



MERRILL AREA PUBLIC SCHOOL DISTRICT

2024-2025 TEACHER HANDBOOK

Approved: February 21, 2024

Revised to add CTE Coordinator: April 17, 2024

TABLE OF CONTENTS (CLICK ON THE TITLE TO GO TO THAT PAGE)

[INTRODUCTION](#)

[OVERVIEW OF DISTRICT](#)

[Mission](#)

[Vision](#)

[Disclaimer Statement](#)

[EMPLOYMENT CATEGORIES AND DEFINITIONS](#)

[Employment Categories](#)

[GENERAL EMPLOYMENT POLICIES](#)

[Nondiscrimination in Employment](#)

[Title IX Sexual Harassment/Discrimination and Complaint Procedures](#)

[Harassment Complaint Procedure \(for harassment not covered under Title IX\)](#)

[Drug Free Workplace](#)

[Computer and Internet Use](#)

[Use of Internet/Electronic Media/Online Forums](#)

[Staff Ethics and Conflict of Interest](#)

[STAFF, SUPERVISOR, AND BOARD MEMBER RELATIONS](#)

[Pre-employment Examination](#)

[Personnel Records](#)

[Work Stoppage](#)

[Rules of Conduct](#)

[Transporting Students](#)

[Personal Appearance/Staff Dress Code](#)

[WORKING ENVIRONMENT](#)

[Teaching Assignment](#)

[Vacancies and Transfers](#)

[Evaluation](#)

[Professional Growth Requirement](#)

[Conferences and Conventions](#)

[REMOTE WORK](#)

[Discipline](#)

[Non-renewal](#)

[Resignations & Retirements](#)

[Reduction for Economic Reasons](#)

[Selection for Reduction](#)

[WORKPLACE INJURIES & REPORTING](#)

[Grievance Procedure](#)

[TEACHER PAY AND BENEFITS](#)

[Compensation Plan](#)
[Pay Periods](#)
[Payroll Deduction](#)
[Base Wage & Compensation in Addition to Total Base Wages](#)
[403\(b\) & 457 Matching Contributions](#)
[Health Insurance](#)
[Alternative Benefit Arrangement](#)
[Dental Insurance](#)
[Life Insurance](#)
[Long-Term Disability](#)
[EMPLOYEE ASSISTANCE PROGRAM](#)

VOLUNTARY EARLY RETIREMENT BENEFIT

[Eligibility](#)
[Application](#)
[Limitations](#)
[Retirement Benefit](#)

LEAVE BENEFITS

[Preparation of Substitute Lesson Plans Prior to Absence](#)
[Paid Time Off](#)
[Funeral Leave](#)
[Leave of Absence](#)
[Military Leave](#)
[Family and Medical Leave](#)
[Jury Duty](#)
[Emergency School Closings](#)

MISCELLANEOUS PROVISIONS

[Mileage](#)
[Calendar & Professional Work Day](#)
[Parent/Teacher Conferences](#)
[Staff Development Program](#)
[Administratively Called Meetings](#)
[Attendance at School Events](#)
[Activities](#)
[Athletic Passes](#)
[Mentors](#)
[Use of Employer Property/Equipment](#)
[Emergency Situations Disclaimer](#)
[Student Hazing - Policy 5516](#)

APPENDIX B: PAY RATES FOR PRE-APPROVED ACTIVITIES

INTRODUCTION

This handbook has been prepared for teachers, which includes all regular full-time and regular part-time teachers (excluding substitute teachers), and associated educational employees such as school counselors, gifted/talented teachers, psychologists, librarians, and reading teachers.

OVERVIEW OF DISTRICT

Merrill Area Public Schools (MAPS) provides an exciting and challenging employment opportunity for each member of our educational family. The District values having highly qualified employees. You are cordially welcome to be part of the MAPS community, and you are extended best wishes and success in your future undertakings with MAPS. These endeavors encompass work, social activities, friendships, professional development, and personal satisfaction. Together we will work to provide each student with a positive and safe learning environment.

MAPS covers over 500 square miles in Lincoln County and a small portion of Lantana County. The District's facilities include Merrill High School (grades 9-12); Prairie River Middle School (grades 5-8); Kate Goodrich and Washington elementary schools (grades K-4); Head Start – Early Childhood – 4K program, four community 4K sites; Merrill Adult Diploma Academy (focusing on students between 18 and 21); Bridges Virtual Academy (grades K-12); and the Nel's P. Evjue Memorial School Forest and Lodge services students at all grade levels.

This employee handbook is intended to serve as a general source of pertinent information and is designed to provide you with a framework for the District's employment policies. MAPS is committed to the policies expressed in this handbook. This information is not intended to create an expressed or implied contract of employment with the District. Please read it thoroughly and keep it available for future reference. The District reserves the right to change the handbook and policies linked in this handbook at any time to better meet the needs of students, families, staff, and the community. All handbook updates will be available on the MAPS *Human Resources* web page. You may also call (715) 536-4581 and ask to speak with the Human Resource staff.

Mission

The Merrill Area Public School District, in partnership with our community and families, is committed to providing the best education for every student in a safe environment.

Vision

The MAPS will be a leader in providing a quality education for all students through effective community, family and staff partnerships.

Disclaimer Statement

The contents of this handbook are presented as a matter of information only. The District reserves the right to modify, revoke, suspend, terminate, or change any or all such plans, policies, or procedures, in whole or in part, at any time with or without notice. However, the District will make every effort to maintain the terms of the current handbook through the end of the school year unless legal or legislative changes require revisions sooner. In general, the handbook revision process will begin every January with a review of the current year's handbook and concluding with adoption of the subsequent year's handbook prior to June.

The language which appears in 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, or of continued benefits. Except as may be set forth in provisions of this handbook, Board policy, or individual contract, employment may be terminated at any time, with or without cause.

In case of a direct conflict between this handbook and Board policies or any applicable individual contract, Board policies and any individual contract shall control. This handbook should not be considered all inclusive. Copies of Board rules, regulations, and policies are available on the MAPS website at www.mapsedu.org. If you have questions regarding any of the Board policies, rules or regulations set forth in this handbook, or about matters which are not covered, please direct them to your immediate supervisor or the Director of Business Services.

EMPLOYMENT CATEGORIES AND DEFINITIONS

Employment Categories

Generally, employees will be defined by terms similar to the following:

- **Regular Full-time Employee:** Regular full-time employees are defined as employees whom the District considers continuously employed, working either a fiscal or school year, until the District, at its discretion, changes the status of the employee. Regular full-time employees will be entitled to all benefits as defined in this handbook. Regular full-time employees are defined as employees who are regularly scheduled to work at least thirty (30) hours per week for a school year or more.
- **Regular Part-time Employee:** Regular part-time employees are defined as employees who are regularly scheduled to work less than thirty (30) hours per week for a school year or more.
- **Limited Term Employees (LTE)** are defined as employees assigned to fill a vacancy created by the absence of a regular full-time employee or regular part-time employee, whose absence is scheduled to be, or is more than one semester. This classification of employment is not eligible for benefits, unless otherwise required by law.
- **Exclusions:** A regular full-time or regular part-time employee does not include casual, substitute, seasonal or temporary employees as defined in this section. This classification of employment is not eligible for benefits, unless otherwise required by law. Eligibility for health insurance benefits will be determined by federal law. Casual employees are defined as those employees who are not scheduled to work on a regular basis and/or a student employee whose employment will terminate with the loss of his/her student status. Substitute employees are defined as persons hired to replace a regular employee during the regular employee's leave of absence. Seasonal employees are those employees who are hired for a specific period of time usually related to the seasonal needs of the District. Temporary employees are defined as persons hired for a specific project for a specific length of time, not to exceed one hundred twenty (120) days.

