

**The Whitefish Bay School District**



**An Exceptional Place To Learn**

**INSTRUCTIONAL EMPLOYEE EMPLOYMENT  
PROVISIONS HANDBOOK**

**Effective July 1, 2011**

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## **INTRODUCTION**

The School District of Whitefish Bay's Instructional Employee Employment Provisions Handbook ("handbook") has been prepared for informational purposes only. It is intended to provide teachers and other professional staff with information about wages and benefits, along with certain policies, procedures, rules and regulations.

None of the statements, policies, procedures, rules, or regulations contained herein constitutes a guarantee of any other rights or benefit, or a contract of employment, expressed or implied. All of the employees are employed "at-will," and employment is not for any definite period unless otherwise provided. Termination of employment may occur at any time, with or without notice, and with or without cause, at the option of the School District or the employee or as otherwise provided.

The provisions set forth in this handbook may be altered, modified, changed, or eliminated at any time by the School Board at its sole discretion with or without notice. This handbook supersedes any and all previous handbooks, statements, policies, procedures, rules or regulations given to instructional employees, whether verbal or written. It is the responsibility of the employee to become familiar with the provisions set forth in this handbook as well as all applicable Board policies.

## **PROFESSIONAL RESPONSIBILITIES AND WORK DAY**

Education and teaching is a professional occupation. The professional staff is expected to be with students for their supervision and instruction and to be present at those times needed to carry out their professional responsibilities. The schedule of each building will be developed by the District and published. Educational and other professional requirements may make it necessary for occasional changes in normal starting and ending times. Alternate work schedules to better serve the needs of students may be developed between the District and individual staff members.

## **SCHOOL CALENDARS**

There are generally 180 student contact days in a school year. In addition, there are several days where instructional employees are required to work, including the following days:

- Professional development days
- parent/teacher conferences
- faculty workshop day
- classroom workdays

The total number of days worked is 191 days. This number includes the following holidays:

- Labor Day
- Thanksgiving Day
- Memorial Day

Three (3) orientation days for new instructional employees are in addition to the standard school calendar and are included in the initial contract of employment.

**Inclement Weather.** Days missed due to inclement weather or other official emergencies will not be made up by the instructional employees unless the District must schedule additional days in order to comply with the state statutes or to receive state aids. Arrangements for make up days will be made by the Whitefish Bay District Administrator. Should the schools be closed due to official emergencies, instructional employees need not report.

### **EQUAL OPPORTUNITY EMPLOYMENT**

In accordance with School Board Policy 511, the School District of Whitefish Bay does not discriminate on the basis of age, sex, national origin, ancestry, creed, religion, marital status, sexual orientation, disability, race, color, arrest record or conviction record, or for any other reason prohibited by state and federal law.

### **COMPENSATION**

The Pay and Compensation plan for teachers is established by the School Board. Determination of base salary takes into consideration area of certification, years of experience, education and professional development, professional contributions to the school community and/or field of education, and specific job assignment. The base salary for a new teacher will be determined by the District based on the above criteria.

A more comprehensive compensation model will be developed for the 2012-13 school year and beyond.

**New Teachers.** The District will determine the starting salary for a new teacher. Such determination will take into account any prior teaching experience and education, to the extent applicable.

**Summer School.** The hourly rate for summer school teaching is eighty-five percent (85%) of an instructional employee's hourly rate based on the teaching contract in effect on April 15 of the year preceding summer school.

**Curriculum, Research and Evaluation Projects.** The rate for curriculum, research and evaluation projects is \$24.00 per hour.

**Substitute Pay.** An instructional employee who teaches a class for another instructional employee who is absent from school will be eligible for substitute pay.

**Itinerant Stipend.** An annual stipend of \$300 will be provided for each itinerant instructional employee.

**Salary Schedules.** See Appendix A for 2011-12 salary schedules.

**Other Salaries.** See Appendix B for the 2011-12 other salaries.

**Extracurricular Salary Schedule.** See Appendix C for the 2011-12 extracurricular salary schedule.

**Extra Duty Salary Schedule.** See Appendix D for the 2011-12 extra duty salary schedule.

**Team and Department Chairpersons.** See Appendix E for Team and Department Chairperson information.

## **BENEFITS**

### **HEALTH INSURANCE**

The district will provide a group health insurance plan for eligible instructional employees.

The District will pay ninety-two percent (92%) of the premium. The employee will pay the remaining eight percent (8%) of the monthly single and family health insurance premiums through a payroll deduction.

The Board may from time to time change the insurance carrier if it elects to do so.

