

School District of Superior

EMPLOYEE HANDBOOK for TEACHERS



Revised July 1, 2016

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INTRODUCTION

INTRODUCTORY STATEMENT

This Employee Handbook has been prepared for all contracted teaching staff. The provisions described herein are the terms and conditions governing employment in the School District of Superior and compliance with them is required.

This Employee Handbook is a collection of selected employment policies as well as rules and regulations of the School District of Superior (“District”). It has been prepared to acquaint all staff covered under this handbook with the policies, rules, and regulations that govern their employment in the District, and to provide for the orderly and efficient operation of the District.

It is each teaching staff member’s responsibility to read and become familiar with this information and to comply with the policies adopted by the Board and/or promulgated by the District Administrator that are available electronically on the District website, as well as the rules and regulations contained herein.

If you have questions regarding any of the Board policies and/or the rules or regulations set forth in this Handbook, or about matters which are not covered, please direct them to your immediate supervisor.

DISCLAIMER STATEMENT

This Employee Handbook has been prepared for informational purposes. None of the statements, policies, rules, or regulations contained herein constitutes a guarantee of employment, a guarantee of any other right or benefit, or a contract of employment, express or implied. The District’s staff covered under this handbook employed under individual contracts in accordance with state statute or by employment agreements with the Board may be terminated or nonrenewed consistent with the terms of the contract, the handbook and Board Policy. Probationary staff will serve three years of probation. The Board reserves the right to discharge any Probationary teachers.

Any teaching staff member who violates any of the terms and conditions of employment set forth in this Employee Handbook may be subject to disciplinary action in accordance with Policy [3139](#) Staff Discipline. Grievances must be made in compliance with Policy 3340.

STATEMENT OF PHILOSOPHY/IMPLEMENTATION

In order to maximize the educational experience for all students, the Board expects all teaching staff to work collaboratively to resolve issues and conflicts that may arise. The Board further encourages all staff to attend monthly Board meetings to gain knowledge of decisions impacting the School District of Superior.

The following policies highlight the expectations for staff in the District.

Policy [2105](#) - Mission of the District

Policy [2110](#) - Statement of Philosophy

CHAIN OF COMMAND – ORGANIZATIONAL CHART

The chain of command is the formal line of authority, communication, and responsibility within the District. The chain of command depicted on the organizational chart below identifies the relationships in the District.

The Board expects employees to solve/discuss issues through the appropriate chain of command prior to coming to individual Board members or the Board as a whole.

The following policy outlines the expectations for communications in the District.

Policy 3112 - Board-Staff Communications

UNION RECOGNITION

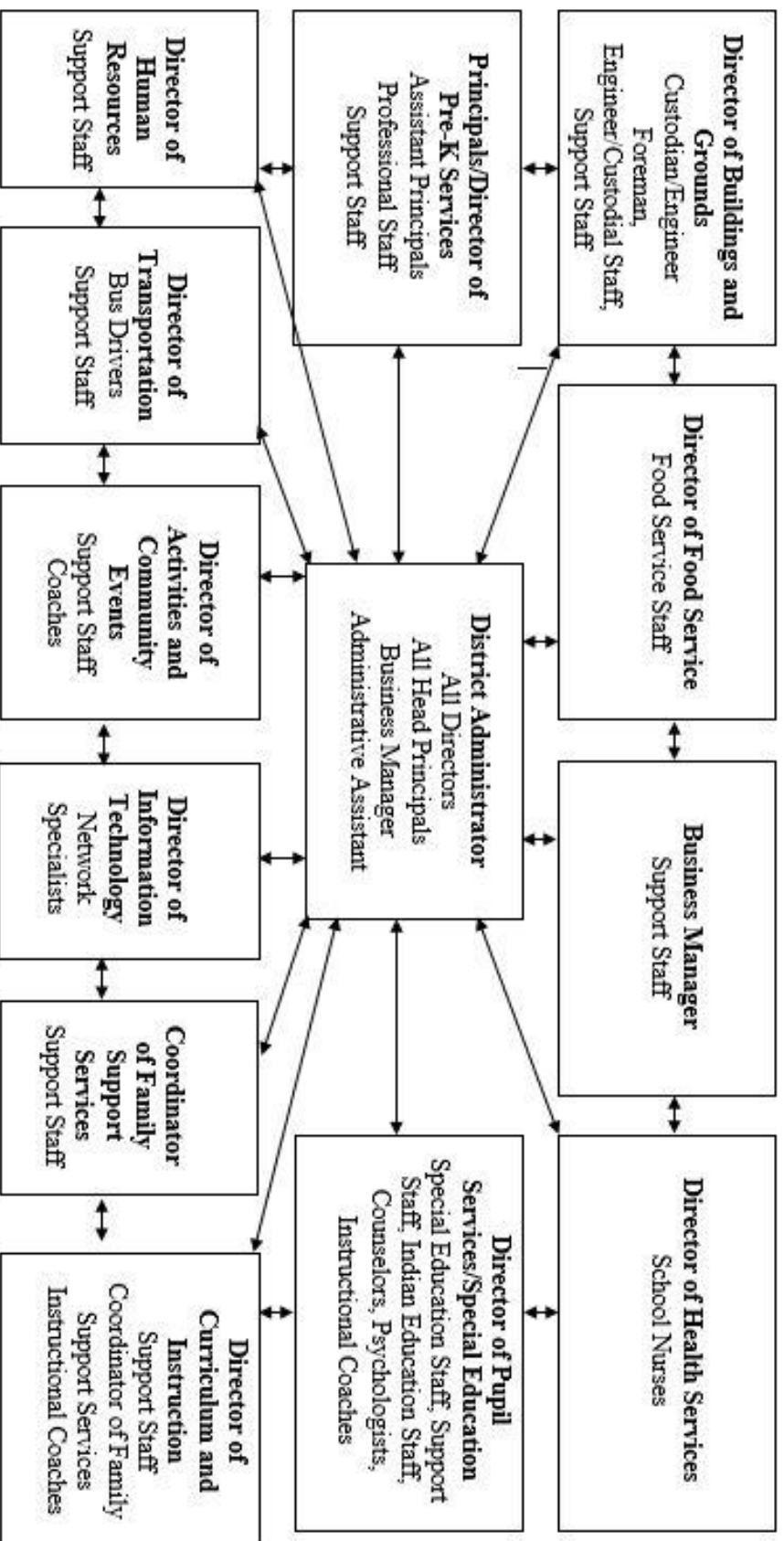
The Board recognizes Local 202, Superior Federation of Teachers, as the representatives of all the teachers. They will represent all employees eligible for union membership fairly and equally, in the collective bargaining process, as permitted by law. No employee shall be required to join the Union, but membership in the Union shall be made available to all employees. No employee shall be denied Union membership based on age, race, creed, color, disability, marital status, sex, sexual orientation, national origin, ancestry, arrest record, conviction record or membership in the National Guard or military forces of the United States.

