

SCHOOL DISTRICT OF BAYFIELD

2025-2026 EMPLOYEE HANDBOOK



“BEST SMALL SCHOOL DISTRICT IN WISCONSIN”

Approved: August 18, 2025

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INTRODUCTORY MATTERS

THE ROLE OF MANAGEMENT

[Policy 0122 - Board Powers](#)

[Policy 1100 - District Organization](#)

General Guidelines:

The role of management includes, but is not limited to, the right to:

- A. Manage and direct the employees;
- B. Hire, promote, schedule, transfer and assign employees;
- C. Lay off and recall employees;
- D. Discharge employees or take disciplinary action;
- E. Schedule overtime as required;
- F. Develop job descriptions;
- G. Assign work duties;
- H. Introduce new or improved methods or facilities or change existing methods or facilities;
- I. Contract out for goods and services;
- J. Discontinue certain operations; and
- K. Direct all operations of the School District of Bayfield.

OVERVIEW OF HANDBOOK

This Handbook has been prepared to provide general information and to assist you in finding answers to common questions. The Handbook cannot anticipate and answer *all* of the questions that may arise in the course of employment at the School District of Bayfield. It is expected that you will turn to your supervisor and other administrative personnel, as necessary and appropriate, in order to find answers to employment questions that are not addressed, or not fully addressed in the Handbook. To acquaint staff with the new NEOLA policies, relevant links have been inserted throughout this document.

The provisions set forth in this Handbook supersede all prior personnel policies and procedures, whether written or established by past practice. Because this Employee Handbook is based on the School District of Bayfield Board of Education policies and procedures, federal and state mandated policies and procedures, and present employee fringe benefit programs which are all subject to change, this manual is also subject to change. The School District of Bayfield Board of Education reserves the right to revise, add, subtract, correct, delete or update any part or all of the materials in this Handbook. Any changes made in this Handbook will be brought to the attention of all employees by: employee meetings, e-mail, or corrections in the Employee Handbook itself.

Pursuant to Wis. Stat. § 118.21, the School Board shall contract in writing with teachers. Please note that nothing contained in this Handbook is to be construed by any employee as establishing, or

modifying the specific terms of such a teacher contract. Furthermore, nothing herein shall be construed as a guarantee of continued employment nor as a guarantee of any benefits or conditions of employment.

NONDISCRIMINATION AND EQUAL OPPORTUNITY EMPLOYMENT

Policy 3122 – Non-Discrimination and Equal Employment Opportunity

The Board does not discriminate in the employment of administrative staff on the basis of race, color, national origin, age, sex (including gender status, change of sex, sexual orientation, or gender identity), pregnancy, creed or religion, genetic information, handicap or disability, marital status, citizenship status, veteran status, military service (as defined in 111.32, Wis. Stats.), ancestry, arrest record, conviction record, use or non-use of lawful products off the District's premises during non-working hours, 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 legally protected category in its programs and activities, including employment opportunities.

Notice of the Board's policy on nondiscrimination and the identity of the School District's Compliance Officer(s) (see below) will be published on the District's website, posted throughout the District, and included in the District's recruitment statements or general information publications.

Definitions

Words used in this policy shall have those meanings defined herein; words not defined herein shall be construed according to their plain and ordinary meanings.

Complainant is the individual who alleges, or is alleged, to have been subjected to discrimination/retaliation, regardless of whether the person files a formal complaint or is pursuing an informal resolution to the alleged discrimination/retaliation.

Day(s): Unless expressly stated otherwise, the term "day" or "days" as used in this policy means business day(s) (i.e., a day(s) that the District office is open for normal operating hours, Monday – Friday, excluding State-recognized holidays).

Military status: refers to a person's status in the uniformed services, which includes the performance of duty on a voluntary or involuntary basis in a uniformed service, including active duty, active duty for training, initial active duty for training, inactive duty for training, full-time National Guard duty, and performance of duty or training by a member of Wisconsin organized militia. It also includes the period of time for which a person is absent from employment for the purpose of an examination to determine the fitness of the person to perform any duty listed above.

Respondent is the individual who has been alleged to have engaged in discrimination/retaliation, regardless of whether the Reporting Party files a formal complaint or is seeking an informal resolution to the alleged discrimination/retaliation.

School District community means students and Board employees (i.e., administrators, and professional and support staff), as well as Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the Board.

Third Parties include, but are not limited to, guests and/or visitors on School District property (e.g., visiting speakers, participants on opposing athletic teams, parents), vendors doing business with, or seeking to do business with, the Board, and other individuals who come in contact with members of the School District community at school-related events/activities (whether on or off District property).

District Compliance Officers

The Board designates the following individuals to serve as the District's "Compliance Officers" (also known as "Civil Rights Coordinators"; hereinafter referred to as the "COs").

*Shellie Swanson
MS/HS Principal
715-779-3201 ext. 506
300 N. Fourth St.
Bayfield, WI 54814
sswanson@bayfield.k12.wi.us*

*Mike Peterson
4K-5 Principal*

715-779-3201 ext. 317
300 N. Fourth St.
Bayfield, WI 54814
mikepeterson@bayfield.k12.wi.us

The names, titles, and contact information of these individuals will be published annually on the School District's website and in the staff handbooks.

The COs are responsible for coordinating the District's efforts to comply with the applicable Federal and State laws and regulations, including the District's duty to address in a prompt and equitable manner any inquiries or complaints regarding discrimination, retaliation, or denial of equal access. The COs shall also verify that proper notice of nondiscrimination has been provided for Title II of the Americans with Disabilities Act (as amended), Title VI and Title VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973 (as amended), the Age Discrimination in Employment Act of 1975, and the Genetic Information Nondiscrimination Act (GINA) to students, their parents, staff members, and the general public. Any sections of the District's postings, notifications, advertisements, or other materials regarding recruiting, hiring, and promotion need to contain a statement of nondiscrimination similar to that in the Board's statement above. In addition, any gender-specific terms should be eliminated from these materials. .

Reports and Complaints of Discrimination and Retaliation

Employees are required to report incidents of discrimination and/or retaliation to an administrator, supervisor, or other supervisory employees so that the Board may address the conduct. Any administrator, supervisor, or other supervisory employees who receive such a report shall file it with the CO at the employee's first opportunity, but no later than two (2) days.

Discrimination against an individual based on their sex (including gender status, sexual orientation, and gender identity) is discrimination in violation of Title VII. Specifically, discrimination on the basis of sex stereotyping/gender-nonconformity constitutes sex discrimination. This is true irrespective of the cause of the person's gender non-conforming behavior. Employment actions based upon an individual's sex could be suspect and potentially impermissible.

COs are required to investigate allegations of conduct involving the discrimination or harassment of an employee or applicant based upon his/her gender status, sexual orientation, and gender identity.

Any questions concerning whether alleged conduct might violate this prohibition should be brought to the CO's attention promptly.

Employees who believe they have been discriminated/retaliated against are entitled to utilize the complaint process set forth below. Initiating a complaint will not adversely affect the Complainant's employment. While there are no time limits for initiating complaints under this policy, individuals should make every effort to file a complaint as soon as possible after the conduct occurs while the facts are known and potential witnesses are available.

The COs will be available during regular school/work hours to discuss concerns related to discrimination/retaliation. COs shall accept reports of discrimination/retaliation directly from any member of the School District community or a Third Party, or receive reports that are initially filed with another Board employee. Upon receipt of a report of alleged discrimination/retaliation, the CO will contact the Complainant and begin either an informal or formal complaint process (depending on the Complainant's request and the nature of the alleged discrimination/retaliation), or the District Administrator will designate a specific individual to conduct the process necessary for an informal or formal investigation. The CO will provide a copy of this policy to the Complainant and the Respondent upon request.

Any Board employee who directly observes discrimination/retaliation is obligated, in accordance with this policy, to report such observations to one of the COs within two (2) business days. Additionally, any Board employee who observes an act of discrimination/retaliation is expected to intervene to stop the misconduct, unless circumstances make such an intervention dangerous, in which case the staff member should immediately notify other Board employees and/or local law enforcement officials, as necessary, to stop the misconduct. Thereafter, the CO must contact the Complainant within two (2) business days to advise of the Board's intent to investigate the alleged wrongdoing.

Investigation and Complaint Procedure

Except for sex discrimination and/or sexual harassment that is covered by Policy 2266 - Nondiscrimination on the Basis of Sex in Education Programs or Activities, any employee who alleges to have been subjected to discrimination or retaliation may seek resolution of the complaint through the procedures described below. The complaint procedures involve an investigation of the individual's claims of discrimination/retaliation and a process for rendering a decision regarding whether the charges are substantiated.

Once the complaint process begins, the investigation will be completed in a timely manner (ordinarily, within fifteen (15) days

of the complaint being received).

The procedures set forth below are not intended to interfere with the rights of any individual to pursue a complaint of discrimination or retaliation with the United States Department of Education Office for Civil Rights, the Wisconsin Equal Rights Division, or the Equal Employment Opportunity Commission ("EEOC").

Complaint Procedure

A Complainant who alleges discrimination/retaliation may file a complaint, either orally or in writing: 1) with a Principal; 2) the CO; or 3) to the District Administrator or other supervisory employees. Any complaint received regarding the District Administrator or a Board member shall be referred to the Board's legal counsel, who shall assume the role of the CO for such complaints. Additionally, if the complaint is regarding a CO, the complaint shall be reported to the District Administrator, who shall coordinate with the other appointed/designated CO or, if appropriate appoint/designate another individual to serve as CO for the complaint regarding a CO.

Due to the sensitivity surrounding complaints of discrimination and retaliation, timelines are flexible for initiating the complaint process; however, individuals are encouraged to file a complaint within thirty (30) days after the conduct occurs while the facts are known and potential witnesses are available. If a Complainant informs a Principal, District Administrator, or other supervisory employees, either orally or in writing, about any complaint of discrimination or retaliation, that employee must report such information to the CO at the employee's first opportunity, but no later than two (2) days.

Throughout the course of the process, the CO should keep the parties reasonably informed of the status of the investigation and the decision-making process.

All complaints must include the following information to the extent known: the identity of the Respondent; a detailed description of the facts upon which the complaint is based (i.e., when, where, and what occurred); a list of potential witnesses; and the resolution sought by the Complainant.

If the Complainant is unwilling or unable to provide a written statement including the information set forth above, the CO shall ask for such details in an oral interview. Thereafter, the CO will prepare a written summary of the oral interview, and the Complainant will be asked to verify the accuracy of the reported charge by signing the document.

Upon receiving a complaint, the CO will consider whether any action should be taken in the investigatory phase to protect the Complainant from further discrimination or retaliation, including but not limited to a change of work assignment or schedule for the Complainant and/or the Respondent. In making such a determination, the CO should consult the Complainant to assess whether the individual agrees with the proposed action. If the Complainant is unwilling to consent to the proposed change, the CO still may take whatever actions are deemed appropriate in consultation with the District Administrator.

Within two (2) days of receiving the complaint, the CO or designee will initiate an investigation by at a minimum confirming receipt of the complaint with the Complainant and informing the Complainant of the investigation process.

Simultaneously, the CO will inform the Respondent that a formal complaint has been received. The Respondent will be informed about the nature of the allegations and upon request provided with a copy of any relevant policies and/or administrative guidelines, including this Policy. The Respondent must also be informed of the opportunity to submit a written response to the complaint and the obligation to do so within five (5) days.

The investigation will include:

- A. interviews with the Complainant;
- B. interviews with the Respondent;
- C. interviews with any other witnesses who may reasonably be expected to have any information relevant to the allegations, as determined by the CO;
- D. consideration of any documentation or other information presented by the Complainant, Respondent, or any other witness that is reasonably believed to be relevant to the allegations, as determined by the CO.

At the conclusion of the investigation, the CO shall prepare and deliver a written report to the District Administrator that summarizes the evidence gathered during the investigation and provides recommendations based on the evidence and the definition of discrimination/retaliation as provided in Board policy and State and Federal law as to whether the Respondent has engaged in harassment/retaliation of the Complainant. The CO's recommendations must be based upon the totality of the circumstances. In determining if discrimination or retaliation occurred, a preponderance of evidence standard will be used.

The CO may consult with the Board's attorney during the course of the investigatory process and/or before finalizing the

report to the District Administrator.

In cases where no District CO is able to investigate a complaint due to concerns regarding conflicts, bias or partiality, or for other reasons that impair the CO's ability to conduct an investigation, the CO may engage outside legal counsel to conduct the investigation consistent with this policy.

Absent extenuating circumstances, within five (5) days of receiving the report of the CO, the District Administrator either must issue a written decision regarding whether the charges have been substantiated or request further investigation. A summary of the District Administrator's final decision will be provided to both the Complainant and the Respondent.