The Board will pay ninety-two percent (92%) of the premium for full-time personnel and a pro-rated portion of the ninety-two percent (92%) premium payment for part-time personnel. The premium payments for part-time personnel will be pro-rated according to the number of hours worked by the part-time personnel. Health insurance is not available to part-time personnel employed less than one-half time.

**Cash in Lieu of Health Insurance.** If an instructional employee has a spouse

whose coverage includes the instructional employee, that instructional employee may elect to receive cash in lieu of health insurance under the term of the District's 125 plan. This benefit is available to full-time employees only. The amount will be the same as the District contributes toward a single plan.

**Section 125 Plan.** The Board will implement and make available to all employees a Section 125 Plan. The Plan will cover (a) employee premium contributions for health insurance; (b) deductibles, co-payments and other non-covered medical expenses eligible for coverage; and (c) child care expenses.

### **SEVERANCE & RETIREMENT**

Retirement/Severance benefits will be available to instructional employees 55 and older who resign their regular full-time duties.

**Eligibility.** An applicant for retirement/severance benefits must be a regular full-time, degree-holding instructional employee who is at least 55 years of age and who has served in the school system for not less than 10 consecutive years if hired before January 1, 2002 and 15 consecutive years if hired on or after January 1, 2002. Employees whose employment with the District starts after June 30, 2006, are eligible for this benefit after reaching age fifty-seven (57) and the completion of twenty (20) consecutive years. (For the purpose of this article, an approved leave of absence will not be construed as an interruption of the consecutive year requirement). "Age," for the purpose of this program, is defined as the employee's age as of the date when the retirement/severance benefits would become effective. The instructional employee must reach eligibility age prior to the first teacher contract day of the school year following the application date in order to qualify for the severance/retirement program.

Full time will be defined as a member who is employed under a full-time contract, and will include those members who have taught under a full-time contract and have been reduced to .9 FTE or greater.

**Application.** All applications for retirement/severance benefits must be filed with the District Administrator no later than February 1 prior to the date of retirement/severance. The District Administrator will make recommendations to the Board for approval of the application for retirement/severance benefits. The determination of the Board will be final.

**Limitations.** No more than eight of the District's regular full-time, degree-holding instructional employees will be considered for retirement/severance

benefits in a given year unless a greater number is recommended by the District Administrator and approved by the Board. It (retirement/severance) will not apply to any instructional employee who is discharged, terminated or non-renewed.

**Compensation.** Upon retirement/severance, instructional employees 57 and older will be eligible to receive a retirement/severance payment of one-hundred ten (110) day's pay. In applying the provisions of this article, a day's pay will be 1/191st of the instructional employee's base salary, excluding all fringe benefits, during the last full year of service prior to retirement. Years of approved leaves for absences will not be counted for compensation purposes.

**Payment Schedule.** The method of payment for instructional employees receiving retirement/severance benefits will be worked out on an individual basis, but will not exceed two lump sum payments. Deductions, such as state and federal income tax, social security tax, or other taxes will be made only as required by law. Instructional employees will be provided access to a School District of Whitefish Bay 401(a)/403(b) tax qualified retirement plan. Access to the 401(a)/403(b) plan is subject to Internal Revenue Service (IRS) regulations and stipulations. If, after retirement/severance a instructional employee dies before full payment has been made, the balance due and owing will be paid to a named beneficiary, or, lacking same, to the estate of the deceased.

**Insurance.** Any instructional employee who is at least 55 years of age and who has served in the school system for not less than 10 consecutive years if hired before January 1, 2002 and 15 consecutive years if hired on or after January 1, 2002 may remain a member of the group health insurance program the lesser of: 1) a total of ten (10) years or 2) until the employee becomes eligible for Medicare; with the Board paying the same percentage of the premium in effect at the time of retirement/severance. Employees whose employment with the District starts after June 30, 2006, are eligible for this benefit after reaching age fifty-seven (57) and the completion of twenty (20) consecutive years of service with the Board paying the same percentage of the premium in effect at the time of retirement/severance.

**Unused Sick Leave.** Upon retirement, an instructional employee will be paid one-twelfth of a days pay for each day of unused sick leave. The number of unused sick leave days will be capped at 90 days.

The benefits detailed in the *Severance & Retirement* section will no longer be available to instructional employees hired after September 1, 2012.