Union representatives shall have the ability to visit schools, teachers, and administrators during the school day as long as it does not disrupt classes.

ORGANIZATIONAL CHART

REV. 4/2016

The purpose of the diagram below is to illustrate the need for all members of the organization to communicate and to show the chain of command. The Board of Education supervises the District Administrator.



EMPLOYMENT

EQUAL EMPLOYMENT OPPORTUNITY

The Board of Education does not discriminate in the employment of teaching staff on the basis of any characteristic protected under State or Federal law including, but not limited to: race, color, age, creed or religion, genetic information, handicap or disability, marital status, citizenship status, veteran status, military service (as defined in Section 111.32, Wisconsin Statutes), sexual orientation, national origin, ancestry, arrest record, conviction record, use or non-use of lawful products off the District's premises during non-working hours, or declining to attend an employer-sponsored meeting or to participate in any communication with the employer about religious matters or political matters or any other characteristic protected by law in its employment practices.

If the teaching staff member has questions regarding Equal Employment Opportunity or how to file a complaint regarding equal employment (s)he should refer to:

Policy [3122](#) - Nondiscrimination and Equal Employment Opportunity

ANTI-HARASSMENT POLICY

The Board of Education is committed to a work environment that is free of harassment of any form. The Board will not tolerate any form of harassment and will take all necessary and appropriate action to eliminate it. Any member of the School District community who violates this policy will be subject to disciplinary action, up to and including termination of employment. Additionally, appropriate action will be taken to stop and otherwise deal with any third party who engages in harassment against our employees.

For purposes of anti-harassment, "School District community" means individuals subject to the control and supervision of the Board including, but not limited to, student, teachers, staff, volunteers, and Board members. "Third party" means individuals outside the School District community who participate in school activities and events authorized by the Board including, but not limited to, visiting speakers, participants on opposing athletic teams, and vendors doing business with, or seeking to do business with, the District.

Harassment consists of unwelcome conduct, whether verbal, physical, or visual, that is based on a person's protected status, such as sex, color, race, ancestry, creed, religion, genetic information, national origin, age, handicap, disability, marital status, veteran status, citizenship status, sexual orientation, arrest record, conviction record, or other protected group status, which affects tangible job benefits, interferes unreasonably with an individual's work performance, or creates an intimidating, hostile, or offensive working environment. Harassment may occur employee to employee, student-to-employee, male-to-female, female-to-male, male to male, or female to female.

The District Administrator has prepared written administrative guidelines for teaching staff members to follow when reporting alleged harassment. The process that will be followed when conducting an investigation regarding alleged harassment that is prohibited is also set forth in these administrative guidelines.

For more information employees shall refer to:

Policy [3362](#) - Employee Anti-Harassment

Policy [3362.01](#) - Threatening Behavior Toward Staff Members

JOB DESCRIPTIONS

The Board of Education recognizes that it is essential for teaching staff member accountability that each teaching staff member is fully aware of the duties and responsibilities of his/her position. Job descriptions document and describe the essential functions for teaching staff positions and thereby promote organizational effectiveness and efficiency.

For more information regarding job descriptions, teaching staff members shall refer to Policy [1400](#) or [3120.01](#) – Job Descriptions. Further, if a copy of a job description is required or desired, the teaching staff member shall contact the Human Resources office and request a duplicate copy.

HIRING OF STAFF

The District has established clear rules regarding employment that can be found in:

Policy [3120](#) - Employment of Teaching Staff

IMMIGRATION REFORM ACT COMPLIANCE

The District complies with the provisions of the Federal Immigration Reform and Control Act of 1986, including, but not limited to, requiring verification of authorization to accept employment in the United States from all employees.

For more information regarding this compliance, please refer to the following:

Policy [3111](#) - Creating a Position

CONFLICT OF INTEREST

Teaching staff members are expected to maintain high standards of honesty, integrity, impartiality, and teaching conduct. Further, teaching staff members are expected to perform their duties in a manner free from conflict of interest pursuant to Section 19.59 Wisconsin Statutes.

Policy [1130](#) - Conflict of Interest – Private Practice

Policy [3210](#) - Staff Ethics

Policy [2240](#) - Controversial Issues in the Classroom

OUTSIDE ACTIVITIES OF STAFF

It is imperative that teaching staff members avoid situations in which their personal interests, activities, and associations may conflict with the interests of the District. If a teaching staff member is involved in an activity that threatens that staff member's effectiveness within the school system, the District Administrator shall evaluate the impact of such interest, activity, or association upon the teaching staff member's responsibilities.

For more information regarding the Board's expectations concerning interests, activities or associations that may conflict with the interests of the District, teaching staff members should review the following:

Policy [3231](#) - Outside Activities of Staff

COMMUNICATIONS AND SUGGESTIONS

The District values the comments and suggestions of its employees concerning work methods and operations. Employees should follow the chain-of-command when offering a suggestion or comment.

Teaching staff members should refer to the detailed procedure regarding communication set forth in

Policy 3112 - Board-Staff Communication

The District recognizes that teaching staff and union members may want to hold meetings on school grounds for the purpose of discussing job related issues. The staff member setting up the meeting must ensure space is available by working with the District's Facility Use Coordinator or the building principal.

POLITICAL ACTIVITIES

Political activities that do not contribute to a positive learning climate may be disruptive, divisive and distracting. Therefore, the Board has concluded that such activities are not appropriate within the school setting. It is the intention of the Board of Education to regulate such activities on all District owned or used property, within all school buildings and at all school sponsored activities.

Policy [2240](#) - Controversial Issues in the Classroom

Policy [3231](#) - Outside Activities of Staff

EMPLOYMENT STATUS AND RECORDS

TEACHING CONTRACT

Teachers will be issued an employment contract pursuant to WI State Statute 118.21. New teachers receive a contract upon hire; returning teachers receive a contract May 15 and must be signed and returned June 15. Contracts are issued annually. The term of the contract is July 1 – June 30. The required days of service are outlined in section **WORKING CONDITIONS AND HOURS OF WORK** in this handbook. A teacher wishing to be released from a contract with our district must receive Board approval. (Policy [3140](#) – Termination and Resignation)

PERSONNEL FILES

It is critical to effective human resource management and necessary for satisfaction of legal obligations that the Board maintains accurate personnel records. The only recognized official file will be kept at the Administrative office.

Further, the access granted for review and inspection of a personnel file must be completed in accordance with state law. The District shall maintain personnel record of all staff members and grant access to inspect or review those records in accordance with Policy [8320](#) – Personnel Records and State law.

