

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

Wednesday, May 5, 2021

4:30 PM

Waunakee Community School District
905 Bethel Circle
Waunakee, WI 53597

****Committee Meetings****

Members of the public may attend Board of Education meetings in-person, subject to space limitations, as well as guidelines and orders that are in place for indoor gatherings.

Public comments will be limited to 3 minutes. The Board will allow 1 hour for public comments.

Public comments may be sent to Rebecca McDonough at district_administrator@waunakee.k12.wi.us up to one hour before the start of the Board meeting. All comments will be reviewed by the Board members. Emailed comments will be reviewed by the board but not read out loud. Comments must include the commentator's name, address, and must identify their connection to the District (if any) and any group they are representing in order to be considered by the Board.

If you would like to address the Board in-person during the public comments section of the meeting, you will be greeted outside the buildings and brought into the meeting individually to present; if you are attending the Board meeting in person, you will be asked to check in with District personnel when you arrive so that you can be recognized and address the Board when your name is called.

You will be required to abide by guidelines and/or orders required for indoor public locations in Dane County and Wisconsin.

A recording of the meeting will be posted on the District webpage within 24 hours of the meeting time.

AGENDA

I. CALL TO ORDER

II. ROLL CALL

III. APPROVE AGENDA

IV. PUBLIC COMMENTS

V. DISCUSSION OF DENTAL AND HEALTH INSURANCE

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Dental

Review of the Insurance Committee's recommendations to maintain current member contributions and add Adult Ortho and Check Up Plus. USI actuarial forecast is a net zero impact on the dental fund.

Adult Ortho - subscribers and adult children (to age 26 vs 19) - 2 to 3% claims impact

Check Up Plus - members get preventative services without those claim dollars being

applied to the annual max benefit, annual max dollars then can go to restorative care = 2.5% to 3% claim impact

Health Insurance

Renewal of the plan with 0% rate increase as part of the five (5) year agreement that concludes on July 1, 2023.

VI. REVIEW OF STAFF COMPENSATION PROPOSALS FOR ADMINISTRATION, ADMINISTRATIVE SUPPORT, ADMINISTRATIVE ASSISTANTS, CLASSIFIED STAFF AND CUSTODIAL & MAINTENANCE.

The overview will include costing data for all six groups with the teacher's package to be determined through negotiations at a later time. Targeted improvements within the hourly employment group for Custodians, Head Custodians, Regular and Special Education Para Educators, and Health Assistants/ Technology Assistants.

Information will be shared at the meeting.

VII. 21/22 DRAFT HANDBOOK REVIEW IN PREPARATION FOR READING #1 ON MAY 10

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Annual review of the employment guidelines for employees. The 2021/22 handbooks include an adoption of three handbooks instead of six. Teacher, Administration & Administrative Support (combined) and Administrative Assistant, Classified Staff, & Custodial/ Maintenance (combined).

Changes are highlighted in red.

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.”

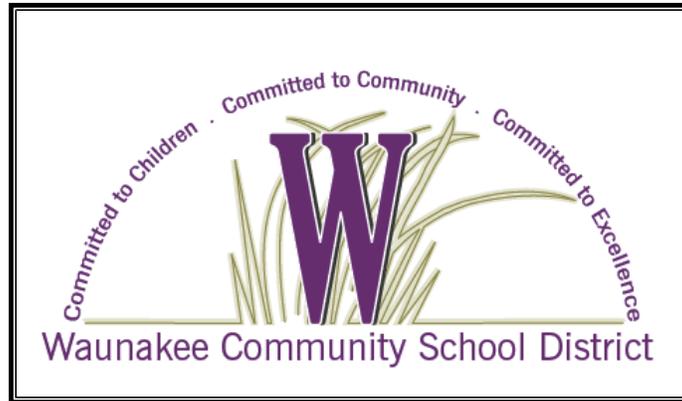
Waunakee Community School District
 Self-Insurance (Dental) 2020-2021

Beginning Balance - July 1, 2020 **\$268,685.65**

Month	Interest Earned	Monthly Deposits	Monthly Income	Monthly Costs Admin.	Claims Paid	Monthly Expenses	Current Balance
Jul-20	39.34	65,145.30	65,184.64	2,331.00	87,946.60	90,277.60	243,592.69
Aug-20	33.02	64,879.10	64,912.12	2,322.60	59,099.81	61,422.41	247,082.40
Sep-20	28.35	59,950.00	59,978.35	2,314.20	38,730.87	41,045.07	266,015.68
Oct-20	25.10	64,391.80	64,416.90	2,310.00	35,333.52	37,643.52	292,789.06
Nov-20	31.17	64,318.10	64,349.27	2,293.20	34,993.83	37,287.03	319,851.30
Dec-20	29.40	63,873.70	63,903.10	2,301.60	41,459.23	43,760.83	339,993.57
Jan-21	28.36	63,922.73	63,951.09	2,293.20	65,643.52	67,936.72	336,007.94
Feb-21	21.28	63,754.90	63,776.18	2,280.60	57,732.30	60,012.90	339,771.22
Mar-21	16.87	63,488.70	63,505.57	2,280.60	76,786.96	79,067.56	324,209.23
Apr-21			0.00			0.00	324,209.23
May-21			0.00			0.00	324,209.23
Jun-21			0.00			0.00	324,209.23
Totals	252.89	573,724.33	573,977.22	20,727.00	497,726.64	518,453.64	

COMPLETED BY ACCOUNTING SPECIALIST FOR DENTAL FUNDS TRANSFER

Withdrawal Amount	Withdrawal Date	LGIP site Balance
\$ 90,277.60	8/10/2020	333,870.29
\$ 61,422.41	9/14/2020	308,504.81
\$ 41,045.07	10/9/2020	307,060.75
\$ 37,643.52	11/12/2020	330,432.58
\$ 37,287.03	12/8/2020	357,138.33
\$ 43,760.83	1/8/2021	383,754.40
\$ 67,936.72	2/9/2021	403,944.66
\$ 60,012.90	3/4/2021	399,784.12
\$ 79,067.56	4/7/2021	403,276.79



Administrative Assistant Classified Staff Custodial and Maintenance Employment Guidelines

BOE Adopted:

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 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.

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.

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1.0 DEFINITIONS OF EMPLOYEE

1.1 Regular Full-Time Employee

A regular full-time employee shall be defined as an employee who is regularly scheduled to work forty (40) hours per week.

1.2 Regular Part-Time Employee

A regular part-time employee shall be defined as an employee who is regularly scheduled to work less than forty (40) hours per week.

1.3 Weekend Employee

A weekend employee shall be defined as an employee who is regularly scheduled to work only Saturdays and/or Sundays, during the school year. Weekend employees are considered limited-term employees and are eligible for benefits only to the extent outlined in their letter of employment.

1.4 Probation

All newly hired regular full-time and regular part-time employees shall serve a twelve (12) month probationary period. During an employee's probationary period the District may discipline or discharge the employee, and said discipline or discharge shall not be subject to the grievance procedure.

Employees who have completed the probationary period satisfactorily and are continued thereafter may be disciplined or discharged for cause.

1.5 All limited term employees are covered by these guidelines only to the extent outlined in their letter of employment.

2.0 WORK SCHEDULES / HOURS OF WORK

2.1 Work schedules shall be developed by each immediate supervisor. Supervisors shall establish a regular schedule of hours. The regular schedule may be changed from time to time for operational reasons; however the supervisor shall whenever possible provide one (1) week's advance notice to all employees so affected.

2.2 Prior approval must be given by the immediate supervisor If an employee works beyond his/her regularly scheduled hours per week in any week, ~~prior approval must be given by the immediate supervisor.~~

2.3 The District is required by law to record and pay for hours actually worked, including overtime hours, for non-exempt employees. Time actually worked for non-exempt employees is documented by a time sheet. Employees are responsible for accurately recording their time worked for each scheduled workday. It is not appropriate for employees to simply mark down the scheduled work time, but rather must record actual "time in" and "time out" in order to be paid properly.

2.4 An employee shall take a one-half (1/2) hour unpaid, duty free lunch break near the mid-point of each work day. Employees working less than six (6) hours per day may or may not have a lunch break at the discretion of the employer.

- 2.5 Paid break times shall be determined by the supervisor, and shall not be taken consecutively or in conjunction with lunch breaks.

Hours Worked	Breaks
0 to 2 hours per day	0 minutes
2.01 to 6.5 hours per day	(1) 15 minute break
6.51 or more hours per day	(2) 15 minute breaks

- 2.6 If necessary, supervisors may adjust schedules to meet the needs of the District.

3.0 TIME KEEPING

- 3.1 A work week consists of Sunday 12:00AM through Saturday 11:59PM.
- 3.2 The normal workday for all full time employees shall be no more than eight (8) hours per day. The normal workweek for all full time employees shall be forty (40) hours per week. A custodian's normal schedule of forty (40) hours per week may include work on Saturdays at a building where services are routinely provided.
- 3.3 All hourly employees will record hours worked through True Time, an electronic timecard system. Hourly employees must clock in when they arrive at work, clock out for lunch, clock back in upon return from lunch, and clock out at the end of their work day.
- 3.4 Employees are responsible for their own timesheet and shall not punch in or out for any other employee.
- 3.4 The District's Timekeeping System requires that an employee complete the electronic timesheet and submit it for supervisor approval. The payroll department will then input the employee's time worked into the system for timekeeping. Timesheets must be submitted weekly within the time frame established for the pay schedule.
- 3.5 When an employee submits their timecard for approval they are certifying that the time recorded is accurate. Falsification of the time record is a serious violation of District policy and is, in essence, theft. Such falsification will result in corrective action, up to and including immediate termination.
- 3.6 Work in excess of forty (40) hours per week (overtime) shall be compensated at the rate of time and one-half (1 1/2) the employee's normal hourly rate of pay. All overtime hours must have the prior approval of an employee's supervisor.
- 3.7 The District reserves the right to schedule overtime work as required in a manner consistent with the requirements of the School District.
- 3.8 Paid holidays shall be counted as hours worked for purposes of overtime calculation. Other paid time off shall not be counted as hours worked for purposes of overtime calculation.

See Appendix E – True Time

4.0 COMPENSATORY TIME (COMP TIME)

- 4.1 Regular, 12 month, full time employees are eligible to accrue comp time in lieu of overtime payment.
- 4.2 Compensatory (comp) time is earned at the rate of one and one-half (1 1/2) times the number of overtime hours actually worked.
- 4.3 Comp time shall be utilized in no less than 15 minutes increments. ~~of~~
- 4.4 Consecutive comp days shall not be approved and comp days shall not be approved in conjunction with vacation or personal days. An exception to this restriction may be made when the comp time is going to be used during winter or spring break, or other non-student days.
- 4.5 All comp time earned between July 1st and December 31st must be taken by December 31st or paid out. A maximum of 24 hours of comp time may be taken during this timeframe; all remaining hours earned shall be paid out. All comp time earned between January 1st and June 30th must be taken by June 30th or paid out. A maximum of 24 hours of comp time may be taken during this timeframe; all remaining hours earned shall be paid out

5.0 PAYROLL, WAGES AND REIMBURSEMENTS

5.1 HOURLY WAGES

Upon hire an employee's starting wage shall be at the discretion of the district administrator or his or her designee.

- 5.2 Wages shall be reviewed annually. Employees on an improvement plan shall not receive an increase in pay.

5.3 PAYCHECKS

Staff will receive paychecks on the 15th and 30th of each month during the school year. 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.