### **DENTAL INSURANCE**

The Board will provide, on an optional basis, either the family or single Dental Insurance Program for the duration of the contract. The Board will pay 80% of the premium for full-time personnel and a prorated premium for part-time personnel. The premium payments for part-time personnel will be prorated according to the number of hours worked by part-time personnel. The Dental Insurance Program will provide 100% coverage for diagnostic, preventive and basic dental work -- 80% coverage for major restorative work -- 50% for prosthodontics work -- 50% for orthodontic procedures.

### **LIFE INSURANCE**

All instructional employees will be eligible, on an optional basis, for participation in the current State Life Insurance program with the Board contributing the percent of the instructional employee's contribution as per the current State Formula.

### **WISCONSIN RETIREMENT SYSTEM**

The Board and employee contribution to the Wisconsin Retirement System will be the required percentage as set by the Wisconsin Retirement System.

### **SICK LEAVE**

Instructional employees may utilize sick leave because of temporary disability, personal illness or serious illness in the immediate family. During the first year of employment, full-time instructional employees will be granted two (2) days of sick leave per month up to a maximum of twelve (12) days. Following the first year of employment, instructional employees will be granted twelve (12) days of sick leave per year cumulative to ninety (90) days. At the end of five (5) school days of sick leave, certification of illness by a physician may be required. Instructional employees who are on an approved leave of absence and not using sick leave or who terminate their employment prior to the end of the school year will have sick leave prorated according to the actual contracted days that the instructional employee works in that school year.

Once the maximum cumulative days are reached, or if, at the beginning of a contract year, an instructional employee's annual sick leave allotment would permit accumulation above the maximum, the instructional employee's annual allotment will be the greater of:

1. The number of days' difference between the current total of cumulative days and the maximum cumulative days set forth herein; or
2. Four (4) days per year.

Instructional employees with more than ninety (90) cumulative sick leave days will not accumulate sick leave days until their total number drops below ninety (90) days.

When an instructional employee is eligible for long term disability benefits according to the option selection, all sick leave payments pursuant to this contract will cease immediately.

**Return to Duty.** When an instructional employee's return to work occurs near an end of the semester and if the District feels it would be in the best interest of the pupils to delay the change in instructional employees, an instructional employee returning from sick leave may have his/her return to normal duties delayed until a time appropriate by the Board and the District Administrator. The Board and the District Administrator have the option to require the returning instructional employee to perform duties other than those normally assigned to the returning instructional employee or to have the returning instructional employee perform curriculum development work until such time as the Board and the District Administrator feel that an instructional employee transition is advisable.

#### **LONG TERM DISABILITY**

The Board will provide and pay the cost of long term disability insurance for all full-time and part-time employees covered by this handbook. The long term disability insurance program will provide for 90% payment of covered salary to age 65 with an offset for Social Security, Worker's Compensation and state retirement. The long term disability insurance program will provide a sixty (60) calendar day waiting period.

The Board will continue to pay, for up to one year, premiums for insurance programs provided for by this handbook to employees collecting disability benefits under this article.

If the Board is unable to purchase the above 90% benefit plan, the Board may substitute a policy which provides 66 2/3% payment of covered salary to age 70, Social Security freeze, primary only Social Security offset, and a 25% minimum benefit with either a sixty (60) or ninety (90) day waiting period to be selected by the employee prior to the end of the sixty (60) day waiting period.

#### **REIMBURSEMENT FOR ADVANCED TRAINING**

Instructional employees will be partially reimbursed for each semester hour of approved graduate credit when the following conditions are met:

1. The course is pre-approved by the Director of Human Resources and meets the guidelines for educational lane advancement noted above.
2. The number of credits for which reimbursement is sought does not exceed six (6) in any one school year.
3. The total number of credits for which reimbursement is sought does not exceed thirty (30) for any individual instructional employee with a B.S. degree or thirty-six (36) for any individual instructional employee with a M.S. degree.
4. The course is a graduate course related to the instructional employee's current assignment or planned future assignment in elementary or secondary education.
5. The payment for reimbursement will not exceed the actual cost per credit or \$150.00 per credit, whichever is applicable. In order to receive reimbursement, instructional employees must submit a copy of proof of payment as well as a grade report.
6. A grade of "B" or better must be earned to qualify for credit reimbursement and must be documented by either a transcript of credits or an official grade report.

**Credit Approval Guidelines.** Before beginning a course, instructional employees must obtain pre-approval by completing the designated form and receiving approval from the Director of Human Resources or designee.

Credit reimbursement will no longer be available after January 31, 2012.

#### **PERSONAL DAYS & RELIGIOUS OBSERVANCE**

Upon approval of the District Administrator, or his/her designee, an instructional employee will be allowed to be absent for personal reasons two (2) full day per year without loss of pay. Requests for such leave should be made in advance.

