

Northland Pines School District

Employee Handbook

Northland Pines Board of Education

Approved Final: May 20, 2024

“The Northland Pines community guarantees rigor, relevance, and relationships to prepare all learners for life.”

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I. Introduction & Disclaimer

This handbook is intended to provide employees with information regarding employment expectations of the Northland Pines School District; however, this Handbook should not be considered all-inclusive. It is important that each employee be aware of all District policies and procedures related to his/her position.

Many provisions set forth in this handbook are based on state and federal law. Provisions not covered by state or federal law may be altered, modified, changed or eliminated at any time by a majority vote of the full membership of the Board.

This handbook is not intended to create, nor is it to be construed to constitute a contract between the District and any one or all of its employees, or a guarantee of continued employment. All District employees are “at-will” meaning the employee or employer may terminate employment at any time, for any reason, with or without cause.

[All District policies](#) can be found online via the Northland Pines School District website.

II. General Employment Policies

- a. Nondiscrimination & Equal Employment Opportunity; Policies 3122 & 4122
- b. Nondiscrimination Based On Genetic Information; Policies 3122.02 & 4122.02
- c. Americans with Disabilities and Reasonable Accommodation; Policy 8913
- d. Immigration Reform Act; Policies 3111 & 4111
- e. Family & Medical Leave of Absence (FMLA); Policies 3430.01 & 4430.01
- f. Lactating Employees Policy 8700
- g. Evaluation; Policies 3220 & 4220
- h. Personnel Records; Policy 8320
- i. Joint Self-Insurance Pool; Policy 8770
- j. Staff Discipline; Policies 3139 & 4139
- k. Assignment and Transfer; Policies 3130 & 4130
- l. Reduction in Staff; Policies 3131 & 4131
- m. Termination or Resignation; Policies 3140 & 4140
- n. Grievance; Policies 3340 & 4340

III. Conditions of Employment Policies

- a. 2017 Wisconsin Act 107 Physical Examination and Screening Questionnaire for Tuberculosis; Policies 3160 & 4160
- b. Pre-Employment Drug Testing; Policies 3160 & 4160 and Policies 3120.04, & 4120.04
- c. Drug Free Workplace; Policies 3122.01 & 4122.01

- d. Criminal History Record Check; Policies 3121 & 4121

IV. Employee Conduct Policies

- a. Staff Ethics; Policies 3210 & 4210
- b. Employee Anti-Harassment; Policies 3362 & 4362
- c. Threatening Behavior Toward Staff Members; Policies 3362.01 & 4362.01
- d. Student Records & Confidentiality; Policies 2416, 8330 & 8350
- e. Student Non-Discrimination and Access to Equal Educational Opportunity; Policy 2260
- f. Student Anti-Harassment; Policy 5517
- g. Bullying; Policy 5517.01
- h. Mandatory Reporting of Child Abuse and Neglect; Policy 8462
- i. Mandatory Reporting of School Violence Threats; Policy 8462.01
- j. Conflict of Interest; Policies 3230 & 4230
- k. Outside Activities of Staff, Policies 3231 & 4231
- l. Employee Expression in Non-Instructional Settings; Policies 3310 & 4310
- m. Controlled Substance And Alcohol Policy for Employees That Transport Students; Policy 4162
- n. Dress & Grooming; Policies 3216 & 4216
- o. Use of District Facilities; Policy 7510
- p. Lending of District Owned Equipment; Policy 7530
- q. Use of Tobacco; Policies 3215 & 4215
- r. Facility Security; Policy 7440
- s. School Visitors; Policy 9150
- t. Chain of Command & Board-Staff Communications; Policy 3112 & 4112
- u. Computer Technology Network and Internet Acceptable Use & Safety; Policy 7540
- v. Technology Privacy; Policy 7540.01
- w. Web Content, Services, & Apps; Policy 7540.02
- x. Student Education Technology Acceptable Use and Safety; Policy 7540.03
- y. Staff Education Technology Acceptable Use and Safety; Policy 7540.04

V. Reporting Procedure

- a. All members of the Northland Pines community are encouraged to report suspected violations of District policies promptly. Employees should file a complaint with one of the District's Compliance Officers at his/her first opportunity. Initiating a complaint, whether formally or informally, will not

adversely affect the complainant's employment unless the individual makes the complaint maliciously or with knowledge that it is false.

- i. District Compliance Officers:
 - 1. Emily Rhode, Director of Pupil Services & Special Education, 1800 Pleasure Island Road, Eagle River, WI 54521 Phone: 715-479-8989 Fax: 1-715-230-5026
 - 2. Neal Eklund, Assistant Director of Pupil Services & Special Education & School Psychologist, 1700 Pleasure Island Road, Eagle River, WI 54521 Phone: 715-479-8989 Fax: 715-230-5026

VI. Employment Categories

- a. Full-Time Certified
 - i. Those in a position that requires certification and
 - ii. Issued a 100% Full-Time Equivalent (FTE) contract
- b. Part-Time Certified
 - i. Those in a position that requires certification, but
 - ii. Issued a less than 100% FTE contract
- c. Limited Term Certified
 - i. Those in a position that requires certification and
 - ii. Assigned to fill a vacancy created by the absence of a regular full or part-time certified employee whose absence is scheduled to be, or is more than one semester
- d. Full-Time Support Staff
 - i. 12 Month; 260 days, 37.5 – 40.0 hours per week
 - ii. 10 Month; 210 days, 37.5 – 40.0 hours per week
 - iii. 9 month; 190 days, 37.5 – 40.0 hours per week
- e. Part-Time Support Staff
 - i. 12 Month; 260 days, less than 37.5 hours per week
 - ii. 10 Month; 210 days, less than 37.5 hours per week
 - iii. 9 month; 190 days, less than 37.5 hours per week
- f. Limited Term Support Staff
 - i. Employees hired for a limited, non-permanent position

- g. Long-Term Guest Teachers
 - i. Properly certified employees hired to substitute for a certified staff member for 10+ consecutive days per school year
- h. Guest Teachers
 - i. Properly certified employees hired to substitute for certified staff members on an as needed basis
- i. Guest Support Staff
 - i. Employees hired to substitute for Support staff; paraprofessionals, administrative assistants, and custodians, on an as needed basis
- j. Coaches & Advisors
 - i. Employees hired to coach or advise students participating in a District authorized co-curricular activity
- k. Summer Support
 - i. Employees hired for summer months only

VII. Employee Benefits

The District may provide insurance benefits to all eligible employees. Coverage will be effective the first of the month, post eligibility date and benefits will end the last day of the month in which termination occurs. The District retains the right to select or change benefit vendors and/or policies at any time.

- a. Health Insurance
 - i. Benefit eligible employees will be provided with health insurance in accordance with the Affordable Care Act. Eligible staff members shall pay 12% of the monthly premium for either single or family coverage.
 - ii. The District may offer two single plans in lieu of one family plan to two full-time staff members who are married. The 12% employee contribution for either plan type will be waived for married couples when both work full time for the District.
 - iii. The District may implement a high deductible health plan (HDHP) and Health Reimbursement Account (HRA) at their discretion.
 - iv. The District may contribute to eligible employees' Health Savings Accounts (HSA) annually on or before January 20.