12 Month employees	24 payrolls	7/30 to 7/15
11 Month	22 payrolls	8/30 to 7/15
10 Month	19 payrolls	9/30 to 6/30

- 5.4 Employees will give written notice of termination of employment at least two weeks prior to the last day of work. If an employee has overused the holiday, sick or vacation time earned, the employee will have an amount equal to the value of that overused leave withheld from his/her last pay check.

5.5 MILEAGE

Employees who incur expense through the authorized (by the Business Manager) use of their private vehicle for school business shall be reimbursed the current IRS rate. Actual expenditures within the above maximums shall be reimbursed upon submission of an expense voucher with accompanying receipts and mileage statement to the Business Office.

5.7 BUILDING CHECKS AND CALL BACKS– CUSTODIAL/MAINTENANCE

Custodial and maintenance employees will receive two (2) hours' pay at their regular rate for building checks at the high school and one (1) hour's pay at their regular rate for building checks in all other buildings required to be conducted on weekends. Custodial and maintenance employees will receive and two (2) hours' pay at two (2) times their regular rate for building checks at the high school and one (1) hour's pay at two (2) times their regular rate for building checks in all other buildings required to be conducted on holidays.

If employees are called back to work after having completed their regular work hours and leaving for the day, or are called to work and leave again before the start of their regular shift, they shall be paid for a minimum of two (2) hours at time and one-half their regular rate of pay for hours that are unattached to other hours worked that day.

5.8 SNOW DAYS

- A. Employees shall be paid for up to four (4) snow days if it is necessary to cancel school.
- B. In the case of an early release or delayed start, hours paid for hours not worked shall be counted toward the maximum of four (4) paid snow days.
- C. In the event of a fifth snow day or any snow day thereafter, employees will have the option of taking an unpaid day, or using a personal or vacation day if available. Employees are asked to submit a leave request via Employee Access indicating how they choose to account for the time.
- D. In the event of an early release or delayed start after there have already been four paid snow days, paychecks shall be adjusted to reflect fewer hours worked, unless paid time off is substituted. The missed time shall not be made up and employees should leave work or report to work according to the adjusted schedule.
- E. Custodians / Maintenance
Unless directed otherwise by his or her immediate supervisor, custodial and maintenance employees are to report to work on days declared by the district administrator to be snow or emergency days. In the event the employee finds it impossible to report for work, or if he or she is directed not to report for work, he or she shall be paid for up to four (4) snow or emergency days per year. Employees who work on the first four snow or emergency days shall be able to take the same number of hours worked on the snow or emergency day, as personal leave time on a future day. The personal leave time shall be approved by the Director of Facilities, and shall be used during the year or lost, it shall not

carry over, and shall not be paid out. If there are more than four (4) snow or emergency days in any given year, employees shall be expected to report for work. In the event an employee finds it impossible to report for work, he or she may utilize personal leave, comp time, or vacation time, at the discretion of his or her immediate supervisor. In the event of a late start or early release due to a snow or emergency day, hours not worked but paid shall count toward the 4 days (32 hours) of paid snow or emergency time.

6.0 TIME OFF

6.1 The district utilizes electronic systems for tracking time off entries. It is your responsibility as an employee to use the systems correctly. All time off requests should be initiated through an entry within the Employee Access portal of Skyward.

6.2 PERSONAL LEAVE

A. Each employee will be credited with two (2) days of personal leave per year. Personal days be used for anything, and although the request shall be made electronically via Employee Access, a reason need not be given.

A-B. One personal day is equivalent to the number of scheduled hours per day for each employee.

B-C. Personal leave ~~shall can~~ be ~~utilized in increments of no less than one half (1/2) day or four hours. (OR BY THE HOUR?)~~ taken in hourly increments. If the employee is able to return to work for their remaining workday, they are expected to do so.

C. Such personal leave will not be granted during the first week and last 10 days of the school year. Personal days may not be used to extend holidays. For staff working less than 12-months per year, personal days may not be used to extend a or-recess (a recess is defined as any break in the regular five (5)-day school week). breaks, unless prior approval is granted by the Director of Human Resources for good cause in extenuating circumstances and “once-in-a-lifetime situations.”

D. District-wide there will be a maximum of three (3) employees per classification granted personal leave on any one (1) day.

E. Personal leave not used shall be added to accrued sick leave, which is accumulative to 188 days (1,504 hours), 120 days (960 hours) of which can be applied toward retirement.

F. Employees who are not eligible for vacation and who have completed ten (10) consecutive years of service in the district may bank up to three personal days. These days may be combined with the two (2) personal days given at the beginning of the year to allow for one (1) full week off with pay. Any employee who wishes to bank personal days must notify the Director of Human Resources in writing prior to the end of the school year. The use of banked personal days is subject to the restrictions listed under personal leave.

6.3 SICK LEAVE

- A. Employees shall be given to one day of sick leave per month worked, accumulative to 188 days (1,504 hours)~~one hundred eighty-eight days (188)~~. Sick leave, though credited at the beginning of each fiscal year, is vested only upon completion of the work year. Any employee resigning or terminated will be credited only with those days earned at the time employment is severed. The maximum number of sick days to be applied toward retirement benefits shall be 120 days (960 hours).
- B. One day of sick leave is equivalent to the number of scheduled hours for that employee and is accumulated on this basis. Part-time employees who do not work on an everyday basis will have a prorated number of sick days based upon their individual schedule.
- C. Sick leave may be used for:
 - 1. Personal illness.
 - 2. Doctor and/or dentist appointment for self, spouse or children, which cannot be scheduled outside of the employee's regular work schedule.
 - 3. Care of spouse, child, parent or step-parent, grandparent, brother/sister, or parent-in-laws.
 - 4. Sick leave requests must be submitted electronically via Employee Access.
- D. Sick leave shall be taken in hourly increments. If sick leave is utilized to attend a morning or afternoon appointment, and the appointment is completed in time for the employee to return to work for the remaining half-day (1/2), he or she is expected to do so.
- E. A physician's statement of illness may be requested if considered necessary by the immediate supervisor, or Director of Human Resources.
- F. If an employee exhausts all available sick leave, he or she must use any available personal leave, vacation, or any other accrued, paid leave prior to requesting unpaid sick leave. There may be certain exceptions under the State and Federal Family and Medical Leave Laws.

Under the State and Federal Family and Medical Leave Acts, employees may be entitled to leave above and beyond the leaves provided in these guidelines. Any leave of more than three consecutive days that qualifies as Family and Medical leave shall be counted as such. The District administers the State and Federal Family and Medical Leave Acts concurrently. A 12 month period starting July 1 and ending on June 30 is used for calculating leave eligibility under the Federal Family and Medical Leave Act. If employees have questions they should contact the Director of Human Resources.

6.4 BEREAVEMENT LEAVE

Staff may use up to three (3) days of paid leave for death in the immediate family. These days shall not be deducted from sick leave. An additional three (3) days of sick leave may be used as bereavement leave for deaths in the immediate family. The Director of Human Resources may grant additional days, either as paid leave deducted from sick leave or as unpaid days, at his/her discretion. Immediate family includes: spouse, child, step-child, parent, step-parent, grandparent, grandchild, brother, sister, parent-in-law, brother or sister in law, son or daughter-in-law. Staff may request sick leave for attendance at funerals, not covered under bereavement leave. Verification of attendance may be required.

6.5 JURY DUTY

Any employee who is required to respond to a call for jury duty as a witness in court not involving a party to this employer shall be excused from work and the employer agrees to pay the difference between jury fees paid the employee (excluding mileage and parking fees or Saturday or Sunday fees) and the employee's regular daily rate. Employees are asked to submit to the payroll office a copy of the check they receive for jury duty within three (3) days of their receipt of the check.

An employee must notify his/her immediate supervisor as soon as notice of jury duty is received. Also, the employee is expected to contact his/her immediate supervisor immediately upon termination of jury duty or when temporarily relieved of jury duty.

The time required for any employee to serve on jury duty will not be deducted from sick leave or vacation time the employee has earned or will earn in the future.

The above provisions on jury duty affect an employee only if he/she is called to serve on a jury during the period the employee normally works (i.e. School Year employees are only affected if called to serve on a jury during the School Year working period).

6.6 VACATION

A. 12-month employees and 11-month Administrative Assistants are eligible for vacation. 10- Month Administrative Assistants who were actively employed prior to July 1, 1996 also are eligible for vacation (10-Month Administrative Assistants hired after that date shall not be eligible for vacation).

A.B. Employees must have approval from their immediate supervisor via Employee Access prior to taking vacation days. Supervisors may limit the length of an employee's vacation to one-week increments, and reserves the right to approve the scheduling of vacation so as not to interrupt the operations of the District.

C. 12-month employees shall be given five (5) days of vacation to use during their first year of employment, and 11-month employees shall be given two (2) days of vacation to use during their first year of employment. During their first year of employment, they are also accruing vacation that will be posted for use during

their second year of employment. Vacation will be accrued accordingly for future years. Vacation for part-time employees shall be pro-rated based upon their FTE.

- B-D. One (1) day of vacation is equivalent to the number of scheduled hours for that employee and is accumulated on this basis.
- C. Vacation ~~days-time~~ shall be taken in hourly increments. If the employee is able to return to work for the remaining workday, they are expected to do so of not less than one half (1/2) day. (HOURS??)
- D. Vacation may not be taken during the first five (5) days or the last ten (10) days of the school year. This restriction may be waived at the discretion of the Director of Human Resources, for extenuating circumstances.
- E. Vacation cannot be used to extend a holiday or recess (a recess is defined as any break in the regular five (5)-day school week). This restriction may be waived at the discretion of the Director of Human Resources for extenuating circumstances.
- F. Up to ten (10) days of unused vacation may be carried over to the next school year.
- G. Vacation may be taken on days which employees are not scheduled to work, including winter break, and spring break.
- H. A maximum of two (2) people per day, per classification can use vacation time except on days when employees are not scheduled to work. If conflicts between employees arise as to vacation scheduling, preference will be given in order of seniority, provided that the vacation requests have been submitted at least six months in advance.
- I. Employees who properly resign (minimum of two week written notice) or retire shall be paid for accrued, unused vacation on a prorated basis. Discharged employees shall not receive vacation pay. Employees who resign before working one year are only eligible for prorated unused vacation to be paid out.

VACATION SCHEDULE			
12-Month, Full-Time	5 days during first year		
	10 days during 2nd year	16 days during 7th year	21 days during 13th & 14th year
	11 days during 3rd year	17 days during 8th year	22 days during 15th & 16th year
	12 days during 4th year	18 days during 9th year	23 days during 17th & 18th year
	14 days during 5th year	19 days during 10th year	24 days during 19th & 20th year
	15 days during 6th year	20 days during 11th & 12th year	25 days during 21st year and thereafter
11-Month, Full-Time	2 days during first year		
	5 days during 2 nd year	10 days during 6 th & 7 th year	14 days during 14 th & 15th year
	6 days during 3 rd year	11 days during 8 th & 9 th year	15 days during 16 th year and thereafter
	7 days during 4 th year	12 days during 10 th & 11th year	
	9 days during 5 th year	13 days during 12 th & 13th year	

Less Than 11-Months	5 days during 6 th year	7 days during 8 th year	9 days during 10 th year
	6 days during 7 th year	8 days during 9 th year	10 days during 11 th year and thereafter To a maximum of 10 days
Classification A & Administrative Assistants who were actively employed prior to July 1, 1996 are eligible for this vacation benefit. Those hired after that date shall not be eligible for vacation.			