PERSONNEL FILE RECORD CORRECTION

If there is any disagreement with the content or information contained in an employee's personnel record, the employee will follow the process established in Policy [8320](#) – Personnel Records to either have a correction made to the information in question, or to have the content in question removed from the file.

PERFORMANCE EVALUATION

The District Administrator has established and will implement a program of staff evaluation.

This program shall focus upon the early identification of specific areas in which the staff member needs improvement so that appropriate assistance may be provided in a systematic way. All staff will be given guidance, assistance, and recommendations for improvement through the supervision/mentoring process during their employment.

Policy [3220](#) – Staff Evaluation

LICENSING

Staff members are expected to comply with all requirements in maintaining of their license and provide timely verification of progress towards fulfilling this responsibility.

Policy [3242](#) – Professional Growth Requirements

STUDENT SUPERVISION AND WELFARE

The Board requires staff members to maintain a standard of care for supervision, control and protection of students commensurate with the employee's assigned duties and responsibilities.

For the Board's expectations in this regard, staff should refer to Policy [3213](#) - Student Supervision and Welfare.

REDUCTION IN STAFF

The Board may abolish and/or reduce the staff as necessary. Such staff reductions will be made in compliance with Policy [3131](#) – Reduction in Staff.

TERMINATION AND RESIGNATION

An employee and/or employment contract may be terminated upon a majority vote of the full membership of the Board. The District Administrator will bring these recommendations forward.

Any decision to terminate a staff member's employment contract shall be subject to review consistent with Policy 3340 - Grievance Procedure.

A staff member may resign in accordance with the terms of his/her individual employment contract.

Policy [3140](#) – Termination and Resignation

EMPLOYEE PAY AND BENEFITS

PAY

The School District of Superior attempts to fairly and adequately compensate its employees. The Board will annually establish pay schedules. The Board may establish incentives for employees to reward and/or encourage employees to maximize their efforts for the District and the students.

Policy [6510](#) – Payroll Authorization

Policy [6520](#) – Payroll Deductions

School District of Superior Teacher Salary Schedule 2016-17

Bachelor Schedule	
STEP	BASE
1	\$ 35,505
2	\$ 37,073
3	\$ 38,639
4	\$ 40,204
5	\$ 41,774
6	\$ 43,318
7	\$ 44,984
8	\$ 46,644
9	\$ 48,304
10	\$ 49,964
11	\$ 52,464
12	\$ 57,887
13	\$ 59,206

Master Schedule	
STEP	BASE
1	\$ 43,500
2	\$ 45,600
3	\$ 47,700
4	\$ 49,800
5	\$ 51,900
6	\$ 54,000
7	\$ 56,100
8	\$ 58,200
9	\$ 60,300
10	\$ 62,400
11	\$ 64,500
12	\$ 66,600
13	\$ 68,700

Teachers hired with a 50% or less contract will work two years before advancing on the salary schedule. For example, a teacher hired 50% on step 1 works one school year. Year 2 the salary is still step 1. Year 3 the teacher advances to step 2.

METHODS OF PAYMENT

1. Placement on the salary schedules for teachers hired for the 2016-2017 school year and thereafter will happen in the following manner:
 - a. Teachers who hold a Bachelor's Degree will be placed on the Bachelor's schedule based on their years of qualified teaching experience. For example, a teacher coming to our district that has taught for 5 years as a contracted teacher in another school district, will be placed on Step 5 on the Bachelor's schedule.
 - b. Teachers who hold a Master's Degree will be placed on the Master's schedule based on their years of qualified teaching experience, then will be moved back two steps. For example, a teacher coming to our district that has taught for 5 years as a contracted teacher in another school district, will be placed on Step 3 on the Master's schedule.
2. Placement on the Master's schedule for teachers hired for the 2015-2016 school year and prior who obtain their Master's Degree on July 1, 2016 or beyond will be moved from the Bachelor's schedule to the Master's schedule laterally then move back two steps. For example, a teacher on Bachelor Step 6 who obtains their master's degree between July 1 and June 30 will be moved to Master Step 4 for the remainder of the school year that the Master's degree was obtained.
3. Staff shall be paid one twenty-second (1/22) of the contract on alternate Fridays throughout the school year.
4. Staff who are members of the School Employees Credit Union may arrange for payroll deduction for payment to the credit union.
5. Staff must participate in the District's payroll direct deposit program and provide the necessary documentation to enroll in the program.
6. The Board may freeze the step and/or any additional salary of an employee that has not demonstrated acceptable proficiency levels based on the supervision documents.
7. Staff must turn in verification of completion of a Master's program, a Doctorate program or National Board Certification in order to receive compensation. Upon receipt of such verification, the district will prorate the compensation based on the date received. Compensation for said programs is listed below.
 - Compensation for National Board Certification when obtained in the area of licensure will be \$3,000.00. This amount will be supplemental income given annually. Teachers must turn in the verification of completion of the program to receive the compensation. Upon receipt of such verification, the district will prorate the compensation based on the date received.
 - Compensation for a Doctorate Degree in the Education Field will be \$4,000.00. This amount will be supplemental income given annually. Teachers must turn in the verification of completion of the program to receive the compensation. Upon receipt of such verification, the district will prorate the compensation based on the date received.
8. Salary for new employees will be determined by District Administrator based on experience and qualifications.
9. The Board will negotiate an annual salary pursuant to law. The amount negotiated may be used to compensate employees that have demonstrated acceptable proficiency levels based on the supervision

documents. The Board may freeze the step and/or any additional salary of an employee that has not demonstrated acceptable proficiency levels based on the supervision documents.

10. The salary of any staff member that has been frozen due to unacceptable job performance may be reinstated to a maximum of one step movement upon successful progress via the improvement plan in the supervision model.
11. EXTRA CURRICULAR ASSIGNMENTS shall be reimbursed at the rate shown at the end of this section. Each teacher involved in an extra-curricular assignment shall receive an individual contract for that assignment which will state the terms of the assignment and the amount of salary due for the services performed.
12. SUMMER SCHOOL and HOMEBOUND TEACHERS: The rate of pay for teaching summer school OR homebound schooling shall be \$21.57 per hour. During the four (4) hour summer school day, each teacher shall have thirty (30) minutes of paid preparation time. For every four (4) hours of homebound instruction, the teacher may claim thirty (30) minutes of preparation time. Administration will make the final decision in selecting teachers for summer school/homebound instruction; if all qualifications are equal, years of service/seniority will be considered.
13. Teachers that take on additional responsibilities after or before the defined normal school day to support the students, buildings, colleagues and/or the district will receive compensation for this work in the form of extended contract pay (\$21.91/hour) or a set stipend. A few examples of this work would include after school detention, department leaders, after school program, team leaders, etc.
14. Mileage Reimbursement: Any teacher required to use a personal vehicle in the performance of his/her duties shall be paid for actual mileage driving from work station to work station. Only when required to return to a previous work station shall payment for such a return be authorized. Some teaching staff will receive a stipend agreed upon by administration and said teacher. The mileage rate will be that allowed by the IRS and be effective on July 1 of each year.
15. Teachers asked to give up prep time will be compensated for such time at their rate of pay.