Such days will be granted on a first come, first serve basis with a cap of five teachers using any one day. Personal days are not to be used before or after a holiday, recess or break. When open houses, parent conferences or orientations are scheduled, the employee is expected to attend. The request for a personal day must be received one week prior to the anticipated date. Personal days are not cumulative.

When personal days are used, the days will be deducted from the instructional employee's sick leave balance.

Upon approval of the District Administrator, or his/her designee, any instructional employee desiring time off for personal religious observances may utilize a maximum of two (2) personal days and two (2) sick days per school year for such purpose. Days used for personal religious observances will be deducted from the instructional employees personal day account followed, if necessary, from their sick day account.

### **PROFESSIONAL DEVELOPMENT**

Annually, three (3) District professional development days will be planned by the Professional Development Committee. Part-time certificated employees will be paid the base hourly rate for the portion of the professional development days beyond their part-time teaching assignment.

The Professional Development Committee consists of building principals, the Director of Instruction, one school board member, and two members of the certified staff from each school building. Principals will solicit interest and make appointments.

Part-time staff members will participate on a pro-rated basis. In addition to the three annual District professional development days, programs may be offered after the normal student day or when released from instructional duties during the normal work day.

The District, in conjunction with the Professional Development Committee, may determine general direction for the overall staff development program. Final approval will be with the District Administrator.

### **FIRST YEAR ORIENTATION PROGRAM**

New instructional employees will participate in three (3) pre-school orientation days - along with several after school orientation sessions, each lasting one and one-half hours. The three (3) pre-school days will be used for district orientation, building orientation, working with mentors, and classroom preparation.

### **PROFESSIONAL DEVELOPMENT PROGRAM**

The overall objective for all staff members is to show growth in professional competencies. All staff members will be required by the District to involve themselves in professional development activities for six (6) additional clock hours per year beyond those activities mentioned above. The first three (3) hours outside of the normal work day will be without additional compensation. All

approved hours, up to nine (9) hours, beyond the initial three (3) hours will be compensated at base hourly rate (\$20.00/hour). All certificated district employees will develop their own self-improvement plan including anticipated outcomes and evaluation utilizing any or all of the options listed on the *Annual Professional Development Plan Requirement*. The building principal will approve this plan before the employee begins to fulfill the six (6) hour obligation. Rejected self-improvement plans may be appealed to the Professional Development Committee for further consideration.

Instructional employees participating in District sponsored seminars after school beyond the initial three (3) unpaid hours will receive base hourly rate up to six (6). No remuneration will be given for School Board adopted and required programs when offered during the normal work day.

The District will have the sole right to reduce the number of hours required for staff development on a pro-rata basis. If it is necessary to reduce hours, instructional employees will be informed at the beginning of the school year and the required and compensated hours will also be pro-rated.

#### **CURRICULUM EVALUATION COUNCIL**

Instructional employees are needed to serve as members of the Curriculum Evaluation Council. Members are appointed to a three-year term by the District Administrator. Each CEC member will be paid the curriculum rate for work beyond the regular school day.

The Director of Instruction, in concert with building principals, will appoint members of the subject or program-specific curriculum planning/improvement committees. Members of the committees will be paid at the curriculum rate for work beyond the regular school day. All curriculum committee work must have pre-approval from the Director of Instruction.

Curriculum Evaluation Council and subject or program-specific curriculum planning/improvement committee membership will be voluntary. Service as a designated committee chairperson will also be voluntary.

#### **SEPARATION OF EMPLOYMENT**

##### **LAYOFF**

In the event that the Board anticipates that a layoff will be necessary, any instructional employee affected by the layoff will be notified by April 15, preceding the effective day of the layoff. However, such instructional employee may be issued an individual contract contingent upon the availability of work.

Limited term and long term employees who are employed to assume the duties of absent staff members will not be covered by this procedure and their employment rights will terminate upon the conclusion of the term of their individual employment agreement with the District.

Final notice of layoff will be given by the Board no later than June 30 prior to the effective day of layoff.

### **LIQUIDATED DAMAGES**

Should an instructional employee breach his/her executed individual contract or any provision thereof, a liquidated damage in the respective amount set forth below will be either paid or forfeited by the instructional employee at the option of the District. The acceptance of the instructional employee's resignation by the Board does not relieve the individual from the liquidated damages set forth herein.