6.7 UNPAID LEAVE

- A. After one (1) year of employment, ~~members of the support~~ staff shall be able to take one (1) unpaid leave day per year of employment cumulative to a maximum of three (3) days at any time. An employee could take one (1) day per year, or they could choose not to use any for two (2) years and in the third year, he or she could take three (3) days. No more than three (3) unpaid days can accumulate. Once three (3) unpaid leave days were used, there would be no unpaid leave days available until the following year, when there would be one (1).
- B. The allowance for unpaid leave days will be on a first come, first served basis with no more than two (2) staff members per classification per day on leave without pay.
- ~~C.E.~~ The granting of unpaid leave, the length of time for such leave, and the number of employees taking this leave, shall be at the sole discretion of the District. Requests for unpaid leave are nonprecedental and will be dealt with on an individual basis.
- ~~D.F.~~ Leaves of absence without pay may be for education, medical reasons, maternity, military or National Guard service, civic duties or for other purposes approved by the District.
- ~~E.G.~~ Staff members must have approval via Employee Access from their immediate supervisor and the Director of Human Resources prior to taking leave without pay. Taking on unpaid leave without having received prior approval for the leave is a serious offense which may result in an unpaid suspension or discharge.
- F. Leave without pay shall be taken in increments of not less than one (1) full day. Requests for leave without pay must be submitted at least five (5) days prior to the time off being requested and shall include reasons for the request and the expected duration of the leave, not to exceed one (1) year. This requirement may be waived in case of an emergency.
- G. Leave without pay may not be used to extend holidays. For staff working less than 12-months per year, leave without pay may not be used to extend a recess (a recess is defined as any break in the regular five (5)-day school week) or recesses.
- H. Leave without pay shall not be granted for days during the first five (5) days of school or the last ten (10) days of school.

- I. After the initial thirty (30) days of unpaid leave, no benefits shall be received nor shall the leave serve as experience credit for seniority or for any other purposes. Employees may continue District insurance coverage at their own expense if permitted by District policies in effect at the time.
- J. The Director of Human Resources may approve additional unpaid leave at any time at his/her discretion.

6.8 PAID HOLIDAYS

(If the holiday falls within the employee’s regular work schedule.)

12-Month, Full-Time Employees		
1. Fourth of July	5. Christmas Eve Day	9. Good Friday
2. Labor Day	6. Christmas Day	10. Memorial Day
3. Thanksgiving Day	7. New Years Eve Day	
4. Day After Thanksgiving Day	8. New Years Day	

11-Month, Full-Time Employees		
1. Labor Day	5. Christmas Day	9. Memorial Day
2. Thanksgiving Day	6. New Years Eve Day	
3. Day After Thanksgiving Day	7. New Years Day	
4. Christmas Eve Day	8. Good Friday	

Less Than 11-Month Employees	
1. Labor Day	3. Day After Thanksgiving Day
2. Thanksgiving Day	4. Memorial Day

- A. If a paid holiday falls on a Saturday, the previous Friday shall be considered the holiday. If a paid holiday falls on a Sunday, the following Monday shall be construed the holiday. These holidays may be adjusted to best fit the work year.
- B. Holidays Falling on Student Contact Days: If any of the holidays listed above, fall on a student contact day, the employees shall work their regular hours that day, and shall instead receive a holiday on a date determined by the Administration.
- C. Any employee required to work on a holiday for which they are eligible to receive holiday pay shall receive two times the regular hourly rate of pay.
- D. To qualify for holiday pay an eligible employee must be on the active payroll of the District and must have worked on his/her regularly scheduled work day immediately preceding and immediately following the paid holiday, unless a

scheduled vacation is taken, an illness is verified by a physician's certificate, or the employee is otherwise excused by the District Administrator.

7.0 BENEFITS

7.1 HEALTH INSURANCE

Employees who work 30 or more hours per week shall be eligible to enroll in the district's health insurance. The district shall pay premiums as indicated below.

Employees who work less than 30 hours and were employed by the district prior to July 1, 2015 and were enrolled in the district's health insurance prior to July 1, 2015 shall be grandfathered in, as long as allowable by applicable employment law.

Single Coverage: For eligible full-time employees who select single coverage, the Board of Education shall provide eighty-five percent (85%) of the premium of the lowest cost health insurance plan. If the employee completes the annual wellness assessment, including any online portions, as directed, the district shall pay 88% of the premium of the lowest cost health insurance plan. Participation in the annual health assessment affects the premium rates for the following school year.

Family Coverage: For eligible full-time employees who select family coverage (not covered above) the Board of Education shall provide no less than eighty-five percent (85%) of the premium of the lowest cost health insurance plan. If the employee and their spouse (if their spouse is covered under the plan) complete the annual wellness assessment, including any online portions, as directed, the district shall pay 88% of the premium of the lowest cost health insurance plan. Participation in the annual health assessment affects the premium rates for the following school year.

Family Coverage both Spouses employed by the District and both eligible for health insurance benefits: For eligible employees who select family coverage and where both spouses are employees of the district, the Board of Education shall provide ninety-seven percent (97%) of the premium of one family insurance policy unless one of spouses is eligible and elects to take the Alternative Benefit Plan as set forth below. If both employees complete the annual wellness assessment, including any online portions, as directed, the district shall pay 100% of the premium of the lowest cost health insurance plan. Participation in the annual health assessment affects the premium rates for the following school year.

If one of the spouses is eligible and elects the ABP the Board of Education shall provide eighty-five percent (85%) of the premium of the lowest cost health insurance plan. If both employees complete the annual wellness assessment, including any online portions, as directed, the district shall pay 88% of the premium of the lowest cost health insurance plan. Participation in the annual health assessment affects the premium rates for the following school year.

Premiums for employees who do not work full-time will be pro-rated as indicated below:

Health Insurance (Percentages Paid By The District)					
11 to 12 Month Employees					
Single Coverage			Family Coverage		
With Participation		Without Participation in health assessment	With Participation		Without Participation in health assessment
88% - 40 Hours (8)		85% - 40 Hours (8)	88% - 40 Hours (8)		85% - 40 Hours (8)
9 to 10 Month Employees					
Single Coverage			Family Coverage		
Hours	With Participation	Without Participation in health assessment	Hours	With Participation	Without Participation in health assessment
40 (8)	88%	85%	40 (8)	70%	68%
38.75 (7.75)	85%	82%	38.75 (7.75)	69%	67%
37.5 (7.5)	83%	80%	37.5 (7.5)	66%	64%
36.25 (7.25)	80%	77%	36.25 (7.25)	64%	62%
35 (7)	77%	74%	35 (7)	62%	60%
32.5 (6.5)	71%	69%	32.5 (6.5)	57%	55%
30 (6)	66%	64%	30 (6)	53%	51%

No eligible employee shall be required to contribute more than the federal poverty contribution limit, as defined by the Federal Affordable Care Act, for their share of single health insurance premiums.

7.2 ALTERNATIVE BENEFIT PLAN (ABP) in LIEU OF HEALTH INSURANCE

Custodial & Maintenance Employee Group Only

See Appendix G

7.3 DENTAL INSURANCE

Employees who work 20 or more hours per week shall be eligible to enroll in the district's dental insurance. The district shall pay premiums as indicated below.

Dental Insurance (Percentages Paid By The District)			
11 to 12 Month Employees			
Single Coverage		Family Coverage	
88% - 40 Hours (8)		88% - 40 Hours (8)	
9 to 10 Month Employees			
Single Coverage		Family Coverage	
88% - 40 Hours (8)	66% - 30 Hours (6)	70% - 40 Hours (8)	53% - 30 Hours (6)

85% - 38.75 Hours (7.75)	61% - 27.5 Hours (5.5)	69% - 38.75 Hrs (7.75)	48% - 27.5 Hours (5.5)
83% - 37.5 Hours (7.5)	55% - 25 Hours (5)	66% - 37.5 Hours (7.5)	44% - 25 Hours (5)
80% - 36.25 Hours (7.25)	49% - 22.5 Hours (4.5)	64 % - 36.25 Hrs (7.25)	40% - 22.5 Hours (4.5)
77% - 35 Hours (7)	44% - 20 Hours (4)	62% - 35 Hours (7)	35% - 20 Hours (4)
71% - 32.5 Hours (6.5)		57% - 32.5 Hours (6.5)	

- A. If both husband and wife are employed by the District, and both are eligible for insurance benefits, the Board shall pay 100% of the lowest cost family plan for dental insurance.
- B. If an eligible employee waives health insurance but elects single or family dental insurance, the District will pay 100% of the dental premium.
- C. When an employee resigns or retires, his or her health and dental insurance coverage will end on the last day of the final month of employment with the district. The employee will have the opportunity to continue the coverage at his or her own expense in accordance with COBRA laws.

7.4 LIFE INSURANCE

Life insurance shall be provided for employees working twenty (20) or more hours per week. The district will contribute one hundred percent (100%) of the cost for a term life insurance policy that will provide a benefit amount equal to the employee’s annual earnings rounded to the nearest one thousand dollars (\$1000). See current life insurance policy booklet for benefit limitations and/or exclusions. When an employee resigns or retires, his or her life insurance ends on the last day of employment with the district.

7.5 LONG-TERM DISABILITY (LTD)

The employer shall pay for a disability insurance plan for all employees working 20 hours or more per week. The benefit is 90% of salary after 60 calendar days. When an employee resigns or retires, his or her long-term disability insurance ends on the last day of employment with the district.

7.6 SHORT-TERM DISABILITY

The employer shall offer a voluntary, employee-paid short-term disability policy for support staff working 20 or more hours per week. When an employee resigns or retires, his or her short-term disability insurance ends on the last day of employment with the district.

7.7 VISION INSURANCE

The employer shall offer a voluntary, employee-paid vision policy for employees working 30 or more hours per week. The insurance carrier(s), program(s), and coverages will be selected and determined by the Board of Education.

8.0 OTHER BENEFITS

8.1 FLEXIBLE SPENDING PLAN

The district maintains a flexible spending plan under cafeteria plan regulation section §125 for eligible employees to make elections to participate in the plan pre-tax or receive taxable compensation for qualified benefits. Eligibility and enrollment election information is noted below:

- A. Payment of Health Insurance Premiums. Employees who work 30 hours per week or more are eligible on their hire date to enroll in the district's health plan and pay premiums pre-tax through code section §106.
- B. Payment of Dental Insurance Premiums. Employees who work 20 hours per week or more are eligible on their hire date to enroll in the district's dental plan and pay premiums pre-tax through code section §106.
- C. Medical Care Expenses. Employees who work 30 hours per week or more are eligible on their hire date to enroll in the district's health care flexible spending arrangement (FSA) and elect an amount not to exceed the plan's annual maximum as a pre-tax deduction from their payroll for reimbursement of medical care expenses not reimbursed by any other plan through code section §105.
- D. Day Care Expenses. Employees who work 30 hours per week or more are eligible on their hire date to enroll in the district's dependent care flexible spending arrangement (FSA) and elect an amount not to exceed the IRS' annual maximum as a pre-tax deduction from their payroll for reimbursement of day care expenses through code section §129
- E. Payments and the designation of amounts to be contributed to the employee's account will be subject to the procedures, rules and regulations of the plans' administrating agency. The provision of this plan shall be contingent upon the continuance of this benefit under the applicable Internal Revenue Code Sections (§105, §106, §125 and §129). The district shall pay the monthly participation fee for each eligible employee who opts to utilize the program.

8.2 WISCONSIN RETIREMENT/EMPLOYEE TRUST FUNDS

The Board shall pay the employer's required contribution to the Wisconsin Retirement Fund. Each employee shall pay the employee's required contribution.