BENEFITS

The Board provides a competitive and comprehensive package of benefits to its employees. The Board retains the final authority to establish, modify, rescind, or add to employee benefits. Annually, in conjunction with the budget process, the anticipated share cost of all employee benefits, specifying both the employee and employer share shall be approved through Board action.

Health/Dental Insurance

Health:

1. Any employee currently covered by the District health insurance prior to July 1, 2015 can remain on the District Plan. This is typically considered “grandfathered in” and only applies to the following employees: Support staff who work five or more hours per day in their primary bid job; teachers and administrators 60% contract.

2. Any employee hired on or after July 1, 2015, will be eligible for health insurance per ACA requirements.
3. For those employees eligible and who elect to receive health insurance, the District offers a low and a high deductible plan. The District provides a HRA and an EBC Flex Plan for the low deductible plan. The District provides a HSA and EBC Limited Flex Plan for the high deductible plan. The following are the HRA/HSA benefit amounts:
 - The District will contribute to the employee’s HSA or HRA the sum of \$500 (for single coverage) or \$1,000 (for other coverage) per school year.
 - The District encourages employees to contribute to their own HSA through payroll deduction to the maximum allowed under federal limits.
 - For those employees who have dual coverage, one of which is a low deductible plan, a stipend equivalent to the amount above will be paid through payroll.
4. Employees will pay a portion of the health insurance premium; the District will contribute the amount below toward the premium.

Type of Plan	District’s Monthly Contribution
Single	\$460.58
Single+ spouse	\$1,059.35
Single+child(ren)	\$829.06
Family	\$1,473.87

Dental:

1. Employees that are eligible for Health Insurance and elect to participate in Health Insurance as outlined above will also be eligible for Dental Insurance through the District plan.
2. Any employee currently covered by the District dental insurance prior to July 1, 2016, can remain on the District Plan.
3. The District will cover the full premium for Dental Insurance.

Life Insurance

The Board shall pay to the Wisconsin Group Life Insurance Basic Plan the required contribution for employers for those members of who are participants in the Plan. The cost of additional units must be incurred by the employee.

Long Term Disability Income Insurance

The Board shall contract for group long term disability insurance for the staff covered under this handbook. Such insurance shall provide the coverage set forth below:

- 90% of Salary
- 60 Calendar Day Waiting Period
- \$60,000 Maximum Annual Covered Salary
- \$4,500 Maximum Monthly Benefit
- Other benefit coverage as per the LTD agreement

The Board will pay the employer portion of the for Health insurance premiums during the first four (4) months of receiving long term disability benefits.

Employees who are sick or injured and either exhaust their accumulated sick leave because they are unable to work and/or become eligible for long term disability benefits may be granted an extended sick leave under FMLA.

If the employee is able to return to work within the defined time period, the employee may be returned to his/her original position or an equivalent position.

If the employee cannot return to work after exhausting FMLA and/or Long Term Disability, he/she may apply for extended leave.

VARIOUS EMPLOYEE LEAVES

Staff members may request leave for several qualifying circumstances. Staff members covered under this handbook have approved leaves and may be provided compensation or job protection during such absence from their assigned job duties for the District.

Personal, Sick, Bereavement Leave

A set amount of days for personal, sick and bereavement leave is available to each employee and will be monitored by the District Office. Military leave and Jury Duty will be handled on an individual basis through the HR department.

TYPE OF LEAVE	AMOUNT OF DAYS ANNUALLY	CARRY-OVER OPTION
Sick Leave	12	Yes (maximum of 150)
Personal Leave	2	No
Bereavement Leave*	5	No

- * In the event an employee suffers the loss of more than one family member or significant other in a school year, that employee should contact the District Administrator to request additional bereavement days.

Family and Medical Leave

In accordance with Federal and State law, the Board of Education will provide family and medical leave for any staff members that qualify. The provisions of both the Federal and State family and medical leave

provisions require specific eligibility and qualifying reasons to access this leave; to determine if you are eligible or qualify for family and medical leave refer to Policy [3430.01](#) – Family and Medical Leave of Absence (FMLA). Contact the HR department for paperwork and questions.

Military Leave and Jury Duty

These will be handled on an individual basis through the HR Department.

Extended Leave

Staff members covered under this handbook may request a voluntary leave of absence from employment to the District Administrator. All District Administrator approved requests for unpaid leaves shall then be presented to the Board for final approval. The reason and duration of leave must be provided. In addition, the conditions for return will be outlined.

STATE 457 PLAN/403B PLAN

Employees will have the option to contribute to a 457 Plan or 403B plan. Employer will deduct the amount from the employee's paycheck as requested.

UNEMPLOYMENT COMPENSATION

Unemployment compensation will be governed by Chapter 108 of the Wisconsin Statutes. Contact the State Unemployment Division for questions.

WORKER'S COMPENSATION

Worker's Compensation will be governed by state statute. Contact the HR department for questions.

RETIREMENT CONTRIBUTION

The Board shall pay the employer's share of the Wisconsin Retirement System benefit as defined by Wisconsin State Statute.

The employee shall pay the employee share of the Wisconsin Retirement System benefit as defined by Wisconsin State Statute

Teaching staff shall retain vesting rights as determined by the Wisconsin Retirement System to these contributions.

Additional Retirement Benefits:

Long term substitutes do not acquire credit toward years of service or toward retirement benefits.

A teacher who has a minimum of fifteen (15) full time consecutive years of teaching experience in the Superior system immediately preceding retirement may elect to retire upon eligibility under Wisconsin Retirement System Rules. Upon such retirement, the teacher will be eligible to receive the retirement benefit. Employees whose

employment begins on or after July 1, 2012 and are working less than full time will be calculated individually. For example, a 50% FTE will need to work two calendar years to count as one year of full time service.

Teachers planning retirement prior to the start of the next school year shall notify the District on or before February 15. In other circumstances, teachers shall notify the District at least ninety (90) days prior to their contemplated retirement, contingent on Board approval.