- v. Employees may have an annual out of pocket expense; subject to current state and federal guidelines.
- b. Dental Insurance
- i. Benefit eligible employees will be provided with dental insurance. Eligible staff members shall pay 12% of the monthly premium for either single or family coverage.
 - ii. The District may offer two single plans in lieu of one family plan to two full-time staff members who are married. The 12% employee contribution for either plan type will be waived for married couples when both work full time for the District.
- c. Vision Insurance
- i. Benefit eligible employees will be provided with vision insurance. Eligible staff members shall pay 12% of the monthly premium for either single or family coverage.
 - ii. The District may offer two single plans in lieu of one family plan to two full-time staff members who are married. The 12% employee contribution for either plan type will be waived for married couples when both work full time for the District.
- d. Alternate Benefit
- i. Employees eligible for the District's health insurance may elect to waive District coverage if they have coverage elsewhere and instead receive a \$5,000 annual stipend called the Alternate Benefit. The Alternate Benefit will be paid throughout the year via payroll.
 - 1. Employees with District sponsored health insurance are not eligible for the alternate benefit.
 - ii. The employee may also elect family or single dental and vision coverage and the 12% premium will be waived.
 - iii. Verification of alternate coverage must be provided to the District Office annually.
- e. Life Insurance
- i. The District will provide life insurance to eligible employees subject to the rules of the carrier. The plan is non-contributory on the part of the employee.

- f. Additional Life Insurance
 - i. The District will offer additional life insurance to eligible employees subject to the rules of the carrier. The coverage is voluntary and fully paid for by the employee.
- g. Short Term Disability Insurance
 - i. The District will offer short term disability insurance to eligible employees subject to the rules of the carrier. The coverage is voluntary and fully paid for by the employee.
- h. Long Term Disability Insurance
 - i. The District will provide long term disability insurance to eligible employees subject to the rules of the insurance carrier. The plan is non-contributory on the part of the employee.
- i. Flexible Spending Accounts
 - i. The District will provide appropriate Flexible Spending Account plans to all eligible employees as permitted by law on a salary deferral basis at the expense of the employee.
- j. Wisconsin Retirement System
 - i. All benefit eligible employees will participate in the Wisconsin Retirement System (WRS). The District and the employee will comply with the contribution requirements per Wisconsin State statute.
- k. Employer Sponsored 403(b) and 457 Plans
 - i. All employees may make elective deferrals immediately upon hire **unless**:
 1. The employee will contribute \$200 or less annually,
 2. The employee is a nonresident alien, or
 3. The employee is also a student performing services described in Section 3121(b)(10)
- l. Liability Insurance
 - i. The District shall carry liability insurance, which provides coverage for the acts of employees performed in accordance with their duties and within the scope of employment.

m. COBRA

- i. The District complies with the Consolidated Omnibus Budget Reconciliation Act (COBRA). This federal law gives covered employees (and their dependents) the right to continue group insurance plans for limited periods under certain circumstances called “qualifying events.”

n. Pines Community Wellness Center

- i. All full or part-time employees and their spouses will receive a free membership to the Pines Community Wellness Center.
- ii. All retirees will receive a free annual membership for five (5) years post retirement.
- iii. All coaches will receive a free annual membership while under contract.
- iv. All Guest Teachers and Guest Support Staff members will receive half off an annual or monthly membership.

VIII. Benefits for Mid-Year Plan or Position Changes/Hires

- a. If an employee comes onto the District health plan mid-year, the District provided HSA funds will be pro-rated.
- b. If an employee drops District health coverage mid-year, the District provided Alternate Benefit funds will be pro-rated.
- c. If an employee’s coverage type (Family or Single) changes mid-year, the District provided HSA funds may be pro-rated accordingly.

IX. Leave Types

a. Sick Leave

- i. Eligible employees will be granted paid sick leave due to illness or medical appointment of the employee or of a member of their immediate household.
- ii. Upon request, or where an illness/injury results in an employee being absent for three (3) or more consecutive days, the employee shall submit documentation from the employee’s healthcare provider for such absence. The documentation must address the nature of the illness/injury and confirm whether the employee has been incapacitated for the period of absence.
- iii. The District reserves the right to inquire into an employee’s absence and/or require an employee to submit documentation from the employee’s healthcare provider certifying the nature of any illness/injury resulting in the employee being absent, regardless of duration. Failure to

provide appropriate documentation hereunder may result in discipline, up to and including discharge.

- b. Personal Leave
 - i. Eligible employees will be granted paid personal leave.
- c. Other Leave
 - i. Other leave will be provided for employees who are asked to or required to attend a training or event per their Supervisor.
 - ii. This could include, but is not limited to; parent/staff meetings, IEP meetings, trainings, coaching, and/or jury duty.
- d. Paid Holidays
 - 1. Eligible employees will be granted paid holidays.
- e. Bereavement
 - i. Bereavement leave must be pre-approved by the District Administrator.
 - ii. Employees are eligible for up to 5 days of bereavement in the event of a death of a spouse, parent (including parent-in-law), sibling, child or domestic partner. Employees are eligible for up to 1 day of bereavement leave for other relatives not listed above.
 - iii. The District Administrator shall have the right to extend the provisions above.
- f. Jury Duty
 - i. Employees called to appear before legal proceedings in the capacity of a jurist or in relation to his/her job performance (i.e., testify in a child abuse case) shall not lose compensation for the discharge of such civic duty; neither shall he/she gain compensation for such duty.
 - 1. In cases where the employee is paid for such duties, the payment shall be signed over immediately upon receipt to the District.
 - ii. Employees may request "Other Leave" for this duty.
- g. Military Leave
 - i. Military leave shall be granted so that an employee can perform obligations to the United States Armed Forces.

- h. Family Medical Leave
 - i. In accordance with federal and state law, the District will provide Family Medical Leave to all eligible employees.
- i. Maternity/Paternity Leave
 - i. Maternity/Paternity leave shall be granted in accordance with federal and state Family Medical Leave laws or covered by leave without pay.
- j. Leave Without Pay (excluding leave covered by the Family Medical Leave Act)
 - i. Leave without pay must be preapproved by the Supervisor and the District Administrator. Unapproved leave without pay may result in termination.
 - ii. All personal and/or vacation leave must be exhausted prior to requesting leave without pay.
 - iii. Leave without pay, exceeding five days per school year, may result in docked benefits as determined by the District Administrator.
 - iv. The District Administrator may allow additional leave without pay days, without docking benefits, on a case-by-case basis.
- k. Volunteer Leave
 - i. Volunteer fire fighters, emergency medical services practitioners, emergency medical responders, and/or ambulance drivers may be late or absent from work if the lateness or absence is due to the employee responding to an emergency that begins before the employee is required to report to work.
 - ii. Employees should make every effort to notify their employer they may be late or absent from work when responding to an emergency.
 - iii. Time away from work due to responding to an emergency may be unpaid.
- l. Organ Donor Leave
 - i. Employees may take up to six (6) weeks of leave in a 12-month period to serve as a bone marrow or organ donor.
 - ii. Employees may use paid or unpaid leave.

X. Leave Allocation

- a. Leave is allocated upon hire and then annually on July 1 for year-round staff and on the first in-service day for school year only staff.
- b. Leave allocation and pro-ration are based on a 40.0-hour workweek except for Paraprofessionals whose leave is allocated based on a 37.5-hour workweek.
- c. Leave for existing employees is based on an employee's full-time equivalency (FTE) on allocation date.
- d. Employees whose positions are reduced shall not lose leave they have accrued.
- e. Leave for new hires will be pro-rated based on FTE and date of hire.
 - i. Personal Leave Allocation
 - 1. Hired between July 1 & Dec 31 = 2.0 days upon hire
 - 2. Hired between Jan 1 and Jun 30 = 1.0 day upon hire

XI. Leave Upon Termination

- a. If, upon termination, an employee has used more paid sick or personal leave than they earned, the employee may be responsible for paying the district back for that time at their rate upon termination.
- b. Employees leaving the district will be entitled to a payout of earned, but unused, vacation at their current rate of pay. This amount is paid out in one lump sum, post-termination, as applicable.