8.3 403(b) EMPLOYEE SAVINGS PLAN

The Board of Education does allow employees to establish a 403(b) Employee Savings Plan to be funded solely by voluntary employee salary reduction contributions which will be, in part, administered by Board of Education. The Board of Education does not maintain a 403(b) Employee Savings Plan which provides for contributions by the Board of Education or matching contributions. In order to participate, employees must comply with all rules and regulations as established by the Board of Education in compliance with Internal Revenue Service code(s).

8.4 457(b) DEFERRED COMPENSATION PLAN

The Board of Education has established a deferred compensation plan under Section 457(b) of the Internal Revenue Code (the “457(b) Deferred Compensation Plan”) that allows employees to elect to defer on a tax preferred basis a portion of their current compensation until retirement, termination of employment, or other similar events defined by the 457(b) Deferred Compensation Plan. Participation in the 457(b) Deferred Compensation Plan is voluntary, however, in order to participate an employee must comply with the terms and conditions of the 457(b) Deferred Compensation as established by the Board of Education in accordance with the Internal Revenue Code and Treasury Department regulations. The benefits available under the 457(b) Deferred Compensation Plan are funded solely by an employee’s contributions. The Board of Education does not provide elective, non-elective or matching contributions to the 457(b) Deferred Compensation Plan.

8.5 UNIFORMS (Custodial & Maintenance)

The district shall provide each employee with five (5) uniform shirts or the equivalent dollar value in other apparel upon satisfactory completion of his/her probationary period. The district shall provide each employee with three (3) shirts or the equivalent dollar value in other apparel on an annual basis thereafter. Maintenance staff shall receive four (4) shirts or the equivalent dollar value in other apparel on an annual basis. All custodial/maintenance staff member shall be required to wear the district-purchased apparel during their work shift. Uniform shirts shall be mandatory, except as approved by the Director of Facilities.

8.6 WORKERS COMPENSATION COVERAGE AND REPORTING RESPONSIBILITIES

All employees shall be covered by Worker's Compensation Insurance. Any employee who is injured on the job shall report the injury to the employee’s supervisor and human resources via the schools worker’s compensation carrier’s injury reporting phone line (24 hours per day, 7 days a week) prior to seeking medical attention, if at all possible. In the event of an emergency, the employee shall provide notification within twenty-four (24) hours after the occurrence of the injury. Phone reporting procedures are located on the Human Resources For Staff internal web page.

Benefits While on Worker's Compensation

Employees who incur injury or illness in the conduct of their employment with the District that is compensable under the Worker's Compensation laws of the State of Wisconsin may be eligible to receive payments. Payment shall be accomplished as follows:

1. Up to day sixty (60) of Worker’s Compensation Leave: The employee will be paid income equivalent to the income the employee would have earned had the employee not been injured. This income will be generated by combining worker's compensation insurance with prorated accumulated sick leave as necessary through a deduction of one-third (1/3) of a day of sick leave for each day while on worker's compensation. This provision will apply up until the sixtieth (60th) consecutive day of leave, or as long as the employee has accumulated sick leave available, whichever occurs first.
2. Day Sixty-One (61) and thereafter of Worker’s Compensation Leave: The employee will receive his/her worker's compensation payment. No other leaves will be applied

to the worker's compensation leave. The employee, subject to the rules and regulations of the carrier, may be eligible for long-term disability leave.

3. Injuries Not Covered by Worker's Compensation

Some types of injuries suffered while at work may not be covered by worker's compensation insurance. Examples of non-covered injuries suffered at work include, but are not limited by enumeration to, the following:

A. Injuries because of a self-inflicted wound.

B. Injuries sustained because of an employee's horseplay.

C. Injuries sustained while an employee does an activity of a strictly private nature.

4. Additionally, absence from work during the first three days due to injury or illness allowed under Worker's Compensation shall not be fully charged to the employee's accumulated paid leave.

5. The district does not make or influence the determination of eligibility for a worker's compensation claim. Our carrier reviews the situation and the medical records to make the decision.

6. Temporary Transitional Duty

Purpose:

In the case of an employee receiving or applying for workers' compensation benefits whose injuries were incurred during the course and scope of employment, a temporary, transitional work assignment within the limits of imposed restrictions will be made whenever appropriate.

Following a work-related injury, health care providers might find that an employee has restrictions limiting normal duties and activities during the healing period. Such restrictions might include lifting limitations and/or limited movements such as avoidance of bending and twisting. WCSD realizes the importance of a transitional work assignment in assisting an employee's return to his/her normal course of employment in as short a time period as possible. The temporary, transitional work program aids reintegration into the work environment and assists the injured employee in returning to a productive lifestyle. This program provides service to the district while the injured employee recovers and benefits the employee by reducing sick leave usage had the employee remained off work.

Assignments:

A temporary work assignment is work that an employee may perform during a work-related injury recovery period. It may be either a full-time or part-time assignment. The rate of pay during such a temporary work assignment will be the employee's regular wage in effect at the time of such a temporary work-related injury. Temporary, transitional work assignments may include the following:

A. Modification of an employee's regular work assignment.

- B. Temporary reassignment to another shift.
- C. Temporary reassignment to another position within the employee's department and/or,
- D. Temporary reassignment to another department.

9.0 RETIREMENT

Employees who have been employed at least fifteen (15) years in the Waunakee School District and who have reached the age of 55, shall be eligible to receive retirement benefits.

If an employee meets the 15 years of service requirement and has to retire before reaching the age of 55 due to a serious health condition that qualifies for WRS disability retirement, he or she shall be deemed eligible for the District's retirement benefits as well.

Employees who plan to retire shall notify the Director of Human Resources in writing of their intent to do so three months prior to the date on which they wish to retire.

Any employee hired after June 30, 2012 will not be eligible for district provided post-employment benefits if he or she is receiving an annuity from the WRS. No employee shall be eligible to retire from the district more than once.

Benefits: Employees retiring shall receive a credit (the "retirement credit") for unused sick days of up to \$120 per day based on their per diem salary up to a maximum of 120 unused sick days. The District will contribute the credited amount to a post-employment Health Reimbursement Account ("HRA") in two (2) equal payments. The first payment will be made on the September 15th immediately following the employee's date of retirement and the second payment will be made on the next following January 15th. The HRA is a portable post-employment benefit that can be accessed by the employee to pay eligible health care expenses, subject to the terms and conditions of the HRA.

Upon the death of the retired employee, the unused balance of the retiree's HRA may be available to reimburse eligible expenses incurred by the retiree's surviving spouse and/or dependents. Such benefits, if any, shall be subject to the terms and conditions of the HRA plan, the Internal Revenue Code, and applicable rules and regulations. However, in no event will the benefits available to the retiree's surviving spouse and/or dependents exceed, in combination with those already provided to the retired employee before his or her death, the benefits available to the retiree if he or she had survived.

No retired employee shall have any right to receive any portion of their retirement credit in any manner other than as provided in this section.

The Waunakee School District reserves the right to unilaterally modify, amend or terminate the HRA and/or the retirement credits provided to eligible employees. The Waunakee School District also reserves the right at any time to unilaterally offer

additional retirement benefits during a time-related window for employees who meet certain minimum age and service requirements.

10.0 SUPERVISION & EVALUATION

- A. Employees shall be evaluated annually during their first three years of employment in the district and every third year thereafter, or more often if necessary as determined by their immediate supervisor. Direct supervisors shall meet with each employee to discuss their written evaluation.
- B. Employees on an improvement plan shall not receive an increase in pay. If, after a period of time, the employee's performance does not improve, notice of termination shall be given.
- C. In-Service: All classified staff are encouraged to attend in-service sessions or take courses for professional development as recommended and approved by their immediate supervisor. The district will pay registration fees and employees will be paid their regular hourly rate for time spent attending pre-approved in-service or training sessions outside of their regular work hours. Employees are encouraged to discuss their individual training needs and suggestions with their immediate supervisor.

11.0 ASSIGNMENTS, VACANCIES, TRANSFERS, LAYOFFS

11.1 PHYSICAL EXAMINATION

Upon initial employment, an employee must have a limited physical examination, including a chest x-ray or TB test, and a physician must certify the employee to be free from communicable disease. The District shall provide for the physical at one of the local clinics at employer expense. The employee may elect to have a physical at another clinic or provider at his/her own expense.

11.2 JOB POSTINGS / VACANCIES

- A. Any job opening within the hourly employment groups shall be posted for a minimum of five (5) working days. The notice shall include the date of posting, a description of the position available, hours of work, shift, work location, pay range, and the qualifications required for the position. It shall be the responsibility of the employee to check the postings and to apply for the vacant positions.
- B. In situations where administration determines that the needs of the students and the district will be best served by doing so, an employee may be reassigned to an open position in lieu of posting the particular vacancy.
- C. An employee who wishes to transfer to a vacant position shall file a written application for the position with the Director of Human Resources or other person designated by the District on the job posting.

- D. Qualified personnel may apply for the vacant position without resigning their present position in the District, and if selected shall retain their seniority within the same classification within their current employee group.
- E. An employee who applies for a vacant position prior to the end of the posting period may be granted an interview for the position, and if qualified, may be awarded the position. The District retains the right to determine the qualifications needed for any vacant position.
- F. The employer may select the best qualified applicant based upon an impartial assessment of the relative ability, training, qualifications, experience, and performance among the applicants. The term applicant refers to internal and external applicants. In the event two or more equally qualified applicants shall apply for a position, the internal applicant will be selected.

11.3 JOB CHANGES / TRANSFERS

When employees within the classified staff move from one position to another, pay and benefits shall be determined as follows:

- A. There shall be no hourly wage increase when employees move between positions within the same classification or pay range. Exceptions may be made at the discretion of the Human Resources Director, based upon experience and qualifications.
- B. When an employee moves into a position that has a higher wage scale than his/her current position, he/she shall be placed within the pay range to insure that they have received a pay increase. If the beginning hourly wage for the new position is higher than the employee's current hourly wage, he or she may be placed at the minimum hourly wage for the new position. If the employee is currently earning more than the beginning hourly wage for the new position, he or she will be placed higher within the range to insure a pay increase.
- C. If an employee moves from a position that doesn't earn vacation into a position that does earn vacation, he or she will have to work in the new position for the length of time indicated in order to qualify for vacation. Previous time worked in a position that does not earn vacation will not apply. If, however, an employee has been earning vacation, he or she will retain their earned vacation and previous time worked will apply toward vacation in the new position.

11.4 LAY-OFF LANGUAGE

- A. The District may subcontract for goods and services. No employee will be reduced in regular hours or laid off as a result of the operation of this provision.
- B. The District will, if practicable, give at least thirty (30) calendar days' notice of layoff. The layoff notice shall specify the effective date of layoff.