Work Schedules

Supervisors are responsible for establishing and communicating to employees specific work schedules, including start times, break times, lunch schedules, and normal ending times. As part of new employee orientation, employees and supervisors should discuss the established work schedule requirements for their respective department or unit. The employee is responsible for adhering to that established schedule. When the work schedule must be changed due to business needs, supervisors will give as much advance notice as possible so that employees can make the appropriate arrangements to meet the new scheduling requirements; the Human Resource Department must also be notified to make the reflected changes in True Time for the employee's time sheets.

The legitimate operating requirements of the department and of the District must be the primary consideration in establishing work schedules and scheduling overtime. For purposes of pay computation, the official District workweek begins at 12:01 a.m. each Sunday, and ends at 12:00 a.m. (midnight) on the subsequent Saturday.

GENERAL EMPLOYMENT POLICIES

Nondiscrimination in Employment

MAPS shall not discriminate in any aspect of employment. MAPS is an equal opportunity employer. Personnel hiring and administration in the district shall be conducted so as not to discriminate against an applicant or employee on the basis of: age, race, creed, color, disability, marital status, sex, national origin, ancestry, sexual orientation, arrest

record, conviction record, military service, religious or political affiliation, pregnancy status, parental status, homeless status, membership in the national guard, state defense force or any other United States or Wisconsin reserve component of the military forces or use or nonuse of a lawful product off school premises during non-working hours or any other reason prohibited by state or federal law.

Reasonable accommodations shall be made for qualified individuals with a disability or handicap, unless such accommodations would impose an undue hardship on the district.

The district has selected two Complaint Officers (COs) to handle any claims regarding discrimination. Anyone looking to file a complaint should refer to Board Policy #2260 and/or #3123. The COs are listed below:

Amber Haluska
Director of Special Education & Pupil Services
715-536-4581, ext. 10008
amber.haluska@mapsedu.org

John Hagemeister
BVA Executive Director
715-539-8360, ext. 22001
john.hagemeister@bvaedu.org

[2260 NONDISCRIMINATION AND ACCESS TO EQUAL EDUCATIONAL OPPORTUNITY](#)

[3123 SECTION 504/ADA PROHIBITION AGAINST DISABILITY DISCRIMINATION IN EMPLOYMENT](#)

[Title IX Sexual Harassment/Discrimination and Complaint Procedures](#)

Employees who wish to file a complaint regarding a violation of the Title IX Sexual Harassment/Discrimination Policy (#2266) should submit a verbal or written complaint to his/her supervisor, the harasser's supervisor, Director of Pupil Services, or the Director of Business Services. These individuals are identified in policy #2266 as Title IX Coordinators and are listed below:

Amber Haluska
Director of Special Education & Pupil Services
715-536-4581, ext. 10008
amber.haluska@mapsedu.org

John Hagemeister
BVA Executive Director
715-539-8360, ext. 22001
john.hagemeister@bvaedu.org

[2266 NONDISCRIMINATION ON THE BASIS OF SEX IN EDUCATION PROGRAMS OR ACTIVITIES](#)

- [WASB Title IX Training Materials.pdf](#)
- [Title 9 - Formal Complaint Form](#)

Harassment Complaint Procedure (for harassment not covered under Title IX)

Employees who wish to file a complaint regarding a violation of the Employee Anti-Harassment Policy (#3362) should submit a verbal or written complaint to his/her supervisor, the harasser's supervisor, Director of Pupil Services, or the

Director of Business Services. These individuals are identified in policy #3362 as Complaint Officers (COs) and are listed below:

Amber Haluska
Director of Special Education & Pupil Services
715-536-4581, ext. 10008
amber.haluska@mapsedu.org

John Hagemeister
BVA Executive Director
715-539-8360, ext. 22001
john.hagemeister@bvaedu.org

[1662 EMPLOYEE ANTI- HARASSMENT](#)

[3362 EMPLOYEE ANTI-HARASSMENT](#)

[3362.01 THREATENING BEHAVIOR TOWARD STAFF MEMBERS](#)

[5517 - STUDENT ANTI-HARASSMENT](#)

Drug Free Workplace

All teachers are prohibited from unlawfully manufacturing, distributing, prescribing, consuming, possessing, using, dispensing, or being under the influence of alcohol, illegal drugs or the misuse of prescription drugs, while on premises owned or controlled by the District, while performing work for the District or while being transported under District auspices.

[3122.01 ALCOHOL AND DRUG-FREE WORKPLACE](#)

Computer and Internet Use

The District has established computer and internet acceptable use policy and guidelines. The District reserves the right to monitor and access an employee's internet activities and email content. The use of the District's system and access to the Internet is a privilege, not a right. Users will be held responsible for their actions when using the system.

[7540 TECHNOLOGY](#)

The district has expectations regarding the recording of students. Students should only be recorded when it is part of the curriculum or when demonstrating positive, desirable behaviors. The specific language in policy #7530.02 refers to acceptable recording as "necessary to fulfill their job responsibilities." The policy also references getting approval from the District Administrator. Recording should never be in relation to student discipline or evidence gathering. There are further guidelines in the Acceptable Use Policy (AUP) and Responsible Use Policy(RUP). While there are

multiple technology policies, the following should be reviewed when questioning the application of various forms of technology.

[7530.02 STAFF AND SCHOOL OFFICIALS USE OF PERSONAL COMMUNICATION DEVICES](#)

[7540.04 STAFF TECHNOLOGY ACCEPTABLE USE AND SAFETY](#)

Use of Internet/Electronic Media/Online Forums

The District has developed rules regarding employee use of online forums (as such use pertains to the school community) in order to protect the interests of students, parents, the District, and its personnel.

[7544 USE OF SOCIAL MEDIA](#)

Staff Ethics and Conflict of Interest

All teachers of MAPS are held to the highest ethical standards. It is expected that at all times teachers' behavior and conduct toward fellow staff, students, parents, board members, and the public portrays respect, trust, and integrity.

[3210 STAFF ETHICS](#)

Staff, Supervisor, and Board Member Relations

MAPS has a variety of employees working at a variety of levels within the organization and strives to maintain professionalism and order throughout. MAPS has an organization chart which shows the expected pathway to resolve conflict within the organization. The organizational chart is available in [Administrative Guideline #1120](#).

[3179 - PROFESSIONAL CONCERNS](#)

Pre-employment Examination

As a condition of employment, the Board may require a physical examination of every school employee of the school district. The Board shall ensure that the physical examination includes a screening questionnaire for tuberculosis approved by the Department of Health Services and, if indicated, a test to determine the presence or absence of tuberculosis in a communicable form. Freedom from tuberculosis in a communicable form is a condition of employment. The school employee shall be examined by a practitioner in the employ of or under contract with the school district.

The Board may not require physical examinations of any school employee who files with the Board an affidavit setting forth that the employee depends exclusively upon prayer or spiritual means for healing in accordance with the teachings of a bona fide religious sect, denomination, or organization and that the employee is to the best of the employee's knowledge and belief in good health and that the employee claims exemption from health examination on these grounds. Notwithstanding the filing of such an affidavit, if there is reasonable cause to believe that such employee is suffering from an illness detrimental to the health of the pupils, the Board may require a health examination of such school employee sufficient to indicate whether or not such school employee is suffering from such an illness. No school employee may be discriminated against by reason of the employee's filing such an affidavit.