If the District Administrator requests additional investigation, the District Administrator must specify the additional information that is to be gathered, and such additional investigation must be completed within five (5) days, or as quickly as possible if additional time is necessary due to the availability of necessary witness(es) or documents. At the conclusion of the additional investigation, the District Administrator must issue a final written decision as described above.

If the District Administrator determines the Respondent engaged in discrimination/retaliation toward the Complainant, the District Administrator must identify what corrective action will be taken to stop, remedy, and prevent the recurrence of the discrimination/retaliation. The corrective action should be reasonable, timely, age-appropriate, effective, and tailored to the specific situation.

A Complainant or Respondent who is dissatisfied with the final decision of the District Administrator may appeal through a signed written statement to the Board within five (5) days of the party's receipt of the District Administrator's decision. The written statement of appeal must be submitted to the District Administrator, who will forward the request to the Board President.

In an attempt to resolve the complaint, the Board shall review the findings and may meet with the concerned parties and their representatives within twenty (20) days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each concerned party within ten (10) days of its decision. The decision of the Board will be final.

The Board reserves the right to investigate and resolve a complaint or report of discrimination/retaliation regardless of whether the Complainant pursues the complaint. The Board also reserves the right to have the complaint investigation conducted by an external person in accordance with this policy or in such other manner as deemed appropriate by the Board or its designee.

The parties may be represented, at their own cost, at any of the above-described interviews/meetings.

The right of a person to a prompt and equitable resolution of the complaint shall not be impaired by the person's pursuit of other remedies such as the filing of a complaint with the Office for Civil Rights, the filing of charges with local law enforcement, or the filing of a civil action in court. Use of this internal complaint process is not a prerequisite to the pursuit of other remedies.

Privacy/Confidentiality

The Board will employ all reasonable efforts to protect the rights of the Complainant, the Respondent(s), and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations.

All records generated under the terms of this policy shall be maintained as confidential to the extent permitted by law. Confidentiality, however, cannot be guaranteed. Respondents must be provided an opportunity to meaningfully respond to allegations, which may include disclosure of the Complainant's identity.

During the course of an investigation, the CO will instruct each person who is interviewed about the importance of maintaining confidentiality. Any individual who is interviewed as part of an investigation is expected not to disclose to third parties any information that is learned or provided during the course of the investigation.

Remedial Action and Monitoring

If warranted, appropriate remedial action shall be determined and implemented on behalf of the Complainant, including but not limited to counseling services, reinstatement of leave taken due to the discrimination, or other appropriate action.

The Board may appoint an individual, who may be a District employee, to follow up with the Complainant to ensure no further discrimination or retaliation has occurred and to take action to address any reported occurrences promptly

Sanctions and Disciplinary Action

The Board shall vigorously enforce its prohibitions against discrimination by taking appropriate action reasonably calculated

to stop and prevent further misconduct.

While observing the principles of due process, a violation of this policy may result in disciplinary action up to and including the discharge of an employee or the suspension/expulsion of a student. All disciplinary action will be taken in accordance with applicable State law and any relevant codes of conduct.

When imposing discipline, the District Administrator shall consider the totality of the circumstances involved in the matter, including the age and maturity level of any student involved. In those cases where discrimination/retaliation is not substantiated, the Board may consider whether the alleged conduct nevertheless warrants discipline in accordance with other Board policies.

Where the Board becomes aware that a prior disciplinary action has been taken against the Respondent, all subsequent sanctions imposed by the Board and/or District Administrator shall be reasonably calculated to end such conduct, prevent its recurrence, and remedy its effect.

Retaliation

Retaliation against a person who makes a report or files a complaint alleging discrimination/retaliation, or participates as a witness in an investigation is prohibited. Neither the Board nor any other person may intimidate, threaten, coerce or interfere with any individual because the person opposed any act or practice made by any Federal or State civil rights law, or because that individual made a report, formal complaint, testified, assisted or participated or refused to participate in any manner in an investigation, proceeding, or hearing under those laws and/or this policy, or because that individual exercised, enjoyed, aided or encouraged any other person in the exercise or enjoyment of any right granted or protected by those laws and/or this policy.

Retaliation against a person for making a report of discrimination, filing a formal complaint, or participating in an investigation or meeting is a serious violation of this policy that can result in the imposition of disciplinary sanctions/consequences and/or other appropriate remedies.

Formal complaints alleging retaliation may be filed according to the internal complaint process set forth above.

The exercise of rights protected under the First Amendment of the United States Constitution does not constitute retaliation prohibited under this policy.

Education and Training

In support of this policy, the Board promotes preventative educational measures to create greater awareness of discriminatory practices. The District Administrator shall provide appropriate information to all members of the School District community related to the implementation of this policy and shall provide training for District staff where appropriate. All training, as well as all information provided regarding the Board's policy and discrimination in general, will be age and content appropriate.

Retention of Investigatory Records and Materials

The CO is responsible for overseeing retention of all records that must be maintained pursuant to this policy. All individuals charged with conducting investigations under this policy shall retain all documents, electronically stored information ("ESI"), and electronic media (as defined in Policy 8315) created and/or received as part of an investigation, which may include but are not limited to:

- A. all written reports/allegations/complaints/statements;*
- B. narratives of all verbal reports, allegations, complaints, and statements collected;*
- C. a narrative of all actions taken by District personnel;*
- D. any written documentation of actions taken by District personnel or individuals contracted or appointed by the Board to fulfill its responsibilities;*
- E. narratives of, notes from, or audio, video, or digital recordings of witness statements;*
- F. all documentary evidence;*
- G. e-mails, texts, or social media posts pertaining to the investigation;*
- H. contemporaneous notes in whatever form made (e.g., handwritten, keyed into a computer or tablet, etc.) pertaining to the investigation;*

- I. written disciplinary sanctions issued to students or employees and a narrative of verbal disciplinary sanctions issued to students or employees for violations of the policies and procedures prohibiting discrimination or harassment;
- J. dated written determinations to the parties;
- K. dated written descriptions of verbal notifications to the parties;
- L. written documentation of any supportive measures offered and/or provided to the Complainant and/or the Respondent, including no-contact orders issued to both parties, the dates issued, and the dates the parties acknowledged receipt; and
- M. documentation of all actions taken, both individual and systemic, to stop the discrimination or harassment, prevent its recurrence, eliminate any hostile environment, and remedy its discriminatory effects;
- N. copies of the Board policy and/or procedures/guidelines used by the District to conduct the investigation, and any documents used by the District at the time of the alleged violation to communicate the Board's expectations to students and staff with respect to the subject of this policy (e.g., Student Codes of Conduct and/or Employee Handbooks);
- O. copies of any documentation that memorializes any formal or informal resolutions to the alleged discrimination or harassment;
- P. documentation of any training provided to District personnel related to this policy, including but not limited to, notification of the prohibitions and expectations of staff set forth in this policy and the role and responsibility of all District personnel involved in enforcing this policy, including their duty to report alleged violations of this policy and/or conducting an investigation of an alleged violation of this policy.

The documents, ESI, and electronic media (as defined in Policy 8315) retained may include public records and records exempt from disclosure under Federal and/or State law (e.g., student records).

The documents, ESI, and electronic media (as defined in Policy 8315) created or received as part of an investigation shall be retained in accordance with Policy 8310, Policy 8315, Policy 8320, and Policy 8330 for not less than three (3) years, but longer if required by the District's records retention schedule.

The district may use video surveillance/electronic monitoring systems in our schools, which may include either video or audio footage, or both.

Policy 7440.01 - Video Surveillance and Electronic Monitoring

TIME AT WORK & COMPENSATION

HOURS OF WORK / WORK SCHEDULES / CALENDARS

POLICY: To provide employees with regular work hours and work schedules while ensuring staffing coverage necessary for effective operations.

Teachers

Full-time: The normal work week for salaried, full-time employees shall be Monday through Friday, eight (8) hours per day except for the day before a holiday on which the staff may leave after the students are dismissed. Employees' work schedule is 7:45 a.m. to 3:45 p.m. Employees will receive at least a twenty-four advance notice of any required staff meetings, except for emergency meetings. All full-time salaried employees shall have a duty free, 30 minute paid designated lunch period.

Part-time: The normal work week for any part-time employee shall be designated by the School District of Bayfield.

Prep Time: Time shall be allotted during the teacher day for class, or lesson preparation. The District has the right to determine the allocation and assignment of preparation time within the regular teacher day.

Calendars: The Board establishes the school year calendar, with collaboration from its teaching staff.

Support Staff

Full-time: Each full-time employee will receive and be paid for a thirty (30) minute lunch break for each work day. Lunch breaks will be scheduled by the supervisor. An employee cannot take lunch at the beginning or end of their shift.

Each employee shall have one fifteen (15) minute paid break for each four hours of scheduled work time or major fraction thereof (3 or more hours). The scheduled time of the fifteen (15) minute break shall be determined by the supervisor and cannot be at the very beginning or end of their shift.

The first day, or their equivalent, that the school is closed due to inclement weather shall not result in the loss of wages of any support staff employee. Second day will be a loss of one day wages for any support staff.

Secretaries, custodians and food service employees who work on an inclement weather day when all other bargaining unit members are not required to be at work shall earn an equivalent number of hours to be made available as personal leave to be used prior to June 30th of the current school year. The scheduling of the personal leave earned under this provision shall be by mutual consent of the employee and the employee's immediate supervisor.

Part-time: The normal work week for any part-time employee shall be designated by the School District of Bayfield.

Non-Exempt Employees

Full-time: The normal work week for Non-Exempt full-time employees shall be 40 hours per week.

Part-time: The normal work week for any part-time employee shall be designated by the District.

Work Outside of Scheduled Hours: Non-Exempt employees may not work outside of their scheduled hours without the express approval of their supervisor. This includes starting work early, working over the lunch period, and working from home.

PAYROLL & DEDUCTIONS FROM PAYROLL

POLICY: Standardization of payroll and payroll procedures in accordance with

applicable State and Federal guidelines.

Policy 6700 - Fair Labor Standard Act

Data Changes: Please notify Human Resources and the Finance Office if any changes occur in your name, home address, telephone number(s), marital status, name or number of dependents, number of tax exemptions, insurance classification, beneficiary changes, or individuals to be contacted in case of emergency. This information is necessary as it may affect your compensation, dependents' eligibility for medical insurance, and other important matters.

Deductions: It is the Employer's policy to comply with applicable wage and hour laws and regulations. If you have any questions or concerns about your salaried status or you believe that any deduction has been made from your pay that is inconsistent with your salaried status, you should immediately raise the matter with the District Administrator or Finance Manager who can assist you in understanding the information that is required in order to investigate the matter.

The Employer is committed to investigating and resolving all complaints as promptly, but also as accurately as possible. Consistent with the U.S. Department of Labor's policy, any complaint will be resolved within a reasonable time given all the facts and circumstances. If an investigation reveals that you were subjected to an improper deduction from pay, you will be reimbursed and the Employer will take whatever action it deems necessary to ensure compliance with the salary basis test in the future.

Pay Schedules: All staff shall be paid in accordance with the appropriate salary schedule and/or wage grid as established by the Board. Extra-curricular salary shall be paid in accordance with the extra-curricular salary schedule, as established by the Board.

Pay Periods:

1. All staff will receive their regular paychecks every other Friday through direct deposit. Payroll will be paid in accordance with the payroll schedule published yearly.
2. School year employees can elect to be paid every other Friday on a ten (10) month basis or on a twelve (12) month basis. This request will be in writing before the start of the school year per 409A regulations of the IRS code.

Blue Timesheets: Timesheets should be submitted to the Business Office for any supervisor-approved work completed outside of your scheduled contracted hours. To ensure the District maintains an up-to-date and accurate account of the budget, timesheets must be submitted on time and in accordance with the payroll scheduling calendar. Timesheets should not be held and submitted across multiple pay periods. Only one timesheet should be submitted per pay period.

Physical Examination:

Policy 1460 - Physical Examination

Bus Drivers:

For employees who are required to hold a Commercial Driver's License, it will be the employee's responsibility to maintain the required licensure.

TOTAL BASE WAGES & OTHER FORMS OF COMPENSATION

POLICY: To review and provide total base wages in accordance with State law which authorizes collective bargaining for total base wages *only*; to allow for consideration of other forms of compensation outside of collective bargaining.

Procedure: The District is prohibited from engaging in collective bargaining with its employees on any form of compensation except for total base wages. Premium pay, merit pay, automatic pay progressions and any other form of supplemental compensation may be considered, but not bargained, by the employer. Wage rates for new hires are established by the Board.