If the instructional employee executes an individual contract and thereafter, after June 1 and prior to July 1, breaches the agreement, the instructional employee will incur liquidated damages in the sum of \$100. If an instructional employee executes an individual contract and thereafter after July 1 and prior to August 1, breaches the agreement, the instructional employee will incur liquidated damages in the sum of \$250. If an instructional employee executes an individual contract and thereafter, after August 1 and during the school year, breaches the agreement, the instructional employee will incur liquidated damages in the sum of \$500. The appropriate amount of liquidated damages, pursuant to the above, will be deducted from the instructional employee's last paycheck or paid directly by the instructional employee. The Board will not accept the resignation of the instructional employee until such time as liquidated damages have been collected from the instructional employee in question.

### **BOARD POLICIES**

The School Board for the School District of Whitefish Bay is guided by a series of policies that cover a number of areas, including personnel. The following policies have been identified as being of significant importance to instructional employees. Please note that all Board policies are applicable to instructional employees regardless of their inclusion into this handbook. The following are excerpts of the policies. Full policies may be view on the District's website.

#### **Drug-free Workplace**

Per Board Policy 522.1, the use, possession and distribution of alcoholic beverages or the unlawful possession, use, manufacture, distribution, or dispensation of any controlled substance (including prescription drugs) is

prohibited in the schools during school work activities or on the school grounds of the public schools in Whitefish Bay.

### **Conflicts of Interest**

Per Board Policy 525.1, The Whitefish Bay School District will not hire, transfer or promote an applicant or employee into a situation where the possibility of favoritism or conflicts of interest might exist. In order to promote sound management policies and procedures and to avoid actual or potential conflicts of interest, no close relative of an employee of the District shall be appointed to any position where, as a result, he/she would be directly supervising or receiving direct supervision from a close relative.

### **Harassment**

Per Board Policy 511.2, the School District of Whitefish Bay is committed to an education environment that is free of harassment of any form. It is therefore the policy of the District to:

1. Prohibit and discourage any individual (employee, applicant for employment, parent, student or other individual doing business or having a relationship with the District) from harassing any other individual associated with the District;
2. Provide a harassment-free educational environment;
3. Address any instances of harassment in a timely manner;
4. Provide on-going educational awareness of the problem of harassment in all forms; and
5. Provide procedures for filing and pursuing claims of harassment.

The District will not tolerate any form of prohibited harassment and will take all necessary and appropriate action to eliminate it, including discipline or discharge of employees.

### **Employee Technology Use**

Per Board Policy 524, employees may have access to the District's technology system, which includes computers, computer networks, electronic mail systems, voice mail systems, telephone systems, facsimile machines, surveillance systems and the Internet. The purpose of these systems is to enhance job performance on day-to-day assignments and to facilitate effective business communications.

All aspects of the technology system are the District's property. Use of the District's technology system is not guaranteed to be private. The District has access to the entire technology system and maintains the right to access or monitor, consistent with the current law, all documents, messages or information created on, with or transmitted over the system, including e-mail and Internet usage, without notice to the users.

### **Employee Use of Social Networking**

Per Board Policy 524.1, the District realizes the value and omnipresence of social networking sites and other internet-based social forums. Sites that emphasize online educational collaboration and sharing among users should be used to educate our students. Technology is ever-changing and this policy is intended to be flexible to include new and changing technologies.

The District respects the rights of employees to use social networking sites as a medium of self-expression during non-work time. Employees are permitted to use the social networking sites for incidental personal use and/or communications during work time provided that such use shall not interfere with or conflict with District business and such use does not occur during student contact time. Employees shall exercise good judgment regarding the reasonableness of personal use.

**APPENDIX A: SALARY SCHEDULE**

**Salary Schedule**

**2011-12**

	B	B15	B30	M	M15	M30	PHD
A	\$35,219	\$36,882	\$38,545	\$41,090	\$42,775	\$44,460	\$46,020
B	\$36,712	\$38,338	\$40,081	\$43,043	\$44,807	\$46,570	\$48,044
C	\$38,205	\$39,792	\$41,616	\$44,996	\$46,839	\$48,681	\$50,067
D	\$39,698	\$41,248	\$43,152	\$46,950	\$48,871	\$50,791	\$52,091
E	\$41,191	\$42,703	\$44,687	\$48,903	\$50,901	\$52,902	\$54,115
F	\$42,684	\$44,159	\$46,223	\$50,856	\$52,933	\$55,012	\$56,138
G	\$44,178	\$45,614	\$47,758	\$52,809	\$54,965	\$57,123	\$58,163
H	\$45,670	\$47,069	\$49,294	\$54,761	\$56,997	\$59,233	\$60,187
I	\$47,163	\$48,524	\$50,830	\$56,714	\$59,029	\$61,343	\$62,210
J	\$48,656	\$49,980	\$52,365	\$58,668	\$61,061	\$63,454	\$64,234
K	\$48,656	\$51,435	\$53,900	\$60,621	\$63,092	\$65,564	\$66,257
L	\$48,656	\$52,891	\$55,435	\$62,574	\$65,124	\$67,675	\$68,281
M	\$48,656	\$54,346	\$56,971	\$64,527	\$67,156	\$69,785	\$70,305
N	\$48,656	\$55,801	\$58,506	\$70,958	\$73,956	\$76,955	\$78,634
O	\$48,656	\$57,256	\$60,042	\$70,958	\$73,956	\$76,955	\$78,634