The District shall pay 100% of the fees for the physical examinations and any other applicable testing, provided the employee obtains these services from a physician or medical facility approved by the Board. If a physician or medical facility not approved by the Board is chosen by the employee, the District shall pay an amount equal to the average fee charged by the approved physician/medical facilities and the employee shall be responsible for any additional expense.

Personnel Records

A personnel file shall be maintained for each teacher in the District and may contain such information as applications, college credentials, transcripts, references, evaluations, and other pertinent employment information. The personnel file shall be maintained by the Central Office and shall be kept in a secure location. Materials shall not be removed from the personnel file without permission of the District Administrator or his/her designee. A teacher may not add items to his/her personnel file without permission of the District Administrator or his/her designee, unless required by law.

Personnel records shall be maintained in accordance with state and federal laws and regulations and shall be retained in accordance with the District's record retention schedule. A teacher shall have the right, upon request to review personnel records, in accordance with state and federal laws.

Work Stoppage

Teachers of the District shall not engage in, condone, assist, or support any strike, slowdown, or withhold in full or in part any services to the District. In the event of a violation of this provision, the District may take whatever disciplinary action it deems appropriate, up to and including termination.

Rules of Conduct

The District expects its employees to produce quality work, maintain confidentiality, work efficiently, and exhibit a professional and courteous attitude toward other employees, district patrons, parents, and students. The District expects employees to comply with all applicable Board policies, work rules, job descriptions, terms of this *Handbook* and legal obligations. Violation of any of these items may result in disciplinary action, up to and including termination.

To ensure orderly operations and provide the best possible work environment, the District expects teachers to follow rules of conduct that will protect the interests and safety of all employees and the organization. Listed below are some rules and regulations of the District. This list should not be viewed as being all-inclusive.

Behavior and conduct that the District considers inappropriate, which could lead to disciplinary action at the sole discretion of the District, up to and including termination of employment without prior warning, includes the following, but is not limited to:

- Theft or inappropriate removal or possession of property.
- Falsification of timekeeping records.
- Working under the influence of alcohol or illegal drugs.
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty, or while operating District-owned vehicles or equipment.
- Fighting or threatening violence in the workplace.
- Boisterous or disruptive activity in the workplace.
- Negligence or improper conduct leading to damage of District-owned property.
- Insubordination or other disrespectful conduct.
- Violation of safety or health rules.
- Possession or the use of tobacco products is prohibited on school property, in school buildings, in vehicles used for school purposes or in any area where people congregate for any school activity in the Merrill Area Public School District.
- Sexual or other unlawful or unwelcome harassment.
- Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace. The

District strictly prohibits concealed carry by its employees during the course of employment.

- Excessive absenteeism or any absence without notice.
- Unauthorized absences during the workday.
- Violation of personnel policies.
- Unsatisfactory performance or conduct.
- Unauthorized disclosure of proprietary and/or confidential information.
- Engaging in inappropriate personal relationships with students or minors.

Transporting Students

All drivers of motor vehicles owned by the District and used for the transportation of pupils shall be under written contract with the Board (Wis. Stats. § 121.52(2)). This requirement does not pertain to use of a school vehicle for transportation involving one's self or other employees (adults); it is only relative to situations where staff (any employee or volunteer) are going to be transporting students. The sample driving contract can be found [here](#). Contact the Buildings and Grounds Department with questions about using district vehicles and their availability.

Personal Appearance/Staff Dress Code

It is the District's expectation that every teacher's appearance is consistent with the high standards we set for ourselves as a District. Teachers are expected to present a well-groomed, professional appearance and to practice good personal hygiene.

The District expects that all teachers are neat, clean, and wear appropriate dress for work that is in good taste and suitable for the job at hand. All teachers are required to wear shoes that are safe and professional.

[3216 STAFF DRESS AND GROOMING](#)

WORKING ENVIRONMENT

Teaching Assignment

Teaching locations will be annually reviewed and changed by the MAPS Central Office staff as needed; changes based on student achievement and school climate will be of the highest priorities. Teaching periods, preparation periods, and other assignments will be determined by the building principal. MAPS will attempt to notify teachers of their tentative schedules/assignments for the coming school year no later than the last day of the preceding school year.

Vacancies and Transfers

All employment vacancies shall be filled on the basis of an applicant's qualifications and alignment to student needs. Seniority within the district and/or job classification shall not be a consideration in hiring decisions.

As a position becomes vacant as determined by the district or when a new one is created, the Director of Business Services may post the position internally without an external posting, if an adequate pool of qualified candidates exists within existing staff. Teachers currently employed within MAPS may apply for the posted positions. The District retains the right to select any applicant for a posted position and may also, in its discretion, transfer teachers to positions based on student and district needs. To follow are some definitions and guidelines administration will

strive to operate by:

- Transfer happens when...
 - an employee is moved to the same type of position AND same task (could be different grade level too), but a different building
 - This is formally shared with the Board
 - The authority to do this lies with the principals involved and central office
- Scheduling happens when...
 - Same building AND same task, but a different grade level
 - Not shared with the Board
 - Principals have the authority to move their staff within their building
- Hiring Process happens when...
 - The task is new to an individual and/or the individual was not asked by an administrator to "move."
 - This is formally shared with the Board
 - The authority to do this lies with the principals involved and central office
 - Hiring of new certified employees is also subject to specific Board approval

The guidelines above assume that an individual is properly licensed and qualified for any change resulting from one of the above.

Evaluation

The District shall follow the CESA 6 Educator Effectiveness Equivalency Model for staff evaluations. For more information see the CESA 6 Educator Effectiveness Homepage. For teachers who provide a retirement notice, it is an expectation of the district that "normal" documentation and process is completed with regard to the evaluation process. Failure to do so with reasonable fidelity may result in disciplinary action.

[3220 STAFF EVALUATION](#)

Professional Growth Requirement

All teachers shall engage in independent and active efforts to maintain high standards of individual excellence. Such efforts shall include keeping current in each specific and applicable area of instruction, Board established curriculum, as well as continuing to study the art of pedagogy. In addition to maintaining high standards of excellence for the students and school, the teacher will make him/herself available during the contractual year and day to his/her colleagues for assistance, to the District for services beyond those specifically required as part of his/her individual contractual duties, and to the community as a valuable resource. If a teacher agrees to an assignment outside his or her area of certification, the District may, at its discretion, provide reimbursement for credits earned to acquire the certification. A teacher who is reimbursed for credits and who leaves employment with the District within one year of this reimbursement will be required to repay the District at the District's discretion.

Conferences and Conventions

The Board encourages attendance at conferences and conventions which will improve the likelihood of increased student achievement outcomes. Teachers who wish to attend such conferences and conventions on work days must request approval from the principal and/or Director of Curriculum and Instruction in advance.

Remote Work

MAPS has adopted a remote work policy that allows for flexibility with the appropriate employee types.

3120.02 REMOTE WORK

Discipline

Any teacher who engages in conduct that is contrary to the good judgment, common sense or decency, or an act that violates MAPS's policies, procedures, department processes, or administrative guidelines may be subject to discipline, up to and including termination. The nature of the discipline will depend on the nature of the violation and the surrounding circumstances. Discipline is defined as a verbal reprimand, written reprimand, or suspension [unpaid or paid]. No teacher may be disciplined for arbitrary and capricious reasons. Arbitrary and capricious shall be defined as an action which is either so unreasonable as to be without rational basis or the result of unconsidered, willful, or irrational choice.