Teachers (See Appendix A)

Support Staff (See Appendix C)

Non-Affiliated (See Appendix D)

Extra-curricular Salaries (See Appendix E)

OVERTIME

All employees will be paid at least the minimum wage for their work. Non-exempt employees—those eligible for overtime—will receive overtime compensation at one and one-half (1.5) times their regular hourly rate for any hours worked beyond 40 in a defined work week (a fixed, recurring 168-hour period or seven consecutive days).

In some cases, employees and the District may agree to provide compensatory time off instead of additional wages, at the same 1.5 rate. The need for and approval of overtime work is determined solely by the District Administrator or their designee.

Unauthorized overtime work—work performed without prior approval—will be compensated, but it will also require a meeting with your supervisor and may result in disciplinary action.

Exempt employees are not eligible for overtime pay.

[Policy 6700 - Fair Labor Standards Act](#)

TIME AWAY FROM WORK

EMPLOYEE RESPONSIBILITIES

All absences, including floating holidays must be entered into Frontline by an employee at least twenty-four (24) hours prior to the absence, except for PTO time due to illness. Pre-planned absences must be entered as soon as possible before the absence, in order to give supervisors ample time to find position coverage. The use of vacation days and/or personal days are prohibited for the first two, and the last two weeks of school. Special circumstances may be

discussed and approved by your direct supervisor.

Incremental Use: All leave may be used in increments of no less than one-fourth of an hour, round up or down to the nearest 15 minutes. The District may designate a payroll deduction if Frontline entry is not completed in a timely fashion.

HOLIDAYS

POLICY: To identify employee holidays for eligible employees and to establish a consistent procedure for scheduling and payment.

Support Staff

Support Staff working full year

New Year's Day
Good Friday
Memorial Day
Juneteenth
Fourth of July
Labor Day
Indigenous Peoples' Day
Thanksgiving Day
Day following Thanksgiving Day
Christmas Eve Day
Christmas Day
New Year's Eve Day

Support Staff working 178-205 days (school term employees)

New Year's Day
Memorial Day
Labor Day
Indigenous Peoples' Day
Thanksgiving Day
Christmas Day

Non-Affiliated

Non-Affiliated Staff working full year

New Year's Day
President's Day
Good Friday
Memorial Day
Juneteenth
Fourth of July
Labor Day
Indigenous Peoples' Day
Thanksgiving Day
Day following Thanksgiving Day
Christmas Eve Day
Christmas Day
New Year's Eve Day

Observance: When a holiday falls on a Saturday or Sunday, the holiday will be rescheduled on the Friday immediately preceding, the Monday immediately succeeding, or as determined by the employer. Also if school is in session will be another determination.

Eligibility: All full-time employees and part-time employees are eligible to receive compensation for holidays; temporary or limited-term employees are not eligible. In order to receive holiday pay, employees must work the day before and the day after each holiday with the exception of normal days off or excused absences. No employee shall be compensated more than once for each holiday.

Holiday Pay Rate: Holiday pay rate shall be computed at the employee's regularly classified rate at the regularly scheduled number of hours.

VACATIONS

POLICY: To provide eligible employees with paid vacation time while meeting the operational needs of the District.

District employees may carry over unused vacation time. Employees are eligible to exchange for pay up to ten (10) days annually at the employee's hourly rate of pay. The use of vacation days are

prohibited for the first two, and the last three weeks of school. Special circumstances may be discussed and approved by your direct supervisor and the district administrator. Vacation balance changes will take place on July 1st of each year.

Support Staff

Eligibility: All year-round full-time support staff employees and part-time support staff employees working 30 hours or more per week are eligible to receive paid vacation as follows: Support Staff working a full year (prorated based on FTE).

YEARS OF SERVICE	HOURS OF VACATION
0 - 5	80
6 - 10	120
11-15	160
16 +	200

Support Staff working less than a full year will be prorated based on FTE.

Non-Affiliated

Staff working a full year.

YEARS OF SERVICE	HOURS OF VACATION
0 - 5	120
6 - 10	160
11 - 15	200
16 +	240

Staff working less than a full year will be prorated based on FTE.

Approval: Scheduling and use of vacation time requires the prior approval of the employee's supervisor or at the discretion of the supervisor. All staff will be required to provide a 48 hour notice, or by noon on Friday for the following Monday, to schedule vacation time.

COMP TIME

Purpose

It is the policy of the School District of Bayfield to permit full year employees and department heads who work beyond a regularly scheduled 40 hour work week to receive compensatory time off on a pro-rata basis with supervisor prior approval. Employees have the option to be paid for the additional hours worked or claim it as compensatory time within the guidelines of this policy. Below is a table to help staff determine what is eligible for compensatory time.

Possible Reasons for Requesting Comp Time	Yes	No
Travel due to professional development so an employee can return to work the following day.		X
After hours community meetings	X	
After-hours school-related meeting	X	
Sporting events		X
After hours school events that are not part of your normal job duties	X	
School Board Meeting (for those that attending is part of your normal work duties)		X

This is not an exhaustive list. Please work with your direct supervisor and human resources if you have other examples.

Granting Compensatory Time Off

Compensatory time off is granted to full year employees and department heads who are required to work in excess of 40 hours per week for special projects or during weekends or any normally scheduled time off. Compensatory time will be granted at one and one-half hours for each overtime hour worked, instead of cash overtime pay for hourly non-exempt employees. Compensatory time will be granted at an hour-for-hour basis for exempt staff. There is no legal requirement or obligation of the School District of Bayfield to grant compensatory time off to hourly employees and exempt department heads.

Procedures

The department manager who signs the timesheet is authorized to grant compensatory time off to hourly employees and department heads only. The supervisor's approval of the employee's timesheet will constitute the granting of the employee's compensatory time. All employees should record the appropriate time worked and time taken on the timesheet, write comp time on the sheet, obtain their supervisor's approval and submit it to the Finance Office. Once compensatory time is approved by the Finance Office, it will be available in the time off system. The employee is responsible to request this time off type when requesting their days off.

Using Compensatory Time Off

An employee who has accrued compensatory time and requests use of the time must be permitted to use the time off within a "reasonable period" after making the request. All staff will be required to provide a 48-hour notice, or by noon on Friday for the following Monday, to schedule compensatory time off. The staff's supervisor may deny the request if the use of compensatory time will "unduly disrupt" the department's operations. Supervisors can require an employee to take compensatory time off to manage the accrual limitation.

All compensatory time earned by eligible employees must be taken by the end of the fiscal year it was earned in. Any unused time will be paid to the employee at their rate of salary for exempt employees and time and a half for hourly employees. Compensatory time accrued is subject to an accrual limitation of 40 hours. Employees cannot accrue compensatory hours in excess of 40 in a two-month period. You must use your compensatory time by August 31st of the following school year.

VOLUNTARY SICK LEAVE FUND

1. If an employee exhausts his/her PTO leave accumulation the employee may notify the Human Resources of their request along with an explanation for the use of the voluntary sick leave fund. For purposes of this agreement, an employee may request the use of the sick leave fund for the following reasons:
 - The birth of a child
 - To care for the employee's spouse, child, or parent who has a qualifying serious health condition
 - For the employee's own qualifying serious health condition that makes the employee unable to perform the employee's job
2. Serious Health Condition - "Serious health condition" means an illness, injury, impairment, or physical or mental condition that involves:
 - any period of incapacity or treatment connected with inpatient care (i.e., an overnight stay) in a hospital, hospice, or residential medical care facility; or
 - a period of incapacity requiring absence of more than three calendar days from work that also involves continuing treatment by (or under the supervision of) a health care provider; or
 - any period of incapacity or treatment connected with inpatient care (i.e., an overnight stay) in a hospital, hospice, or residential medical care facility; or
 - any period of incapacity due to pregnancy, or for prenatal care; or
 - any period of incapacity (or treatment therefore) due to a chronic serious health condition (e.g., asthma, diabetes, epilepsy, etc.); or
 - a period of incapacity that is permanent or long-term due to a condition for which treatment may not be effective (e.g., Alzheimer's, stroke, terminal diseases, etc.); or
 - any absences to receive multiple treatments (including any period of recovery therefrom) by, or on referral by, a health care provider for a condition that likely would result in incapacity of more than three consecutive days if left untreated (e.g., chemotherapy, physical therapy, dialysis, etc.).
3. The employee shall notify Human Resources, through a written request, listing the employee's need of coverage and the projected number of days needed.
4. Employees may voluntarily contribute a maximum of 16 hours (2 days) per request, provided the donating employee has at least 240 hours (30 days) PTO leave days remaining.

5. The employee in need of coverage will be provided with PTO leave days by a random drawing from the PTO days donated. Donating employees will lose 8 hours (1 day) PTO leave day per drawing until all donating employees have lost 8 hours (1 day). Donated PTO days do not rollover to the next school year.
6. Donating employees will remain anonymous to the receiving employee.
7. In the event the District has reason to believe that an employee is abusing the Voluntary Sick Leave Fund, the Board reserves the right to immediately cease utilization of the Voluntary Sick Leave Fund for that individual and to implement appropriate discipline.

LEAVES - PAID TIME OFF (PTO)

POLICY: To provide employees with paid time off to conduct personal business, address their own personal health care needs or the health care needs of an immediate family member.

Payout: Unused PTO is forfeited upon termination of employment except when an employee retires. See *Benefits-Retirement* section for details.

PTO Leave: Full-time 10-month employees shall accrue 96 hours (12 days) of PTO per year and full-time 12-month employees shall accrue 120 hours (15 days) of PTO per year, at the beginning of the contract year. Employees may roll over up to 960 hours (120 days), at the end of the contract year. Any hours over 960 will be paid out at a rate of \$18.75 per hour (\$150 per 8-hour day) at the end of the contract year.

PTO days will not be deducted or paid when an employee is receiving long term disability insurance benefits and/or when receiving worker's compensation benefits. Part-time employees shall accrue PTO on a prorated basis.

1. PTO may not be used on a scheduled in-service day, prior to a holiday, or immediately following a holiday unless approved by your immediate supervisor and the district administrator
2. PTO cannot be used for reasons associated with another job outside the District.

Notification: A request for PTO must be submitted to the appropriate person as soon as reasonably practicable, but preferably no later than 6:00 a.m. the day of your absence. Absences after 6:00 a.m. the day of your absence need to be communicated directly to your supervisor. A request for pre-arranged PTO must be approved and entered into Frontline twenty-four hours prior, to ensure coverage is found for your absence, excluding Saturdays and Sundays.

The use of PTO is prohibited for the first two, and the last three weeks of school. Special circumstances may be discussed and approved by your direct supervisor and the district administrator.

LEAVES - FAMILY, MEDICAL & MILITARY

Family & Medical Leave of Absence (FMLA)

Introduction

In accordance with Federal and State law, the Board of Education will provide family and medical leave to administrative staff. The Board's Family and Medical Leave Act policy is intended to conform to and comply with, but not exceed, the requirements of the Federal Family and Medical Leave Act of 1993 ("FMLA") and the Wisconsin Family and Medical Leave Act ("WFMLA"). To the extent that this policy is ambiguous or conflicts with the FMLA or the WFMLA, the FMLA and the WFMLA will govern.

Family and medical leave taken under this policy may be covered by Federal law, State law, or both. When leave taken by a staff member under this policy is governed by both Federal and State law, the more generous provision will control in the event of a conflict. However, when leaves are governed by State or Federal law, but not both, the applicable law will control under this policy. In this regard, staff members should note that certain leaves may be covered by both State and Federal law for only a portion of the leave. To the extent permitted by law, leave under the FMLA, leave under the WFMLA and leave granted under the Board's other policies will run concurrently (at the same time).

Eligibility Requirements

To be eligible for leave under the FMLA, a staff member must have been employed by the Board for at least twelve (12) months in the past seven (7) years and must have worked at least 1,250 hours during the twelve (12) month period immediately preceding the commencement of the requested leave.

To be eligible for leave under the WFMLA, a staff member must have been employed for more than fifty-two (52) consecutive weeks and have worked or been paid for at least 1,000 hours in the preceding fifty-two (52) weeks. The kind and amount of leave available to the staff member under this policy, as well as the staff member's rights during leave, depend upon whether the staff member satisfies the above requirements.

Qualifying Reasons for Leave

The Board provides family and medical leave for eligible staff members under the following circumstances:

- A. *for the birth of the eligible staff member's child and to care for a newborn child*
- B. *for placement with the eligible staff member of a child for adoption or foster care*
- C. *to care for an eligible staff member's spouse, child or parent with a "serious health condition"*
The term "child" generally includes a legal ward or a biological, adopted foster or stepchild. For leaves governed exclusively by the FMLA, the term also includes a son or daughter for whom the staff member has assumed the day-to-day obligations of a parent. A child must be either under eighteen (18) years of age or unable to care for themselves due to a physical or mental disability or, for leave under State law only, unable to care for themselves due to a serious health condition.
"Parent" includes a staff member's spouse's legal guardian only if the staff member is requesting leave under the WFMLA.