XII. Leave Requests & Reporting an Absence

- a. All employees should notify their Supervisor of absences or tardiness as soon as feasible.
- b. All employees must enter a leave request in Red Rover or Skyward.
 - i. In 2024-25, certified staff, paraprofessionals and administrative assistants who need a Guest Teacher or Guest Support Staff member should enter leave requests into Red Rover.
 - ii. In 2024-25, custodial and business office staff should enter leave requests into Skyward.

XIII. Other

- a. In-Service Days
 - i. Each Supervisor will determine and communicate their employee's work schedules for in-service and professional development days.

b. Mileage Reimbursement

- i. Employees required to drive to more than one building within the same workday will be paid mileage at the federal rate between school buildings.

The following chart will be used for mileage reimbursement purposes:

Northland Pines High School & K-8 to/from St. Germain:	15.5 miles, one-way
Northland Pines High School & K-8 to/from Land O'Lakes:	17.5 miles, one-way
Land O'Lakes to/from St. Germain:	32.5 miles, one-way

- ii. For travel involving District required professional development, employees are encouraged to reserve a school vehicle and carpool.
 - 1. Employees will be reimbursed mileage for professional development travel at the full federal rate if a pre-requested school vehicle is not available.
 - 2. Mileage will not be paid if an employee chooses to use his or her own vehicle.
 - iii. Mileage will not be paid for travel to or from an employee's home to or from any school.
 - iv. Mileage will not be paid for in-service.
 - v. A mileage form must be submitted prior to reimbursement.
- c. Work Related Travel & Per Diem
- i. All work related travel must be pre-approved by the employee's Supervisor.
 - ii. Per federal guidelines, if an overnight stay is required the employee & supervisor shall complete a *Per Diem Request Form*. Per Diem funds are provided to cover meals and incidental costs.
- d. Lunch Breaks
- i. Certified staff members will be provided a thirty (30) minute duty free lunch daily, per state statute 118.235.
 - ii. Support staff employees working six (6) or more hours in a day will be provided with a thirty minute unpaid duty-free lunch, as assigned by their Supervisor.
 - iii. Support staff employees should notify their Supervisor in advance if they are not taking or getting a duty free lunch.

- e. Parking
 - i. All employees will park in designated employee parking areas.

- f. Dress Code
 - i. All employees are expected to set a good example by dressing in a manner that demonstrates pride and is consistent with their responsibilities.

- g. Personal Communications
 - i. During work hours, personal communications can interfere with employee productivity, distract others, and/or set a bad example. Employees are expected to use discretion at work and limit personal communications.

- h. Use of Personal Property at School
 - i. Employees may bring personal property to school for professional reasons or for use during off-duty time; however it should be understood that the District would not be responsible for any loss, damage, or misuse of such property.

- i. School Cancellations
 - i. The District Administrator may close, delay the opening, or dismiss school early when such alteration is required for the protection of the health and safety of students and/or staff.
 - ii. If school is canceled or there is an early release due to inclement weather, all co-curricular events and all school activities will be canceled as well.
 - iii. If school is canceled or there is an early release due to inclement weather the Pines Community Wellness Center will remain open and free during its normal hours of operation that day, but Wellness Center classes will be canceled.
 - iv. Certified staff may receive a paid day off; they may be required to work in District or work remotely, as determined by District Administrator.
 - v. Custodial staff will be expected to report to work as determined by their Supervisor.
 - vi. All other year-round support staff will be expected to report to work.

- vii. Paraprofessionals are not required to report to work. Paraprofessionals who report to any NPSD elementary school and supervise students will receive an additional \$25.00 stipend per inclement weather day.
 - viii. Ten (10) month support staff may report to work if approved by their Supervisor.
 - ix. All support staff may use personal or vacation leave in lieu of being unpaid.
 - x. If a Guest Teacher or Guest Support Staff member is scheduled to work, physically reports to work and no work is available, they will be paid for the amount of time they were scheduled.
- j. Reasonable Suspicion Drug or Alcohol Testing
- i. The District may require an employee to undergo a drug and/or alcohol test when reasonable individualized suspicion exists.
- k. Use of District Vehicles
- i. Staff will be required to provide the Building & Grounds Director with a copy of their current driver's license and other information prior to utilizing a District owned vehicle to transport themselves and/or other employees.
- l. Transportation of Students
- i. Staff members approved to transport students should do so in District owned vehicles.
 - ii. Before transporting students in a school vehicle, staff must provide the Building & Grounds Director with a copy of their current driver's license for a DMV driving record check and a completed Wisconsin Department of Transportation MV3740 School Bus or Alternative Vehicle License Information form.
 - iii. Before transporting students in a school vehicle, staff should have completed Transportation Permission forms from all parents/guardians on file.
 - iv. Staff should not transport students in privately owned vehicles.
 - v. All support staff transporting students will sign a contract for transportation annually.

m. Required Training

- i. The following trainings are required by state or federal law for some or all school staff:
 1. Mandatory Child Abuse & Neglect Reporting – all employees within first six (6) months of employment, then every five (5) years, per Wis. Stat. sec. 118.07(5)
 2. Mandatory Reporting of School Violence Threats - all employees within first six (6) months of employment, then every five (5) years, per Wis. Stat. sec. 118.07(5)
 3. Blood borne Pathogen & Control of Communicable Disease Training – all employees upon initial assignment, then annually per O.S.H.A. regulation 29 CFR 1910.1030(g)(2)(ii)
 4. Physical Restraint training – as determined by the District and per Wis. Stat. sec. 118.305.
 5. Medication Administration Training – all employees assigned to give medications by certain methods, annually for skills check-off and every four (4) years per Wis. Stat. sec 118.29.
 6. Student Records & Confidentiality Training – all employees collecting or using personally identifiable student information as outlined in Part one of Wis. Stat. sec. 118.125, 146.81 and Part 2 of Wis. Stats. sec. 118.125, 146.81-84 and 34 CFR § 300 and 34 CFR part 99, including access and disclosure, storage, retention, transfer, destruction, and annual notice upon hire and thereafter as determined by the District.
 7. Safety Plan Distribution & Training – as determined by the District and per Wis. Stat. sec.118.07 (4) (c).
 8. Automated External Defibrillator and CPR Training – as determined by the District.

n. Facility Access

- i. All exterior doors to every school building will be and should remain locked during the instructional day.
- ii. Staff with keys or fobs should use specified staff entryways to access buildings.
- iii. Guest Teachers and Guest Support Staff members and employees without keys should check in at the school office.

- o. Reporting of Injuries
 - i. Any accident that results in an injury, however slight, to an employee, student, or community member on District property must be reported promptly.
 - 1. Employees should call the District's Workers Compensation nurse triage line after any work related injury.
- p. Employee Communication & Technology
 - i. The due process rights of all employees will be respected in the event there is a suspicion of inappropriate use of the District Network.
 - ii. Users should have no expectation of privacy in the content of any files or records of their online activity while on the District Network.
 - iii. If an employee resigns from the District, computer rights will be terminated within three days of the effective date of resignation.
 - iv. If an employee is terminated, the District will terminate computer rights immediately.
- q. District E-Mail
 - i. Employees are required to check District e-mail at least weekly, year round for relevant information.
 - ii. The general expectation is; e-mails are for work related activities.
 - 1. Employees are required to save e-mails that constitute a public record, a student record or items that may be subject to a litigation hold.
 - iii. The District complies with all federal and state laws pertaining to electronic communication, but retains the right to monitor or access any District e-mail account at any time.
 - iv. Users should not expect their communications sent or received through the District e-mail system to remain confidential or personal.
 - v. All employees' computer usage on the District Network and e-mail system may be monitored by surveillance software.
- r. Public Records
 - i. Under the Wisconsin Public Records Law, a "record" is defined as any material on which written, drawn, printed, spoken, visual, or electromagnetic information or electronically generated data is recorded or preserved. Accordingly, e-mails written by or sent to District employees may be public records or education records if their content

includes personally identifiable information about a student. E-mails that are public records are subject to retention and disclosure, upon request.