Non-renewal

As applicable, teacher non-renewal shall be governed by Wis. Stat. § 118.22.

Resignations & Retirements

For teachers who resign or retire during the school year, the effective end date of the liquidated damages penalty is when all contractual obligations have been met. Special consideration may be given for unique circumstances. Letters for resignations or retirements, state the last day of physical work, and include a signature from the employee. The letter can be given to the employee's direct supervisor, District Administrator, and/or Director of Business Services. A signed copy of the letter must be given to the Business Services office.

Reduction for Economic Reasons

In the event the Board determines to reduce the number of teaching positions or the number of hours in teaching positions, the Board shall determine the number of positions or hours to be eliminated and shall follow the process provided below to select teachers to be reduced for economic reasons. Reduction of full-time teachers shall be in accordance with applicable timelines set forth in Wis. Stat. § 118.22 shall not apply to part-time teachers who are selected for reduction. In general, part-time teachers will receive notification of reduction via letter on or before the last day of scheduled work.

Selection for Reduction

The District retains the right to reduce employees, in whole or in part, and to retain those employees who are most qualified (as defined by administration) to perform the available work, regardless of their previous length of employment.

The needs of the District shall be the prime consideration used in the District's determination of which employees shall be reduced. The needs of the District shall be determined by the administration and names regarding reduction will be recommended to the Board.

Workplace Injuries & Reporting

MAPS works with an insurance company (Church Mutual Insurance) and third party vendor (Medcor) to manage workplace injuries. In the event an employee is injured at work, s/he is required to call Medcor (1-844-322-4662) and work through a nurse to triage the situation. If an employee has a question about whether or not something should be reported, s/he should contact the Human Resources Department for assistance. It is always best to err on the

side of safety and report regardless of the significance. An employee should do the following when an injury occurs:

- Call the phone number above to work through the triage process with a nurse
- Inform BOTH the direct supervisor AND the Human Resources Office
- Complete the [First Report of Injury](#) form
- Follow up with HR office regarding any work missed and/or medical treatment

Failing to report an injury could result in discipline up to and including termination as well as potential denial of future claims which could mean the employee is responsible for expenses related to a workplace injury. For questions about workplace safety, you should contact your direct supervisor or the Human Resources Department.

Grievance Procedure

Any teacher with a complaint related to employee discipline, employee termination, or workplace safety should follow the grievance procedure and timelines outlined in Board Policy.

[3340 GRIEVANCE PROCEDURES](#)

TEACHER PAY AND BENEFITS

Compensation Plan

The teacher compensation plan is available on the District's website specifically on the [Human Resources page](#). The compensation guidelines specify criteria that must ALL be met in order to advance an individual's salary.

Pay Periods

Payroll dates shall be on the 15th and 30th of the month. Teachers will be paid by direct deposit only. A teacher will not receive his/her pay unless a properly executed direct deposit payroll form has been received by the payroll office not less than ten (10) days before the normal pay date as set forth above, indicating the proper financial institutions routing number and account number to which the deposit is to be made. It is the teacher's responsibility to inform the payroll office of payroll changes not less than ten (10) days before the change becomes effective. Changes to banking information must be either done in person through the Payroll Specialist (xt. 10010) or by mailing the completed form through inter-school mail. Email will be accepted when followed up with a phone call.

Certified staff may elect to receive 20 paychecks (Aug 30-Jun 15) or 24 (20 payrolls + 4 paychecks on Jun 30).

[6112.01 FRAUDULENT IMPERSONATION CONTROLS](#)

[PROCEDURES ON FRAUDULENT IMPERSONATION CONTROLS](#)

Payroll Deduction

Required deductions are federal and state income tax, WRS and FICA. Teachers may elect tax-sheltered annuities (limited to what is allowed by law), or additional insurance protection upon application to the Business Office. For additional information regarding tax sheltered annuities, refer to the [TSA Consulting Group](#) website or contact the Payroll Specialist (xt. 10010). Insurance deductions will be on 20 paychecks per school year (Aug 30-June 15).

Base Wage & Compensation in Addition to Total Base Wages

From time to time, the District reserves the right to provide teachers with salary increases based upon merit, longevity, educational achievement, and/or any other measures that it deems appropriate. Such salary increases shall be in addition to the teachers' total base wages. Base wages are defined as the initial wage of each employment category.

Professional Growth Benefit

Full-time teaching staff are eligible to receive college credit reimbursement for approved areas of study that the District would benefit from. The reasons considered are as follows:

- Support the teacher attaining in-state licensure that is compliant with the District's needs
- Allow the teacher to attain additional teacher licensure that is for "hard-to-fill" positions
- Allow the teacher to add grade levels to his/her area of current licensure

The district will pay up to \$3,000 per calendar year regardless of whether it is undergraduate or graduate work. This does not include expenses such as textbooks, travel, or other expenses related to the coursework; this is not required for employment. The course of study must be approved in advance by the District Administrator or designee; credits will not be retroactively paid. Administrative licenses are not eligible for this benefit.

To claim reimbursement, documentation of approval for the course, course completion, grade(s), and university invoice must be submitted to the Director of Business Services.

[Professional Growth Request Form](#)

Pay For Attendance At Conventions/Conferences

Teachers attending approved conventions/conferences shall be paid for a normal work day. There is guidance from both policy and administrative guidelines about eligible expenses that are reimbursable related to travel. See the policy below.

[3440 JOB RELATED EXPENSES](#)

[AG3440A JOB RELATED EXPENSES](#)

[AG3440B USE OF PRIVATE CAR FOR SCHOOL BUSINESS](#)

[AG3440C USE OF SCHOOL VEHICLE FOR SCHOOL BUSINESS](#)

License and License Fees

All Teachers shall obtain Department of Public Instruction licensure as a condition of employment. The teacher is responsible for all fees associated with maintaining his/her licensure.

403(b) & 457 Matching Contributions

The Board is willing to match up to \$1,000 of teacher contributions each fiscal year for full-time teaching staff; this does not have to be done in equal increments, but cannot exceed the portion earned at any point of contract completion. The simplest way to ensure a teacher gets the full amount is by entering \$41.67 on the salary reduction agreement form for the twenty-four (24) scheduled payrolls. Teachers may select a vendor of their choice from the approved list of vendors on the [TSA Consulting](#) website. Once the vendor is selected and the employee has created an account with the vendor, the employee needs to complete a [Salary Reduction Agreement](#) and turn that into start the deduction cycle. Contact the Payroll Specialist (xt. 10010) for help with completing the set-up of this process.

Health Insurance

The Board will offer either single or multi-person health insurance coverage options to employees who meet the eligibility requirements. The percentage of premium cost paid by the Board shall be at least eighty percent (80%) and voted on annually.

Alternative Benefit Arrangement

The Board may provide an alternative benefit arrangement as determined by the Board and as described in the Section 125 plan for the District. The current payment in lieu of health insurance is \$4,000 annually. This amount will be prorated for anyone who qualifies to leave the health plan outside of the enrollment period. Anyone on a district health plan is not allowed to take both the insurance and alternative benefit arrangement. To qualify for this benefit the employee must be scheduled to work at least 1,380 hours per school year (July 1st through June 30th).

Dental Insurance

The Board will offer either single or multi-person health insurance coverage options to employees who meet the eligibility requirements. The percentage of premium cost paid by the Board shall be at least seventy percent (70%) and voted on annually.