**APPENDIX B: SUPPLEMENTAL SALARY**

**1. Guidance Counselors**

Guidance counselor salaries will be determined by applying the following formula:

$$\text{Salary} = \text{Instructional employee's Salary} \times \frac{\text{Number of Contract Days}}{\text{Days}}$$

Plus the appropriate compensation for units assigned to the position

**2. Other Positions**

<u><i>Position</i></u>	<u><i>Number of Units</i></u>
Reading/Language Arts Coordinator	6
Guidance Counselors	8
Director of Guidance	14
Elementary Math Coordinator	4

### APPENDIX C: EXTRACURRICULAR

When the following extracurricular positions are authorized by the Board, the following schedule will apply:

B.S. Degree Base Salary	=	\$35,219
Athletic and Sports Units	=	\$300.00
Unit for all other positions	=	\$280.00
Base Hourly Rate	=	\$20.00
Rate for Curriculum, Research and Evaluation Projects	=	\$24.00

Base Hourly rate equals sixty (60) minutes of work.

Implementation of this provision will use the following formula:

When the number of actual minutes of work:

- a) equals or exceeds 20 but is less than or equal to 30, then the district will pay the amount derived by dividing the actual number of minutes of work by 60 minutes and multiplying the result times the base hourly rate in effect at the time or will pay the amount of \$8.33, whichever is greater.
- b) equals or exceeds 40 but is less than or equal to 60, then the district will pay the amount derived by dividing the actual number of minutes of work by 60 minutes and multiplying the result times the base hourly rate in effect at the time or will pay the amount of \$17.67, whichever is greater.

- c) Is less than 20 or is more than 30 but less than 40, then the district will pay the amount derived by dividing the actual number of minutes of work by 60 minutes and multiplying the result times the base hourly rate in effect at the time.

<b>ATHLETICS AND SPORTS</b>		<b><u>Units</u></b>	<b><u>2011-12 Salary</u></b>
<b>1.</b>	<b><u>Football Coaching</u></b>		
	a. Head Varsity	13	\$ 3,900
	b. Assistant Varsity	9	2,700
	c. Head, Junior Varsity	9	2,700
	d. Assistant, Junior Varsity	8	2,400
	e. Freshman	8	2,400
	f. Assistant, Freshman	8	2,400
<b>2.</b>	<b><u>Basketball Coaching – Boys or Girls</u></b>		
	a. Head Varsity	17	\$ 5,100
	b. Head, Junior Varsity	12	3,600
	c. Head, Freshman	10	3,000
	d. Middle School	6	1,800
<b>3.</b>	<b><u>Track Coaching – Boys or Girls</u></b>		
	a. Head Varsity	13	\$ 3,900
	b. Assistant, Varsity	9	2,700
	c. Head, Junior Varsity	9	2,700
	d. Head, Middle School	4	1,200
	e. Assistant, Middle School	3	900
<b>4.</b>	<b><u>Swimming Coaching – Boys or Girls</u></b>		
	a. Head, Varsity	14	\$ 4,200
	b. Head, Junior Varsity	10	3,000
	c. Diving	5	1,500
<b>5.</b>	<b><u>Wrestling Coaching</u></b>		
	a. Head Varsity	14	\$ 4,200
	b. Head, Junior Varsity	10	3,000
	c. Middle School	4	1,200
<b>6.</b>	<b><u>Cross Country Coaching – Boys or Girls</u></b>		
	a. Head Varsity	11	\$ 3,300
	b. Middle School	4	1,200
<b>7.</b>	<b><u>Tennis Coaching – Boys or Girls</u></b>		