"Spouse" includes a qualified domestic partner for leaves governed by the WFMLA. Domestic partnerships must be registered with the county of residence and proof of such registration may be requested prior to approval of leave. Unregistered domestic partners must demonstrate that they are 1) both over age eighteen (18); 2) not in a domestic partnership or marriage with another individual; 3) they share a common residence; 4) they are not related in any way that would prohibit marriage under Wisconsin law; 5) they consider each other to be immediate family members and agree to be responsible for the other's living expense.
- D. *because of a serious health condition that makes the eligible staff member unable to perform the essential functions of the staff member's position*
- E. *because of a qualifying exigency resulting from active military service by the employee's spouse, son, daughter, or parent in covered active duty or call to covered active duty in the United States Armed Forces including the National Guard and Reserves*

Qualifying exigencies, as defined by Federal regulations, include: 1) short-notice deployment; 2) military events and related activities; 3) childcare and school activities; 4) financial and legal arrangements; 5) counseling; 6) rest and recuperation; (maximum fifteen (15) calendar days); 7) post-deployment activities; 8) caring for a military

member's parent who is incapable of self-care when the care is necessitated by the member's covered active duty; and 9) additional activities not encompassed in the other categories, but agreed to by the employer and employee. Covered active duty means deployment with the Armed Forces to a foreign country.

- F. to care for a service member who is the employee's parent, spouse, child or next of kin who, while on active military duty, sustains a serious injury or illness or aggravation of a pre-existing illness or injury while in the line of duty, while on covered active duty in the United States Armed Forces, including the National Guard and Reserves, in the line of duty which renders the service member medically unfit to perform the member's office, grade, rank, or rating*

Covered active duty means deployment with the Armed Forces to a foreign country. This leave is also available to care for veterans of the United States Armed Forces, including the National Guard and Reserves, provided the veteran was a service member at any time within the five (5) years prior to the start of the treatment, recuperation or therapy. In accordance with applicable regulations, a veteran's serious injury or illness incurred or aggravated in the line of active duty can also be manifested by: 1) a physical or mental condition with a VA Service Disability Rating of fifty percent (50%) or greater and is the condition precipitating the need for leave; or 2) a physical or mental condition that substantially impairs the ability to secure or substantially follow a gainful occupation, or would do so absent treatment; or 3) an injury, including psychological, for which the veteran has been enrolled in the Dept. of V.A. Program of Comprehensive Assistance for Family Care Givers. Leave is available for up to twenty-six (26) weeks in a twelve (12) month period. This type of leave is available for serious injury or illness which results in:

- 1. inpatient medical treatment, recuperation or therapy;*
- 2. outpatient services at a military treatment facility or assignment to a unit established for the purpose of providing command and control of service members receiving outpatient medical services; or*
- 3. assignment to the temporary disability retired list.*

The maximum twenty-six (26) weeks of Federal leave to care for a service member includes, and is not in addition to, all other FMLA leave. In other words, employees may not take more than a total of twenty-six (26) weeks of FMLA leave during a single twelve (12) month period for any qualifying reasons under the FMLA. For instance, if an employee takes the maximum twelve (12) weeks of Federal FMLA leave for the staff member's own serious health condition, the employee may then only take fourteen (14) weeks of FMLA leave within that same twelve (12) month period to care for a military family member injured in the line of duty.

The District Administrator will determine whether an employee's request for leave qualifies under one (1) of the above categories.

Amount of Leave Available

Under the FMLA, if the staff member satisfies the eligibility requirements set forth above, the staff member is entitled to a total of twelve (12) work weeks of leave in a fiscal year running from July 1st to the following June 30th

Spouses who are both employed by the District may take a combined total of twelve (12) weeks of leave for the birth or placement of a child for adoption or foster care.

Under the WFMLA, if the staff member satisfies the eligibility requirements set forth above, the staff member is entitled to ten (10) work weeks of leave in a calendar year as follows:

- A. a total of six (6) weeks of leave for the birth of the staff member's natural child and/or the placement of a child with the staff member for, or as a precondition to, adoption;*
- B. a total of two (2) weeks of leave to care for a covered family member with a serious health condition; and*
- C. a total of two (2) weeks of leave due to the staff member's serious health condition.*

Board policy calls for concurrent Federal/State leave coverage whenever a staff member is eligible for leave under both the FMLA and WFMLA to the extent available under the law. All periods of absence from work due to or necessitated by USERRA-covered service is counted in determining an employee's eligibility for FMLA leave.

Definitions of Serious Health Conditions

In conjunction with the certification provided by a healthcare provider, the Board reserves the right to determine whether an illness, injury, impairment or physical or mental condition constitutes a serious health condition entitling a staff member to

family or medical leave under State or Federal law.

In general, a "serious health condition" under this policy means an illness, injury, impairment, or physical or mental condition that involves one (1) of the following:

A. Hospital Care

Inpatient care (i.e., an overnight stay) in a hospital or other care facility, including any period of incapacity or subsequent treatment in connection with or consequent to such inpatient care.

B. Absence Plus Treatment

A period of incapacity of more than three (3) consecutive calendar days* (including any subsequent treatment or period of incapacity relating to the same condition), that also involves:

1. treatment two (2) or more times by a healthcare provider, a nurse, physician's assistant or physical therapist under a healthcare provider's supervision, order or referral as appropriate within thirty (30) days of the first date of incapacity; or
2. treatment by a healthcare provider on at least one (1) occasion which results in a regimen of continuing treatment under the supervision of the healthcare provider and occurs within seven (7) days of the first day of incapacity.

*Under the WFMLA, leave may also be available for a "serious health condition" of less than three (3) consecutive days in duration.

C. Pregnancy

Any period of incapacity due to pregnancy, or for prenatal care.

D. Chronic Conditions Requiring Treatment

A chronic condition which:

1. requires periodic visits of at least two (2) times per year for treatment by a healthcare provider, or by a nurse or physician's assistant under a healthcare provider's supervision;
2. continues over an extended period of time (including recurring episodes of a single underlying condition); and
3. may cause episodic rather than continuing periods of incapacity (e.g., asthma, diabetes, epilepsy, etc.).

E. Permanent/Long-Term Conditions Requiring Supervision

A period of incapacity which is permanent or long-term due to a condition for which treatment may not be effective. The staff member or their family member must be under the continuing supervision of, but need not be receiving active treatment by, a healthcare provider (e.g., Alzheimer's disease, a severe stroke, or the terminal stages of a disease). The continued existence of such a chronic condition is subject to certification no more than once every six (6) months.

F. Multiple Treatments (Non-Chronic Conditions)

Any period of absence to receive multiple treatments (including any period of recovery therefrom) by a healthcare provider or by a provider of healthcare services under orders of, or on referral by, a healthcare provider, either for restorative surgery after an accident or other injury, or for a condition that would likely result in a period of incapacity of more than three (3) consecutive calendar days in the absence of medical intervention or treatment, including: cancer (chemotherapy, radiation, etc.); severe arthritis (physical therapy); or kidney disease (dialysis).

Required Staff Member Notice

The staff member must provide the District Administrator with notice in a reasonable and practicable manner before leave taken under this policy is to begin, if the need for leave is foreseeable (e.g., an expected birth, placement or adoption or foster care, or planned medical treatment for your own serious health condition or that of a family member). When requesting partial or intermittent leave in connection with childbirth or adoption, the staff member must provide at least as much notice as required for taking other non-emergency or non-medical leave, as well as a definite schedule for the leave. Where advance notice is not practical due to uncertainty as to when leave will be required to begin, a change in circumstances or medical emergency, notice must be given as soon as practical. Leave will be accounted for in increments no greater than the smallest increment used for other similar leaves, but in no event greater than one (1) hour increments. Leave entitlement will not be reduced by more than the amount of leave actually taken.

Staff members must provide an explanation as to why proper advance notice was not provided in such cases and may be required to verify the explanation. Notice that was not provided timely without reasonable explanation may result in the denial of the leave request.

The staff member must provide a written request for leave, the reasons for the requested leave, and the anticipated beginning date and duration of the leave by submitting a FMLA leave request form to the District Administrator (forms available from the U.S. Department of Labor).

When planning medical treatment, the staff member should consult with their supervisor and make a reasonable effort to schedule the leave so as not to disrupt unduly the District's operations, subject to the approval of the staff member's healthcare provider. The staff member is ordinarily expected to consult with their supervisor in order to work out a treatment schedule which best suits the staff member's needs, as well as the District's.

If a staff member must take more leave than originally anticipated, they must notify the District Administrator within two (2) business days of learning of the circumstances necessitating the extension.

Certification By Healthcare Provider

If a staff member requests leave due to their own serious health condition or the serious health condition of their spouse, child or parent, the Board requires that the leave request be supported by certification issued and signed by the healthcare provider for the individual with a serious health condition. For service member leave, any certification permitted under 29 C.F.R. 825.310 shall be allowed. The Board reserves the right to certify all information permitted by law.

The staff member must provide the fully completed certification to the District Administrator within fifteen (15) calendar days of the date that the certification is provided to the staff member, unless it is not practicable to do so despite the staff member's diligent, good faith efforts. If it is not practicable to return the certification within fifteen (15) calendar days, it must be returned to the District Administrator as soon as practicable.

If the staff member fails to submit the certification, the leave or continuation of leave may be delayed until the certification is submitted. Further, any absence prior to the date the certification is furnished may be considered unauthorized. A staff member who is absent without authorization may be disciplined, up to and including termination.

The District Administrator will give a staff member a reasonable opportunity to cure any deficiency in a certification, but not fewer than seven (7) calendar days. It is the responsibility of the staff member or family member with a serious health condition to use a healthcare provider who will complete and furnish an accurate certification in a timely manner.

A member of the administration, other than the staff member's direct supervisor, may contact the healthcare provider to clarify illegible answers and to authenticate the certification. If the certification is incomplete or otherwise unclear, the administrator must request that the employee obtain updated or completed information from the healthcare provider and return it directly to the administrator.

If the District Administrator doubts the validity of a certification, the District Administrator may require, at the Board's expense, that the staff member obtain a second opinion from a Board-designated provider, not regularly employed by the Board. If the opinions of the staff member's and the Board's healthcare providers differ, a third, final and binding opinion may be obtained. The staff member must cooperate in obtaining a second or third opinion including facilitating the transfer of pertinent records to the subsequent healthcare providers.

The District Administrator may request re-certifications on a periodic basis as permitted by law.

Designation of Leave

In all circumstances, it is the responsibility of the District Administrator to designate leave, whether paid or unpaid, as FMLA leave and to give the staff member notice of the designation and their rights and responsibilities under this policy.

The District Administrator will give the staff member the notice on each occasion that the staff member notifies their supervisor of the need for leave that may be FMLA-qualifying, including, but not limited to, when the staff member requests another type of leave for an FMLA-qualifying reason. In the case of intermittent or reduced schedule leave, only one (1) notice will be provided unless the circumstances regarding the leave have changed.

Absent extenuating circumstances, the District Administrator will provide to the employee a "Designation Notice" stating whether a request for leave has been approved or denied within five (5) business days. At a minimum, the staff member will be verbally notified whether leave is being designated as FMLA leave within five (5) business days of the date the staff member provides information to the District Administrator sufficient to enable the District Administrator to determine that the leave is being taken for an FMLA-qualifying reason.

The District Administrator will confirm the verbal notice with the written notice as soon as feasible, but no later than the first

payday following the verbal notice (unless the payday is less than one (1) week after the verbal notice, in which case the notice must be no later than the subsequent payday).

Manner In Which Leave Can Be Taken

Leave available under this policy may be taken in full and, under certain circumstances, may also be taken intermittently or on a reduced leave schedule. Intermittent leave is leave taken in separate blocks of time due to a single qualifying reason. Reduced schedule leave is leave that reduces the usual number of working hours per day or week. The staff member must consult with their supervisor and make a reasonable effort to schedule intermittent or reduced schedule leave so it does not unduly disrupt the District's operations.

Intermittent or reduced schedule leave due to a serious health condition must be medically necessary. Medically necessary means there must be a medical need for the leave and the leave can be best accommodated through an intermittent or reduced leave schedule, as certified by the healthcare provider in the Certification.

When leave is governed only by the FMLA, the District Administrator may offer a staff member a temporary transfer to another position for which the staff member is qualified with equivalent pay and benefits that better accommodates the intermittent or reduced schedule leave when the need for leave is foreseeable based on planned medical treatment or the staff member takes such leave for the birth of a child or for placement of a child for adoption or foster care. The staff member may reject this offer in which case there will be no adverse effect on the leave or entitlement to return to the same or similar position following leave. Any time spent by the staff member in an alternative position will not count against the employee's FMLA leave entitlement.