Life Insurance

The Board will provide one hundred percent (100%) of the premium cost of a term life insurance policy as determined by the Board.

Long-Term Disability

The Board will provide one hundred percent (100%) of the premium cost of a long-term disability insurance program as determined by the Board.

Employee Assistance Program

MAPS has an employee assistance program (EAP) through a contracted insurance vendor (currently The Standard). The service is free, confidential, and intended to support employees through a variety of challenges whether they are personal or professional in nature. There is a handout for the services on the Human Resources webpage ([EAP Handout](#)) and the phone number is 888-293-6948. Contact the Human Resources Department with questions.

VOLUNTARY EARLY RETIREMENT BENEFIT

Eligibility

Retirement benefits shall be available to all full-time employees who are at least fifty-five (55) years of age, have served in the district for no less than fifteen (15) years and are enrolled in the MAPS health insurance program for their final contract year of employment.

Application

All applications for early retirement must be filed with the District Administrator, in writing no later than March 1 unless another date is mutually agreed upon by the employee and the District Administrator due to extenuating circumstances.

Limitations

- The employee must have submitted a written notice of retirement by March 1st.

- The employee must be under contract at the time of application for early retirement benefits.
- The employee shall not be allowed to retire during the school year except for special circumstances and with the approval of the District Administrator.
- No employee who has been discharged or non-renewed shall be entitled to any early retirement benefits.
- A teacher receiving benefits under this provision, who, because of other employment re-establishes eligibility for unemployment compensation benefits, shall have the amount of the retirement incentive reduced by the same amount of unemployment compensation benefits paid (as a secondary employer) by the District.
- Anyone retiring under this provision will only be allowed to stay on the District's health and dental plan through COBRA for the minimum duration required by law provided they make the necessary payments to the insurance company or COBRA administrator for the desired coverage.

Retirement Benefit

At least age 55 with 15 years of consecutive service as of June 30, 2017

Full-time employees who, on or before June 30, 2017, are (i) at least fifty-five (55) years of age and (ii) have served in the District for no less than fifteen (15) consecutive years and are enrolled in the MAPS health insurance program, or are covered under their spouse who is also a teacher working in the District, for their final year of employment shall upon retirement have [a Board established Health Reimbursement Arrangement ("HRA")] and the Board shall credit to that HRA an amount equal to \$12,500. This amount will continue to be credited annually for up to a total of seven (7) years or until the retiree attains eligibility for Medicare, whichever comes first.

At least age 55 with 15 years of consecutive service after June 30, 2017 and on or before June 30, 2020

Full-time employees who, after June 30, 2017 and on or before June 30, 2020 are (i) at least fifty-five (55) years of age and (ii) have served the District for no less than fifteen (15) consecutive years and are enrolled in the MAPS health insurance program, or are covered under their spouse who is also a teacher working in the District, for their final year of employment shall upon retirement have a Board established HRA and the Board shall credit to that HRA an amount equal to \$10,000. This amount will continue to be credited annually for up to a total of six (6) years or until the retiree attains eligibility for Medicare, whichever comes first.

At least age 55 with 15 years of consecutive service after June 30, 2020 and on or before June 30, 2023

Full-time employees who, after June 30, 2020 and on or before June 30, 2023 are (i) at least fifty-five (55) years of age and (ii) have served the District for no less than fifteen (15) consecutive years and are enrolled in the MAPS health insurance program, or are covered under their spouse who is also a teacher working in the District, for their final year of employment shall upon retirement have a Board established HRA and the Board shall credit to that HRA an amount equal to \$7,000. This amount will continue to be credited annually for up to a total of five (5) years or until the retiree attains eligibility for Medicare, whichever comes first.

At least age 55 with 15 years consecutive service after June 30, 2023

Full-time employees who, after June 30, 2023 are (i) at least fifty-five (55) years of age and (ii) have served in the District for no less than fifteen (15) consecutive years shall receive a one time HRA contribution for unused PTO days upon retirement at 50% of the base salary daily rate. (#PTO days x 50% base salary daily rate)

A year for purposes of this benefit shall be July 1 to June 30. For purposes of this benefit, partial year employment for more than one-half of a year shall equal a full year of service, and partial employment for one-half year or less shall equal one-half of a year of service. For purposes of this benefit, part-time employment shall be equal to a prorated amount of a full time equivalent (FTE) based on hours worked per week. The annual amount to the HRA shall be prorated for any partial year due to the retiree reaching Medicare eligibility or otherwise.

The retiree may utilize the HRA for any qualified medical expenses.

If the retiree dies prior to exhaustion of his or her HRA balance, the retiree's spouse may continue to utilize HRA funds for qualifying medical expenses until exhaustion of the HRA. If the retiree and the retiree's spouse die prior to exhaustion of the retiree's HRA, the dependents of the retiree may continue to submit for reimbursement until exhaustion of the HRA.

If the retiree dies prior to the District crediting all amounts provided for above to his or her HRA, the District shall continue to make the credits to the HRA for the benefit of the retiree's surviving spouse and/or dependents. The District will cease credits to the HRA as provided above or when the deceased retiree would have been eligible for Medicare, whichever comes first.

In the event the retiree, the retiree's spouse, if applicable, and the retiree's dependents die prior to the exhaustion of his or her HRA, the HRA shall revert to the District and the Board shall have no obligation to make further credits to the HRA.

This benefit is effective July 1, 2015.

Employees received a credit to an active employee HRA for the school year 2010-2011 and the school year 2011-2012. To the extent that an employee retires with a credit in his or her active HRA, that the amount shall be credited upon retirement to a retiree-only HRA under this section, regardless of whether or not that employee qualifies for the benefit provided above in this section.

LEAVE BENEFITS

Absences

Teachers must immediately report absences to the principal . Any teacher who is absent due to personal or business reasons are subject to full deduction in pay. Any teacher absent for more than three (3) consecutive days, may be required to provide a doctor's statement before returning to work. Teachers are not allowed to work from home unless approved by the Superintendent.

Preparation of Substitute Lesson Plans Prior to Absence

It is an expectation of MAPS that all teachers have three (3) days minimum of emergency lesson plans in the event of a teacher's absence. These lesson plans should be good enough for a substitute to walk in and reasonably understand and distribute materials to students. Non-emergency lesson plans should also meet this standard. Your principal and grade level or department colleagues should be able to easily find these lessons in the event of an absence.

Paid Time Off

All teachers shall receive 10 paid time off (PTO) days per year. Any unused PTO days at the end of a school year may be rolled over into the next year, however, no employee may accumulate more than 90 days of PTO. (PTO) can be used for the employee's illness, the illness of an immediate family member, or for health-related appointments. Scheduled PTO for personal reasons other than illness or health related appointments may not exceed 3 consecutive days and is at discretion of supervisor approval based on sub availability building or district limits. PTO of more than three (3) consecutive days requires a medical excuse; administration reserves the right to restrict PTO usage when there is suspected abuse. All PTO must be used by an employee before taking any unpaid time off unless s/he is absent without a medical excuse. In cases where an employee is absent and/or there is either no PTO remaining or PTO is not allowed (i.e. exceeded the 3 day limit without a doctor's note), the employee will receive a dock in pay.

An administrator may require verification of illness to be submitted at the supervisor's discretion in cases of suspected PTO abuse, but typically such verification will not be required for absences of three consecutive work days or less.

An employee who experiences a reduction or increase in their full-time equivalency (FTE) shall have their accumulated paid leave days adjusted to reflect their new FTE.