For teachers contracted under WI State Statute 118.22 prior to January 1, 2007, commencing with the start of the 2007-2008 school year, the retirement benefit is amended as follows:

Teachers employed by the District prior to January 1, 2007 will upon retirement receive the District's contribution in lieu of health insurance premiums for retirees meeting the District's eligibility criteria, \$20,000 per year for 5 years. The District will deposit the funds in a HRA (Health Reimbursement Account). The first annual payment will be made no later than the last week in July following the school year the employee retires and no later than the last week in July of the subsequent four years. The intent of the deposit is that the money will be available upon retirement for eligible medical expenses and premiums, not limited to participation in the District's health insurance plan.

Full time teachers retiring under this Retirement Benefits Plan will receive for each unused sick day, accumulated up to 150 days, \$50 per day to be placed in the Health Reimbursement Account in which they are fully vested.

If a retirement eligible employee dies prior to receiving the maximum District contribution, the surviving spouse or dependent children are entitled to the benefit in which the teacher is vested.

For teachers contracted under WI State Statute 118.22 on or after January 1, 2007, the retirement benefit is amended as follows:

Teachers will have deposited on their behalf \$1300 annually into a HRA (Health Reimbursement Account). The intent of the deposit is that the money will be available upon retirement for eligible medical expenses and premiums, not limited to participation in the District's health insurance plan. The deposit will be made the last week in July following the successful completion of the preceding school year. Deposits will earn interest and carry over from year to year. The teacher will be vested and owner of funds when they become eligible for retirement under Wisconsin Retirement System Rules, and have a minimum of 15 consecutive years of service immediately preceding retirement in the Superior School District.

For teachers that are part-time status hired after July 1, 2012, the Board will pay the percent of HRA benefit in proportion with the percent of work time. For example, a teacher working 50% will receive 50% or \$650.00 deposited annually in the HRA retirement account.

All teachers retiring under this Retirement Benefits Plan will receive for each unused sick day, accumulated up to 150 days, \$50 per day to be placed in the Health Reimbursement Account in which they are fully vested.

CO-CURRICULAR/EXTRA-CURRICULAR SCHEDULE COST

SCHOOL	POSITION	CLASS	2015-16 STIPEND
SHS	Band Teacher	Other	\$3,455.10
SHS	Baseball - Assistant	B	\$2,418.57
SHS	Baseball - Head	B	\$3,455.10
SHS	Basketball Assistant - Boys	A	\$3,455.10
SHS	Basketball Assistant - Boys - 9th	A	\$3,455.10
SHS	Basketball Assistant - Girls	A	\$3,455.10
SHS	Basketball Assistant - Girls - 9th	A	\$3,455.10
SHS	Basketball Head - Boys	A	\$4,837.14
SHS	Basketball Head - Girls	A	\$4,837.14
SHS	Cheer Advisor - Football JV	C	\$1,727.55
SHS	Cheer Advisor - Football Varsity	C	\$2,418.57
SHS	Cheer Advisor - Winter JV	C	\$1,727.55
SHS	Cheer Advisor - Winter Varsity	C	\$2,418.57
SHS	Choir Teacher	Other	\$2,100.00
SHS	Cross Country Assistant	B	\$2,418.57
SHS	Cross Country Head	B	\$3,455.10
SHS	Dance Advisor	C	\$2,418.57
SHS	Dance Advisor JV	C	\$1,727.55
SHS	DECA Advisor	ACA	\$2,418.57
SHS	Drama Asst/ACT	ACA	\$1,727.55
SHS	Drama Head/ACT	ACA	\$2,418.57
SHS	FBLA Advisor	ACA	\$2,418.57
SHS	FBLA Assistant Advisor	ACA	\$1,727.55
SHS	FCCLA Advisor	ACA	\$2,418.57
SHS	Football Assistant	A	\$3,455.10
SHS	Football Assistant	A	\$3,455.10
SHS	Football Assistant 9th	A	\$3,455.10
SHS	Football Assistant JV	A	\$3,455.10
SHS	Football Head	A	\$4,837.14
SHS	Football Head 9th	A	\$3,455.10
SHS	Football Head JV	A	\$3,455.10
SHS	Forensics Assistant - Speech	ACA	\$1,727.55
SHS	Forensics Head - Speech	ACA	\$2,418.57
SHS	Forensics Head - Theater	ACA	\$2,418.57
SHS	Golf Assistant - Boys	C	\$1,727.55
SHS	Golf Head - Boys	C	\$2,418.57

SHS	Golf Head - Girls	C	\$2,418.57
SHS	Gymnastics Assistant - Girls	B	\$2,418.57
SHS	Gymnastics Head - Girls	B	\$3,455.10
SHS	Harvard Model UN Advisor	ACA	\$2,418.57
SHS	Hockey Assistant - Boys	A	\$3,455.10
SHS	Hockey Assistant - Boys	A	\$3,455.10
SHS	Hockey Assistant - Girls	A	\$3,455.10
SHS	Hockey Head - Boys	A	\$4,837.14
SHS	Hockey Head - Girls	A	\$4,837.14
SHS	Mock Trial	ACA	\$2,418.57
SHS	Orchestra Teacher	Other	\$2,099.00
SHS	School Paper Advisor	Other	\$2,073.06
SHS	Soccer Assistant - Boys	B	\$2,418.57
SHS	Soccer Assistant - Girls	B	\$2,418.57
SHS	Soccer Head - Boys	B	\$3,455.10
SHS	Soccer Head - Girls	B	\$3,455.10
SHS	Softball Assistant	B	\$2,418.57
SHS	Softball Head	B	\$3,455.10
SHS	Special Olympics Coach	Other	\$2,073.06
SHS	Student Council Advisor	Other	\$2,073.06
SHS	Swimming Assistant - Boys	B	\$2,418.57
SHS	Swimming Assistant - Girls	B	\$2,418.57
SHS	Swimming Head - Boys	B	\$3,455.10
SHS	Swimming Head - Girls	B	\$3,455.10
SHS	Tennis Coach - Boys	C	\$2,418.57
SHS	Tennis Coach - Girls	C	\$2,418.57
SHS	Track Assistant - Boys	B	\$2,418.57
SHS	Track Assistant - Boys	B	\$2,418.57
SHS	Track Assistant - Girls	B	\$2,418.57
SHS	Track Assistant - Girls	B	\$2,418.57
SHS	Track Head - Boys	B	\$3,455.10
SHS	Track Head - Girls	B	\$3,455.10
SHS	VICA Advisor	ACA	\$2,418.57
SHS	VICA Advisor	ACA	\$2,418.57
SHS	Visual Aid Advisor	Other	\$2,073.06
SHS	Volleyball Assistant	B	\$2,418.57
SHS	Volleyball Assistant - 9th	B	\$2,418.57
SHS	Volleyball Head	B	\$3,455.10
SHS	Wrestling Assistant	B	\$2,418.57
SHS	Wrestling Head	B	\$3,455.10

SHS	Yearbook Advisor	Other	\$2,073.06
SMS	Band Teacher		\$804
SMS	Choir Teacher		\$804
SMS	FCCLA Advisor / Co-Advisors		\$876
SMS	Forensics Coach		\$1,186
SMS	Intramural Advisor		\$1,157
SMS	Orchestra Teacher		\$804
SMS	School Paper Advisor		\$1,098
SMS	Student Council Advisor		\$1,074
SMS	Visual Aid Advisor		\$1,011
SMS	Yearbook Advisor		\$995

*Maximum of five acts each year (musical equals 3 acts)

WORKING CONDITIONS AND HOURS OF WORK

Teachers in the School District of Superior are expected to perform all duties assigned at an effective level. The work day and hours are structured to accomplish the mission, vision and goals of the district. All teachers will receive contracts annually as outlined in State Statute.