Instructional staff members (i.e. individuals whose principal function is to teach and instruct students in a class, a small group, or an individual setting) who request intermittent leave or a reduced-leave schedule governed only by the FMLA, which would exceed twenty percent (20%) of the total number of working days over the period of anticipated leave, must elect either to:

- A. take leave for a period or periods of a particular duration, not greater than the duration of the planned treatment; or
- B. transfer temporarily to an available alternative position offered by the District Administrator for which the instructional staff member is qualified, and that has equivalent pay and benefits and that better accommodates the recurring periods of leave than the staff member's regular position.

Coordinating Leaves - Substitution

Generally, leave taken under this policy is unpaid. However, for leave governed exclusively by the FMLA, the staff member must use the following leaves provided by the Board, if available:

- A. vacation or personal leave, if available, for any family or medical leave;
- B. accrued paid family leave (i.e., paid leave covering the particular circumstances for which the staff member is seeking leave), if available, for birth, adoption, or to care for a seriously ill family member; and
- C. accrued paid medical or sick leave, if available, to care for a seriously ill family member, or for the staff member's own serious health condition.

A staff member may not substitute paid leave for unpaid FMLA leave taken under this policy in any situation where the Board would not normally provide such paid leave.

For leaves governed by the WFMLA, a staff member may substitute paid or unpaid leave, which the staff member has earned and accrued, for leave taken under this policy, if available. The Board reserves the right to deny substitution as permitted by law.

Any paid leave substituted for unpaid FMLA leave or WFMLA leave will decrease, in whole or in part, the staff member's FMLA and/or WFMLA leave entitlement.

Continuation of Benefits

A staff member will remain eligible for group health insurance benefits under the Board's group health plan during leave taken under this policy under the same conditions as coverage would have been provided if the staff member had been actively employed during the entire leave. However, the staff member has the option of choosing not to retain such coverage during family or medical leave.

During leave taken under this policy, the Board will continue to pay any portion of group health insurance premiums for

coverage that it was responsible for paying immediately prior to the leave as required by law. The staff member will be responsible for paying their portion of health insurance premiums regardless of whether the staff member's family and medical leave is paid or unpaid. It is the staff member's responsibility to make arrangements with the District Administrator for making premium payments for group health insurance during leaves.

To the extent permitted by law, the Board reserves the right to require the staff member to place up to eight (8) weeks of health insurance premiums in escrow prior to leave, or to discontinue coverage if such premiums are received more than thirty (30) days late.

The staff member's entitlement to benefits other than group health benefits during a period of family or medical leave is determined by the Board's policy regarding provision of such benefits when a staff member is on other types of leave.

If a staff member fails to return to work or fails to remain at work for a period provided under the law, the District may recover its portion of the premiums paid for medical benefit coverage during the leave, unless the reason for the staff member's failure to return to work is due to the continuation of the serious health condition or the onset of a new serious health condition.

Accrual of Benefits

The use of leave under this policy will not result in the loss of any employment benefit that accrued prior to the start of the staff member's leave. A staff member will not continue to accrue seniority or any other employment benefit during leave taken under this policy, except that such benefit shall accrue if the staff member elects to use other leaves provided by the Board, and if such benefits would normally accrue during such leave.

Employment Restoration

A staff member will generally be reinstated to the same position they held when leave began or a position with equivalent pay, benefits, and other terms and conditions of employment, if such position remains available, and the staff member possesses the ability to perform the essential functions of the job satisfactorily, with or without any accommodation that may be required by the Americans With Disabilities Act of 1990. The staff member, however, has no greater right to reinstatement or benefits than if the staff member had been actively employed during the leave. Further, if the staff member gives unequivocal notice of intent not to return to work, the staff member is not entitled to be reinstated.

A staff member who exceeds the FMLA/WFMLA leave, but remains off work under a non-FMLA/WFMLA leave policy, is not entitled to reinstatement to the same or a similar position under the FMLA/WFMLA; however, the staff member may be eligible to be reinstated under the non-FMLA/WFMLA leave policy.

A staff member who is able to return to work prior to the expiration of leave must notify their supervisor immediately. Upon such notice, the District Administrator will promptly reinstate the staff member to active employment, provided the staff member has the present skill and ability to perform the essential functions of their job satisfactorily with or without accommodation. However, the reinstatement need not occur until the third business day following the staff member's notification of their ability to return to work.

Fitness For Duty Certification

If leave is due to the staff member's serious health condition, the staff member must present certification to return to work to their supervisor upon returning to work. The staff member's Principal attending physician must complete the certification. The certification must indicate that the staff member has been released to return to work. It must also specify any physical or other limitation on the staff member's ability to perform regular or other duties and the duration of the limitations. No certification will be required when the staff member returns from intermittent leave, except as otherwise permitted or required by the Americans With Disabilities Act of 1990.

The certification will be limited to the particular health condition that caused the staff member's need for leave, except as otherwise permitted by the Americans With Disabilities Act of 1990. If the staff member is an "individual with a disability" within the meaning of the ADA, any fitness-for-duty physical examination or inquiry by the District will be job-related and consistent with business necessity.

Reinstatement may be delayed until the staff member submits the certification. Under such circumstances, if the staff member does not promptly provide a certification or qualify for another leave of absence, the staff member may be disciplined, up to and including termination.

With the staff member's permission, the Board's healthcare provider may contact the staff member's healthcare provider to clarify and authenticate the certification, but no additional information may be requested or required, and the staff member's return to work may not be delayed while the contact is being made. No second or third fitness for duty certification may be

required.

Confidentiality

All medical information relating to leave, whether written or verbal, shall be kept confidential to the maximum extent possible. All medical documents including, but not limited to, medical certifications and return-to-work statements must be maintained in confidential, secure files separate from personnel files.

No Discrimination

Leave under this policy will not be used as a negative factor in employment actions, such as hiring, promotions, disciplinary actions or under attendance policies.

Miscellaneous

The District Administrator may designate another administrator to perform their duties under this policy.

A staff member who fraudulently obtains leave under this policy is not protected by this policy's job restoration or maintenance of health benefits provisions.

The District Administrator shall see that the policy is posted properly.

The District Administrator shall provide a copy of the policy upon the request of a staff member.

[Policy 1630.01 - Family & Medical Leave of Absence \(FMLA\) - Administration](#)

[Policy 3430.01 - Family & Medical Leave of Absence \(FMLA\) - Teachers](#)

[Policy 4430.01 - Family & Medical Leave of Absence \(FMLA\) - Support Staff](#)

LEAVES - PARENTAL

The District will provide up to 12 weeks of paid parental leave to employees following the birth of an employee's child or the placement of a child with an employee in connection with adoption. The purpose of paid parental leave is to enable the employee to care for and bond with a newborn or a newly adopted child. This policy will run concurrently with the Family and Medical Leave Act (FMLA) leave, as applicable. This policy will be in effect for births, and adoptions occurring on or after July 1, 2022.

Eligibility

Eligible employees must be full, or part-time, regular employees (temporary employees and interns are not eligible for this benefit). Temporary employees are defined as one year or less positions.

In addition, employees must meet one of the following criteria:

- Have given birth to a child.
- Be a committed partner of a person who has given birth to a child.
- Have adopted a child (the child must be age 17 or younger or incapable of self-care because of mental or physical disability). The adoption of a new spouse's child is excluded from this policy.

Amount, Time Frame and Duration of Paid Parental Leave

- Eligible employees will receive a maximum of 12 weeks of paid parental leave per birth or adoption of a child/children. The fact that a multiple birth or adoption occurs (e.g., the

birth of twins or adoption of siblings) does not increase the 12-week total amount of paid parental leave granted for that event.

- During the paid parental leave, employees will be compensated at 100 percent of the employee's regular pay.
- Upon termination of the individual's employment at the district, the employee will not be paid for any unused paid parental leave for which he or she was eligible.
- Leave must be used within 4 months from the date of birth or adoption or in the event of a medical emergency. In the event of medical necessity, leave can be used prior to birth.

Coordination with Other Policies

- After the paid parental leave is exhausted, the balance of FMLA leave (if applicable) will be compensated through employees' accrued PTO and vacation time. Upon exhaustion of accrued PTO and vacation time, any remaining leave will be unpaid leave. Please refer to the Family and Medical Leave Policy for further guidance on the FMLA.
- The district will maintain all benefits for employees during the paid parental leave period just as if they were taking any other district paid leave such as paid vacation leave or paid PTO leave.
- An employee who takes paid parental leave that does not qualify for FMLA leave will be afforded the same level of job protection for the period of time that the employee is on paid parental leave as if the employee were on FMLA-qualifying leave.
- If the employee does not return to work and complete the school year, they will be expected to repay any wages/salary they received while on leave.

Requests for Paid Parental Leave

- The employee will provide the employee's supervisor and the district office with notice of the request for leave at least 30 days prior to the proposed date of the leave (or if the leave forms and provide all documentation as required by the HR department to substantiate the request was not foreseeable, as soon as possible). The employee must complete the necessary HR forms and provide all documentation as required by the HR department to substantiate the request.

LEAVES - BEREAVEMENT

In the event of the death of a member of the immediate family, the employee will be entitled to a leave allowance of up to 40 hours (5 days) at the discretion of the employee. Immediate family means mother, father, sister, brother, daughter, son, foster child, stepchild, wife, domestic partner, or husband. A leave allowance up to 24 hours (3 days) at the discretion of the employee will be granted for the death of a father-in-law, mother-in-law, brother-in-law, sister-in-law, grandparents or grandchildren of the employee, spouse or domestic partner. A leave allowance of 8 hours (1 day) at the discretion of the employer will be granted per school year for an aunt, uncle, or cousin. Part-time employees shall receive prorated leave. In cases of special circumstances, the District Administrator may grant additional leave for bereavement or may grant leave for the death of others not described in the above.

LEAVES - JURY DUTY

POLICY: Employees who receive a summons to serve on jury duty will be granted jury

duty leave.

General Guidelines: Employees must give reasonable advance notice of their intended absence for jury duty. Enter your time off request into Frontline only after attendance is confirmed with the County Court System. If an employee is dismissed from jury duty on any given day at least two (2) hours prior to the end of his/her regularly scheduled working hours, he/she shall report to work for the balance of the working day. Employees will be compensated for their regular wages for each day of jury duty served, if scheduled to work, with the **payments for performing jury duty signed over to the District Finance office, minus mileage.**

LEAVES - EMERGENCY CONDITIONS

POLICY: To promptly notify employees of any emergency conditions that may require the closing of a work site, the reassignment of staff to alternative work sites or other emergency measures.

Inclement Weather:

Teachers and School Year Employees

The first inclement weather day of the year shall not be made up and staff will not be docked for such a day. In the event of a second inclement weather day occurring prior to a scheduled make-up day, the day may be made up by both staff and students on the scheduled make-up day. In the event there are no make-up days scheduled after a second inclement weather day, the day may be made up by staff only. In the event a make-up day is planned without students and you were in attendance at a conference during an inclement weather day, you may be exempt. Please see your supervisor. Other inclement weather days will be made up at the District's discretion. In the event that the District decides to make up any inclement weather days, they shall be made up at the end of the calendar year or as determined by the District. Employees who have pre-arranged PTO days scheduled off, will qualify for a reimbursement of time off when school is canceled for inclement weather. When a food service employee reports to work on such days, they will receive their hourly salary for time worked.

Twelve-month Employees

Twelve-month employees shall report for or remain at work on inclement weather days. Should such an employee believe it unsafe to travel to work or remain at work, the employee must contact their supervisor and so state. Employees who work on an inclement weather day will receive a floating holiday.

Other Emergency Conditions: In conjunction with local health and/or public safety authorities, the School District of Bayfield may decide to close a work site or take other emergency measures in order to safeguard the health and welfare of employees and the public and/or because a situation exists affecting the ability of employees to perform their job. Examples of emergency conditions might include power outages, a natural disaster, or a quarantine imposed by health officials. Under such circumstances, the District may authorize paid leave status for employees.

Emergency Leave: To be eligible for emergency leave, the employee must have exhausted all of his/her accrued leave first. Up to 24 hours (3 days) of paid emergency leave will be granted for full-time employees per year. Emergency leave may only be used for situations which require the

employee's immediate attention and which cannot be addressed outside of the regular school day. Requests for the use of emergency leave shall be in writing and shall be subject to the approval of the District Administrator. In the District's sole discretion, emergency leave may be extended beyond 24 hours (3 days).