Part-time employees will receive PTO on a prorated basis based upon the number of hours they are scheduled to work.

Scheduled PTO may not be taken on parent-teacher conference days or in-service days that the teachers are required to work. In general, no scheduled PTO will be granted the first five (5) days or last five (5) days of the student school year. If an emergency circumstance arises, a request may be granted at the discretion of the District Administrator. Scheduled PTO will be approved once a substitute is secured for your absence. PTO may not be used to engage in activities for which the teacher will receive compensation from any source. Compensation does not include payment or reimbursement of expenses. In addition, PTO may not be used to attend Association membership meetings, legislative rallies, or to engage in job actions such as picketing or demonstrating, or to participate in activities designed to embarrass or discredit the District.

The number of teachers that may use scheduled PTO per day is limited to:

- One (1) per day for the following elementary schools or a unit comprised of psychologists, Head Start and Early Childhood
- Two (2) per day for Washington
- Three (3) per day for Prairie River Middle School and Kate Goodrich
- Four (4) per day for Merrill High School

The total number of teachers that can be absent District-wide under scheduled PTO is a maximum of six (6) per day. Administration reserves the right to ensure "black out" days for scheduled PTO.

For teachers who had accrued more than 90 PTO days prior to the Board changing from 120 days down to 90 days, an emergency PTO bank may be used in the event that an employee exhausts his/her 90 days. This bank will address the number of PTO days that have been earned in excess of 90 days but not greater than 120 days. This means that an employee who has earned greater than 90 days prior to July 1, 2014, will not lose those days and PTO will not be deducted from those days unless an employee has exhausted his/her 90 days of PTO.

Funeral Leave

A teacher may be granted up to three (3) days paid leave per death at the discretion of the Director of Business Services for death in the teacher's immediate family. Immediate family is defined as a teacher's spouse, father, step-father, mother, step-mother, child (including miscarriage), step-child, father-in-law, mother-in-law, brother, step-brother, sister, step-sister, brother-in-law, sister-in-law, aunt, uncle, niece, nephew, spouse's aunt/uncle, grandparents, spouse's grandparents, and grandchildren. If additional time off for funeral leave becomes necessary and is requested by the teacher, and approved by the District Administrator, then the additional time off shall be deducted from the teacher's accumulated PTO.

Leave of Absence

The administration will consider requests for a leave of absence without pay or benefits, on an individual basis, wherein it would be of mutual benefit to the school system and the employee. When an approved leave is due to the extension of an FMLA related matter, the individual will be required to use any accrued paid leave remaining. When the leave is not related to a prior FMLA matter, any available paid leave accrued will be suspended until the employee returns to work. All benefits accrued at the time the leave commenced may be restored to the employee upon resumption of duties. A request for leave should be submitted to the Director of Business Services.

Military Leave

Leave of absence without pay shall be granted for the purposes of registration or examination for induction into either the Wisconsin National Guard or into any branch of the Armed Forces. A military leave of absence, without pay, shall be granted to any employee inducted into the Armed Forces. Upon return to civilian life, the individual must prove that the period of service has been satisfactory, and that he/she can still do the job. Such an application for re-employment must be made within ninety (90) days from the date of discharge of the employee from the Armed Forces.

Family and Medical Leave

The District provides family and medical leave as required by the state and federal Family and Medical Leave Act (FMLA). State calculations are based on a calendar year. Federal leave calculations are based on a 12-month period measured forward from the first date an employee takes FMLA leave. The following are some clarifications with how MAPS chooses to administer FMLA:

- The Board has chosen a leave cycle based on a 12-month period measured forward from the first date an employee takes FMLA leave; the next 12-month period would begin the first time the employee takes FMLA leave after the completion of the prior 12-month period.
- FMLA designation is controlled by the employer. The Board will give the administration discretion about when and how soon to invoke FMLA. While five (5) days will be a general rule under normal circumstances, the District Administrator may choose to make reasonable exceptions to this depending on an individual's circumstances.
 - For cases involving worker's compensation, the district will typically designate FMLA after five (5) days of absence (including the day of injury).
- For those who pay for and qualify for short-term disability (STD) coverage during an FMLA leave, they will be allowed to combine accrued paid leave and STD to make their wages "whole."
 - Long-term Disability (LTD) and worker's compensation will not operate this way; individuals will be allowed to use their accumulated leave in conjunction with leave covered by LTD as long as it is a board approved leave qualifying for LTD and fits within the provisions outlined in the insurance policy.
- When taking leave, the employee will not be required to use any accrued paid leave (vacation, PTO, personal leave, etc.) during the period covered by the WFMLA; however, when leave is solely governed by the Federal FMLA, the district requires employees to use all available accrued leave before taking any unpaid leave.
 - When the leave is arranged in advance, administration can work to spread out the available leave so an employee is able to make payments on insurance deductions and benefits as required by policy #3430.01.
- When employees are unable to return to work from an FMLA/WFMLA qualifying event after the twelve (12) weeks of FMLA are used, those individuals seeking additional leave must submit a request for additional leave to the Director of Business Services.
 - Leave needed beyond the FMLA period will require employee payment of all regular and voluntary benefits provided by or made available to employees by the District.
 - Cash-in-lieu payments would stop once FMLA time is exhausted.
 - Employees who still have unused accrued paid leave will be required to use it until it runs out or the employee returns to work.
 - There is no sick bank at this time available for staff use.
- Under the WFMLA, employees are allowed to take intermittent leave for the birth or adoption of a child within sixteen (16) weeks of the birth or adoption; the time in summer when school is not in session does count with regard to the sixteen (16) weeks. This only applies to the first six (6) of the total twelve (12) weeks that are available federally.
- All insurance benefits offered by the district will be protected under FMLA at their normal contribution rates; voluntary benefits will remain fully paid for by the employee.
- PTO used during an approved FMLA period will run concurrently with FMLA.

Please contact the Human Resources Coordinator to apply for Family and/or Medical Leave.

[3430.01 FAMILY & MEDICAL LEAVE OF ABSENCE \("FMLA"\)](#)

[3430.01A - FAMILY LEAVE](#)

Jury Duty

Subject to the provision on “Payment for Time Out on Jury Duty” (see below), a non-accumulative paid leave for as much time as required will be provided to an employee to serve on a jury for which he or she is summoned by the court when such duty occurs during the teacher’s work hours. No paid leave will be provided for jury duty that occurs outside of the teacher’s regular work hours or work days.

Notice: A teacher must notify his or her principal as soon as notice of jury duty is received. The teacher is also expected to contact his or her principal immediately upon termination of jury duty or when temporarily relieved of jury duty.

Payment for Time Out on Jury Duty: A teacher who is unable to report for work because of jury duty will be paid the regular hours he or she is scheduled to work. The teacher will send the check received from serving on the jury to the District Administrator or his/her designee. The teacher will not suffer any loss of benefits that would be accrued during this time (i.e. PTO, health insurance, vacation, etc.) or loss of any salary adjustment to which the teacher is entitled. The time required for any teacher to serve on jury duty will not be deducted from accumulated PTO.

[6700 - FAIR LABOR STANDARDS ACT \(FLSA\)](#)

Emergency School Closings

Teachers generally are not required to report to work on days when school is closed due to inclement weather or situations beyond the control of the District. Teachers might be expected to complete professional development activities or other activities as directed by the District Administrator. Teachers shall be required to make up days or time in the event that the District schedules make-up days/time.