	a. Head, Varsity	10	\$ 3,000
	b. Head, Junior Varsity	7	2,100
	c. Middle School	4	1,200
<b>8.</b>	<b><u>Soccer Coaching - Boys or Girls</u></b>		
	a. Head, Varsity	12	\$ 3,600
	b. Head, Junior Varsity	8	2,400
	c. Freshman	7	2,100
	d. Middle School	4	1,200
<b>9.</b>	<b><u>Volleyball Coaching - Boys or Girls</u></b>		
	a. Head, Varsity	12	\$ 3,600
	b. Head, Junior Varsity	8	2,400
	c. Freshman	7	2,100
	d. Middle School	4	1,200
<b>10.</b>	<b><u>Gymnastics Coaching -- Girls</u></b>		
	a. Head, Varsity	17	\$ 5,100
	b. Head, Junior Varsity	12	3,600
	c. Middle School	4	1,200
<b>11.</b>	<b><u>Golf Coaching - Boys or Girls</u></b>		
	a. Head, Varsity	11	\$ 3,300
	b. Head, Junior Varsity	8	2,400
<b>12.</b>	<b><u>Baseball Coaching</u></b>		
	a. Head, Varsity	12	\$ 3,600
	b. Head, Junior Varsity	8	2,400
	c. Freshman	7	2,100
<b>13.</b>	<b><u>Softball Coaching - Boys or Girls</u></b>		
	a. Head, Varsity	12	\$ 3,600
	b. Head, Junior Varsity	8	2,400
	c. Middle School	4	1,200
<b>14.</b>	<b><u>Hockey Coaching</u></b>		
	a. Head, Varsity	14	\$ 4,200
	b. Head, Junior Varsity	10	3,000
<b>15.</b>	<b><u>Intramural Coordinator</u></b>		
	a. Elementary (B&G)	3	\$ 900
	b. Middle School (B&G)	5	1,500

## NON-ATHLETIC ACTIVITIES

		<u>Salary</u>
<b>16.</b>	<b><u>Publications</u></b>	
a.	Tower Times Advisor	17 \$ 4,760
b.	Yearbook Advisor	17 4,760
c.	Tower Times Business Manager	3 840
d.	Yearbook Business Manager	3 840
e.	Literary Magazine (HS)	6 1,680
f.	Memory Book (MS)	2 560
<b>17.</b>	<b><u>Dramatics/Variety Show</u></b>	
a.	Director: Fall Play	4 \$ 1,120
b.	Tech Director: Fall Play	5 1,400
c.	Director: Spring Play	4 1,120
d.	Tech Director: Spring Play	5 1,400
e.	Director: Musical (HS)	7 1,960
f.	Tech Director: Musical (HS)	10 2,800
g.	Director: Variety Show	3 840
h.	Director: Variety Show (MS)	4 1,120
i.	Director: Student Assemblies	1 280
j.	Director: Musical (MS)	4 1,120
k.	Assistant Director: Musical (MS)	2 560
l.	Auditorium Director	13 3,640
m.	Elementary Variety Show	2 560
<b>18.</b>	<b><u>Academic Related</u></b>	
a.	Head, Debate	8 \$ 2,240
b.	Assistant, Debate	4 1,120
c.	Forensics (HS)	7 1,960
d.	Forensics (MS)	2 560
e.	National Honor Society	2 560
f.	Photography (MS)	2 560
g.	Competitions (HS)	
	Computer Science	1 280
	SMART Team	1 280
	Science (HS)	1 280
	Math	1 280
	One Act	2 560
h.	Coordinator: Star Group (MS)(6)	1 280
i.	Competitions (MS) Math	0.5 140
<b>19.</b>	<b><u>Student Service/Activities</u></b>	
a.	Student Council Advisor (HS)	10 \$ 2,800
b.	Student Council Advisor (MS)	5 1,400

	c. Student Council Advisor (Elem)	4	1,120
	d. Service Club (MS)	2	560
	e. Coor: Stud. Publishing Ctr. (Elem)	2	560
	f. AHANA	4	1,120
<b>20.</b>	<b><u>Cheerleaders and Pom Pons</u></b>		
	a. Advisor (HS)	12	\$ 3,360
	b. Advisor (MS)	6	1,680
<b>21.</b>	<b><u>Class Advisors</u></b>		
	a. Junior Class	3	\$ 840
	b. Freshman, Sophomore & Senior Class	2	560
<b>22.</b>	<b><u>Musical Related</u></b>		
	a. Musical Director	6	\$ 1,680
	b. Marching Band	4	1,120
	c. House Band	4	1,120
	d. Director Solo & Ensemble (HS) Band	2	560
	Orchestra	2	560
	Choir	2	560
	e. Director Solo & ensemble (MS)	1	280
	f. Extra-Curricular Choir	2	560
	g. Jazz Band (MS)	2	560
	h. Cabaret	4	1,120
<b>23.</b>	<b><u>Clubs</u></b>		
	a. Ski Club Advisor	4	1,120