Leave Without Pay: Unpaid Leave: The District may approve unpaid leave requests. Requests must be authorized no less than five (5) days prior to the absence, except for in emergency situations. Employees must have exhausted all accrued paid leave before unpaid leave will be considered. While on such leave, the employee shall not receive or accrue any fringe benefits. The employee shall, however, be permitted to remain in the District's group health insurance plan, at his/her own expense, for the time required by state and federal law. Employees will be responsible for all fringe benefit costs while on unpaid leave after the second day and all other unpaid leaves for the remainder of the school year. Employees who reach five (5) days of leave without pay (LWOP) within an academic year will need to meet with their supervisor to review the circumstances and engage in solution-focused planning based on their individual situation.

Policy 3161 – Unrequested Leaves of Absence/Fitness for Duty

LEAVES – PROFESSIONAL LEAVE

POLICY: To ensure employees have a passion for being lifelong learners. Professional Development occurs daily through all interactions. Courses and workshops ensure that educators and staff remain effective in their subject knowledge.

Teachers and school year employees:

Your supervisor must approve all professional development requests before you enter your leave into Frontline. Employees must submit a Professional Development form through Frontline Central. Please present all costs, including substitute costs, required on the Professional Development Form. Once you receive notification that your supervisor has approved your Professional Development form, you will enter the leave request into Frontline for final approval. Your leave request in Frontline must include the workshop title in addition to what funding will be paying for the leave (per your supervisor). If your supervisor mandates you to attend professional development during non-contracted days (i.e. July or August), teachers will be compensated at their professional salary rate per hour or hourly rate for support staff.

INSURANCE & RETIREMENT BENEFITS

BENEFITS - GROUP HEALTH PLANS & COBRA

The Board of Education provides coverage to eligible employees under self funded health plans. The Board has established the following self funded group health plans:

A. Medical Plan

B. Prescription Drug Plan

C. Dental Plan

D. Vision Plan

The Board acknowledges that these group health plans are required to comply with the Health Insurance Portability and Accountability Act (HIPAA) Privacy Rule as amended by Title I of the Genetic Information Nondiscrimination Act (GINA). The Board also acknowledges that these self-funded group health plans are required to comply with the HIPAA Security Rule. The group health plans, working together with the insurer, will ensure the confidentiality, integrity, and availability of the group health plans' electronic protected health information in accordance with the HIPAA Security Rule.

The Board hereby appoints the Finance Officer to serve as the Security Official of the group health plans. All of the group health plans' functions are carried out by the insurer and the insurer owns and/or controls all of the equipment and media used to create, maintain, receive, and transmit electronic protected health information relating to the group health plans. Accordingly, the insurer is in the best position to implement the technical, physical, and administrative safeguards required by the HIPAA Security Rule.

The Security Official does not have the ability to assess or adjust the insurer's policies related to the HIPAA Security Rule. Accordingly, unless otherwise determined by the Security Official, the group health plans shall utilize as administrative guidelines the insurer's own policies addressing security measures for the group health plans' electronic Protected Health Information.

The U.S. Department of Health and Human Services (HHS) has the authority to impose civil monetary penalties upon Covered Entities. HHS has not historically imposed these penalties directly upon individuals. Notwithstanding the foregoing, the Board agrees to indemnify and hold harmless the Privacy Official and Security Official in connection with the performance of their delegated duties for the group health plans, except to the extent that any liability is imposed as the result of intentional misconduct or gross negligence by the Privacy Official or Security Official as defined by law.

The self-funded group health plans established by the Board shall:

- A. Refrain from taking any retaliatory action against any individual from exercising any right under the plan, filing a complaint with Health and Human Services, participating in any proceeding under Part C of Title XI of the Social Security Act, or opposing any act or practice made unlawful by the Privacy Rule provided that the individual has a good faith belief that the practice opposed is unlawful.*
- B. Not impose a requirement that participants waive their rights under the Privacy Rule as a condition of the provision of payment, enrollment in a health plan, or eligibility of benefits.*
- C. If the plan document is amended in accordance with the Privacy Rule, the plan must retain a copy of the plan document as amended for six (6) years from the date of its amendment or the date when it last was in effect, whichever is later.*
- D. Provide notification to affected individuals, the Secretary of the U.S. Department of Health and Human Services, and the media (when required), if the plan or one of its business associates discovers a breach of unsecured protected health information, in accordance with the requirements of HIPAA and its implementing regulations.*

Self-funded group health plans established by the Board shall not create or receive protected health information, except for:

- A. Summary health information. Summary health information is de-identified information that summarizes claims history, claims expenses, or type of claims experienced by health plan participants.*
- B. Information on whether an individual is participating in a group health plan, or is enrolled in or has disenrolled from a health insurance issuer or HMO offered by the plan.*
- C. Information disclosed to the plan under a signed authorization that meets the requirements of the Privacy Rule.*

Policy 4419.03 - Patient Protection and Affordable Care Act

The Board acknowledges that the Patient Protection and Affordable Care Act ("ACA") imposes certain obligations upon the District. Such obligations may include the following:

- A. The District shall notify new employees of health insurance options available through the Health Insurance Marketplace within fourteen (14) days of an employee's employment start date. Such notice shall be consistent with the sample notice language provided by the U.S. Department of Labor*

- B. *Employees of the District have the option to enroll in the Health Insurance Marketplace. If a full-time employee (as defined by the ACA) of the District enrolls in the Health Insurance Marketplace and receives a subsidy, then the District may be liable for a penalty.*

In event that the District concludes that it is fiscally-wise to incur the potential penalty in lieu of providing affordable, minimum value coverage to all full-time employees, the District shall incur the potential penalty.

Coverage: *Levels of benefits provided and employee participation is determined by the School District of Bayfield and applicable state and federal regulations.*

Health and Dental Insurance: *The District will provide health insurance to those employees who qualify for coverage. Staff working full-time (.75 FTE or above) are required to pay 12.6% of total monthly health insurance premiums. Part-time employees (.74 FTE or below) are required to pay 12.6% of the total monthly insurance premium plus the prorated portion of the remaining premium based on FTE.*

Pay in Lieu of Health Insurance: The District will pay you 40% of a family policy per year if you can provide proof that you have other health insurance coverage and do not enroll in the group health insurance, prorated based on your FTE. This payment is made bi-weekly with your payroll. This is limited to one time per policy.

The District will provide dental insurance to those employees who qualify for coverage. Staff working full-time (.75 FTE or above) will be provided coverage with no employee contributions. Part-time employees (.74 FTE or below) will be required to pay a percentage of the monthly dental insurance premium matching their FTE.

Insurance Continuation: As per current "COBRA" regulations.

For additional details regarding coverage and premium contributions, contact the District Administrator or Finance Manager.

BENEFITS - OTHER BENEFITS

POLICY: **To provide, or make available, additional benefits.**

Physical Examinations: Upon initial employment, employees must present evidence of a physical examination within the past 90 days. The District will be responsible for paying for any required physical exam.

Long Term Disability: The School District will pay full premium on Long Term Disability for staff with an employment status of .75 FTE and above. An employee who becomes eligible for long-term disability benefits will continue to receive the District paid portion of their health insurance for nine (9) months. The district will continue its health insurance premium contributions, on behalf of the employee, at the same rate as for active employees, for the first nine (9) months while on disability. Thereafter, the employee's right to remain in the District's group health insurance plan, at his/her own expense, shall be pursuant to state and federal law. If eligible, staff must apply for long term disability through the district benefits coordinator.

Term Life Insurance: Employees may participate in term life insurance through the District life insurance company. Deductions for employees' shares are to be made each month according to the current formula.

Section 125 Plan: The District will provide a Section 125 Plan. The vendor shall be selected by the District. Subject to state and federal regulations, the Plan shall provide for pre-tax (state and federal withholding and FICA) deductions. There is a "roll over" provision for up to \$500 as allowed by state and federal regulation. Returning to health insurance coverage (for those working sufficient hours to qualify for the group plan) can occur at any time permitted by the insurance carrier.

BENEFITS - RETIREMENT

POLICY: To provide retirement contributions to eligible employees in accordance with State law.

Employee Contribution – Wisconsin Retirement System. Once eligible for coverage under WRS, coverage is mandatory and an employee may not "opt out" of WRS. Employers and employees are required to pay a percentage of each payment of earnings equal to "one-half of the total actuarially required contribution rate." Employee contributions are pre-tax.

Additional Retirement Benefits - All Full Time Employees (See Appendix B)

TECHNOLOGY & COMMUNICATIONS

ELECTRONIC MEDIA & SOCIAL MEDIA POLICY

[Policy 7530.01 - Board Owned Personal Communication Devices](#)

[Policy 7530.02 - Staff Use of Personal Communication Devices](#)

[Policy 7540 – Technology](#)

[Policy 7540.04 - Staff Technology Acceptable Use and Safety](#)

[Policy 7540.06 – District-Issued Email Account](#)

[Policy 7542 - On-Site Access to District Technology Resources from Personally-Owned Personal Communication Devices](#)

[Policy 7544 - Use of Social Media](#)

POLITICAL ACTIVITIES

Definition of “Employer Resources”: Employees may not use employer resources for political activities. Employer resources include office supplies, electronic equipment including e-mail, facsimile and photocopying machines, bulletin boards and other public spaces. (Use of bulletin boards requires authorization of the District Administrator and is off-limits to public use.)

Definition of “Political” Activities: Political activities include partisan and nonpartisan elections and referendums. Any political activity must be conducted independent of your role as an employee. The following guidelines are not exhaustive, but are intended to help in differentiating between those activities that may be viewed as harmful to workplace functioning and those activities that generally fall outside the “political” activities subject to employer restrictions and intervention. Employees are expected to avoid the following political activities:

- Using working hours or employer resources to solicit money or signatures or to make political contributions;
- Using non-work hours to solicit contributions, signatures or services from other employees who are on work time;
- Posting political materials in areas open to the public (generally, individual work stations that are not available to the public are exempted from this restriction);
- Using the employer’s mailing address as the return address for political solicitations;
- Providing employer mailing lists to any individual or organization for political solicitations if this information is not generally available to the public. (Note: the use and distribution of employer mailing lists to outside parties always requires prior authorization including an assessment of whether fees should be charged to cover production costs);
- Providing a forum for an individual candidate to promote his or her campaign without giving an equal opportunity to other candidates, for the same office, to participate in the forum;
- Political advocacy in the form of clothing items, armbands and buttons that cause a disruption in operations and/or violate the rights of others including the right to be free from discrimination, harassment and intimidation in the workplace.

These guidelines are not intended to discourage discussion of controversial issues in the classroom, where such discussions are consistent with District curriculum guidelines and teaching methods. This policy is not intended to limit the off-duty activities of employees where District buildings and property are made available to community groups for meetings and gatherings.

Nothing in this policy limits the rights of the District to sponsor non-partisan political forums or forums in support of District initiatives, such as building referendums. Nothing in this policy places restrictions on the District’s freedom to invite speakers with political associations to forums that are not open to the general public.

OUTSIDE ACTIVITIES OF STAFF – PROFESSIONAL & SUPPORT STAFF

All District employees, officers, and agents must uphold the highest standards of honesty and integrity by avoiding actual or perceived conflicts of interest in accordance with Policies 3230, 3231, 4230, and 4231. Staff are required to disclose any potential conflicts promptly to their supervisor or the District Administrator and must not use District resources, information, or their position for personal gain. Prior approval is required before engaging in any outside employment or professional activity involving compensation or association with the District. Employees must refrain from

soliciting or accepting gifts from contractors and avoid participating in contracts where they or their dependents have a financial interest. Private business activities should not occur during work hours or use District property without permission. Violations of these policies may result in disciplinary action, up to and including dismissal, to ensure public trust and maintain professional conduct.

[Policy 3230 - Ethics and Conflict of Interest](#)

[Policy 3231 – Outside Activities of Professional Staff](#)

OUTSIDE ACTIVITIES OF STAFF – SUPPORT STAFF

[Policy 4230 - Ethics and Conflict of Interest](#)

[Policy 4231 – Outside Activities of Support Staff](#)

SOLICITATION (Non-Political)

POLICY: In order to help maintain a work environment that protects employees from undue interference while performing their jobs, employees may not orally solicit or distribute written materials for any organization, fund, activity or cause to other employees in work areas while either employee is on working time.

Employees On-duty: Employees may solicit other employees or distribute written materials before or after the normal workday, during normal break or lunch times or any other time when they are not working. These solicitations and literature distribution efforts are not permitted in working areas.

Employees Off-duty: Off-duty employees may not solicit or distribute literature on District premises at any time.