- C. Normal attrition resulting from employees retiring or resigning will be relied upon to the extent that it is administratively feasible in implementing layoffs.
- D. If layoff becomes necessary, seasonal and temporary employees will be laid off before regular employees.
- E. Layoff decisions shall be based upon the relative ability, training, qualifications, experience, performance, and seniority of the employees within affected classifications. Seniority shall be defined as continuous, permanent employment with the District. An employee's wages shall not be a factor considered in selection for layoff.
- F. Seniority shall be broken if an employee:
 - 1. Quits.
 - 2. Is discharged.
 - 3. Fails to report to work upon expiration of a leave of absence.
 - 4. Retires.
 - 5. Voluntarily transfers out of a custodial or maintenance position.
 - 6. Failure to report to work within the time frame set forth in a recall notice.
- G. An employee who is to be laid off or reduced in hours shall not be allowed to replace (bump) a less senior employee in another classification.
- H. Laid off (full or partial) employees shall not lose any seniority, sick leave, and vacation earned as employees. Fully laid off employees shall not accrue any sick or vacation time. Reduced in time employees shall have all the rights and privileges of full-time employees except that economic provisions will be prorated to be consistent with the portion of a full-time position held.
- I. Employees on lay-off shall be recalled to vacancies in their classification in the inverse order of lay-off. If an employee refuses the position, they shall be removed from the re-call list.
 - 1. If the District has a vacant position available for which a laid-off employee is qualified as determined by the District, the employee shall be notified of such position and offered employment in that position, commencing as of the date specified in the notice but no earlier than fifteen (15) days from the date of notice
 - 2. Employees shall be notified of recall by registered mail. The employee shall respond to the recall within five (5) days of receipt of the notice. It shall be the responsibility of the employee to keep the District advised of his/her current whereabouts. An employee's failure to respond to the recall will be considered a waiver of that employee's recall rights.
- J. Laid-off employees who are eligible may continue group insurance coverage available through the District during the 18 month recall period by reimbursing the District for premium costs. Nothing in this section shall be construed as expanding upon state or federal COBRA rights.

- K. No new custodial or maintenance hires will be made by the District while there are custodian or maintenance employees who have been laid off or reduced in hours who are willing, available, and qualified to fill the vacancy.

12.0 CRIMINAL BACKGROUND CHECKS/CHARGES/CONVICTIONS – OBLIGATION TO REPORT CRIMINAL RECORD

12.1 Job Applicants

- A. All individuals applying for employment with the District are required to file in writing, in advance of employment and on forms provided by the District, a statement identifying whether the applicant has been convicted of a misdemeanor or felony in this state or any other state or country; and has been dismissed or non-renewed, or has resigned from employment in-lieu-of a potential dismissal or non-renewal, for any of the following causes: failure to meet the District’s performance expectations, incompetence, inefficiency, neglect of duty, unprofessional conduct or insubordination. Knowingly falsifying information shall be sufficient grounds for refusal to hire or termination of employment. Omission or withholding of information may be grounds for refusal to hire or termination of employment.
- B. Additionally, all persons applying for any position shall be required to agree to the release of all investigative records to the Board for examination for the purpose of verifying the accuracy of criminal violation information. Employment will be offered pending the return and disposition of such background checks. All offers of employment are contingent upon the results of such checks.

12.2 Current Employees

- A. Current District employees shall be required to notify Human Resources as soon as possible, before reporting to their next scheduled day of work but no more than three calendar days after any arrest, indictment, conviction, no contest plea or guilty plea, or other adjudication of the employee for any felony, misdemeanor or other offense.
- B. Employees are not required to report minor traffic violations. However, for positions requiring driving duties, an offense of operating a vehicle while under the influence, revocation or suspension of a license, and driving after revocation or suspension are required to be reported.
- C. The District shall conduct an annual driver’s license record check on all District employees who drive a District vehicle, operate mobile equipment for the District, or transport children. The District may also conduct criminal history and background checks on current District employees as deemed appropriate.
- D. An employee’s arrest, indictment or conviction of a crime shall not be an automatic basis for termination. The District shall consider the criminal record information and make related employment decisions in accordance with

provisions of the District's current Employee Handbook and applicable legal requirements.

Failure to report under this section may result in disciplinary action, up to and including termination of employment.

WCSD Policies 522.3, 533.1, 541.1, 751.22, 752

13.0 GRIEVANCE PROCEDURE

13.1 Definitions:

A grievance shall mean a dispute regarding the application of School Board policies regarding an employee's discipline or termination of employment, or a dispute concerning workplace safety. No grievance shall be processed under this policy unless it is in writing and contains all of the following:

- A. The name and position of the grievant;
 - B. a clear and concise statement of the grievance;
 - C. the issue involved;
 - D. the relief sought;
 - E. the date the incident or alleged violation took place;
 - F. the specific section of the Policy or workplace safety rule alleged to have been violated; and
 - G. the signature of the grievant and the date.
1. The term "days" means regular business days, Monday through Friday, other than weekends and holidays regardless of whether the employee or his or her classification is scheduled to work.
 2. A "grievant" is an employee as defined by state statutes governing this grievance procedure. At the grievant's cost and request they may be represented by a person of their choice.
 3. "Workplace safety" means those conditions related to physical health and safety of employees enforceable under federal or state law, or District rule related to: safety of the physical work environment, the safe operation of workplace equipment and tools, provision of protective equipment, training and warning requirements, workplace violence and accident risk.
 4. "Discipline" means oral reprimands (where a written record of the reprimand is placed in the employee's file), written reprimands, suspension and demotion. Discipline does not include performance reviews, work plans or corrective

actions that do not include a reprimand or other adverse employment action.

5. "Termination" means discharge from employment. Non-renewals and layoffs (reduction in force) are not considered terminations and are not subject to this procedure.

13.2 Procedures:

First Step

Within fifteen (15) days after the facts upon which the grievance is based or should have reasonably become known the employee shall present the written grievance to his/her immediate supervisor. The immediate supervisor shall give a written answer within ten (10) days of receipt of the grievance, with a copy to the District Office. An employee who has been notified of termination may process the grievance commencing at Step 3.

Second Step

If the grievance is not satisfactorily resolved at Step 1, it may be submitted by the grievant to the District Administrator within five (5) days after having received the answer in the First Step. After receipt of the written grievance by the District Administrator, he/she or the designated representative of the District Administrator will meet with the grievant in an effort to resolve the issue(s) raised by the grievance. Within ten (10) days after the meeting, the District Administrator shall respond to the grievance in writing. The District Administrator shall also determine if the grievance is timely, if the subject matter of the grievance is within the scope of this policy and otherwise properly processed as required by this policy. If the District Administrator is aware of other similar pending grievances, they may consolidate those matters and process them as one grievance.

Third Step

Upon the written request of the grievant in response to an adverse decision, the decision at the Second Step may be appealed to the District Administrator by a written statement particularly describing the reason for appeal. If the decision at Step 2 is based in whole or in part on the basis of timeliness, scope of the grievance process or other failure of the Grievant to properly follow the process the matter shall be referred to the Board who shall determine whether the matter should be processed further. If the Second Step decision is on the merits of the grievance only the grievance will be referred to an Impartial Hearing Officer (IHO). The IHO will be designated by the District Administrator. Any costs incurred by the (IHO) will be paid by the School District. The IHO will convene a hearing in the manner the IHO determines necessary. The IHO shall have the authority to administer oaths, issue subpoenas at the request of the parties, and decide if a transcript is necessary. The IHO may require the parties to submit grievance documents and witness lists in advance of the hearing to expedite the hearing. The burden of proof shall be "a preponderance of the evidence". In termination and discipline cases, the District shall have the burden. In workplace safety cases, the employee shall have the burden. The IHO may request oral or written arguments and replies. The IHO shall provide the parties a written decision. The IHO may only consider the matter presented in the initial grievance filed by the employee. The IHO shall have no

power to add to subtract from or modify the terms of the Board policy or rule that forms the basis for the grievance.

Fourth Step

Either party may appeal an adverse determination at Step 3 to the Board of Education, by filing written notice appealing the decision of the IHO in the District Office within ten (10) days of the decision of the IHO. The Board of Education shall within thirty (30) days after submission of the appeal schedule the review of the IHO's decision. The review will be conducted by the Board during a closed session meeting unless an open session is requested by the employee. The Board may make its decision based on the written decision of the IHO or the Board may examine any records, evidence and testimony produced at the hearing before the IHO. A simple majority vote of the Board membership shall decide the appeal within twenty (20) days following the last session scheduled for review. The Board will issue a final written decision which shall be binding on all parties.

13.3 Timelines

Failure to process a grievance by the grievant within the time limit, or agreed upon extensions, shall constitute waiver of the grievance and will be considered resolved on the basis of the District's last answer. Failure of a management representative to meet the time limits shall cause the grievance to move automatically to the next step in the procedure. To encourage that grievances are addressed in a prompt manner the time limits set by this policy are intended to be strictly observed and may not be extended except in extreme circumstances and then only upon the express written consent of the parties.

13.4 Exclusive Remedy

This procedure constitutes the exclusive process for the redress of any employee grievances as defined herein. However, nothing in this grievance procedure shall prevent any employee from addressing concerns regarding matters not subject to the grievance procedure with administration and employees are encouraged to do so. Matters not subject to the grievance procedure that are raised by employees shall be considered by administration which has final authority, subject to any applicable Board policy or directive, to resolve the matter.

EMPLOYEE RIGHTS UNDER THE FAMILY AND MEDICAL LEAVE ACT

THE UNITED STATES DEPARTMENT OF LABOR WAGE AND HOUR DIVISION

LEAVE ENTITLEMENTS



Eligible employees who work for a covered employer can take up to 12 weeks of unpaid, job-protected leave in a 12-month period for the following reasons:

- The birth of a child or placement of a child for adoption or foster care;
- To bond with a child (leave must be taken within 1 year of the child's birth or placement);
- To care for the employee's spouse, child, or parent who has a qualifying serious health condition;
- For the employee's own qualifying serious health condition that makes the employee unable to perform the employee's job;
- For qualifying exigencies related to the foreign deployment of a military member who is the employee's spouse, child, or parent.

An eligible employee who is a covered servicemember's spouse, child, parent, or next of kin may also take up to 26 weeks of FMLA leave in a single 12-month period to care for the servicemember with a serious injury or illness.

An employee does not need to use leave in one block. When it is medically necessary or otherwise permitted, employees may take leave intermittently or on a reduced schedule.

Employees may choose, or an employer may require, use of accrued paid leave while taking FMLA leave. If an employee substitutes accrued paid leave for FMLA leave, the employee must comply with the employer's normal paid leave policies.

While employees are on FMLA leave, employers must continue health insurance coverage as if the employees were not on leave.

Upon return from FMLA leave, most employees must be restored to the same job or one nearly identical to it with equivalent pay, benefits, and other employment terms and conditions.

An employer may not interfere with an individual's FMLA rights or retaliate against someone for using or trying to use FMLA leave, opposing any practice made unlawful by the FMLA, or being involved in any proceeding under or related to the FMLA.

BENEFITS & PROTECTIONS

ELIGIBILITY REQUIREMENTS

An employee who works for a covered employer must meet three criteria in order to be eligible for FMLA leave. The employee must:

- Have worked for the employer for at least 12 months;
- Have at least 1,250 hours of service in the 12 months before taking leave;* and
- Work at a location where the employer has at least 50 employees within 75 miles of the employee's worksite.

*Special "hours of service" requirements apply to airline flight crew employees.

REQUESTING LEAVE

Generally, employees must give 30-days' advance notice of the need for FMLA leave. If it is not possible to give 30-days' notice, an employee must notify the employer as soon as possible and, generally, follow the employer's usual procedures.

Employees do not have to share a medical diagnosis, but must provide enough information to the employer so it can determine if the leave qualifies for FMLA protection. Sufficient information could include informing an employer that the employee is or will be unable to perform his or her job functions, that a family member cannot perform daily activities, or that hospitalization or continuing medical treatment is necessary. Employees must inform the employer if the need for leave is for a reason for which FMLA leave was previously taken or certified.

Employers can require a certification or periodic recertification supporting the need for leave. If the employer determines that the certification is incomplete, it must provide a written notice indicating what additional information is required.

EMPLOYER RESPONSIBILITIES

Once an employer becomes aware that an employee's need for leave is for a reason that may qualify under the FMLA, the employer must notify the employee if he or she is eligible for FMLA leave and, if eligible, must also provide a notice of rights and responsibilities under the FMLA. If the employee is not eligible, the employer must provide a reason for ineligibility.

