

**WAUNAKEE COMMUNITY SCHOOL DISTRICT
BOARD OF EDUCATION HUMAN RESOURCES COMMITTEE**

Monday, June 15, 2020

11:00 AM

District Administration & Maintenance Center
905 Bethel Circle
Waunakee, Wisconsin 53597

This meeting shall be conducted as a virtual meeting due to the health emergency caused by the COVID-19 pandemic and in accordance with State of Wisconsin Emergency Order #12 Safer At Home as so declared on March 24th, 2020. Accordingly:

- Board members may be participating in the meeting from remote locations through the use of communications technology.
- Public may access the meeting via live stream video at: <https://www.waunakee.k12.wi.us/district/Agendas.cfm>
- The physical location of the meeting shall be 905 Bethel Circle, Waunakee, WI
 - Only the Executive Assistant and a member of the IT team will be physically present at that location for the purpose of video production and live-streaming.
 - Public is able to attend at the meeting location, being mindful of social distancing requirements.
- Public comments related to the agenda items are to be sent to Rebecca McDonough at district_administrator@waunakee.k12.wi.us prior to the Board meeting starting time. Those comments will be read by the Board President.

AGENDA

I. CALL TO ORDER

II. ROLL CALL

III. APPROVE AGENDA

IV. PUBLIC COMMENTS

V. DISCUSSION OF REDEFINING LITERACY COACHES AS INSTRUCTIONAL COACHES

VI. REVIEW EMPLOYEE GUIDELINES - SUGGESTED LANGUAGE CHANGES

A. ADMINISTRATIVE ASSISTANT GUIDELINES

B. TEACHER GUIDELINES

C. ADMINISTRATIVE SUPPORT GUIDELINES

D. ADMINISTRATOR GUIDELINES

VII. ADMINISTRATOR GUIDELINES ADDITION - 210 DAY CONTRACT DETAILS

VIII. ADJOURN

“Any person who has a qualifying disability as defined by the Americans with Disabilities Act who requires assistance with access or materials should contact the Waunakee Community School District Office at 849-2000, 905 Bethel Circle Drive Waunakee, WI 53597, at least

twenty-four hours prior to the commencement of the meeting so that necessary arrangements can be made to accommodate the request.”

PURPOSE

The purpose of this Employee Handbook is to inform employees about District expectations and policies, provide legal protection for the District, notify employees of their legal rights, serve as a reference guide on important terms and conditions of employment and clarify questions that an employee may have about his/her working relationship with the District.

~~Please note that the terms of the Employee Handbook cannot contravene terms in an individual employment contract.~~

Remove
&
replace
w/ #2
from Classified
Guidelines

All cited references are to sections of the Wisconsin Statutes and WCSB policies as amended to date. This handbook is part of School Board policy. As with any School Board policy, the information contained in this Handbook is subject to change. This Employee Handbook replaces any and all prior verbal and written communications regarding the Waunakee Community School District's working conditions, policies, procedures, appeal processes, and benefits.

TABLE OF CONTENTS

Job Titles and Pay Ranges	1
Wages and Benefits	1
Work Schedules	2
Paychecks	2
Job Changes	2
Grievance Procedure	3
Personal Leave	5
Unpaid Leave	5
Paid Holidays	5
Insurances - Health and Dental	6
Insurances - Life, Long-Term and Short-Term Disability	9
<u>Vision Insurance</u>	
Flexible Spending Plan	9
<u>Workers Compensation</u>	
Wisconsin Retirement/Employee Trust Funds	10
403(b) Employee Savings Plan	10
457(b) Deferred Compensation Plan	10
Sick Leave	10
Bereavement Leave	11

PURPOSE

1 The purpose of this Employee Handbook is to inform employees about District expectations and policies, provide legal protection for the District, notify employees of their legal rights, serve as a reference guide on important terms and conditions of employment and clarify questions that an employee may have about his/her working relationship with the District.

* 2 Please note that this handbook does not constitute an employment contract. This handbook is part of School Board policy. As with any School Board policy, the information contained in this handbook is subject to change. Employees are responsible for contacting their supervisor or Human Resources if they have any questions, concerns or need further explanation regarding this handbook, any Board policies or regarding any aspect of their employment.