CONTRACTED DAYS

A total of 187 days is required under the contract. A breakdown of the days is as follows:

- 175 direct teacher/student contact days (to begin September 1 or the first Tuesday after Labor Day). In the event of closure for inclement weather that requires us to make up time, days will be converted to minutes. The minutes will be added to the beginning and/or end of the student day. (WI State Statute 121.02(1)(f))
- 3 compensation days for fulfilling evening parent/teacher conferences (scheduled during the school calendar year)
- 2 paid holidays: Labor Day and Memorial Day
- 7 staff development days (two days prior to the start of the school year at the end of August and five days during the school year)

Administration will work collaboratively with defined teacher leaders to organize staff development meetings.

PHYSICAL EXAMINATIONS

Upon hire, the School District will pay for the physical examination of any required staff.

SCHOOL TERM

The school term calendar will be determined annually. Each school year shall be a minimum of 175 days scheduled in the classroom with students.

- The school term for students will begin the Tuesday after Labor Day or September 1 (whichever is earlier).
- School vacation days will be agreed upon the spring of each school year in planning for the upcoming year collaboratively between administration, teachers and staff. In the event an agreement cannot be reached, the District Administrator will make the decision.
- Inclement Weather
 - The first two days of closure due to inclement weather shall not be made up.
 - Any additional days/time lost will be made up as determined collaboratively with the staff, teachers and administration. Days and/or time made up will ensure the contact time with students set by Wisconsin State Statute as well as contract time set by the School Board is met. In the event an agreement cannot be reached, the District Administrator will make the decision.

ADDITIONAL MANDATORY MEETINGS/TRAINING

Newly hired teachers will be required to attend 5 days of in-service training prior to the beginning of the school term. This training will take place in August. Ongoing support meetings will continue throughout the first year of service – meeting dates will be determined annually. Newly hired teachers will participate in the mentor program for up to three (3) years.

Building Meeting Time: Each building will have 18 hours of staff meeting time per year; building administration will work collaboratively with teachers to designate how these hours are utilized.

WORK DAY

The normal work day will begin 45 minutes before the start of the school day (students in seat). Any necessary meetings scheduled during this time will be a maximum of 30 minutes in length. Administration will work collaboratively with defined teacher leaders to organize the meetings. Staff members will have a 30 minute duty free lunch. The work day will end 10 minutes after the final dismissal bell. Teachers are allowed to leave the building during their lunch.

All teachers should be scheduled for not less than 45 minutes of daily preparation time or 225 minutes in a full week. On weeks less than 5 days this full preparation time may not be possible. These periods shall be used to plan for the instruction of the students and teachers must remain at the building unless they have signed out in the office.

CLASS SIZE

The guidelines below are the goal; however, situations may arise where these guidelines may be exceeded. Exceptions may be made in the case of Instrumental and Vocal Music, Physical Education, Study Halls, Guidance Counseling and Experimental Programs.

- PK – guidelines defined by the Superior Community Preschool contract.
- Kindergarten through grade three (3) should not exceed thirty (30) students per individual teacher.
- Grades four (4) and five (5) should not exceed thirty-five students per individual teacher.
- The pupil-teacher ratio in the Middle School (Grades 6-8) should not exceed thirty-five (35) per class.
- The High School (Grades 9-12) pupil-teacher ratio should not exceed thirty- five (35) per class.

INITIAL TEACHING ASSIGNMENT

Teaching assignments shall be made according to the following criteria:

- certification
- experience relative to the proposed assignment
- overall program needs (within departments, building-wide, and district-wide)

DUTIES

- As defined by job descriptions and state standards.
- It may be necessary to assign teachers to various duties during the workday in order to facilitate our educational program and protect the safety of students. If these duties are scheduled, every effort will be made to equally share the duty load within the building. If these duties are emergencies, every effort will be made to be fair in assigning the duty and to avoid using teacher's preparation time.
- If additional duties/meetings are scheduled outside of the workday, teachers will be compensated at the extended rate of pay (\$21.91/hr.).

DRESS CODE

When on duty, all teaching staff members are expected to dress in a manner that is consistent with the expectations described in Policy [3216](#) - Staff Dress and Grooming.

ATTENDANCE AND REPORTING ABSENCES

Staff members are expected to report for duty daily; however, when a staff member must be absent, the following procedure shall be followed:

Teachers: Log your absence in SubFinder by 7:00 a.m. the morning of your absence or before if it is a planned absence.

PERFORMANCE EVALUATION

Newly hired teachers shall serve a three year probationary period. The Board of Education reserves the right to discipline or discharge any probationary employee.

All teachers will be given guidance, assistance, and recommendations for improvement through the supervision/mentoring process during their employment.

The District Administrator has established and will implement a program of staff evaluation. This program shall aim at the early identification of specific areas in which the staff member needs help so that appropriate assistance may be provided or arranged for. The evaluations shall be consistent with Policy [3220](#) – Staff Evaluations

PERSONAL COMMUNICATIONS

During work hours, personal communications made or received, regardless of whether on a Wireless Communication Device (WCD), regular telephone, or network computer, can interfere with employee productivity, distract others, and/or set a bad example for students. Employees are expected to use discretion in using personal WCDs while at work. Employees are expected to limit personal communication to breaks and lunch period and to inform friends and family members of the Board's policy [7540.04](#) in this regard.

EMERGENCY CLOSINGS

The District Administrator shall make the decision regarding emergency closings in accordance with the Plan for Emergency Preparedness as established in accordance with Policy [8420](#) – Emergency Evacuation of Schools.

TRAVEL EXPENSE

The Board of Education will provide for the payment of the costs of any teacher in the course of performing services for the District, whether within or outside the District, under the direction of their supervisor. The allowable costs will be calculated by the supervisor and approved by the District Administrator before the event takes place.

