

PERSONNEL

INTERN TEACHERS

Wage and Benefits

The Board of Education recognizes the significant contributions to be made to the education of district students by the utilization of intern teachers. Therefore, the Board enacts the following employee benefit proposal.

Intern Agreement

All intern teachers shall be issued an intern agreement which will specify the length of employment, their assignment, and the amount of salary they are to receive.

If it is determined by the administrative staff that an intern is not meeting the standards of the school district, they will be relieved of their responsibilities and a substitute teacher will be employed immediately.

School District Calendar

Interns are expected to follow the school district calendar. This includes attendance at all parent-teacher conferences and snow day make-up days that may accrue from another semester, etc.

Salary

The salary for interns who will be teaching in the D. C. Everest Area School District will be the compensation program which is recommended by the Wisconsin Improvement Program and approved by the Board of Education.

An intern who assumes extracurricular responsibilities in the place of a teacher will receive the appropriate compensation as is outlined in the General Contract.

Deductions from salary shall include federal and Wisconsin income tax, and social security as is required.

Pay periods will be the same as the teaching staff of the district. This is on an every other week basis.

Absence of Intern

1. Sick Days

Each intern will be provided with up to five (5) paid days for sick leave during his or her semester of employment, if needed.

2. Funeral Leave

- A. When there is a death in the immediate family of an intern, up to three (3) calendar days off with no loss of pay will be provided for the purpose of making necessary arrangements and attending the funeral. Immediate family for the purposes of this policy shall include: an intern's spouse, child, parent, parent-in-law, brother, sister, and relatives with whom the intern may be living.
- B. An intern will be allowed time off without a loss of compensation to attend the funeral (not to exceed one [1] day) of a brother-in-law or sister-in-law of the intern, the spouse of the child of the intern, the grandparent, grandchild, aunt, uncle, or first cousin of the intern.
- C. In the event that an intern wishes to attend the funeral of a relative or friend not covered by the above paragraphs, permission may be granted by the Principal. This leave will be without compensation.

3. Graduation

An intern, if graduating at the end of his or her internship, will be allowed one (1) day with pay where necessary to attend graduation activities.

4. Job Interviews

Upon approval of the building principal, the intern teacher shall be allowed two (2) days with pay to take part in employment interviews, if it is necessary.

5. Other Absences

Requests for absence for reasons other than those mentioned in 1-4 above shall be applied for through the building principal, and where granted, shall be without compensation.

Other Fringe Benefits

Intern teachers are not eligible for unemployment compensation under the Wisconsin Unemployment Compensation Law, according to the Wisconsin Improvement Program Policy.

Intern teachers are not eligible for any fringe benefits.

License

Each intern teacher is responsible to make certain that the Personnel Office has a valid intern license prior to the time he or she begins the internship. Normally, these are sent by the Wisconsin Department of Public Instruction.

Physical Examination

A physical examination, including a tuberculin test, is required of all school personnel upon original appointment. Normally, it is a condition of the University's Student Teaching Office to require a physical exam and TB test. Records should be sent to the Personnel Office prior to the time that the internship begins.

Physical examinations required as a condition of employment shall normally be provided by the Board. New employees may submit proof of an examination, chest x-ray, or tuberculin test taken within the ninety (90) days prior to employment in lieu of an examination.

Any employee whose health is thought to be harmful to the welfare of pupils or employees may be required by the Board at any time to submit to a physical or psychological examination by a physician. The expense shall be borne by the school district.

The Superintendent of Schools may recommend employees for physical or psychological examinations at any time if there is reason to believe that the health of the employee is harmful to the welfare of pupils or other employees.

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BOARD OF EDUCATION
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