3 All cited references are to sections of the Wisconsin Statutes and WCSD policies as amended to date. This Employee Handbook replaces any and all prior verbal and written communications regarding the Waunakee Community School District's working conditions, policies, procedures, appeal processes, and benefits.

Teacher

Part VIII
Compensation

Article A – Salary Schedule

1. The District Administrator or his or her designee shall determine the initial salary offered to each teacher upon hire.
2. The schedule below indicates salaries assigned for corresponding points for the 2018-19 contract year.
3. Salaries for each step in future years will be determined on an annual basis, along with cost of living increases.
4. Points are worth \$3 each.
5. In order to be eligible for a points step increase, teachers must have 500 points available. Those may be points earned during the year or banked from previous years.
6. Points that are not used to move up a step will be banked.
7. The minimum amount that will be paid for an annual points step increase is \$600.
8. Points will be redeemed in a manner that is consistent with the dollar increase that is given. For example, when \$600 is paid, 200 points will be redeemed. Because teachers must have 500 points available for an increase, 300 points will be banked in this case.
9. The Board will continue to have a goal of paying \$1,500 for 500 points on an annual basis.
10. If the District finds itself in a financial situation that will allow for payment beyond \$1,500 in any given year, a decision may be made to allow teachers to redeem additional banked points up to an amount that is affordable that year.
11. The Board will determine the number of points that will be paid out in any given year. Teachers may not individually determine the number of points they will redeem.
12. Teachers who earned an advanced degree (Masters, Ed. Specialist, Doctorate, National Board Certification/re-certification, or Wisconsin Master Educator (WMEAP) Master level (PI-34) Certification/re-certification) during that year may redeem an additional 500 points for \$1,500.

Admin Support

Appendix
Family and Medical Leave. Page 21

~~Addendum
2019/2020 COVID-19 Pandemic-related Leave. Page 22~~

PURPOSE

The purpose of this Employee Handbook is to inform employees about District expectations and policies, provide legal protection for the District, notify employees of their legal rights, serve as a reference guide on important terms and conditions of employment and clarify questions that an employee may have about his/her working relationship with the District.

~~Please note that the terms of the Employee Handbook cannot contravene terms in an individual employment contract.~~

All cited references are to sections of the Wisconsin Statutes and WCSD policies as amended to date. This handbook is part of School Board policy. As with any School Board policy, the information contained in this Handbook is subject to change. This Employee Handbook replaces any and all prior verbal and written communications regarding the Waunakee Community School District's working conditions, policies, procedures, appeal processes, and benefits.

SECTION I

Administrative Support Positions

Position	Contracted Days
Aquatics Director	261 days
COTA	182 days
Computer Technician	261 days
Director of Facilities	261 days
Network Administrator	261 days
Network Engineer	261 days
Nurse	200 days
Psychologist	238 days
School-to-Career Coordinator	238 days
*Sign Language Interpreter	182 days
Social Worker	210 days

*Covered by these guidelines only to the extent outlined in letter of employment.

COMPENSATION PLAN

A goal of the Waunakee Community School District is to attract, retain, and recognize the highest level of competent administrative support staff as possible. Salaries are intended to be internally and externally consistent and to be competitive with comparable school districts in Dane County.

Factors considered in determining salaries include:

- the administrative support position's role within the organization
- the number of contract days
- the reporting relationship of the position
- the scope of responsibilities of the position
- the diversity of functions performed within the position
- the required level of experience for the position
- the required level of education for the position

Compensation plan



Initial ~~salary~~ placement and future advancement are determined by the Superintendent of Schools, subject to the approval of the Board of Education.

Members of the Administrative Support Staff will receive paychecks on the 15th and 30th of each month. Administrators who work less than 238 days will receive less than 24 paychecks depending upon their annual payroll cycle election as follows: 24 payrolls July 15 – June 30; 22 payrolls August 15 – June 30; 19 payrolls September 15 – June 15. All other administrators will be paid year round. When the fifteenth or thirtieth day of the month falls on a Saturday, Sunday, or on a bank holiday, payment shall be made on the preceding business day. The District shall provide all payments via electronic deposit, and all payroll information shall be provided electronically.