Employers must notify its employees if leave will be designated as FMLA leave, and if so, how much leave will be designated as FMLA leave.

ENFORCEMENT

Employees may file a complaint with the U.S. Department of Labor, Wage and Hour Division, or may bring a private lawsuit against an employer.

The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement that provides greater family or medical leave rights.



For additional information or to file a complaint:

1-866-4-USWAGE
(1-866-487-9243) TTY: 1-877-889-5627

www.dol.gov/whd

U.S. Department of Labor | Wage and Hour Division



The contents of this handbook are presented as a matter of information only. The procedures described are not conditions of employment. The school district reserves the right to modify, revoke, suspend, terminate, or change any or all such procedures, in whole or in part, at any time with or without notice. The language which appears in this handbook is not intended to create, nor is it to be construed to constitute, a contract between the school district and any one or all of its employees or a guarantee of continued employment. Notwithstanding any provisions of this handbook, employment may be terminated at any time, with or without cause, except as explicitly provided for in any other pertinent section of this handbook or individual contract.

The Waunakee School District is an equal opportunity employer and does not discriminate against any individual on the basis of age, race, religion, creed, color, disability, pregnancy, marital status, sex, citizenship, national origin, ancestry, sexual orientation, gender identity, transgender status, arrest record, conviction record, military service, membership in the National Guard, state defense force or any other reserve component of the military forces of Wisconsin or the United States, political or religious affiliation, use or nonuse of lawful products off the employer's premises during nonworking hours, declining to attend a meeting or to participate in any communication about religious matters or political matters, the authorized use of family or medical leave or worker's compensation benefits, genetic information, or any other factor prohibited by state or federal law, or according to District policy.

Reasonable accommodations shall be made for qualified individuals with a disability, unless such accommodations would impose an undue hardship on the District. A reasonable accommodation is a change or adjustment to job duties or work environment that permits a qualified applicant or employee with a disability to perform the essential functions of a position or enjoy the benefits and privileges of employment compared to those enjoyed by employees without disabilities.

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Appendix B Administrative Assistant Job Titles and Pay Ranges

*AA = Administrative Assistant

Years of Experience	Attendance AA Guidance AA Receptionist	AA - HS Principal AA - Principal Receptionist/AA – Asst. HS Principal	AA - Activities Director AA - Director of Instruction AA - Director of Student Services AA - Data and Scheduling AA - Director of Building/Grounds AA - Director of Human Resources AA - Director of Instruction AA - Director of Student Services AA - Director of Technology AA - Executive Director of Operations AA - Summer School Accounts Payable Specialist District Receptionist/AA-Auxiliary Services District Registrar	Accounting Specialist AA - Superintendent Employment & Benefits Specialist Payroll Specialist Payroll & Benefits Specialist
Minimum	\$15.36	\$17.57	\$19.79	\$22.57
1 Year	\$15.81	\$18.09	\$20.37	\$23.24
2 Years	\$16.26	\$18.62	\$20.96	\$23.91
3 Years	\$16.71	\$19.14	\$21.54	\$24.58
4 Years	\$17.17	\$19.66	\$22.13	\$25.24
5 Years	\$17.63	\$20.19	\$22.74	\$25.92
6 Years	\$17.86	\$20.44	\$23.03	\$26.26
7 Years	\$18.08	\$20.71	\$23.32	\$26.59
8 Years	\$18.32	\$20.97	\$23.62	\$26.93
9 Years	\$18.54	\$21.24	\$23.92	\$27.27
10 Years	\$18.77	\$21.49	\$24.21	\$27.60
11 Years	\$19.00	\$21.75	\$24.50	\$27.93
12 Years	\$19.22	\$22.02	\$24.79	\$28.27
13 Years	\$19.45	\$22.27	\$25.09	\$28.60
14 Years	\$19.68	\$22.54	\$25.39	\$28.94
15+ Years	\$19.91	\$22.80	\$25.67	\$29.28

Appendix C Custodial and Maintenance Job Titles and Pay Ranges

Years of Experience	Job Title			
	Custodian Courier	Head Custodian	Maintenance	Electrician
Minimum	\$15.51	\$18.08	\$21.31	\$26.48
1 Year	\$15.77	\$18.51	\$21.93	\$27.26
2 Years	\$16.03	\$18.94	\$22.56	\$28.04
3 Years	\$16.28	\$19.38	\$23.19	\$28.82
4 Years	\$16.54	\$19.81	\$23.81	\$29.60
5 Years	\$16.81	\$20.28	\$24.48	\$30.41
6 Years	\$17.02	\$20.55	\$24.80	\$30.80
7 Years	\$17.24	\$20.80	\$25.12	\$31.20
8 Years	\$17.45	\$21.07	\$25.44	\$31.59
9 Years	\$17.68	\$21.33	\$25.75	\$31.98
10 Years	\$17.90	\$21.60	\$26.06	\$32.38
11 Years	\$18.11	\$21.85	\$26.38	\$32.77
12 Years	\$18.33	\$22.12	\$26.70	\$33.16
13 Years	\$18.54	\$22.38	\$27.02	\$33.57
14 Years	\$18.76	\$22.64	\$27.34	\$33.96
15+ Years	\$18.99	\$22.90	\$27.65	\$34.36

Appendix D Classified Staff Job Titles and Pay Ranges

CLASSIFICATIONS

Hourly Classification	Hours per Week During the School Year Only
A	30 to 40 hrs/week
B	20 to 29 hrs/week
C	Less Than 20 hrs/week
D	40 hrs/week during the full calendar year

Years of Experience	Job Titles			
	Copy Clerk Crossing Guard	LMTC Assistant Para Educator- Regular	Health Assistant Technology Assistant	Para Educator-Special Education/ELL
Minimum	\$13.41	\$13.66	\$13.92	\$15.20
1 Year	\$13.80	\$14.06	\$14.33	\$15.62
2 Years	\$14.19	\$14.46	\$14.74	\$16.03
3 Years	\$14.58	\$14.87	\$15.15	\$16.44
4 Years	\$14.97	\$15.27	\$15.56	\$16.85
5 Years	\$15.40	\$15.69	\$15.99	\$17.27
6 Years	\$15.59	\$15.89	\$16.19	\$17.50
7 Years	\$15.80	\$16.09	\$16.40	\$17.71
8 Years	\$16.00	\$16.29	\$16.60	\$17.94
9 Years	\$16.19	\$16.50	\$16.81	\$18.16
10 Years	\$16.40	\$16.70	\$17.01	\$18.39
11 Years	\$16.59	\$16.90	\$17.23	\$18.61
12 Years	\$16.79	\$17.11	\$17.43	\$18.83
13 Years	\$16.99	\$17.31	\$17.64	\$19.06
14 Years	\$17.19	\$17.51	\$17.84	\$19.28
15+ Years	\$17.38	\$17.71	\$18.05	\$19.33

Appendix E True Time

HOURLY STAFF – TRUE TIME

Skyward Abbreviated Instructions

To report time worked, as well as submitting weekly time sheets.

Reporting time worked is often referred to as “Punching In / Punching Out”:

Devices to use to complete this action are:

- A computer
- Skyward Mobile Access (mobile device)

Punch in / out as follows:

Beginning of Day: In

Lunch Start: Lunch

Lunch End: In

End of Day: Gone

Submit Timesheet at end of each week:

It is the employee’s responsibility to submit their timesheet to their supervisor at the end of each workweek. A workweek consists of Sunday 12:00 AM through Saturday 11:59 PM. Timesheets need to be submitted by no later than 8:00 AM Monday morning.

Denied timesheet:

If your supervisor denies your timesheet, you will receive an email indicating denial. You will need to figure out why it was denied, make the edits and submit again in a timely manner (Monday for the previous week).

For assistance, please visit the Human Resources (For Staff) website, or send an email to your supervisor.

Appendix F
Alternative Benefit Plan [ABP] in Lieu of Health Insurance
Custodial & Maintenance Employee Group

- A. Employees who are eligible for insurance as defined by the District's health insurance carrier and their Employment Guidelines may elect through the flexible reimbursement/cafeteria plan, as set forth in Article 12.6, either to be provided with the District's health insurance coverage as described above in Article 12.1 or to receive additional payment of cash compensation as set forth below. Where the District employs both spouses, one spouse will be eligible for participation in the ABP.
- B. Employees eligible for insurance may annually choose, consistent with the terms of the District's flexible reimbursement/cafeteria plan as set forth in Article 12.6, between:
1. Participation in the District's health plan, with the premium payment specified in Article 12.1 or
 2. A cash payment of \$300
Part-time employees who are employed 30 hours per week or more who select the cash compensation shall receive a pro-rated amount of the District's contribution based upon the part-time employee's percentage of full-time employment.
- C. The cash compensation amount shall be paid to the employee as additional taxable earnings which are not subject to Wisconsin Retirement System (WRS) contributions to the extent permitted by WRS rule or law, with the appropriate employee F.I.C.A., state and federal taxes deducted from the employee's payroll check.
- D. Where the employee chooses cash, the District shall facilitate the deferral of cash to a 403(b) plan.
1. An employee electing taxable cash in lieu of health insurance is deemed to request the District to pay the employee cash unless the employee requests in writing to have the cash paid to a 403(b) vendor. The employee shall be permitted to change the 403(b) amount or vendor pursuant to Article 12.12, Salary Deferral Contributions to Tax Sheltered Annuities.
 2. The District shall pay the cash to the 403(b) vendor over twenty-four (24) pay periods. Amounts received as additional compensation, and deferred to a 403(b) vendor, shall be subject to all applicable payroll taxes, including FICA and Medicare.

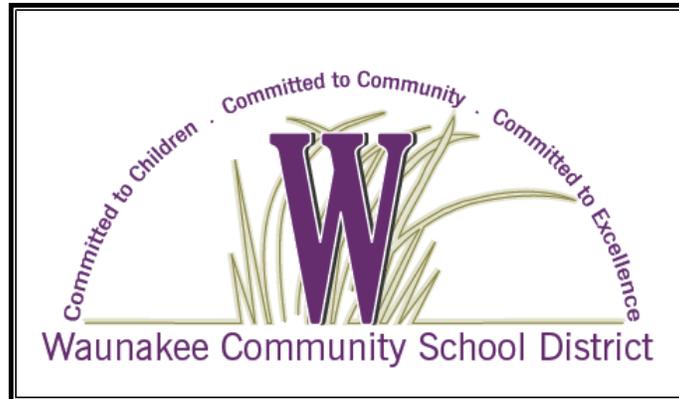
Any employee whose 403(b) salary reduction amount exceeds the limitations of law is ineligible for additional deferrals to the 403(b). The amount, which would have been contributed to the 403(b) except for the limitations of law, will be added

to the employee's paycheck as taxable compensation subject to all applicable payroll taxes, including FICA and Medicare.