- s. Social Media
 - i. Employees are encouraged to utilize District provided social media tools for instructional purposes such as Schoology and Google Classroom. Staff members may use social media tools such as Facebook and Twitter for educational purposes.
 - ii. Employees shall not engage students via online networking media, such as Facebook, Twitter, Snapchat, Instagram, etc. for social purposes.

XIV. Employment Changes

- a. Assignment and Transfer
 - i. The District Administrator is responsible for assignments of all staff members in conformance with any legal or certification requirements.
- b. Reduction in Staff
 - i. It is the responsibility of the Board to operate the District and its educational programs efficiently and economically. Therefore, the Board may reduce staff based on the best interests of the District when necessary.
- c. Vacancies
 - i. All vacancies will be posted on WECAN and may be accessed via the Northland Pines website. Any staff member may apply to fill any vacant position.
- d. Termination
 - i. Employees may be terminated for any reason, as long as the decision is not arbitrary or capricious, or in violation of any applicable law.
- e. Resignation
 - i. See Policies 3140 or 4140.
 - ii. All resignations must be submitted in writing to the District Office.
- f. Representation
 - i. In the event an employee is required to meet with District representatives for purposes of an investigation and that investigation

could reasonably lead to discipline or discharge, the employee may be accompanied by a representative for the meeting.

XV. Grievance Procedure

Note - The non-renewal of an individual teacher contract (for certified staff) issued pursuant to Section 118.21 and Section 118.24, Wis. Stats., are not subject to this procedure and are addressed solely under the timelines and procedures mandated by Section 118.22 and Section 118.24 of the Wisconsin Statutes, as applicable.

Definitions

- The term "grievance" is defined as a dispute or misunderstanding regarding the application of School Board policies regarding any employee's discipline or termination of employment, or concerning workplace safety.
- The term "days" means regular business days, Monday through Friday, other than weekends and holidays regardless of whether the employee or his or her classification is scheduled to work. The time within which an act is to be done under this policy shall be computed by excluding the first day and including the last day.
- A "grievant" is an employee as defined by state statutes governing this grievance procedure. At the grievant's cost and request a person of their choice may represent them.
- "Workplace safety" means those conditions related to physical health and safety of employees enforceable under federal or state law, or District rule related to: safety of the physical work environment, the safe operation of workplace equipment and tools, provision of protective equipment, training and warning requirements, workplace violence and accident risk.
- "Discipline" means oral reprimands (where a written record of the reprimand is placed in the employee's personnel file), written reprimands, suspension and demotion. Discipline does not include performance reviews, work plans or corrective actions that do not include a reprimand or other adverse employment action.
- "Termination" means discharge from employment. Non-renewals and layoffs (reduction in force) are not considered terminations and are not subject to this procedure.

Procedure

- **Step One:** Within ten (10) days after the facts upon which the grievance is based or should have reasonably become known, the employee shall present the written grievance to his/her immediate Supervisor. The immediate Supervisor shall give a written answer within ten (10) days of receipt of the grievance, with a copy to the District Office.

- No grievance shall be processed under this policy unless it is in writing and contains all of the following:
 - the name and position of the grievant
 - a clear and concise statement of the grievance
 - the issue involved
 - the relief sought
 - the date the incident or alleged violation took place
 - the specific section of the policy manual or workplace safety rule alleged to have been violated and
 - the signature of the grievant and the date
- An employee who has been notified of termination may process the grievance commencing at Step 3.
- **Step Two:** If the grievance is not satisfactorily resolved at Step 1, it may be submitted by the grievant to the District Administrator within five (5) days after having received the answer in the Step 1. After receipt of the written grievance by the District Administrator, he/she or the designated representative of the District Administrator will meet with the grievant in an effort to resolve the issue(s) raised by the grievance. Within ten (10) days after the meeting, the District Administrator shall respond to the grievance in writing. The District Administrator shall also determine if the grievance is timely, if the subject matter of the grievance is within the scope of this policy and otherwise properly processed as required by this policy. If the District Administrator is aware of other similar pending grievances, he may consolidate those matters and process them as one grievance.
- **Step Three:** Upon the written request of the grievant in response to an adverse decision, the decision at the second step may be appealed to the District Administrator by a written statement particularly describing the reason for appeal. If the decision at Step 2 is based in whole or in part based on timeliness, scope of the grievance process or other failure of the Grievant to properly follow the process the matter shall be referred to the Board who shall determine whether the matter should be processed further.

If the Second Step decision is on the merits of the grievance only the grievance will be referred to an Impartial Hearing Officer (IHO). The District Administrator will designate the IHO. Any costs incurred by the (IHO) will be paid by the School District. The IHO will convene a hearing in the manner the IHO determines necessary. The IHO shall have the authority to administer oaths, issue subpoenas at the request of the parties, and decide if a transcript is necessary. The IHO may require the parties to submit grievance

documents and witness lists in advance of the hearing to expedite the hearing. The burden of proof shall be “a preponderance of the evidence”. In termination and discipline cases, the District shall have the burden. In workplace safety cases, the employee shall have the burden. The IHO may request oral or written arguments and replies. The IHO shall provide the parties a written decision. The IHO may only consider the matter presented in the initial grievance filed by the employee. The IHO shall have no power to add to subtract from or modify the terms of the Board policy or rule that forms the basis for the grievance.

- **Step Four:** Either party may appeal an adverse determination at step three to the Board of Education, by filing written notice appealing the decision of the IHO in the District Office within ten (10) days of the decision of the IHO. The Board of Education shall within thirty days after submission of the appeal schedule the review of the IHO's decision. The Board will conduct the review during a closed session meeting unless the employee requests an open session meeting. The Board may make its decision based on the written decision of the IHO or the Board may examine any records, evidence and testimony produced at the hearing before the IHO. A simple majority vote of the Board membership shall decide the appeal within twenty (20) days following the last session scheduled for review. The Board will issue a final written decision, which shall be binding on all parties. The Board may affirm, reverse, or modify the IHO's decision at the Board's sole discretion.

Timelines

Failure to process a grievance by the grievant within the time limit, or agreed upon extensions, shall constitute waiver of the grievance and will be considered resolved based on the District's last answer. Failure of a management representative to meet the time limits shall cause the grievance to move automatically to the next step in the procedure. To encourage that grievances are addressed in a prompt manner the time limits set by this policy are intended to be strictly observed and may not be extended except in extreme circumstances and then only upon the express written consent of the parties.

Exclusive Remedy

This procedure constitutes the exclusive process for the redress of any employee grievances as defined herein. However, nothing in this grievance procedure shall prevent any employee from addressing concerns regarding matters not subject to the grievance procedure with administration and employees are encouraged to do so. Matters not subject to the grievance procedure that are raised by employees shall be considered by administration, which has final authority, subject to any applicable Board policy or directive, to resolve the matter.

Certified Staff Specifics

Certified Staff Contracts

Contracts – Per state statute, contracts will be issued on or before May 15 and must be signed and submitted to the District Office no later than June 15.

Certification/Licensure – Per state statute 118.19 any person seeking to teach in a public school, including a charter school, shall first procure a license from the Wisconsin Department of Instruction. A teaching contract with any person not legally authorized to teach the named subject or developmental/grade level shall be void. Staff members are expected to meet the requirements for re-licensure or certification in a timely manner. If a staff member's certification with the Department of Public Instruction changes, he/she should notify the District Office.

Nonrenewal - Full Time Certified Staff Members, as defined in Policy 0100, are subject to nonrenewal on a statutory basis, as prescribed in Sec. 118.22, Wis. Stats. Such nonrenewal shall be exclusively subject to the provisions of section 118.22, Wis. Stats. and are not covered by the grievance procedure under this Handbook.