## APPENDIX D: EXTRA DUTY

When the following extra duty positions are authorized by the Board and/or District Administrator, the following schedule will apply:

1. **Extra Class - High School** (When the standard of five classes is exceeded for more than 20 consecutive school days) - 20% of contract salary. Individual student help time is excluded from this provision.
2. **Substitute Teacher Rate of Pay** - (When extra classes are assumed from one up to and through 20 consecutive school days) - 1.25 X Base Hourly Rate.
3. **Noon Hour Supervision Rate** - Base Hourly Rate.
4. **Study Hall Overload Rate** - Base Hourly Rate.
5. **Homebound Instruction Rate** - 1.3 x Base Hourly Rate.
6. **Detention Overload Rate** - Base Hourly Rate.
7. **Extra Class - Middle School**

The student contact standard, based on the current eight period day, for middle school instructional employees will be five (5) instructional classes and one supervisory period with the exception of language arts teachers who will have a standard of four (4) instructional classes and two supervisory assignments.

Middle school instructional employees may request specific supervisory period duties or request not to be assigned to a specific supervisory period duty. The Principal will consider the requests of all instructional employees prior to making the assignments to the supervisory period duties.

Advisor/advisee (STAR) time at the middle school is excluded from the provision on five instructional classes.

When an extra instructional class beyond five (four for language arts teachers) is taught, it will replace one supervisory assignment and will be compensated as stipulated in (a) or (b) below.

This provision is activated when an extra class is assumed for more than 20 consecutive school days.

(a) **Instructional employees except Language Arts Teachers-**

1/8th of contract salary for the full year or prorated for less than the full year.

(b) **Language Arts Teachers -**

1/7th of contract salary for the full year or prorated for less than the full year.

Volunteers from the teaching staff will be sought yearly to handle the above duties. However, when a sufficient number of volunteers is not available to handle the duties listed in paragraphs 1,2,3,4,6 and 7 above, the Administration may involuntarily assign members of the professional staff to handle these duties. In the event that sufficient professional volunteers or acceptable lay personnel are not available for noon hour supervision, all of the remaining staff members within a given building not currently assigned to one of the duties listed in paragraphs 1, 2 and 6 above will be assigned to noon hour supervision on a rotating basis in as equitable a manner as possible.

8. **Compensation for Presenting Professional Development Programs - \$28.00 per hour.**

This compensation is:

(a) only for courses pre-approved by the Professional Development Committee;

(b) only for preparation and instruction time outside of the regular school day; and

(c) includes one (1) hour preparation time for every one (1) hour of actual instruction time.

9. **Summer IEP Diagnostic Evaluations Rate** (*determined by Director of Special Education*)

## APPENDIX E: DEPARTMENT CHAIRS

Recognizing that there are coordination responsibilities associated with each grade level, team or academic disciplinary area, the District may assign members of the professional staff to handle the duties as specified for these positions in their respective position descriptions. These individuals will coordinate activities, facilities and resources to maintain excellence in assigned content or grade level areas. Compensation for these duties will be specified below.

**Assignments:** Appointments are the responsibility of the administration. The administration may assign members of the professional staff to handle the Department Chairperson positions in the absences of any qualified applicants from among the professional staff.

Elementary Team Chairpersons:	4 units
Middle School Team Chairpersons:	4 units
Middle School Subject Area Coordinators	2 units
K-12 Music Chairperson	3 units
9-12 Department Chairperson	(see below)

**Departments:** Department Chairperson may be assigned in the subject areas of academic support, art, computer science, English, foreign language, reading, industrial and technology education, math, music, physical/health education, library media, science, special education, social studies, and Middle School guidance.

**Compensation:** Compensation for Department Chairpersons will be determined according to how many instructional employees are in their respective subject areas. In departments where there are the equivalent of two full-time instructional employees, Department Chairperson will receive a stipend of \$800 plus a flat rate of \$100 per instructional employee in their respective subject area. The total compensation will consist of the \$800 stipend plus \$100 times the number of full-time and part-time instructional employees in the subject area.

In departments where there are not the equivalent of two full-time instructional employees, but more than the equivalent of one full-time instructional employee, the Chairperson will receive a stipend of \$300 plus a flat rate of \$100 per instructional employee in their respective subject area including themselves. In departments with one full-time instructional employee, the Chairperson will receive a stipend of \$300.