JOB OPENINGS: Staff who want to be considered for openings must complete the posting requirements listed on the posting. Building Principals/Directors will hold an informal interview for selected staff who are in the same job category. Staff who are in a different job category that would like to be considered for a job opening will apply as per the job posting and the formal interview process will be arranged for selected applicants.

Does the candidate hold the appropriate certification?

- Does the candidate hold the appropriate certification?
- Does the candidate have experience in line with the proposed assignment?
- What are the overall program needs (within departments, building-wide, and district-wide)?
- If two candidates are considered ‘equal’ on the above criteria, years of service/seniority will be considered.

If no internal candidate is selected for the opening, the position will be posted outside. For some positions, postings will be inside and outside simultaneously to expedite the hiring process. In the event of a dispute during the hiring process, the District Administrator will make the final decision.

INVOLUNTARY TRANSFERS

Transfers made because of decreased student enrollment or other causes shall be based on the above criteria.

STAFF REDUCTION BY LAYOFF

Whenever it becomes necessary to decrease, in whole or part, the number of teachers, the teachers shall be laid off pursuant to state statutes.

SAFETY AND HEALTH

The Board shall make reasonable provisions for the safety and health of its employees while in the course of their employment. All employees are expected to cooperate to the best of their ability in the prevention of accidents to themselves, fellow employees, and students. The School District of Superior has implemented PBIS (Positive Behavior Intervention Support) as a means to set expectations for staff and students.

PBIS: Positive Behavior Intervention Supports (PBIS) is a universal, data-based systems approach for developing a safe, school-wide learning climate. It includes a broad range of proactive and individualized strategies for achieving important social and learning outcomes while preventing problem behaviors with all students. Students and staff are part of teaching and modeling appropriate behavioral expectations.

In the School District of Superior there are three major components that create the framework for student and adult behavior expectations. These three expectations are WORK, RESPECT, and BELONG. Each building has defined how these elements look, sound and feel as we work together toward a consistent K-12 program founded on our District Mission, Vision, and goals.

SAFETY COMMITTEE

The District will have a safety committee comprised of various directors. The purpose will be to avoid and eliminate hazards and make school a safe and sanitary environment. This committee will make recommendations for the correction and elimination of unsafe and harmful conditions or practices.

SMOKING

The Board of Education is committed to providing students, staff, and visitors with a tobacco and smoke-free environment. Accordingly, the Board prohibits staff members from using tobacco in any form on District premises, in District vehicles, within any indoor facility owned or leased or contracted for by the District and used to provide education or library services to children, and at all District-sponsored events.

Policy [3215](#) – Use of Tobacco by Professional Staff

TRAINING

Some staff members may require specialized training by policy of state statute. The cost of training and pay for training will be covered by the District.

REPORTING WORK RELATED INJURY

Any accident that results in an injury, however slight, to an employee of the Board, must be reported promptly and in writing to the Human Resource Office in compliance with Policy [8442](#) – Reporting Accidents. The injured employee shall complete a form that includes the date, time and place of the incident; the names of persons involved; the nature of the injury to the extent that it is known; and a description of all relevant circumstances.

EMPLOYEE COMMUNICATION & TECHNOLOGY

ACCEPTABLE USE OF DISTRICT TECHNOLOGY, THE INTERNET, AND THE DISTRICT'S NETWORK

Staff use of the District's Network will be governed by Policy [7540.04](#) – Staff Network and Internet Acceptable Use and Safety. The due process rights of all users will be respected in the event there is a suspicion of inappropriate use of the Network. Users have a limited privacy expectation in the content of their personal files and records of their online activity while on the Network.

EMAIL

The District complies with all Federal and State laws pertaining to electronic mail. Accordingly, e-mails written by or sent to District employees may be public records, or education records if their content includes personally identifiable information about a student. E-mails that are public records are subject to retention and disclosure, upon request, in accordance with Policy [8310](#) – Public Records.

Employees are expected to monitor their email accounts by regularly reviewing e-mail messages, appropriately saving e-mails that constitute a public record or student record and e-mails that are subject to a litigation hold, and purging all other emails that have been read.

The District retains the right to monitor or access any District e-mail accounts at any time. Users should not expect that their communications sent or received through the District e-mail system will remain confidential and personal.

Employees should be aware of the framework for the proper use of all district-owned hardware and software as established in Policy [7540.06](#) – Computer Hardware and Software Management.

EMPLOYEE CONDUCT AND DISCIPLINARY ACTION

STAFF DISCIPLINE

Staff discipline and required investigations regarding potential wrongdoings of a staff member shall be consistent with Policy [3139](#) – Staff Discipline.

GRIEVANCE PROCEDURE

Each staff member of the District shall be provided an opportunity to understand and resolve matters affecting employment that the employee believes to be unjust as provided in Policy 3340 – Grievance Procedure.

A grievance is defined as a dispute or misunderstanding regarding the actions of School District officials with regard to the following:

- employee termination
- employee discipline
- workplace safety issues

3340 - GRIEVANCE PROCEDURE

Purpose

The purpose of this policy is to set forth the procedure to be followed with respect to grievances by employees. The terms of this policy shall control unless other valid and enforceable relevant grievance procedures exist and a collective bargaining agreement applies to the matter prior to June 30, 2012. Thereafter, this procedure shall apply to all grievances.

Definitions

A grievance is defined as a dispute or misunderstanding regarding the actions of School District officials with regard to the following:

- A. employee termination
- B. employee discipline
- C. workplace safety issues

Preliminary Procedures

- A. **Preliminary Grievance Steps.**

Step 1: Prior to filing a written grievance, employees should discuss any issues, problems, or complaints with his/her immediate supervisor to determine if the grievance can be resolved.

Step 2: If the grievance cannot be resolved at Step 1, the employee must file a written grievance with the immediate supervisor no later than ten (10) calendar days from when the employee first becomes aware of the termination, discipline, or workplace safety condition which gave rise to the grievance. The immediate supervisor shall respond to the grievance in writing within ten (10) business days of receipt of the written grievance.

B. Appeal to District Administrator.

Step 3: If the grievance is not resolved in Step 1 or 2, the employee may appeal a denial by filing a written appeal of the grievance to the District Administrator within ten (10) calendar days from the immediate supervisor's decision. The District Administrator shall meet with the parties to discuss the matter at a time that both parties are available. Within ten (10) calendar days of the meeting the District Administrator shall issue a written decision regarding the grievance and either sustain or deny the grievance.

Hearing Officer Arbitration.

A. Appeal to Independent Hearing Officer.

Step 4: If the grievance is not resolved at Step 3, the employee may appeal a denial of the grievance by the District Administrator by filing a written request for a hearing before an Independent Hearing Officer. This request must be received in writing by the District Administrator no later than fourteen (14) calendar days after the employee receives the District Administrator's written response to the grievance under Step 3.