Certified Staff Hours of Work and Pay Periods

Hours of Work - Contracted days may vary annually. Staff will be expected to be at work from 7:30 a.m. to 3:45 p.m. on all contracted days. Certified staff are professionals whose duties will require work outside of the expected hours in order to complete work at a high level.

Overloads – Overloads will be determined by administration based on teacher workload; consideration may be given to items such as number of periods taught per day, number of students taught and variety of classes.

Teacher Planning Time - The District will provide certified staff with planning time to prepare for lessons, work in the classroom, design instruction, review data, contact/meet parents, read, research, collaborate with colleagues, etc. Such planning time may also be used to assist students individually or in small groups, meet with administrators, grade papers or to complete other professionally appropriate tasks. Planning time will vary from building to building, grade level to grade level, and will be dependent on individual subject areas taught and the number of different classes being taught in any given semester.

Substitutions & Covering Within

1. The District may assign certified staff, if Guest Teachers are not obtained, for student supervision and substitute teaching.

2. High school and middle school teachers may be assigned to substitute for another teacher; compensation will be \$45.00 per period.
3. If an elementary art, music or physical education teacher is absent and a Guest teacher is not available, administration may assign a regular certified staff member to substitute.
4. If an elementary certified staff member covers an elementary class or duty, the staff member will be compensated at \$20.00 per period.
5. There will be no compensation for coverage less than 15 minutes.

Pay & Pay Periods

Full and part time certified staff will receive their first paycheck of the school year on the business day closest to September 1 and their last five (5) paychecks of the school year on the last day of school.

Guest teachers will receive their first paycheck of the school year on the business day closest to September 30 and their final check of the school year on or before June 15.

Certified staff and Guest Teachers shall be paid on the 1st and the 15th of the month. If the 1st or the 15th should fall on a weekend or federal holiday, payroll will be effective the business day prior. All employees will have their paychecks deposited directly into a bank account. The District complies with state and federal laws regarding employee compensation and payroll deductions.

Guest Teacher Pay & Benefits

1. \$145.00 per day
2. Year-end bonus as follows, dependent on gross pay excluding long-term sub assignments:
 - a. Gross fiscal pay \$2,500 = \$100 bonus
 - b. Gross fiscal pay \$3,750 = \$200 bonus
 - c. Gross fiscal pay \$6,250 = \$300 bonus
3. If a Guest Teacher is scheduled to work, physically reports to work and no work is available, they will be paid for the amount of time they were scheduled.
4. Long-term Guest Teachers [those subbing for a specific certified staff member for 10 or more consecutive days] will be paid a long term sub rate on the 1st day.
5. All Guest Teachers receive a free school lunch and half off a Pines Community Wellness Center membership when they sub for the Northland Pines School District.

Certified Staff Benefits, Leave Payout & Retirement

Professional Development Reimbursement

1. All professional development must be pre-approved by the Supervisor.
2. Once approved, the certified staff member will register and pay for their professional development.
3. Upon successful completion, staff members will need to provide proof of Supervisor's approval, proof of payment and request reimbursement through the Skyward Requisition tool.
4. There are two types of professional development, one is for course credit or certificate and the other is for specific conferences or sessions.
 - a. Course or Certificate
 - i. Must be specific to the staff member's area of teaching or based on District Goals determined by the Supervisor to be reimbursed.
 - ii. Total reimbursable amount will be \$2,000.00 annually.
 - b. Conference or Session
 - i. Must be specific to the staff member's area of teaching or based on District's Goals determined by the Supervisor to be reimburse.
 - ii. Total reimbursable amount will be \$1,000.00 annually.
 - c. Staff members may be approved and reimbursed for a total up to \$3,000.00 annually as long as it is within the specific areas.

Mentors - Certified staff members new to the District will be assigned a mentor. Mentors must have completed the appropriate course or workshop and all mentors must follow the Northland Pines School District teacher-mentoring handbook.

Annual Sick Leave Payout –Certified staff may accrue up to 120 days of sick leave. Days accumulated over 120 will be paid out annually in June at \$50.00 per day.

Personal Leave Allocation & Roll or Payout

Initial Allocation - Those hired between July 1 and December 31 will be provided with 2.0 personal days upon hire. Those hired between January 1 and June 30 will be provided with 1.0 personal day upon hire. The exact amount of leave allocated will be prorated based on Full Time Equivalent (FTE).

Annual and Anniversary Date Allocation – Certified staff shall receive the following personal leave annually, post initial hire allocation:

- i. Start of Year 2 = 2.0 days
- ii. Start of Year 6 = 3.0 days
- iii. Start of Year 16 = 4.0 days
- iv. Start of Year 25 = 5.0 days

Annual Personal Leave Roll or Payout

1. If certified staff member does not inform the payroll office by May 15th annually that they wish to be compensated for unused personal days, the days will be rolled into the next fiscal year. Anything over the maximum of three (3) days will be paid out at the current Guest Teacher daily rate.
2. No more than 2 days may be taken consecutively without written approval by the District Administrator.

Retirement - Certified staff who have worked for the District for 15 continuous years and are 55 or older with district health insurance may be eligible for the following benefits:

- 1st Year: Employee pays 20% of current premiums, District pays 80% of current premiums.
- 2nd Year: Employee pays 30% of current premiums, District pays 70% of current premiums.
- 3rd Year: Employee pays 40% of current premiums, District pays 60% of current premiums.
- 4th Year: Employee pays 48% of current premiums, District pays 52% of current premiums.
- 5th Year: Employee pays 55% of current premiums, District pays 45% of current premiums.

If the retiree becomes eligible for Medicare, the retiree will no longer be eligible for group health or dental coverage and the contributions made by the District will cease. If the retiree’s spouse or dependent becomes eligible for Medicare, they must enroll for Medicare. If a retiree dies during the period when the retiree is eligible for group benefits from the District, continued eligibility for the retiree’s spouse and/or dependents shall be subject to the rules of the insurance carrier.

COBRA will be offered to all retirees upon retirement. A retiree must waive their COBRA benefits to receive the District’s post-retirement benefits.

Sick Leave Retirement Payout - Certified staff will be paid \$50.00 per day for accumulated unused sick leave up to a maximum of 120 days upon retirement. This will be paid out as a lump sum upon retirement and not Wisconsin Retirement System (WRS) reportable earnings.

Liquidated Damages - If a certified staff member resigns or retires on or before June 15, there will be no liquidated damages. If the staff member resigns or retires after June 15, the staff member will be responsible for the liquidated damages listed below:

June 16 – July 15	2% gross salary
July 16 – August 15	3% gross salary
August 16 and after	5% of gross salary

Certified Staff Benefit Details

Benefit – District Pays	Full-Time; 75% - 100% FTE or 30-40 hours per week	Part-Time; 50% - 75% FTE or 20-30 hours per week
Health Insurance	88% of the premium	Not eligible
Dental Insurance	88% of the premium	Not eligible
Vision Insurance	88% of the premium	Not eligible
Life Insurance	100% of the premium	Not eligible
Long Term Disability (LTD) Insurance	100% of the premium	Not eligible
Short Term Disability (STD)	0% of the premium	Not eligible
Additional Life Insurance	0% of the premium	Not eligible
Health Savings Account (HSA)	\$1,100(s) / \$2,200 (f) annually	Not eligible
Health Reimbursement Account (HRA)	\$1,600 (s) / \$3,200 (f) annually	Not eligible
Flexible Spending Account (FSA)	Available to all working 20+ hrs./week	Available to all working 20+ hrs./week
Alternate Benefit & Free Dental & Vision Insurance	\$5,000/year	Not eligible

Certified Staff Leave Details

Type	Full-Time; 75% - 100% FTE or 30-40 hours per week	Part-Time; 50% - 75% FTE or 20-29 hours per week
Sick Leave	9 days per year	9 days, pro-rated based on start date and FTE
Personal Leave	see handbook	see handbook
Certified Staff Leave	2 days per year	2 days, pro-rated based on start date and FTE
Other Leave	As approved	As approved
Bereavement	As approved	As approved

Paid Holidays	Labor Day	Thanksgiving	Day After Thanksgiving	Christmas Eve	Christmas Day	New Year's Eve	New Year's Day	Good Friday	Memorial Day	Fourth of July
Certified Staff	Y	Y							Y	

High Priority Days

- Certified staff may not use personal leave during in-service, during the first five student days or during the last five student days.
- Only eight certified staff members may use personal leave on a “High Priority Day” which is a day before or after a holiday/recess day.
- Staff will be e-mailed High Priority day information annually and leave will be approved on a first come, first serve basis.