Non-employees: May not solicit or distribute written materials on behalf of any organization, fund, activity or cause. Solicitations for charitable organizations are exempt as long as the organization is sponsored by an employee and prior permission has been secured from management. The same restrictions regarding working time and working areas apply to non-employees.

WORKPLACE POLICIES

JOB VACANCIES & POSTING

POLICY: To provide notification of job openings and opportunity for employees to apply for open positions.

Procedure: When the Employer determines that a vacancy or new position shall be filled, the Employer shall typically notify each employee no less than two weeks before the position is filled through the District's e-mail. The notice shall include the date the position is to be filled, title of position, requirements, and rate of pay and benefits. The Employer retains the right to determine whether and when to recruit outside applicants.

Interview: In most cases, all employees who meet the minimum qualifications for the position and apply for the position will be given the opportunity to interview for the opening. All employees who interview for a position will be notified of the selection outcome.

Vacancies: Vacancies shall be filled with Board approval on the basis of experience, competency, qualifications of the applicant, and other relevant factors.

[Policy 3120 – Employment of Professional Staff](#)

[Policy 3120.01 - Job Descriptions](#)

[Policy 4120 – Employment of Support Staff](#)

[Policy 4120.01 - Job Descriptions](#)

JOB TRANSFERS & PROMOTIONS

The District values placing qualified and capable staff in the right positions to help the District run smoothly. The District Administrator is responsible for managing the assignment, transfer, and promotion of all employees, including both professional and support staff. These decisions will follow any applicable contracts, laws, and certification requirements to ensure staff are properly placed. For instructional staff, the District Administrator will also verify that all teaching certificates are current and meet State standards. Transfers and promotions will be handled fairly and transparently, following the guidelines outlined in this Employee Handbook.

[Policy 3130 – Assignment and Transfer - Teachers](#)

[Policy 4130 – Assignment and Transfer - Support Staff](#)

DISCIPLINE

POLICY: Disciplinary action against employees may be taken for violations of standards of conduct, violations of policies and procedures, or for unsatisfactory work performance. Disciplinary action will typically be taken after an investigation and after giving the employee an opportunity to respond to any and all allegations.

Level of Discipline: The level of discipline imposed will take into consideration the seriousness of

the infraction as well as the employee's performance record. When appropriate, discipline should be corrective in nature. At the employer's sole discretion, various types of employee discipline or corrective action may be imposed which include, but are not limited to, the following: verbal warning, written warning, suspension or termination. Employee discipline, for purposes of access to the grievance procedure, is defined to include only disciplinary suspensions and disciplinary demotions. None of these disciplinary measures are required to be used before termination from employment occurs nor are the listed disciplinary actions required to be used in any specific order. The Employer may repeat disciplinary action.

Employees are expected to work in a competent and conscientious manner which reflects favorably upon the employee and the School District of Bayfield. The following is a list of examples of behavior which would normally justify disciplinary action.

- Fraud in securing employment
- Incompetency
- Inefficiency
- Unauthorized absences
- Repeated absence or tardiness or improper use of leave
- Neglect of duty
- Insubordination or willful misconduct
- Dishonesty including failure to provide accurate and complete information when requested by an authorized person
- Assuming duties while under the influence of controlled substances or intoxicants; or possession of use of intoxicants or controlled substances during working hours
- Conviction of a felony or misdemeanor, the circumstances of which are substantially related to the duties performed
- Negligence or willful damage to property
- Discourteous treatment of the public or fellow employees
- Failure to obtain and maintain a current license or certification as required by law or employer
- Failure to maintain effective working relationships with other employees or the public
- Sexual or other unlawful harassment, discrimination or retaliation
- Workplace violence including using threatening or abusive language toward others
- Unlawful possession of weapons
- Failure to comply with health and safety rules and regulations
- Unauthorized entry or use of facilities and property
- Violation of any lawful order, directive, policy, or work rule

The offenses listed above are not intended to be all-inclusive, and discipline or termination may occur for any other reason depending upon the seriousness of the offense, the particular facts and circumstances surrounding the incident(s), and the employee's record of prior disciplinary actions.

Documentation: All discipline shall be documented with a copy provided to the employee and a copy placed in the employee's personnel file.

GRIEVANCE PROCEDURE

The District is committed to fair treatment of all employees and provides a formal grievance procedure for regular full-time, part-time, and limited-term employees regarding discipline and termination, and for a broader group including casual and temporary employees concerning workplace safety. Grievances must be filed in writing within five working days of the issue and

address only one subject, including details and requested relief. The process involves review by the immediate supervisor, then the District Administrator, followed by a hearing before an impartial hearing officer if needed, and finally appeal to the Board. Employees may have a representative at no cost to the District. Discipline refers to suspensions or demotions (excluding warnings or evaluations), and termination excludes layoffs or nonrenewals not related to misconduct. Workplace safety covers physical health and safety conditions under law or District policy. This procedure is the exclusive method for resolving these matters, though employees are encouraged to discuss other concerns with administration.

Policy 7430 – Safety Standards

Policy 3340 – Grievance Procedure - Teachers

Policy 4340 – Grievance Procedure - Support Staff

Policy 7430 – Safety Standards

Policy 3340 – Grievance Procedure - Teachers

Policy 4340 – Grievance Procedure - Support Staff

Policy 3112 – Board-Staff Communications - Teachers

Policy 4112 – Board-Staff Communications - Support Staff

Policy 3362 – Employee Anti-Harassment

LAYOFF & RECALL

Employment actions, including layoffs, may occur due to budget constraints, program changes, or other legitimate reasons, and are subject to applicable statutes, Board policies, and individual contract terms. Full-time and part-time teachers, administrators, and support staff may be subject to layoff based on factors such as licensure, performance, and staffing needs, with decisions typically requiring Board approval. Recall procedures, when applicable, are determined by the terms of employment contracts, District needs, and qualifications of the affected employees. The District Administrator is responsible for implementing and overseeing layoff and recall processes in accordance with policy and applicable agreements.

Policy 3140 – Termination, Non Renewal, and Resignation(Professional Staff)

Policy 4140 – Termination, Non Renewal, and Resignation(Support Staff)

PERFORMANCE REVIEWS

Policy 3220 – Staff Evaluation and Educator Effectiveness

Policy 4220 - Evaluation of Support Staff

The Board recognizes the importance of implementing a program of support staff member evaluations for the purpose of promoting individual job performance and improving services to students.

The goals of the Board's evaluation plan for support staff are:

- A. to improve and reinforce the skills, attitudes, and abilities which enable a support staff member to be effective in achieving assigned job goals;*
- B. to identify and remediate weaknesses which prevent a support staff member from achieving the goals of assigned duties.*

The District Administrator shall develop and implement a plan for support staff member evaluations.

PERSONNEL RECORDS

The District is committed to maintaining accurate and confidential personnel records in compliance with legal requirements and sound human resource practices. Employee records—including personnel, payroll, I-9, and medical files—are securely maintained by the District Records Custodian (DRC) and are only accessible for legitimate business purposes or as required by law. Employees and their designated representatives may request to inspect and, if necessary, request corrections to their records.

Policy 8320 - Personnel Records

Policy 8320.01 - Unauthorized Acquisition of Staff Personal Information

CREDENTIAL VERIFICATION

For positions that require a degree, certification, or license, The School District of Bayfield will verify these credentials prior to the start of employment. Confirmation of the required credential(s) is required as a condition of employment. It is the responsibility of the employee to maintain the credential as current, including completing any necessary continuing education requirements and paying any applicable fees. Failure to do so may result in an unpaid leave of absence until the credential is renewed or in termination of employment.

VISITATION DAYS

Each teacher may be allowed visitation whereby the teacher may observe other teachers of the same field and obtain new teaching ideas. The Board encourages visitation to other districts and programs.

SEPARATION FROM EMPLOYMENT

A stipend of \$1,000.00 will be paid to all staff who submit their letter of retirement prior to October 15 of the current school year.

A stipend of \$500.00 will be paid to all staff who submit their letter of retirement prior to December 15 of the current school year.

Liquidated Damages: The District encourages teachers to notify the District as soon as possible regarding contract release. A teacher who breaches his/her contract shall be required to pay liquidated damages as follows:

- From the time they sign next year's contract until June 30th no liquidated damages shall be forfeited;
- After July 1st, and through July 31st - \$1,000.00
- August 1st or later, but before the teacher's first day to report for the contract year - \$3,000.00
- After school year begins \$5,000.00

No teacher shall be released to sign a contract with another school district until the liquidated damages have been paid. The Board may deduct such damages from any paychecks still due and payable to the teacher and/or may waive such payments at its sole discretion.

Any release granted by the Board shall be effective on the 30th calendar day following receipt by the Board of the written request for release. The Board has sole discretion to waive part or all liquidated damages. Any teacher that leaves the district prior to the end of the school year shall have their time-off prorated.

[Policy 3140 – Termination, Non-Renewal and Resignation\(Professional Staff\)](#)

[Policy 4140 – Termination, Non-Renewal and Resignation\(Support Staff\)](#)

FAIR LABOR STANDARDS ACT

All employees will be paid at least the minimum wage. Non-exempt employees who work more than 40 hours in a defined 7-day, 168-hour workweek are eligible for overtime compensation at 1.5 times their regular hourly rate, either as wages or compensatory time, subject to prior approval by the District Administrator or designee. Unauthorized overtime work must be compensated but may result in disciplinary action. Exempt employees, typically in executive, administrative, professional, or certain computer roles, are not entitled to overtime and must be paid a consistent salary, with limited exceptions for full-day absences or specific deductions permitted by law. If an exempt employee suspects an improper salary deduction, they should report it immediately for review and correction. This policy will be provided to employees upon hire and annually.

[Policy 6700 - Fair Labor Standards Act](#)

WORKPLACE ENVIRONMENT

WORKPLACE PROTECTIONS

WORKPLACE SAFETY

DISCRIMINATION, HARASSMENT & RETALIATION-FREE WORK PLACE

The School District is committed to maintaining a harassment-free work environment and strictly prohibits harassment of any kind, including conduct based on race, color, national origin, age, sex (including gender identity and sexual orientation), religion, disability, veteran or military status, and other protected characteristics. Harassment that impacts job benefits, interferes with work performance, or creates a hostile environment is not tolerated. This applies to all employees and third parties. Violations will result in disciplinary action, up to and including termination. Employees are encouraged to report concerns to the designated Anti-Harassment Compliance Officers:

Shellie Swanson
MS/HS Principal
715-779-3201 ext. 506
300 N. Fourth St.
Bayfield, WI 54814
sswanson@bayfield.k12.wi.us

Mike Peterson
4K-5 Principal
715-779-3201 ext. 317
300 N. Fourth St.
Bayfield, WI 54814
mikepeterson@bayfield.k12.wi.us

The District will promptly investigate all complaints and take appropriate action to prevent and address harassment.

[Policy 1662 – Employee Anti-Harassment](#)

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

[Policy 4362.01 - Threatening Behavior Toward Staff Members - Support Staff](#)

DRUG –FREE WORKPLACE

Staff members are strictly prohibited from manufacturing, possessing, using, distributing, or being under the influence of illegal drugs, alcohol, or abused prescription/over-the-counter medications while on District property or performing District-related duties. Lawfully prescribed and properly used medications are permitted, but staff should take them at home whenever possible and use discretion when at school. The use of marijuana or THC-containing products remains prohibited under Wisconsin and Federal law, regardless of legality in other states. Reasonable suspicion of drug or alcohol use may result in required testing. Violations of this policy may lead to disciplinary action, including termination, and may involve referral to counseling, rehabilitation programs, or law enforcement. Off-duty conduct involving substance use may also result in discipline if it affects the staff member's role or reputation. While support resources are available, responsibility for seeking treatment rests with the employee.

[Policy 3122.01 – Drug-free Workplace](#)

APPENDIX A

Teacher Alternate Compensation Table

Teachers play a critical role in providing all Bayfield students with the best possible educational experiences. The School District of Bayfield is committed to recruiting and retaining skilled and dedicated teachers with a focus on student success. The Bayfield School Board has adopted an alternate compensation table for teachers to support recruiting and retention efforts. This table, with its combination of base wage and supplemental pay, provides teachers with the ability to have a sense of future wage possibilities while also providing a competitive teacher wage for this region. The table is based on years of service/initial level placement as well as professional /educational accomplishments and Department of Public Instruction (DPI) licensure held. The table makes use of the three year cycle for teacher evaluations based on the District-adopted Educator Effectiveness Model. Newly hired teachers will be placed in the lane corresponding to their license classification except for the following situation. A teacher with a Provisional License who also has a master's degree in education or a corresponding field will be placed in the master lane. Newly hired teachers will also be placed on the step that corresponds to their years of teaching experience while they were licensed teachers. Years of experience in public and private schools count equivalently, and years of experience with an emergency license also count equivalently.