E. Beginning Eligibility Date for Alternative Benefit Plan Payments:

1. New Employees. Payments shall be based on the employee's eligibility date. For new employees, this constitutes the employee's first day of active service. Employees not electing health coverage must enroll in the cafeteria plan prior to or on the employee's first day of active service. Thereafter, an annual election must be made prior to the beginning of each cafeteria plan benefit year. The plan year shall be January 1 – December 31st. However, the district shall use the same rule for contributions as for health insurance payments; if the employee's first date of active service is after the 15th of the month, no ABP contribution is required in that month. If the employee's first date of active service is on the 1st through the 15th of the month, the District will contribute the payment.
2. Current Employees. Current employees changing to the ABP when permitted by applicable Internal Revenue Code section 125 "cafeteria plan" rules are only eligible to waive coverage for the health insurance and begin the ABP on the second payroll of any month. Absent a mid-year cafeteria section 125 exception [such as an employee getting married, loss of spouse coverage, etc.], employees must make a written annual cafeteria plan election prior to each January 1st to permit the election of the cash option in the next cafeteria plan year. The plan year shall be January 1 – December 31st. In the 2020/2021 school year, WCSD will transition to a synchronous plan year for all insurances. As a result, the plan year of January 1, 2021 to June 30, 2021 will be shortened. Subsequent plan years will run July 1 to June 30. After that time, employees must make a written election prior to July 1 to permit the election of the cash option. Once the employee is eligible to begin ABP status, contributions will begin in that month.

- F. Any employee who waives participation in the District group health insurance plan and elects to receive cash compensation in lieu of health insurance may enroll in the group health insurance plan at a later date, pursuant to the late enrollment terms, timelines and conditions set forth in the group health insurance contract and the plan's cafeteria rules. The cash compensation payments shall cease effective with the month in which the employee commences participation in the group health insurance plan.



Administrator & Administrative Support Employment Guidelines

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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 their working relationship with the District.

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
Executive Director of Operations	261 days
Director of Elementary Curriculum & Instruction	261 days
Director of Secondary Curriculum & Instructions	261 days
Business Manager	261 days
Director of Student Services	261 days
Assistant Director of Student Services <u>Special Education</u>	261 days
Director of Human Resources	261 days
Director of Technology	261 days
High School Principal	261 days
Middle School Principal	261 days
Intermediate Principal	261 days
Elementary Principal	261 days
Assistant High School Principal	238 days
Assistant Middle School Principal	238 days
Assistant Intermediate School Principal	238 days
Assistant Elementary Principal	210 days
Activities Director	261 days

Administrative Support Positions

<u>Position</u>	Contracted Days
Aquatics Director	261 days
COTA	# of student days
Communications & Engagement Specialist	261 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	# of student 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 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 / administrative support 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 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 employee shall have their salary pro-rated based upon their FTE.

Employees 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.

Administrators / Administrative Support Staff 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.

I. PART-TIME POSITIONS

Each administrative / 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 their 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 their salary computed based on the number of days worked times the per diem rate times the percentage of 8 hours worked each day.

SECTION II

GUIDELINES FOR SALARY INCREASES

Each administrator's / administrative support staff's performance evaluation will be reviewed annually. Based on that review an appropriate salary adjustment will be made. The following process will serve as a guideline for the review.

- a) Annually, all administrator / administrative support staff evaluations will be reviewed by the appropriate supervisor no later than May 1st.
- b) Determination of salary adjustments will be made by the superintendent and his recommendation will be submitted to the Board of Education for adoption.
- c) The Board of Education will annually authorize an amount of money to be made available for administrator compensation.
- d) The allocation of annual pay adjustments for each administrator will be determined by the superintendent. The superintendent will consider and recommend adjustments to the Board of Education which reflect annual increases, job performance increases, or role adjustment increases.

If the budget allows, an annual increase will be granted for work performance which is at the "satisfactory" level based on the annual evaluation. If an administrator is on an improvement plan, they shall not receive a salary increase.

A role adjustment increase or decrease and a corresponding salary range increase or decrease may be made in those instances where the length of the annual contract is substantially changed, the organizational role is substantially modified, a salary inequity exists, or other non-performance factors warrant such a change.

SECTION III

GRIEVANCE PROCEDURE

Definitions:

A grievance shall mean a dispute regarding the application of School Board policies regarding an employee's discipline or termination of employment, or a dispute concerning workplace safety. No grievance shall be processed under this policy unless it is in writing and contains all of the following:

1. The name and position of the grievant;
2. a clear and concise statement of the grievance;
3. the issue involved;
4. the relief sought;
5. the date the incident or alleged violation took place;
6. the specific section of the Policy or workplace safety rule alleged to have been violated; and
7. the signature of the grievant and the date.
 - a. The term "days" means regular business days, Monday through Friday, other than weekends and holidays regardless of whether the employee or their classification is scheduled to work.
 - b. A "grievant" is an employee as defined by state statutes governing this grievance procedure. At the grievant's cost and request they may be represented by a person of their choice.
 - c. "Workplace safety" means those conditions related to physical health and safety of employees enforceable under federal or state law, or District rule related to: safety of the physical work environment, the safe operation of workplace equipment and tools, provision of protective equipment, training and warning requirements, workplace violence and accident risk.
 - d. "Discipline" means oral reprimands (where a written record of the reprimand is placed in the employee's file), written reprimands, suspension and demotion. Discipline does not include performance reviews, work plans or corrective actions that do not include a reprimand or other adverse employment action.
 - e. "Termination" means discharge from employment. Non-renewals and layoffs (reduction in force) are not considered terminations and are not subject to this procedure.

Procedures:

First Step

Within fifteen (15) days after the facts upon which the grievance is based or should have reasonably become known the employee shall present the written grievance to their immediate supervisor. The immediate supervisor shall give a written answer within ten (10) days of receipt of the grievance, with a copy to the District Office. An employee who has been notified of termination may process the grievance commencing at Step 3.

Second Step

If the grievance is not satisfactorily resolved at Step 1, it may be submitted by the grievant to the District Administrator within five (5) days after having received the answer in the First Step. After receipt of the written grievance by the District Administrator, they or the designated representative of the District Administrator will meet with the grievant in an effort to resolve the issue(s) raised by the grievance. Within ten (10) days after the meeting, the District Administrator shall respond to the grievance in writing. The District Administrator shall also determine if the grievance is timely, if the subject matter of the grievance is within the scope of this policy and otherwise properly processed as required by this policy. If the District Administrator is aware of other similar pending grievances, they may consolidate those matters and process them as one grievance.

Third Step

Upon the written request of the grievant in response to an adverse decision, the decision at the Second Step may be appealed to the District Administrator by a written statement particularly describing the reason for appeal. If the decision at Step 2 is based in whole or in part on the basis of timeliness, scope of the grievance process or other failure of the Grievant to properly follow the process the matter shall be referred to the Board who shall determine whether the matter should be processed further. If the Second Step decision is on the merits of the grievance only the grievance will be referred to an Impartial Hearing Officer (IHO). The IHO will be designated by the District Administrator. Any costs incurred by the (IHO) will be paid by the School District. The IHO will convene a hearing in the manner the IHO determines necessary. The IHO shall have the authority to administer oaths, issue subpoenas at the request of the parties, and decide if a transcript is necessary. The IHO may require the parties to submit grievance documents and witness lists in advance of the hearing to expedite the hearing. The burden of proof shall be “a preponderance of the evidence”. In termination and discipline cases, the District shall have the burden. In workplace safety cases, the employee shall have the burden. The IHO may request oral or written arguments and replies. The IHO shall provide the parties a written decision. The IHO may only consider the matter presented in the initial grievance filed by the employee. The IHO shall have no power to add to subtract from or modify the terms of the Board policy or rule that forms the basis for the grievance.

Fourth Step

Either party may appeal an adverse determination at Step 3 to the Board of Education, by filing written notice appealing the decision of the IHO in the District Office within ten (10) days of the decision of the IHO. The Board of Education shall within thirty (30) days after submission of the appeal schedule the review of the IHO's decision. The review will be conducted by the Board during a closed session meeting unless an open session is requested by the employee. The Board may make its decision based on the written decision of the IHO or the Board may examine any records, evidence and testimony produced at the hearing before the IHO. A simple majority vote of the Board membership shall decide the appeal within twenty (20) days following the last session scheduled for review. The Board will issue a final written decision which shall be binding on all parties.

SECTION IV

BENEFIT PLAN

Any part-time administrator / administrative support staff shall have benefits for which they are eligible, pro-rated based upon their FTE. Administrators / administrative support staff shall receive any benefits not directly tied to salary amount computed based on their contract percentage, should it be less than the designated full time position.

I. INSURANCE BENEFITS

A. Health Insurance

1. Active Administrators / Active Administrative Support Personnel

The Board of Education shall provide health insurance to employees who work 30 hours or more per week. Eligible employees who work at least 30 hours per week but less than 40 hours per week shall receive prorated health insurance benefits, based upon their FTE. Part-time employees who were employed by the district prior to July 1, 2015 and were enrolled in the district's health insurance prior to July 1, 2015 shall be grandfathered in, as long as allowable by applicable employment law. The insurance carrier(s), program(s), and coverages will be selected and determined by the Board of Education.

Single Coverage: For eligible full-time employees who select single coverage, the Board of Education shall provide no less than eighty-five percent (85%) of the premium of the lowest cost health insurance plan. If the employee completes the annual wellness assessment, including any online portions, as directed, the district shall pay 88% of the premium of the lowest cost health insurance plan. Participation in the annual health assessment affects the premium rates for the following school year.

Family Coverage: For eligible full-time employees who select family coverage (not covered above) the Board of Education shall provide no less than eighty-five percent (85%) of the premium of the lowest cost health insurance plan. If the employee and their spouse (if their spouse is covered under the plan) complete the annual wellness assessment, including any online portions, as directed, the district shall pay 88% of the premium of the lowest cost health insurance plan. Participation in the annual health assessment affects the premium rates for the following school year.

Family Coverage both Spouses employed by the District and both eligible for health insurance benefits: For eligible employees who select family coverage and where both spouses are employees of the district, the Board of Education shall provide ninety-seven percent (97%) of the premium of one family insurance policy unless one of spouses is eligible and elects to take the Alternative Benefit Plan. If both employees complete the annual wellness assessment, including any online portions,

as directed, the district shall pay 100% of the premium of the lowest cost health insurance plan. Participation in the annual health assessment affects the premium rates for the following school year.

If one of the spouses is eligible and elects the ABP the Board of Education shall provide eighty-five percent (85%) of the premium of the lowest cost health insurance plan. If both employees complete the annual wellness assessment, including any online portions, as directed, the district shall pay 88% of the premium of the lowest cost health insurance plan. Participation in the annual health assessment affects the premium rates for the following school year.

2. No eligible employee shall be required to contribute more than the federal poverty contribution limit, as defined by the Federal Affordable Care Act, for their share of single health insurance premiums.
3. Should an administrator / administrative support staff die during their term of employment by the Board, their surviving spouse and dependents may remain in the group insurance plan for four months plus the month in which death occurred with the above-mentioned premium paid by the Board. The surviving spouse may continue in the District's health insurance plan at their own expense as provided by COBRA.

B. Dental Insurance

Full-time administrators / administrator support staff shall receive dental insurance benefits as outlined below:

Single Coverage: For employees who select single coverage, the Board of Education shall provide no less than eighty-eight percent (88%) of the premium of the dental insurance plan.

Family Coverage one Spouse employed by the District: For employees who select family coverage (not covered above) the Board of Education shall provide no less than eighty-eight percent (88%) of the premium of the dental insurance plan.

Family Coverage both Spouses employed by the District and both are eligible for dental insurance: For employees who select family coverage and where both spouses are employees of the district, the Board of Education shall provide one hundred percent (100%) of the premium of the dental insurance plan.

If an eligible employee waives health insurance but elects single or family dental insurance, the district will pay 100% of the dental premium.

C. Individual Life Insurance

This payment for life insurance shall be made annually via payroll.