Child Rearing Leave - After being employed in the Northland Pines School District for two (2) consecutive years, certified staff may be eligible for an unpaid leave of absence for childrearing purposes. The request for such leave is to be made one semester prior to the commencement of the leave. During the leave period, the staff member would be considered under contract with the District, but receiving no salary or benefits except insurance. Health, Dental, and Vision may be retained at the staff member’s full expense with payment of premiums being made one (1) month in advance of the coverage period. The following stipulations would apply to this type of leave:

- Pertains only to natural born or adopted infants of less than six (6) months of age;
- The staff member on leave can have no gainful employment of any type during the period of leave;
- The leave is to begin the semester of birth or the semester immediately following;
- The leave must be taken in full semester periods; and
- The leave is limited to a maximum of two (2) semesters.

Leave of Absence - A certified staff member may request a voluntary unpaid leave of absence from employment by the Board. These requests shall be presented to the Board for approval, will provide the reason, and expected duration of the leave of absence. During Board approved extended leaves of absence, benefits may be terminated. If the leave is approved, the Board action may also provide conditions applicable for the employee to return to work.

Support Staff Specifics

Support Staff Hours of Work and Pay

Hours of Work - Individual work schedules and hours of work, including start and end time, will be determined by the employee's Supervisor.

Time Sheets – Support staff are responsible for accurately logging their hours of work on their electronic time sheet. Time sheets should be submitted for Supervisor approval weekly. Failure to submit accurate or timely timesheets may result in inaccurate or delayed payment.

Guest Support Staff members should track their hours utilizing paper timecards and punch clocks located in each building. Paper time cards should be turned into the Payroll & Benefits Coordinator weekly for payroll processing.

Pay Periods – Support staff will be paid bi-weekly on Fridays. If the payday should fall on a federal holiday or weekend, payroll will be effective the business day prior. All employees will have their paychecks deposited directly into a bank account. The District complies with state and federal laws regarding employee compensation and payroll deductions.

Overtime & Double Time - Overtime will be paid in accordance with federal and state wage and hour law. Overtime is payable for all hours worked over 40 hours per week at a rate of one and one-half (1 ½) times the employee's regular hourly rate. Personal leave, sick leave, vacation and holidays will not be considered hours worked when calculating overtime. Double time, two (2) times the employee's regular rate, is payable if an employee is required to work on a holiday.

A workweek is considered to be Sunday through Saturday. All overtime and double time should be pre-approved by the staff member's Supervisor.

Off Hours – Custodians called in off-hours shall receive a minimum of two hours paid time at their current rate.

Paraprofessional holding Substitute Teacher license – If a paraprofessional holds a substitute teacher license, he/she will be given a \$250.00 stipend at the end of the school year.

Guest Support Staff Member Pay & Benefits

1. \$15.00 per hour
2. Year-end bonus as follows, dependent on gross pay excluding long-term sub assignments:
 - a. Gross fiscal pay \$2,500 = \$100 bonus
 - b. Gross fiscal pay \$3,750 = \$200 bonus
 - c. Gross fiscal pay \$6,250 = \$300 bonus

3. Long-term Guest Support Staff Members [those subbing for a specific support staff member for 10 or more consecutive days] will be paid starting wage on the 1st day.
4. Guest Support Staff Members scheduled who report for work and are no longer needed will be paid for the amount of time originally scheduled or we may find another assignment for them.
5. All Guest Support Staff Members receive a free school lunch and half off a Pines Community Wellness Center membership when they sub for the Northland Pines School District.

2024-2025 Support Staff Pay

	Starting
Paraprofessional	\$17.00
Custodian	\$17.00
Head Custodian-STG/LOL	\$18.00
Lead Custodian-MS/HS & ERES	\$19.00
Maintenance	\$19.00
Groundskeeper	\$17.00
Administrative Assistant	\$17.00
District Level	\$17.00
Technology Specialist	\$17.00
Tech Support	\$17.00
PCWC Floor Staff	\$15.00

Support Staff Benefit Details

Benefits – District Pays	Full-Time 12 Months; 260 days 37.5 – 40 hrs./week	Full-Time 10 Months; 210 days 37.5 – 40 hrs./week	Full-Time 9 Months; 190 days 37.5 – 40 hrs./week	Part-Time; SY or AY 30.0 – 37.5 hrs./week	Part-Time; SY or AY Less than 30.0 hrs./week
Health Insurance	88% of the premium	88% of the premium	88% of the premium	88% of the premium	Not eligible
Dental Insurance	88% of the premium	88% of the premium	88% of the premium	88% of the premium	Not eligible
Vision Insurance	88% of the premium	88% of the premium	88% of the premium	88% of the premium	Not eligible
Life Insurance	100% of the premium	100% of the premium	100% of the premium	100% of the premium	Not eligible
Long Term Disability (LTD) Insurance	100% of the premium	100% of the premium	100% of the premium	100% of the premium	Not eligible
Short Term Disability (STD) Insurance	0% of the premium	0% of the premium	0% of the premium	0% of the premium	Not eligible
Additional Life Insurance	0% of the premium	0% of the premium	0% of the premium	0% of the premium	Not eligible
Health Savings Account (HSA)	\$1,100 (s) / \$2,200 (f)	\$1,100 (s) / \$2,200 (f)	\$1,100 (s) / \$2,200 (f)	\$1,100 (s) / \$2,200 (f)	Not eligible
Health Reimbursement Account (HRA)	\$1,600 (s) / \$3,200 (f) annually	\$1,600 (s) / \$3,200 (f) annually	\$1,600 (s) / \$3,200 (f) annually	\$1,600 (s) / \$3,200 (f) annually	Not eligible
Flexible Spending Account (FSA)	Available to all working 20+ hrs./week	Available to all working 20+ hrs./week	Available to all working 20+ hrs./week	Available to all working 20+ hrs./week	Available to all working 20+ hrs./week
Alternate Benefit & Free Dental & Vision Insurance	\$5,000/year	\$5,000/year	\$5,000/year	\$5,000/year	Not eligible

Support Staff Leave Details

Leave	Full-Time 12 Months; 260 days 37.5-40 hrs./week	Full-Time, 10 Months; 210 days 37.5-40 hrs./week	Full-Time 9 Months; 190 days 37.5-40 hrs./week	Part-Time SY or AY 30.0-37.5 hrs./week	Part-Time; SY or AY Less than 30.0 hrs./week
Sick	12 days per year	10 days per year	9 days per year	9-12 days, pro-rated based on FTE & hire date	9-12 days, pro-rated based on FTE & hire date
Personal	2 days per year	See handbook	See handbook	See handbook	See handbook
Other	As approved	As approved	As approved	As approved	As approved
Vacation	See handbook	Not eligible	Not eligible	Not eligible	Not eligible
Bereavement	As approved	As approved	As approved	As approved	As approved
Holidays	10 days	6 days	6 days	6-10 days, pro-rated based on FTE & hire date	6-10 days, pro-rated based on FTE & hire date

Paid Holidays	Labor Day	Thanksgiving	Day After Thanksgiving	Christmas Eve	Christmas Day	New Year's Eve	New Year's Day	Good Friday	Memorial Day	Fourth of July
Support Staff - School Year Only	Y	Y			Y		Y	Y	Y	
Support Staff - All Year	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Custodians - All Year	Y	Y	*Floating	Y	Y	Y	Y	Y	Y	Y

* Year-round full-time custodians will be given one "floating holiday" which may or may not be used the day after Thanksgiving, based on building need and Supervisor approval. In the event it cannot be used the day after Thanksgiving, the custodian will request a day off on a day when students are not in the building.