The employee may waive the appeal to the Independent Hearing Officer and appeal directly to the School Board as provided in the School Board Review section below as hereinafter set forth.

If the employee determines to proceed with a hearing before an Independent Hearing Officer, the Independent Hearing Officer shall be chosen by the grievant from a list maintained by the School District of attorneys admitted to practice in the State of Wisconsin who are not involved in representing the Superior School District and are willing to act as Independent Hearing Officers pursuant to the requirements of School District policy. As soon as a Hearing Officer is chosen, the District Administrator shall transmit to the Hearing Officer all of the written grievance materials and the

responses and the record, including the HR file, of the employee involved. The Hearing Officer shall then schedule a conference to arrange for a date for a hearing between the District Administrator, the School District's attorney, the Grievant, and the Grievant's representative. At that initial conference, the Hearing Officer shall establish the following:

1. The parties and Hearing Officer shall set a date for a hearing. The hearing will take place within thirty (30) days of the scheduling conference or as otherwise agreed upon by the parties.
2. The Hearing Officer shall set a reasonable duration of the hearing and determine of whether or not a transcript is requested by the Grievant.
3. Arrange for payment in advance of the hearing by the Grievant for the cost of the Hearing Officer and a transcript if one is requested.
4. At least five (5) days prior to the hearing, the Grievant shall make payment in full of the estimated cost of the Hearing Officer and the transcript (if any). Failure to make said payment in a timely manner will constitute a waiver of the request for a hearing by the Independent Hearing Officer. In the event that the cost of the Hearing Officer or the transcript exceeds the estimate, grievant will be responsible for any additional cost. In the event that the cost of the Hearing Officer and the transcript is less than the payment, any excess sum will be refunded to the grievant.

B. Hearing Procedure.

The Hearing Officer shall have the authority to administer oaths and issue subpoenas at the request of the parties and shall be responsible for the fair and orderly conduct of the hearing and the preservation of a record if a transcript is requested. Any party requesting a subpoena from the hearing officer is responsible for the fees associated with a subpoena. All testimony shall be taken under oath and shall be recorded by a Court Reporter, if requested, under the supervision and control of the Hearing Officer, unless another method of recording is mutually agreed upon by the parties and approved by the hearing officer including a digital recording. The standard for the Hearing Officer shall be that the Hearing Officer may only overrule a disciplinary

action if the action taken was arbitrary, capricious and/or discriminatory. The Hearing Officer may allow for hearsay evidence in lieu of testimony if relevant to the proceeding at the Hearing Officer's discretion.

C. Hearing Officer Decision.

The Hearing Officer shall submit a written decision reversing or affirming the actions grieved with his/her reasons in writing to the District Administrator and the Grievant within thirty (30) calendar days of the close of the hearing or the submission of the parties written briefs, if any, whichever is later, or at a later date mutually agreed upon by the parties at the conclusion of the hearing. The parties shall provide to the hearing officer the address for the hearing officer to mail the decision to them.

School Board Review.

A. Appeal to School Board.

Step 5: Within fourteen (14) calendar days of the date that the Hearing Officer's decision is mailed, either party may file with the District Administrator a written notice of appeal of the Hearing Officer's determination to the Board of Education of the School District of Superior (hereinafter "School Board"). Such appeal of the Hearing Officer's decision shall be De Novo. The School Board may consider the Hearing Officer's opinion but is not bound by the Hearing Officer's decision. The School Board shall arrange for a hearing within thirty (30) days of the written request of the grievant after the District Administrator's decision under Section III B if the hearing before a Hearing Officer is waived or within thirty (30) days of the notice of appeal of the Hearing Officer's decision if such procedure has taken place.

B. Hearing Procedure for the School Board.

The School Board may retain an attorney or other individual to preside over the hearing as the hearing officer during the School Board proceeding. Said counsel will administer oaths, rule on admissibility of evidence and shall not vote in making any decisions. A transcript of the hearing before the School Board shall be recorded by a Court Reporter under the supervision and control of the Hearing Officer chosen by the School Board. All costs associated with the Court Reporter and preparation of the

transcript of the hearing before the School Board shall be evenly split between the parties. Hearsay evidence may be admissible if relevant to the proceedings.

- C. The School Board will hear evidence, consider written materials and the testimony of witnesses concerning the grievance. The decision by the majority of the members of the School Board in attendance at said hearing shall be final and binding on the parties. There shall be no subsequent right of appeal of the School Board decision except as provided by law.

Settlement of Grievance.

A grievance shall be considered waived if it is not filed or appealed within the grievance timeline or if payment to an Independent Hearing Officer, if one is chosen by the grievant under Step 4 of this procedure, is not made in a timely manner. The grievance shall be deemed settled and dismissed at any point in the grievance procedure all parties concerned are mutually satisfied, the grievance has not been timely processed to the next level, or if a written settlement has been achieved between the employee and the District. Settlement shall be in writing and signed by the employee in question with the appropriate District officials involved at the Step level that the grievance was settled.

Revision/Updating.

This policy may be revised, updated, or repealed by the Board of Education of the School District of Superior at any time.

Adopted 9/13/11

DRUG AND ALCOHOL USE

Consistent with the Drug-Free Workplace Act, the Board prohibits the manufacture, possession, use, distribution, or dispensing of any controlled substance, including alcohol, by any staff member at any time while on District property or while involved in any District-related activity or event. Any staff member who violates Policy [3122.01](#) – Drug-Free Workplace shall be subject to disciplinary action in accordance with Policy [3139](#) – Staff Discipline.

Any employee who feels that he or she needs assistance with drug or alcohol dependency is encouraged to contact the Human Resources Department for information about the District's Employee Assistance Program (EAP). Employees receiving assistance in this regard are not exempted from compliance with the District's prohibition on the manufacture, possession, use, distribution, or dispensing of any controlled substance while on duty or on school premises or at any school sponsored activity.

Policy [3170.01](#) – Employee Assistance Program (EAP)

EMPLOYEE RECEIPT AND ACKNOWLEDGMENT

I acknowledge that I have received and read the School District of Superior's Employee Handbook for Teachers and understand the provisions contained herein. If there are any policies or provisions provided to me that I do not understand, I will seek clarification from my immediate supervisor. I understand that this Handbook states the District's policies and procedures in effect on the date of publication. I also understand that the provisions set forth in this Handbook may be modified or eliminated.

I understand that the Employee Handbook for Teachers and any other provisions contained therein do not constitute a guarantee of employment or an employment contract, express or implied. I understand that my employment is governed by my individual employment contract.

(Employee Name)

(Employee Signature)

(Date)

Employee must print and sign this acknowledgement page. Return it to the Human Resources Department annually by September 1.