as a whole will need to be divided among the advisors if there are multiple advisors with approval of the Athletic Director.
- New clubs may be accepted based on budget availability or on a volunteer basis.
- During the first year of operation, clubs are not guaranteed a position beyond a level 1 club, as they will need to provide documentation of hours actually incurred in order to advance in the stipend system in subsequent years.
- Payment for clubs in the first year of operation will be paid at the completion of the season after consultation with the Athletic Director to review participation.
- Clubs that choose to meet during lunch or resource period do so on a volunteer basis; this is not paid time.

## High School

LEVEL

1

**\$360**

- Minimum of 10 hours spent directly with students in a club activity outside of the school day
- Minimum student participation of 10
- Meets regularly when the club is in session at school

LEVEL

2

**\$750**

- Minimum of 20 hours spent directly with students in a club activity outside of the school day per club
- Meets regularly when the club is in session with a small number of activities outside of school

LEVEL

3

**\$1,000**

- 20-49 hours spent directly with students in a club activity outside of the school day
- Meets about once-twice/week when the club is in session with a small number of activities outside of school

LEVEL

4

**\$1,400**

- 50-75 hours spent directly with students in a club activity outside of the school day
- Participates in several events in the community - regular community involvement
- Meets once-twice/week when club is in session

LEVEL

5

**\$1,800**

- 75-99 hours spent directly with students in a club outside of the school day
- Participates in several events in the community - regular community involvement
- Meets approximately two times/week when club is in session

LEVEL

6

**\$2,800**

- 100-199 hours spent directly with students in a club outside of the school day
- State-wide competitions/performances
- Community connections
- Major annual school events
- Annual travel
- Club activity extends throughout the school year and club meets more than once/week

LEVEL

7

**\$4,000**

- 200+ hours spent directly with students in a club outside of the school day
- Involves community members/volunteers
- State/National Organization Affiliation
- Significant communication, fundraising activity and charitable events
- Weekend events
- State-wide/Regional/National competition or performances
- Community connections are interwoven into the club experience on a regular basis
- Host/plan major annual school events
- Travel to other cities/states/countries annually
- Awards/accolades earned
- Year-round activity with weekly multiple activities
- Co-curricular clubs only



## **Appendix E: Teacher Training Requirements (page 91)**

Add+VantageMR (AVMR) training is required for all K-8 General Education Mathematics teachers, K-12 Special Education teachers, and K-12 Math Interventionists. Staff assigned in these roles for the 2023-24 school year must complete this training by the end of the 2024-25 school year. New-to-the-District employees working in the specific job assignments listed below must complete this training within the first two (2) years of employment.

~~The Add+VantageMR (AVMR) Course 1/Course 2 is required in the first 2 years of employment for ALL K-8 General Education Mathematics Teachers, K-12 Special Education Teachers and K-12 Math Interventionists.~~ Job specific course requirements are listed below:

The Add+VantageMR (AVMR) Course 1/Course 2 is required in the first 2 years of employment for ALL K-8 General Education Mathematics Teachers, K-12 Special Education Teachers and K-12 Math Interventionists. Job specific course requirements are listed below:

- K-1 General Education Staff: AVMR Course 1
- 2 General Education Staff: AVMR Course 1 & CPV (Conceptual Place Value)
- 3-5 General Education Staff: AVMR Course 1, 2 & Fractions
- K-5 Special Education Staff: Course 1 & 2 & Fractions
- 6-8 General Education Staff: Fractions
- 6-8 Special Education Staff: AVMR Course 1, 2 & Fractions
- 9-12 Special Education Staff: Fractions

These courses are week-long professional learning provided to elementary teachers, middle school teachers and high school interventionists on the use of diagnostic assessments to produce useful data for differentiating and informing instruction. Educators who complete Add+VantageMR® courses are better prepared to meet the rigorous challenges of teaching by recognizing current student understandings and appropriate ways to advance the development of important mathematical concepts and skills. Courses provide teachers with efficient and effective assessment tools to recognize their students' current understanding to support data driven instruction.