Sick Leave Accumulation – Unused sick leave will automatically roll annually and may accumulate up to 70 days max.

Paid Vacation

1. Initial Allocation - The amount of vacation time indicated below will be available on the employee's date of hire:
 - i. Employees hired in July = 5 days
 - ii. Employees hired in Aug or Sep = 4 days

- iii. Employees hired in Oct, Nov or Dec = 3 days
 - iv. Employees hired in Jan, Feb or Mar = 2 days
 - v. Employees hired in Apr, May or Jun = 1 day
2. Anniversary Date & Annual Allocation - All employees will be assigned a vacation anniversary date of July 1 following their date of hire. All regular full-time, year round employees shall receive the following paid vacation on July 1st, post initial allocation:
- i. First Year – see above
 - ii. 1st full year of service = 10 days
 - iii. Start of 5 years of service = 12 days
 - iv. Start of 8 years of service = 15 days
 - v. Start of 12 years of service = 17 days
 - vi. Start of 15 years of service = 20 days
 - vii. Start of 20 years of service = 25 days
3. Vacation Allocation for Position Transfers; School Year Only to Year Round:
- Total Hours of Continuous Work / 2,080 = # rounded to the nearest whole number =
Years***
4. Employees leaving the District will be entitled to a payout of earned, unused vacation at their current rate of pay. A vacation payout will be made as one lump sum payment, post-termination.

Vacation Requests

- 1. Eligible employees shall request vacation time off two weeks in advance; however, employees may be granted vacation time off without the two-week notice with Supervisor approval.
- 2. Eligible employees may take ten (10) days of vacation while school is in session or as determined by the Supervisor. Other days of vacation should be taken when school is not in session.
- 3. A maximum of 40.0 hours of unused vacation may be carried over, annually.

Personal Leave Allocation & Roll or Payout for School Year Only Support Staff (those who do not get vacation)

Initial Allocation - Those hired between July 1 and December 31 will be provided with 2.0 personal days upon hire. Those hired between January 1 and June 30 will be provided with 1.0

personal day upon hire. The exact amount of leave allocated will be prorated based on hire date and Full Time Equivalent (FTE).

Annual and Anniversary Date Allocation – Support staff shall receive the following personal leave annually, post initial hire allocation:

- i. Start of Year 2 = 2.0 days
- ii. Start of Year 6 = 3.0 days
- iii. Start of Year 16 = 4.0 days
- iv. Start of Year 25 = 5.0 days

Annual Personal Leave Roll or Payout –If school year support staff member does not inform the payroll office by May 15th annually that they wish to be compensated for unused personal days, the days will be rolled into the next fiscal year. Anything over the maximum of three (3) days will be paid out at the current Guest Support Staff Member daily rate.

1. No more than 2 days may be taken consecutively without written approval by the District Administrator.

Co-Curricular Staff Specifics

Co-Curricular Contracts & Additional Expectations

All coaches and advisors should review and be familiar with the following:

- Employment of Personnel for Co-Curricular / Extra-Curricular Activities; Policy 3120.08,
- The current Co-Curricular Activities Advisor & Coaches Handbook, and
- The current Co-Curricular Activities Code of Conduct Handbook

Co-Curricular contracts will be issued for each assignment annually, or per season. Coaching duties accepted by a member of the teaching staff shall not be incorporated into the staff member's regular teaching contract. There shall be no guarantee or reasonable expectation that a coach will receive an offer to coach in the same position the following school year.

Hours of Work and Pay

Hours of Work - Coaches and Advisors should obtain their hours of work from the Activities Director and/or Head Coach at the beginning of each season.

Pay Periods - Coaches and Advisors will be paid, post-season after authorization from the Activities Director. All employees will have their paychecks deposited directly into a bank account. The District complies with state and federal laws regarding employee compensation and payroll deductions.

Professional Development

All contracted middle and high school level coaches are eligible for \$150.00 per year to be used for coaching clinic cost and travel. All professional development for coaches and advisors will need to be approved by the Activities Director in advance.

Coaching Leave

- Contracted middle and high school level athletic coaches will be allowed up to two days of coaching leave per school year to attend coaching clinics in their sport or to go to state.
- Coaching leave must be pre-approved by the Activities Director.
- Employees may request "Other Leave" for this duty.
- The District will cover the cost of subs and, if there is not a school vehicle available, mileage at half the federal rate.
- All other expenses will be the responsibility of the coach.
- Booster funds shall not be used for clinic or state tournament expenses.

APPENDIX A

Northland Pines School District Certified Staff Salary Model

APPENDIX A - Northland Pines Teacher Salary Model

The Northland Pines Teacher Salary Model was revised by a Group which consisted of administrators, a Board member, and teaching staff. The salary model was collaboratively designed to achieve the goals of providing a competitive salary, calculating compensation in an effort to improve student outcomes, and promoting retention of high quality certified staff.

Level Advancement

The salary plan allows for potential level advancement if an employee satisfies the Professional Development requirements, as outlined in the attached document, and funds are available as determined by the District.

Advancement past BA Column

Master's Degree(s)

Teachers who obtain a Master's Degree will be moved across into the "MA/NB/Mont" column resulting in a \$3,000 raise for the next contract and for the subsequent school years. The deadline for submitting proof of the Master's Degree will be September 1st of that school year. Master's Degrees must be in the teacher's content area, or an education related field and preapproved by the District Administrator.

National Board Certification

Teachers who obtain National Board Certification will be moved across to the "MA/NB/Mont" column resulting in a \$3,000 raise for the next contract and for the subsequent school years on the salary plan at the onset of their contract for the subsequent school year. The deadline for submitting proof of National Board Certification will be September 1st of that school year.

Montessori Teaching Certification

Teachers who obtain pre-approval from the District Administrator, hold a Montessori Teaching Certification, and are assigned to teach at the Northland Pines Montessori Learning Center by September 1st of that school year will be moved across into the "MA/NB/Mont" column resulting in a \$3,000 raise for the next contract and for the subsequent school years...

Staff will only be compensated for a total of 2 of the 3 degrees/certifications, or two Masters Degrees, as listed above for a maximum of \$6,000 additional compensation.

Initial Salary Plan Placement for New Hires

An employee's initial placement on the Salary Plan shall be at the sole discretion of the Board based upon the recommendation of administration. Consideration of placement on the Salary Plan includes:

- Previous experience in area of hire
- Qualifications
- Labor market

Review of Salary Plan

The Salary Plan will be brought to the Board on an annual basis to determine what, if any, adjustments should be made.