I. PART-TIME POSITIONS

Each administrative support staff position has a specific number of work days and paid holidays established for that position. A work day is considered to be an eight hour day even though these are salaried positions.

Any staff member that is contracted for less than the specified number of work days/holidays and/or is contracted for less than eight hour days is considered a part time employee.

II. PART TIME SALARY COMPUTATION

An employee working less than the specified number of days for a full time employee will have his/her salary computed by multiplying the per diem salary by the number of days contracted. An employee working the number of days specified as full time but for less than eight hours on those days shall have his/her salary computed based on the number of days worked times the per diem rate times the percentage of 8 hours worked each day.

III. JOB SHARING

Job sharing may be approved by the Board of Education for positions that are considered full time. Two individuals may split a full time position and one set of benefits (those not tied directly to salary). The two individuals must voluntarily enter into this arrangement and stipulate how the benefits will be shared.

Administrator

PURPOSE

The purpose of this Employee Handbook is to inform employees about District expectations and policies, provide legal protection for the District, notify employees of their legal rights, serve as a reference guide on important terms and conditions of employment and clarify questions that an employee may have about his/her working relationship with the District.

~~Please note that the terms of the Employee Handbook cannot contravene terms in an individual employment contract.~~

All cited references are to sections of the Wisconsin Statutes and WCSD policies as amended to date. This handbook is part of School Board policy. As with any School Board policy, the information contained in this Handbook is subject to change. This Employee Handbook replaces any and all prior verbal and written communications regarding the Waunakee Community School District's working conditions, policies, procedures, appeal processes, and benefits.

SECTION I

Administrative Positions

Position	Contracted Days (for 100% FTE)
District Administrator	261 days
<u>Executive Director of Operations</u>	<u>261 days</u>
Director of Curriculum & Instruction	261 days
Assistant Director of Curriculum & Instruction	261 days
Business Manager	261 days
Director of Student Services	261 days
Assistant Director of Student Services	238 <u>261</u> days
Director of Human Resources	261 days
Director of Technology	261 days
High School Principal	261 days
Middle School Principal	261 days
Intermediate Principal	238 <u>261</u> days
Elementary Principal	238 <u>261</u> days
Assistant High School Principal	238 days
Assistant Middle School Principal	200 <u>238</u> days
Assistant Intermediate School Principal	238 days
Assistant Elementary Principal	200 <u>210</u> days

Activities Director	261 days
---------------------	----------

COMPENSATION PLAN

A goal of the Waunakee Community School District is to attract, retain, and recognize the highest level of competent Administrative staff possible. The beginning salaries are intended to be internally and externally consistent and to be competitive with comparable school districts in Dane County.

Factors used to determine appropriate beginning salaries include:

- the administrative position's role within the organization
- the number of contract day

- the reporting relationship of the position
- the scope of responsibilities of the position
- the diversity of functions performed within the position
- the required level of experience for the position
- the required level of education for the position

* ~~Initial salary~~ ^{compensation plan} placement and future advancement are determined by the Superintendent of Schools, subject to the approval of the Board of Education. Any part-time administrator shall have his or her salary pro-rated based upon his or her FTE.

Administrators will receive paychecks on the 15th and 30th of each month. When the fifteenth or thirtieth day of the month falls on a Saturday, Sunday, or on a bank holiday, payment shall be made on the preceding business day. The District shall provide all payments via electronic deposit, and all payroll information shall be provided electronically.

Changes to Administrator Guidelines 210 Day Administrator Contract

Individual Life Insurance

Less than 238 day contracts = **\$250 per year***

Vacation (weeks)

Experience - Years	210*	238	261
0-5	1*	2	3
6-10	2*	3	4
Over 10	3*	4	5

Health Reimbursement Account Retirement Benefit

Post 2010 Hires Annual Contribution

200 day	\$3065
210 day*	\$3220*
238 day	\$3650
261 day	\$4000

*** Consistency between Administrator and Administrative Support Guidelines**