Base wage is negotiated annually between the School Board and the Bayfield Education Association (BEA). Base wage increases may range from a minimum of 0% to a maximum of the current Consumer Price Index (CPI) published annually for contracts beginning on July 1st of each year.

Placement and movement on the pay scale is supplemental pay. Wage increases beyond the maximum CPI base wage increase, as ratified by the School Board, are supplemental. The District's ability to provide a supplemental wage increase is reviewed annually and approved by the School Board. The District's ability to pay a supplemental wage increase is based on the District's overall financial condition each year and may change year-to-year.

In the event that the District's overall financial condition does not allow for a supplemental wage increase in a given year, any wage increase will be based solely on the School Board-ratified base wage increase.

Column Descriptions:

- a. The Provisional column is designated for teachers with a DPI Provisional educator license.
- b. The Lifetime column is designed for teachers with a DPI Lifetime educator license.
- c. The Master column is designated for those teachers with a DPI Master license, having earned National Board Certification or having earned a Masters/Educational Specialist/Doctoral Degree.

Movement of Levels:

- a. Movement of levels is based on the three year teacher evaluation cycle.
- b. Teachers will move to the next level on the table annually by successfully meeting their Student Learning Outcome during year one and two of their evaluation cycle.
- c. Teachers will move to the next level on the table at the end of their summative evaluation year by

meeting their Student Learning Outcome and receive a rating of Effective or Distinguished on their Educator Effectiveness Summative Evaluation.

d. Teachers under an uncompleted plan of improvement when a school year ends will be held at their current level and will have the opportunity to move up a level at the end of the following school year based on successful completion of their plan of improvement.

e. Teachers not meeting the requirement for level movement will be held at their current level and will have the opportunity to move up a level at the end of the following year.

f. Teachers who do not renew National Board Certification will move from the Master column to a cell with a corresponding salary amount in the Lifetime column. Their wage will be capped at a level no higher than the highest cell of the Lifetime column.

g . Teachers anticipating moving to the Masters column by earning a graduate degree, DPI Master license or National Board Certification are required to notify the District Administrator and Finance Manager no less than six months prior to graduation/completion. The District reserves the right to limit the number of teachers moving from the Professional to Masters Column after July 1st of the current fiscal year. Teachers denied movement from Professional to Masters Columns after July 1st of the current fiscal year would move to the Master Column at the start of the following fiscal year. Teachers will move to masters only at the start of the school year or at the semester time. Please provide an official transcript to the district office as confirmation of degree.

Teacher Salary Schedule 2025-2026
Total Increase 1.49% + Steps & Lanes

Step	Provisional	Lifetime	Master
1	\$43,085	\$50,781	\$55,861
2	\$43,515	\$51,288	\$56,420
3	\$43,950	\$51,802	\$56,985
4	\$45,269	\$53,356	\$58,695
5	\$45,721	\$53,889	\$59,281
6	\$46,178	\$54,427	\$59,874
7	\$47,564	\$56,060	\$61,670
8	\$48,039	\$56,621	\$62,287
9	\$48,519	\$57,188	\$62,911
10	\$49,975	\$58,903	\$64,798
11	\$50,475	\$59,492	\$65,446
12	\$50,979	\$60,088	\$66,100
13		\$61,891	\$68,084
14		\$62,510	\$68,765
15		\$63,135	\$69,453
16		\$65,028	\$71,535
17		\$65,678	\$72,251
18		\$66,335	\$72,973
19		\$68,325	\$75,162
20		\$69,009	\$75,914
21		\$69,698	\$76,674
22		\$71,790	\$78,974
23		\$72,506	\$79,763
24		\$73,232	\$80,562
25		\$75,428	\$82,979
26		\$76,183	\$83,808
27		\$76,945	\$84,647
28		\$79,254	\$87,186

1. The Board will negotiate an annual increase in base wages pursuant to law.
2. Salary for new employees will be determined by the District Administrator based on years of licensed teaching experience, qualifications, and operational needs, and in reference to base salary schedules.
3. Extra-Curricular assignments will be reimbursed at the rates shown in Appendix E.
4. Mileage reimbursement: Staff will receive reimbursement for mileage when required to use a personal vehicle in the performance of District related duties. The rate will be that allowed by the

IRS.

5. Teachers will be paid, with prior approval, at their hourly salary rate for services performed outside of the eight-hour (8) contract day.
6. Teachers will also be compensated at their hourly rate for any substitute work they perform during the regular school day at the request of the immediate supervisor.

APPENDIX B

EMPLOYEE RETIREMENT

The Board of Education shall offer a retirement option to employees who elect to retire and who are or will be at least age 55 in the school year of retirement. For eligible employees the District will contribute \$400 per month for sixty (60) months toward an HRA-VEBA (Health Reimbursement Arrangement) (Voluntary Employee Benefit Association) on behalf of the retired employee. The contributions will be submitted directly to the applicable HRA-VEBA and will be available to the employee for qualifying post-retirement medical expense reimbursements. In addition, employees eligible for early retirement who elect to remain on the District's insurance following retirement will be allowed to do so for up to five (5) years, with the retired employee responsible for 100% of any applicable premiums during this five (5) year period.

Employees will receive an additional stipend at a rate equal to current substitute teacher pay per day of unused PTO leave. This stipend will be paid into the same HRA account as the \$400 monthly health insurance contribution. In order to be eligible for the early retirement plan, the employee must provide the Board a written notice of retirement on or before March 31st of the school year prior to the school year in which the retirement commences.

To be eligible to receive these benefits, the employee must be fulltime and have been an employee of the School District of Bayfield for at least ten years.

APPENDIX C

Support Staff Salary Schedule 2025-2026

Total Increase of 1.91% + Steps

Step	Entry Level	Skilled	Licensed
1	\$20.40	\$24.94	\$25.39
2	\$20.61	\$25.18	\$25.64
3	\$20.81	\$25.44	\$25.90
4	\$21.02	\$25.69	\$26.16
5	\$21.23	\$25.95	\$26.43
6	\$21.44	\$26.21	\$26.68
7	\$21.66	\$26.47	\$26.96
8	\$21.87	\$26.73	\$27.22
9	\$22.09	\$27.01	\$27.50
10	\$22.32	\$27.27	\$27.77
11	\$22.53	\$27.55	\$28.05
12	\$22.77	\$27.82	\$28.33
13	\$22.99	\$28.10	\$28.61
14	\$23.22	\$28.38	\$28.89
15	\$23.45	\$28.67	\$29.19
16	\$23.68	\$28.95	\$29.47
17	\$23.93	\$29.24	\$29.77
18	\$24.16	\$29.53	\$30.07
19	\$24.41	\$29.83	\$30.37
20	\$24.65	\$30.12	\$30.67
21	\$24.90	\$30.43	\$30.98
22	\$25.14	\$30.74	\$31.29
23	\$25.40	\$31.04	\$31.60
24	\$25.65	\$31.35	\$31.92

Aides shall be reimbursed for license renewal once every five years.

Support Staff Lane Designations		
Entry Level - No license or certificate required	Skilled - Specific skill set pertinent	Licensed - Position will require licensure

APPENDIX D

NON-AFFILIATED SALARY AND OTHER COMPENSATION

Salary for directors, assistants, and non-affiliated positions will be determined by the School Board.

APPENDIX E

EXTRA CURRICULAR/ACTIVITY SCHEDULE

Changes will be made once negotiations have concluded

<u>CATEGORY A</u>	<u>1-4 YEARS</u>	<u>5-9 YEARS</u>	<u>10+ YEARS</u>
Basketball (Boys), Head H.S.	\$4,344	\$4,825	\$5,363
Basketball (Girls), Head H.S.			
Coordinator, 4K			
Coordinator, CPI			
Wrestling, Head H.S.			

<u>CATEGORY B</u>	<u>1-4 YEARS</u>	<u>5-9 YEARS</u>	<u>10+ YEARS</u>
Baseball, Head H.S.	\$3,054	\$3,392	\$3,768
Basketball (Boys), Assistant H.S.			
Basketball (Boys), Head M.S.			
Basketball (Girls), Assistant H.S.			
Basketball (Girls), Head M.S.			
Cheerleading			
Cross Country, Head H.S.			
Football, Assistant H.S.			
Soccer (Boys), Head H.S.			
Soccer (Girls), Head H.S.			
Softball, Head H.S.			
Track, Head M.S./H.S.			
Volleyball (Girls), Head H.S.			
Wrestling, Assistant H.S.			

<u>CATEGORY C</u>	<u>1-4 YEARS</u>	<u>5-9 YEARS</u>	<u>10+ YEARS</u>
Advisor, HS Student Council	\$2,426	\$2,694	\$2,994
Coach, PBIS			
Coach, RTI			
Forensics			

<u>CATEGORY D</u>	<u>1-4 YEARS</u>	<u>5-9 YEARS</u>	<u>10+ YEARS</u>
Advisors, Classes 8-12	\$1,652	\$1,834	\$2,004
Baseball (Boys), Assistant H.S.			
Baseball (Boys), M.S.			
Basketball (Boys), Assistant M.S.			
Basketball (Girls), Assistant M.S.			
Cross County, Assistant M.S./H.S.			
Soccer (Girls), Assistant H.S.			
Soccer (Boys), Assistant H.S.			
Softball (Girls), Assistant			
Softball (Girls), M.S.			

Track, Assistant M.S./H.S.
 Volleyball, Assistant H.S.
 Volleyball, M.S.
 Wrestling, Head M.S.

<u>CATEGORY E</u>	<u>1-10-YEARS</u>
Advisor, May Term Week	\$1,201
Advisor, National History Day	
Basketball (Boys), Elementary	
Basketball (Girls), Elementary	
Club, Adventure	
Club, Art	
Club, Chess	
Club, eSports	
Club, French/Spanish	
Club, Gay Straight Alliance	
Club, Science	
Club, Technology	
Math Team	
Mentor	
National Honor Society	
Quiz Bowl A	
Quiz Bowl B	
Science Fest Coordinator	
Student Council, M.S.	
Volleyball, Assistant M.S.	
Wrestling, Assistant M.S.	
Wrestling, Elementary	

<u>CATEGORY F (Misc.)</u>	
MS & HS Athletic Director	\$15,000
Color Guard	\$25.00/Hour
Summer School Director	\$5,000
Athletic Event Worker	\$25.00/Hour
Supervisor approved participation in after hour meetings or events	\$25.00/Hour
Data Dig participant or Curriculum work	Hourly Rate
Community event workers (ie. welcome table, food serving, etc)	\$25.00/Hour
Community event activities (ie. Science Fest table w/ activity)	Hourly Rate
Interview Committee Member	Hourly Rate
Summer School Teacher	Hourly Rate

Mileage reimbursement: Coaches living outside of the district will receive reimbursement for mileage traveling to scheduled games and practices. The rate will be that allowed by the IRS. If the coach is a regular school employee, mileage reimbursement will only be for non contract days.

*The District reserves the right to cancel a sport if there are under five participants attending up to 21 days of practice. The athletic director is required to submit sign-in sheets with student signatures to the district administrator to verify attendance.

ACKNOWLEDGEMENT OF RECEIPT OF HANDBOOK

I, (Type/Print name) _____, acknowledge receipt of this Employee Handbook, which was approved on August 18, 2025. Employees must sign and return the Employee Handbook Acknowledgement of Receipt and return to the district office no later than Friday, September 19, 2025.

I understand that the Employee Handbook is a means to acquaint me with the School District of Bayfield and its operations, and provide guidance with regard to its policies.

I understand that by accepting employment with the District, I am not being asked or required to provide anything in return beyond my services. I further understand that the Employee Handbook does not constitute a contract of employment, express or implied, between the District and myself and that no oral statements by supervisors or management can alter this disclaimer or create a contract. Only the Board has the authority to create an employment contract, and such contract must be in writing and signed by authorized personnel to be valid.

I further understand that my employment with the District is "at-will," not for any definite period of time, and may be terminated by myself or the District at any time and for any reason not prohibited by law.

I also understand that if I have an individual employment contract with the District, as required and pursuant to §118.21 (1), this Employee Handbook does not constitute a separate contract of employment, express or implied, between the District and myself. In the event that any Employee Handbook provision conflicts with any applicable employment contract provision, the employment contract shall control.

I understand that the District reserves the right to modify, amend, or delete any provisions of the Employee Handbook at any time. I will receive notification of any such modifications, amendments, or deletions.

I understand that this Employee Handbook supersedes all previous manuals, handbooks, and personnel policies that I have received or have been advised of by the District. I also understand that any subsequent revisions to the provisions of this Handbook after I commence my employment will supersede those contained herein.

Signature

Date