

EMPLOYEE HANDBOOK

PART IV

**EXECUTIVE, ADMINISTRATIVE AND ACADEMIC
ADMINISTRATIVE STAFF
WITH INDIVIDUAL CONTRACTS
UNDER 118.22, WIS. STATS.**

SECTION 1 - DISCIPLINE, TERMINATION AND NONRENEWAL

1.01 Standard for Nonrenewal for Administrators

Administrators employed in the District are subject to nonrenewal on a statutory basis, as prescribed in Sec. 118.24, Wis. Stats. No administrator shall be non-renewed for arbitrary or capricious reasons. Such nonrenewal shall be exclusively subject to the provisions of section 118.24, Wis. Stats. and is not covered by the grievance procedure under this *Handbook*. The nonrenewal of an administrator is not a termination under section 1.02 below.

1.02 Standard for Discipline and Termination

An administrator may be disciplined or terminated for "cause." Such discipline or termination shall be subject to the grievance procedure provisions of this *Handbook*. "Cause" is defined as the following:

- A. There is a factual basis for the discipline or termination: The factual basis must support a finding of administrator conduct in which the District has a disciplinary or termination interest; and
- B. Reasonableness of the penalty: The particular discipline or termination imposed by the District must not be unreasonable.

1.03 Disciplinary Materials

Copies of any disciplinary material(s) shall be provided to the administrator before such material is placed in the administrator's personnel file.

SECTION 2 - JOB RESPONSIBILITIES

2.01 Professional Level of Competence

Administrators shall perform at a professional level of competence the services, duties and obligations required by the laws of the State of Wisconsin and the rules, regulations and policies of the Board which now exist or which may be hereinafter enacted by the Board.

2.02 Devotion of Full Time to Job

Except as is otherwise provided in the administrator's individual contract, administrators shall devote full time to the duties and responsibilities normally expected of the administrator's position.

Administrators shall not engage in any pursuit, or accept any other employment, which interferes with the proper discharge of the Administrator's duties and responsibilities.

2.03 Administrator License or Certificate

Administrators shall maintain a valid license or certificate, properly registered and issued by the State of Wisconsin, sufficient to lawfully permit each administrator to perform such duties as may be assigned.

2.04 Job Description

Upon written request, the Board shall provide administrators with written job descriptions of each administrator's services, duties and obligations.

SECTION 3 - WORK SCHEDULES

3.01 Work Schedules for Administrative Staff

Administrative staff work schedules are set by the district administrator with the professional duties of each administrator taken into account in the setting of the work schedule. Each administrator's work schedule will be aligned with the days and term of employment specified in the administrator's individual contract. Full time employees are generally expected to work eight-hour duty days.

Professional staff (exempt personnel in accordance with the Fair Labor Standards Act) such as central office administrators, directors, coordinators, principals, associate principals, assistant principals, directors of instruction, counselors, campus athletic coordinators, diagnosticians and supervisors, are expected to report for duty for at least eight hours each day, excluding a 30-minute lunch break. Administration schedules may vary because of staggered starting times and job responsibilities, so long as all employees listed are scheduled for a minimum eight-hour duty day.

SECTION 4 - PROFESSIONAL GROWTH

4.01 Requirement to Remain Current

All administrators shall engage in independent and active efforts to maintain high standards of individual excellence. Administrators are encouraged to continue professional growth through participation in conventions, programs, professional meetings and other activities conducted by local, state and national administrator associations; seminars, workshops and courses offered by institutions of higher learning, and other formal and informal professional development activities.

4.02 Professional Reimbursement Program

All administrators shall receive reimbursement for the costs associated with individual professional development activities and membership in professional organizations, and attendance at conferences related to these organizations.

SECTION 5 - ADMINISTRATOR EVALUATION

5.01 General Provisions

Administrators shall receive written evaluations based on board-adopted position descriptions, including job-related activities.

5.02 Evaluation Frequency

Administrators shall receive a written evaluation at the end of their first year of employment and at least every third year thereafter.

5.03 Evaluators

The board is responsible for the district administrator's evaluation. The district administrator is responsible for the evaluation of other administrators and shall either perform those evaluations him or herself or shall direct that those evaluations be performed by other persons who have the training, knowledge and skills necessary to evaluate professional administrative school personnel.

SECTION 6 - PROFESSIONAL COMPENSATION

6.01 Professional Compensation

Each administrator shall be compensated in accordance with the terms of his or her individual contract.

SECTION 7 - INSURANCES

7.01 Dental Insurance

The Board shall provide dental insurance to eligible administrators. Each administrator's eligibility for dental insurance shall be noted in the administrator's individual contract. The insurance carrier(s), program(s), and coverages will be selected and determined by the Board. Dental insurance premium contributions shall be specified in the administrator's individual contract.

7.02 Health Insurance

The Board shall provide health insurance to eligible administrators. Each administrator's eligibility for health insurance shall be noted in the administrator's individual contract. The insurance carrier(s), program(s), and coverages will be selected and determined by the Board. Health insurance premium contributions shall be specified in the administrator's individual contract.

7.03 Liability Insurance

The School Board shall carry liability insurance which provides coverage for the acts of employees performed in accordance with their duties and within their scope of employment. Employees shall be covered for liability in accordance with the terms of the District's liability insurance policy. Employees may inspect the District's liability insurance policy upon request.

7.04 Life Insurance

The Board shall provide life insurance to eligible administrators. Each administrator's eligibility for life insurance shall be noted in the administrator's individual contract. The insurance carrier(s), program(s), and coverages will be selected and determined by the Board. Life insurance premium contributions shall be specified in the administrator's individual contract.

7.05 Long-Term Disability

The Board shall provide long-term disability insurance to eligible administrators. Each administrator's eligibility for long-term disability insurance shall be noted in the administrator's individual contract. The insurance carrier(s), program(s), and coverages will be selected and determined by the Board. Long-term disability insurance premium contributions shall be specified in the administrator's individual contract.

7.06 Vision Insurance

The Board shall offer materials only vision insurance to eligible administrators. Each administrator's eligibility for vision insurance shall be noted in the administrator's individual contract. The insurance carrier(s), program(s), and coverages will be selected and determined by the Board. Vision insurance premium contributions shall be specified in the administrator's individual contract.

7.07 Short-Term Disability

The Board shall offer short-term disability insurance to eligible administrators. Each administrator's eligibility for short-term disability insurance shall be noted in the administrator's individual contract. The insurance carrier(s), program(s), and coverages will be selected and determined by the Board. Short-term disability insurance premium contributions shall be specified in the administrator's individual contract.

7.08 Wisconsin Retirement System (WRS) Contributions

The Board agrees to contribute the employer's share. The employee agrees to pay the employee's required WRS contribution as required by state statute requirements. Under no circumstances shall the Board pay the employee's required WRS contribution.

SECTION 8 - POST-EMPLOYMENT BENEFITS

Post-employment benefits and eligibility for such benefits, if any, shall be noted in the administrator's individual contract.