On emergency closing and early dismissal days, all teachers are expected to stay at least a half hour after all students have left. Any teacher who took PTO on the date(s) of closure will have those days credited back to his/her time-off account as long as no professional development or virtual learning responsibilities were assigned.

MISCELLANEOUS PROVISIONS

Mileage

A mileage rate, equal to the current IRS rate, shall be established by the District to reimburse teachers for the use of personal vehicles in the performance of service to the District for pre-approved travel for training and other assignments. The IRS mileage rate is allowed for attendance at authorized professional conferences outside the district or other school related business. Reimbursement requests must be submitted to the Finance Department within 90 days of occurrence. It is an expectation that staff members check for the availability of district vehicles before incurring mileage costs; availability should be confirmed with the assistant to the Director of Buildings and Grounds.

Calendar & Professional Work Day

The Board will establish the school calendar. See current calendar in Appendix A of this handbook. The professional work day expectations will be established by the building principal. While start and end times may vary by building, it is a district-wide expectation that professional working hours are at least eight (8) hours per day on regular school days unless PTO has been entered or special arrangements have been made with the building principal. The eight (8) hour expectation does not include lunch.

Parent/Teacher Conferences

Each building will conduct parent/teacher conferences each year or the equivalent thereof. Days and hours identified in this section are part of a teaching contract and are not subject to additional compensation.

Staff Development Program

According to Board Policy, staff development is defined as a process designed to foster professional growth for individuals within a respectful, supportive, positive, organizational climate having as its ultimate aim better learning for students and self-renewal for educators. The ultimate goal of the staff development program is to provide better learning experiences in the classroom which result in a positive effect on student performance and attitudes.

The staff development program will consist of training days that are specifically scheduled and determined by the District and as identified on the District Academic Calendar. Generally these days are used for district-wide training, preparing for students, review of building site plans, data analysis for improving student performance, and grade calculations.

District Administration will design opportunities for training that reflect the District mission and goals along with feedback from staff. Other staff development opportunities not on the District Academic Calendar include activities such as tech academy, leadership institute, train the trainers, new curriculum development, summer training, and additional district-wide training can count toward personalized professional development.

Staff development days identified in this section are part of a teaching contract and are not subject to additional compensation.

3242 PROFESSIONAL GROWTH REQUIREMENTS

Administratively Called Meetings

Staff Meetings

Teachers are required to attend all administratively called staff meetings. The administration shall attempt to provide reasonable notice of all such meetings. Teachers who are required to attend administratively called meetings will not receive additional remuneration above their regularly paid salaries for attending such meetings.

Other Administratively Called Meetings

The notification and duration provisions of the paragraph above do not include nor shall they apply to meetings of individual educational plans teams, the preparation of individual education plans, parent-teacher conferences, department meetings, or activities of similar nature, which are normally conducted at other times. Teachers are required to attend such events regardless of the date, time or duration of said meetings. Teachers who are required to attend other administratively called meetings will not receive additional remuneration above their regularly paid salaries for attending such meetings unless approved by the District Administrator.

Attendance at School Events

Teachers must attend all administratively required school events. These events, though not limited by enumeration, may be an open house, music programs, art shows, and/or other District or building events that occur after the normal workday. When practicable, teachers will be given no less than thirty (30) calendar days notice of such events. Teachers who have a co-curricular conflict or have pre-approved coursework to attend may be excused at the discretion of the District Administrator or his/her designee. Teachers must communicate such conflicts to the applicable administrator as soon as possible before the date of the event. Teachers who are required to attend such events will not receive additional remuneration above their regularly paid salaries for attending these events.

Activities

It is understood that all activities of the school are conducted in the interest of further developing students and hence, an integral part of the total school program. All activities will be considered as part of the daily teacher load and assignments will be made on that basis except for extra pay for certain pre-approved activities; additional pay for pre-approved activities are listed in Appendix C.

The assignment of professional staff to activities such as recess, detention, bus duty, hall supervision, etc. shall be made by the building principal or designee. Attempts will be made to assign these activities in a fair and equitable manner, taking into consideration teaching load, extra-curriculars, assigned travel, and other activities arranged.

Athletic Passes

Teachers will be allowed to use their identification badge to enter all co-curricular activities.

Mentors

Mentors must have three (3) years teaching experience, at least one (1) of which must be with MAPS. Mentors will be appointed on a voluntary basis for a period of one (1) year and approved by the Director of Curriculum and Instruction. The District will pay the full cost of any in-service training associated with the Mentoring Program; the District typically uses CESA 9 for all mentor training. Questions regarding mentor training options can be directed to the Director of Curriculum & Instruction. The District will reimburse mentors for mutually agreed upon work outside the school day and/or calendar at the rate to be determined by the District; see Appendix C.

Use of Employer Property/Equipment

For information regarding Personal use of District equipment or facilities by employee, refer to Administrative Guidelines #7530.

[7530 PERSONAL USE OF DISTRICT EQUIPMENT/FACILITIES](#)

Emergency Situations Disclaimer

During periods of national, state, or local emergency, the Board and/or administration reserve the right to alter any component, process, or understanding created by the language in this handbook in the best interest of students, staff, and/or the community. Emergency notifications of such merit would come from authorities including, but not limited to the president, Center for Disease Control (CDC), Wisconsin Department of Health Services (DHS), Lincoln County Health Department, and other entities or authoritative figures with such authority. This language is not intended to exclude the Board or District Administrator from declaring such an emergency.

Updated information related to COVID-19 is available on the District's website. Other information is available on [Administrative guideline 8420.02](#). While this information is subject to change at any time, contact the Director of Business Services or Pupil Services for further information.

Student Hazing - Policy 5516

The Board believes that hazing activities of any type are inconsistent with the educational process and a violation of State law. It prohibits all such activities at any time in school facilities, on school property, and at any District-sponsored event. Disciplinary action for staff members may be subject to any applicable terms of a collective bargaining agreement.

5516 STUDENT HAZING

APPENDIX A: HANDBOOK RECEIPT & ACKNOWLEDGEMENT FORM

Merrill Area Public Schools

Teacher Handbook Receipt & Acknowledgement Form

The Merrill Area Public Schools Teacher Handbook (Handbook) is intended to serve as a general source of pertinent information and is designed to provide you with a framework for the District's employment policies. The contents of this Handbook are presented as a matter of information only. I also understand that these policies and procedures are continually evaluated and may be amended, modified, revoked, suspended, or terminated at any time, in whole or in part, with or without prior notice.

I acknowledge that I have received access to and reviewed a copy of the Handbook. I understand that it is my responsibility to read it thoroughly. If there are any policies or provisions provided to me that I do not understand, I will seek clarification from my immediate supervisor or the Human Resources supervisor. I understand that this Handbook states the District's policies and procedures in effect on the date of publication. A current version of this Handbook will be available on the [MAPS Human Resources page](#). You may also call (715) 536-4581 and ask to speak with the Human Resources staff.

This Handbook should not be considered all inclusive. Copies of Board rules, regulations, and policies are available on the Merrill Area Public Schools [website](#). The Board Policies can be found under "District"—"Board of Education"—"Board Policies." I understand that in case of a direct conflict between this Handbook and any specific provisions of an individual contract, the individual contract will control. I further understand that in the event of a conflict between this Handbook and any of the Board's policies, the Board policy will control.