For Annual NPSD Salary Advancement All Below Must Be Completed

1. Hold a Wisconsin DPI educator license
2. Engage in district and building provided staff development, and any other days or events when attendance is expected by your building principal.
3. Remain in good employee standing (i.e. not on an plan of improvement at any point during the current school year or anticipated to be on one for the upcoming year)
4. The educator must have consistently attended professional development opportunities and any other days through the fiscal year as directed by the administration.
5. Participate in the NPSD New Teacher Mentoring program (new staff only).
 - a. Staff in their first year will not need to do the instructional growth plan, only their EE and Mentor Program.
6. Complete all parts of Educator Effectiveness on time(per summary or non-summary year):
 - a. Professional Goal Setting Plan
 - i. SLO
 - ii. PPG
 - b. Survey
 - c. Documentation Log
 - d. Earn an “Effective” or “Distinguished” overall rating going into your 4th year
7. Complete the **Instructional Growth Plan** successfully
8. Staff who elect to not engage in the **Instructional Growth Plan** must still complete EE (Educator Effectiveness); staff not participating in the Instructional Growth Plan will receive the exact same salary for the following year.

Please refer questions regarding the salary related documents to the District Office or to your Principal.

2024-2025 Salary Model		
BA	MA, MONT or NB	MA+NB+MONT or 2 MA
\$44,000.00	\$47,000.00	\$50,000.00
\$46,500.00	\$49,500.00	\$52,500.00
\$48,500.00	\$51,500.00	\$54,500.00
\$50,500.00	\$53,500.00	\$56,500.00
\$52,500.00	\$55,500.00	\$58,500.00
\$54,500.00	\$57,500.00	\$60,500.00
\$56,500.00	\$59,500.00	\$62,500.00
\$58,500.00	\$61,500.00	\$64,500.00
\$60,500.00	\$63,500.00	\$66,500.00
\$62,250.00	\$65,250.00	\$68,250.00
\$64,000.00	\$67,000.00	\$70,000.00
\$65,750.00	\$68,750.00	\$71,750.00
\$67,500.00	\$70,500.00	\$73,500.00
\$69,250.00	\$72,250.00	\$75,250.00
\$71,000.00	\$74,000.00	\$77,000.00
\$72,750.00	\$75,750.00	\$78,750.00
\$74,500.00	\$77,500.00	\$80,500.00

Additional Compensation - Paid out annually in June, except for curriculum pay & overloads

1	316 Reading Teacher License by September 1st	\$500
2	Vocational Ed Specialist by September 1st License #'s 299 Construction; 295 Transportation Has to be using license for a course being taught and can only use one license per year	\$3,000
3	Therapist Certification necessary for billable services	\$500
4	Wilson Reading Certification by September 1st	\$250
5	Math Certification	\$250

6	Serving as a Mentor Teacher - Year 1	\$500
7	Serving as a Mentor Teacher - Year 2	\$250
8	Curriculum Rate	\$30.00/hour
9	Multi-age Teacher (non-charter school)	\$1,000
10	Class and/or course overload	Per diem

APPENDIX B

Northland Pines School District Co-Curricular Salary Schedule

Northland Pines Co-Curricular Salaries

Coaches and Advisors who would be receiving an amount higher than the new listed 2024-25 amount will be grandfathered and keep that amount until they leave the position or another change is made.

Athletic Coaches Base Salaries - High School (contract issued)

- Football
 - Head \$5,000
 - Assistant (4) \$3,250 each
- Cross Country
 - Head \$3,250
 - Assistant (1) \$1,200
- Volleyball
 - Head \$4,250
 - Assistant (2) \$2,250 each
- Boys Soccer
 - Head \$4,250
 - Assistant (1) \$2,250
- Cheer
 - Fall Cheer \$1,750
 - Winter Cheer \$1,750
- Boys Basketball
 - Head \$5,000
 - Assistant (2) \$3,250 each
- Boys Hockey
 - Head \$5,000
 - Assistant (2) \$3,250 each
- Girls Basketball
 - Head \$5,000
 - Assistant (2) \$3,250 each
- Girls Hockey
 - Head \$5,000
 - Assistant (2) \$3,250 each
- Baseball
 - Head \$4,250
 - Assistant (2) \$2,250 each

- Golf
 - Head \$3,000
 - Assistant (1) \$1,250
- Softball
 - Head \$4,250
 - Assistant (2) \$2,250 each
- Girls Soccer
 - Head \$4,250
 - Assistant (1) \$2,250
- Track & Field
 - Head \$5,000
 - Assistant (3) \$2,750 each

Middle School Athletics (contract issued)

- Football
 - 8th Grade Coach (2) \$1,000 each
 - 7th Grade Coach (2) \$1,000 each
- Volleyball
 - 7th & 8th Grades Coach (2) \$1,000 each
- Cross Country
 - 6th- 8th Grades Coach (2) \$1,000 each
- Cheer
 - Fall Cheer (6-8) \$1,000 each
 - Winter Cheer (6-8) \$1,000 each
- Girls Basketball
 - 8th Grade Coach (1) \$1,000
 - 7th Grade Coach (1) \$1,000
- Boys Basketball
 - 8th Grade Coach (1) \$1,000
 - 7th Grade Coach (1) \$1,000
- Track & Field
 - 7th & 8th Grades Coach (3) \$1,000 each

Advisor Assignments - Middle and High School (contract issued)

- Forensics Advisor \$1,500
 - Assistant (based on participation) \$500
- Prom Coordinator \$1,000

- National Honor Society Advisor \$1,500
- One Act Play \$1,500
- Musical Director \$3,000
 - Assistant \$1,500
 - Director of Choreography \$750
 - Director of Pit Orchestra \$1,000*
 - Pianist (based on score complexity) \$400-600*
 - Costumer \$250*
 - Acting Coach \$250*
 - Pit Orchestra Player \$250*
 - *No contract given
- Weight Room Supervisor
 - Summer, Fall, Winter & Spring \$1,000 each season
- Vocal Music Director \$2,400
- Band Music Director \$2,400
- Student Council Advisor \$1,750
- Spanish Club Advisor \$500
- Spanish Trip Advisor (year of travel) \$500*
- Washington D.C. Trip Advisor (year of travel) \$500*
- Skills USA (2) \$750/each
- Pro-Start Advisor \$750
- HOSA Club Advisor \$750
- Trap Club Advisors (2) \$750/each

Middle School

- Annual Advisor \$1,000
- Forensics Advisor \$1,100
- Student Council Advisor \$1,350
- 8th Grade Play Director \$2,000
- Spelling Bee Coordinator (Middle & Elementary) \$750
- Veterans' Day Coordinator
 - Eagle River (2) \$300/each
 - Land O'Lakes Elementary \$300
 - St. Germain Elementary \$300

The ones below will be turned in weekly throughout school year by AD as a FORM with names

Activity Worker Compensation*

- Baseball
 - Announcer / Pitch Counter \$50 / game
 - Game Manager \$60 / night
- Basketball
 - Announcer \$25 / game
 - Clock \$25 / game
 - Book \$25 / game
 - Ticket Sales \$30 / night
 - Supervisor \$30 / night
 - Game Manager \$60 / night
- Cross Country
 - Workers \$25 / night
- Football
 - Announcer \$40 / game
 - Clock \$30 / game
 - Chain Gang \$30 / game / person
 - Varsity Ticket Sales \$30 / game
 - Supervisor \$30 / game
- Hockey
 - Ticket Sales \$30 / night
 - Supervisor \$30 / night
 - Game Manager \$60 / night
- Soccer
 - Game Manager \$60 / night
- Softball
 - Game Manager \$60 / night
- Track & Field
 - Announcer \$60 / night
 - Clerk \$60 / night
 - Workers \$50 / night
- Volleyball
 - Announcer \$25 / game
 - Clock \$25 / game
 - Score Keeper \$25 / game

- Ticket Sales \$30 / night
- Supervisor \$30 / night
- Game Manager \$60 / night
- Dance Chaperone (MS & HS) \$50 / night

Hourly staff will be compensated for all overtime worked, per current Fair Labor Standards.