I understand that nothing contained in the Handbook may be construed as creating a guarantee of continued employment, guaranteed benefits, or an express or implied binding contract with the District for employment or benefits or for any other purpose. Nothing in this Handbook is intended to confer a property interest in my continued employment. I understand that nothing contained in the Handbook may be construed as changing my employment status. I understand that except as may be provided by a contrary individual written employment agreement approved by the Board, my employment is at will, and my employment may be terminated at any time for any reason, with or without cause and with or without notice, at the option of the District or at my option.

I understand that I must sign and date a copy of this receipt and return it to the Human Resources Office, and failure to do so may result in discipline up to and including termination. I understand that I have an obligation to inform my supervisor of any changes in my personal information, such as phone number, address, etc. My signature on this form is acknowledgement that I agree that I am legally responsible for any fines or fees charged to the District incurred by me (an example may be a traffic citation, e.g. parking ticket, received as a result of my operation of a District motor vehicle).

PRINT FULL NAME: _____

EMPLOYEE SIGNATURE: _____

DATE: _____

(Human Resources will maintain this page in the employee's personnel file. After the employee ceases employment with the District, the District will maintain this record pursuant to its records retention schedule, or if none, for a period of not less than 7 years.)

APPENDIX B: PAY RATES FOR PRE-APPROVED ACTIVITIES

MAPS Pre-Approved Teacher Duties for Pay				
ADVISOR ASSIGNMENT TITLE	LOCATION	POSITION COUNT	ASSIGNED SALARY/WAGE	PAYMENT TYPE
REGIONAL ACTIVITIES COORDINATOR	BVA	5	\$3,500.00	LUMP
SPECIAL SERVICES TEAM	BVA	3	\$4,000	LUMP
CONTENT COORDINATOR / TEAM LEADER	BVA	6	\$1,400.00	LUMP
CHEMICAL HYGIENE OFFICER	DIST-WIDE	1	\$20.00	HOURLY
HEAT TEAM	Per Bldg	5	\$400	LUMP
INTERPRETING SERVICES	DIST-WIDE	BASED ON FAMILY NEEDS	\$20.00	HOURLY
NEW TEACHER MENTOR	DIST-WIDE	BASED ON NEW HIRES	\$1,200	STIPEND PER SEM
NEW TEACHER "GO-TO"	DIST-WIDE	BASED ON NEW HIRES	\$250	STIPEND PER SEM
NEW TEACHER MENTOR PROGRAM COORDINATOR	DIST-WIDE	1	\$2500	STIPEND PER SEM
SUBSTITUTE TEACHER PAY - LONG-TERM	DIST-WIDE	VARIES	BA-A DAILY RATE (190/8)	DAILY
SUBSTITUTE TEACHER PAY - SHORT-TERM	DIST-WIDE	VARIES	\$140	DAILY
AFTER SCHOOL TEACHER / COORDINATOR	GRANT SITES	BASED ON ENROLLMENT	BA-A DAILY RATE (190/8)	HOURLY
SUMMER SCHOOL TEACHER	PROGRAM SITES	BASED ON ENROLLMENT	BA-A DAILY RATE (190/8)	HOURLY
SPEC. ED. DEPT. CHAIR	MHS	1	\$1,400	LUMP
INSTRUCTIONAL COACH (HEAD START)*	PRSYL	1	\$1,400	LUMP
WORKSHOP/CURRICULUM RATE	DIST-WIDE	VARIES	\$22.00	HOURLY
SUMMER HOURS for COUNSELORS	MS	UP TO 40	\$22.00	HOURLY
SUMMER HOURS for COUNSELORS	HS	UP TO 90	\$22.00	HOURLY
SUMMER HOURS for SCHOOL PSYCHOLOGISTS	DIST-WIDE	UP TO 20	\$22.00	HOURLY
SUMMER HOURS for LTS	DIST-WIDE	UP TO 30	\$22.00	HOURLY
SUMMER HOURS for SCHOOL FOREST DIRECTOR	SF	UP TO 50	\$22.00	HOURLY

APPENDIX C: PAY RATES FOR ADVISORS

MAPS Pre-Approved Teacher Duties for Pay				
ADVISOR ASSIGNMENT TITLE	LOCATION	POSITION COUNT	ASSIGNED SALARY/WAG E	PAYMENT TYPE
ART CLUB ADVISOR	MHS	1	\$1,667.60	LUMP
BLUEJAY BEAT ADVISOR	MHS	1	\$1,516.00	LUMP
COLOR GUARD ADVISOR	MHS	1	\$404.00	LUMP
DANCE ADVISOR - PEPPERMINT (2) / PROM (2)	MHS	4	\$400.00	LUMP
DECA / FBLA HEAD ADVISOR	MHS	1	\$1,667.60	LUMP
FFA ADVISOR	MHS	1	\$1,667.60	LUMP
FORENSICS HEAD ADVISOR	MHS	1	\$1,819.20	LUMP
FRESHMAN CLASS/ LINK CREW ADVISOR	MHS	4	\$2,156.16	LUMP
JAZZ BAND INSTRUCTOR (EARLY BIRD / COMPETITIONS)	MHS	1	\$1,212.80	LUMP
JUNIOR CLASS ADVISOR	MHS	1	\$1,212.80	LUMP
KEMO YEARBOOK ADVISOR	MHS	1	\$2,425.00	LUMP
MARCHING BAND ASST. DRILL TEAM INSTRUCTOR	MHS	1	\$1,624.00	LUMP
MARCHING BAND ASST. PERCUSSION INSTRUCTOR (COMPETITIONS)	MHS	1	\$1,624.00	LUMP
MARCHING BAND HEAD INSTRUCTOR	MHS	1	\$909.60	LUMP
MATH LEAGUE ADVISOR	MHS	1	\$20.00	HOURLY (MAX 40)
NATIONAL HONOR SOCIETY ADVISOR	MHS	1	\$1,516.00	LUMP
PEP BAND INSTRUCTOR (ATHLETIC & OTHER EVENTS)	MHS	1	\$909.60	LUMP
SCHOLARSHIP COORDINATOR	MHS	1	\$5,000	LUMP
SCIENCE OLYMPIAD/ EARTH CLUB ADVISOR	MHS	1	\$1,212.80	LUMP
SENIOR CLASS ADVISOR	MHS	1	\$1,212.80	LUMP
SOPHOMORE CLASS ADVISOR	MHS	1	\$1,212.80	LUMP
SPEC. ED. DEPT. CHAIR	MHS	1	\$1,400	LUMP
STUDENT COUNCIL ADVISOR	MHS	2	\$1,091.52	LUMP
VICA/SKILLS USA ADVISOR	MHS	1	\$1,212.80	LUMP
VOCAL JAYS / ON STAGE	MHS	1	\$2,800.00	LUMP
RAISE YOUR VOICE	MHS	3	\$1000	LUMP
YOUTH APPRENTICESHIP ADVISORS	MHS	2	\$3000	LUMP
WEB CREW ADVISORS	PRMS	6	\$628.91	LUMP

DOWN-HILL SKI CLUB	PRMS	4	\$227.40	LUMP
FORENSICS ADVISOR	PRMS	2	\$909.60	LUMP
INSTRUMENTAL MUSIC INSTRUCTOR (PK-8)	PRMS	2	\$909.60	LUMP
SCHOOL YEARBOOK ADVISOR	PRMS	2	\$606.40	LUMP
STUDENT COUNCIL ADVISOR	PRMS	3	\$378.99	LUMP
VOCAL MUSIC INSTRUCTOR	PRMS	1	\$909.60	LUMP
CTE COORDINATOR	MHS	1	\$5000	LUMP

Advisor positions will always be offered internally prior to external posting.