261 day contracts	\$550 per year	July 30 th
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238 day contracts	\$500 per year	August 30 th
210 day contracts	\$450 per year	September 30th

Administrative Support Staff employed on less than 238 day contracts are not eligible for individual life insurance unless they were employed under administrative guidelines prior to the 97-98 school year. If applicable they will receive the following:

*Less than 238 day contracts	\$250 per year	September 30th
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- D. Term Life Insurance
The district will contribute one hundred percent (100%) of the cost for a term life insurance policy that will provide a benefit amount equal to the employee's present contracted salary rounded to the nearest one thousand dollars (\$1000). See current life insurance policy booklet for benefit limitations and/or exclusions.
- E. Long Term Disability Insurance
The district will offer a coordinated plan of loss of wage insurance.
- F. Short-Term Disability
The employer shall offer a voluntary, employee-paid short-term disability policy for employees working 20 or more hours per week. When an employee resigns or retires, their short-term disability insurance ends on the last day of employment with the district.
- G. Vision Insurance
The employer shall offer a voluntary, employee-paid vision insurance policy for employees working 30 or more hours per week. The insurance carrier(s), program(s) and coverages will be selected and determined by the Board of Education.

II. WORKERS COMPENSATION COVERAGE AND REPORTING RESPONSIBILITIES

All employees shall be covered by Worker's Compensation Insurance. Any employee who is injured on the job shall report the injury to the employee's supervisor and human resources via the schools worker's compensation carrier's injury reporting phone line (24 hours per day, 7 days a week) prior to seeking medical attention, if at all possible. In the event of an emergency, the employee shall provide notification within twenty-four (24) hours after the occurrence of the injury. Phone reporting procedures are located on the Human Resources For Staff internal web page.

Benefits While on Worker's Compensation

Employees who incur injury or illness in the conduct of their employment with the District that is compensable under the Worker's Compensation laws of the State of

Wisconsin may be eligible to receive payments. Payment shall be accomplished as follows:

1. Up to day sixty (60) of Worker's Compensation Leave: The employee will be paid income equivalent to the income the employee would have earned had the employee not been injured. This income will be generated by combining worker's compensation insurance with prorated accumulated sick leave as necessary through a deduction of one-third (1/3) of a day of sick leave for each day while on worker's compensation. This provision will apply up until the sixtieth (60th) consecutive day of leave, or as long as the employee has accumulated sick leave available, whichever occurs first.
2. Day Sixty-One (61) and thereafter of Worker's Compensation Leave: The employee will receive their worker's compensation payment. No other leaves will be applied to the worker's compensation leave. The employee, subject to the rules and regulations of the carrier, may be eligible for long-term disability leave.
3. Injuries Not Covered by Worker's Compensation
Some types of injuries suffered while at work may not be covered by worker's compensation insurance. Examples of non-covered injuries suffered at work include, but are not limited by enumeration to, the following:
 - A. Injuries because of a self-inflicted wound.
 - B. Injuries sustained because of an employee's horseplay.
 - C. Injuries sustained while an employee does an activity of a strictly private nature.
4. Additionally, absence from work during the first three days due to injury or illness allowed under Worker's Compensation shall not be fully charged to the employee's accumulated paid leave.
5. The district does not make or influence the determination of eligibility for a worker's compensation claim. Our carrier reviews the situation and the medical records to make the decision.
6. Temporary Transitional Duty
Purpose:
In the case of an employee receiving or applying for workers' compensation benefits whose injuries were incurred during the course and scope of employment, a temporary, transitional work assignment within the limits of imposed restrictions will be made whenever appropriate.

Following a work-related injury, health care providers might find that an employee has restrictions limiting normal duties and activities during the healing period. Such restrictions might include lifting limitations and/or limited movements such as

avoidance of bending and twisting. WCSD realizes the importance of a transitional work assignment in assisting an employee's return to their normal course of employment in as short a time period as possible. The temporary, transitional work program aids reintegration into the work environment and assists the injured employee in returning to a productive lifestyle. This program provides service to the district while the injured employee recovers and benefits the employee by reducing sick leave usage had the employee remained off work.

III. FLEXIBLE SPENDING PLAN

The district maintains a flexible spending plan under cafeteria plan regulation section §125 for eligible employees to make elections to participate in the plan pre-tax or receive taxable compensation for qualified benefits. Eligibility and enrollment election information is noted below:

1. Payment of Health Insurance Premiums. Employees who work 30 hours per week or more are eligible on their hire date to enroll in the district's health plan and pay premiums pre-tax through code section §106.
2. Payment of Dental Insurance Premiums. Employees who work 20 hours per week or more are eligible on their hire date to enroll in the district's dental plan and pay premiums pre-tax through code section §106.
3. Medical Care Expenses. Employees who work 30 hours per week or more are eligible on their hire date to enroll in the district's health care flexible spending arrangement (FSA) and elect an amount not to exceed the plan's annual maximum as a pre-tax deduction from their payroll for reimbursement of medical care expenses not reimbursed by any other plan through code section §105.
4. Day Care Expenses. Employees who work 30 hours per week or more are eligible on their hire date to enroll in the district's dependent care flexible spending arrangement (FSA) and elect an amount not to exceed the IRS' annual maximum as a pre-tax deduction from their payroll for reimbursement of day care expenses through code section §129.

Payments and the designation of amounts to be contributed to the employee's account will be subject to the procedures, rules and regulations of the plans' administrating agency. The provision of this plan shall be contingent upon the continuance of this benefit under the applicable Internal Revenue Code Sections (§105, §106, §125 and §129). The district shall pay the monthly participation fee for each eligible employee who opts to utilize the program.

IV. WISCONSIN RETIREMENT/EMPLOYEE TRUST FUNDS

The Board shall pay the employer's required contribution to the Wisconsin Retirement Fund. The administrator shall pay the employee's required contribution.

V. 403(b) EMPLOYEE SAVINGS PLAN

The Board of Education allows employees to establish a 403(b) Employee Savings Plan to be funded solely by voluntary employee salary reduction contributions which will be, in part, administered by Board of Education. The Board of Education does not maintain a 403(b) Employee Savings Plan which provides for contributions by the Board of Education or matching contributions. In order to participate, employees must comply with all rules and regulations as established by the Board of Education in compliance with Internal Revenue Service code(s).

VI. 457(b) DEFERRED COMPENSATION PLAN

The Board of Education has established a deferred compensation plan under Section 457(b) of the Internal Revenue Code (the “457(b) Deferred Compensation Plan”) that allows employees to elect to defer on a tax preferred basis a portion of their current compensation until retirement, termination of employment, or other similar events defined by the 457(b) Deferred Compensation Plan. Participation in the 457(b) Deferred Compensation Plan is voluntary, however, in order to participate an employee must comply with the terms and conditions of the 457(b) Deferred Compensation as established by the Board of Education in accordance with the Internal Revenue Code and Treasury Department regulations. The benefits available under the 457(b) Deferred Compensation Plan are funded solely by an employee’s contributions. The Board of Education does not provide elective, non-elective or matching contributions to the 457(b) Deferred Compensation Plan.

VII. TUITION REIMBURSEMENT

The Board shall reimburse administrators /administrative support personnel (with a Master’s Degree or more) for full tuition of credit earned from a recognized college or university up to a maximum of twenty-one (21) credits in any rolling 5 year period. To be eligible for such reimbursement, the administrator / administrative support staff member must receive at least a “B” grade and a “pass” for a pass or fail course. Authorization of the superintendent shall be obtained by an administrator / administrative support personnel prior to enrollment to be eligible for such reimbursement.

Administrators will be required to follow established DPI procedures for maintaining current licensure. Administrative support personnel will be required to take sufficient training to meet the minimum requirements for renewal of their respective licenses or certifications.

VIII. VACATION

Experience	261 Day Contracts	238 Day Contracts	210 Day Contracts
0 - 5 years	3 weeks	2 weeks	1 week
6 - 10 years	4 weeks	3 weeks	2 weeks

Over 10 years	5 weeks	4 weeks	3 weeks
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* Administrative Support Personnel hired after March 1, 2011 and working less than 238 days are not eligible for vacation.

A. Unused Vacation Days

Administrators /Administrative Support Personnel may carry over ten (10) unused vacation days to the next year. Accumulated vacation may not exceed the normal allocation plus 10 days at the beginning of any contract year.

Up to ten (10) unused vacation days may annually be placed in a “bank” of vacation days to a maximum of sixty (60) days. Upon retirement (not resignation) these days shall be converted to a one time retirement payment based on the last year’s per diem wage rate for the retiring administrator/ administrative support staff member.

Retiring Administrators /Administrative Support Personnel are also entitled to receive a payment of their last year’s unused vacation days in addition to the maximum of sixty (60) days in their “bank”.

IX. PERSONAL LEAVE (Not deducted from sick leave)

238 day contracts	3 days
261 day contracts	4 days
Less than 238 days	2 days

X. SICK LEAVE (Any accumulated days over 120 may be banked to be used for sickness)

Sick leave may be used for personal illness and health-related appointments. Sick leave may also be used for illness or health-related appointments for members of the immediate family. Immediate family includes spouse, child, step-child, parent, step-parent, grandparent, grandchild, brother, sister, parent-in-law, brother or sister in law.

238 day contracts	11/120 days
261 day contracts	12/120 days
Less than 238 days	10/120 days

Under the State and Federal Family and Medical Leave Acts, employees may be entitled to leave above and beyond the leaves provided in these guidelines. Any leave of more than three consecutive days that qualifies as Family and Medical leave shall be counted

as such. The District administers the State and Federal Family and Medical Leave Acts concurrently. A 12 month period starting July 1 and ending on June 30, is used for calculating leave eligibility under the Federal Family and Medical Leave Act. If employees have questions they should contact the Director of Human Resources.

XI. BEREAVEMENT LEAVE

Administrators /Administrative Support Personnel shall be entitled to up to three days of paid leave for death in the immediate family. These days shall not be deducted from sick leave. An additional 3 days of sick leave may be used as bereavement leave for deaths in the immediate family. Immediate family includes spouse, child, step-child, parent, step-parent, grandparent, grandchild, brother, sister, parent-in-law, brother or sister in law, son or daughter-in-law. Administrators may request sick leave for attendance at funerals not covered under bereavement leave. Verification of attendance may be required. The Director of Human Resources may grant additional days as unpaid days at their discretion.

XII. HOLIDAYS

Administrators /Administrative Support Personnel are eligible for the following holidays:

If a paid holiday falls on a Saturday, the previous Friday shall be considered the holiday. If a paid holiday falls on a Sunday, the following Monday shall be construed the holiday. These holidays may be adjusted to best fit the work year.

261 day contract

New Year's Day	Thanksgiving Day
Good Friday	Friday after Thanksgiving
Memorial Day	Christmas Eve Day
4th of July	Christmas Day
Labor Day	New Year's Eve Day

200, 210 & 238 day contracts

New Year's Day	Friday After Thanksgiving	
Good Friday	Christmas Eve Day	
Memorial Day	Christmas Day	
Labor Day	New Year's Eve Day	Thanksgiving Day

of student day contracts

Labor Day
Thanksgiving Day
Friday After Thanksgiving
Memorial Day

XIII. COMP TIME

Because of the many extra hours that administrators / administrative support personnel in beyond the normal day, 238 and 261 contract day employees will receive 7 comp days to be taken during Spring or Winter break.

XIV. PROFESSIONAL LEAVE

Professional leave is defined as release from regular duties for the purpose of attending professional meetings, seminars, workshops, conferences, conventions, institutes, and others of similar nature. Professional leave may be granted upon request to the District Administrator.

XV. JURY DUTY

Any employee who is required to respond to a call for jury duty as a witness in court not involving a party to this employer shall be excused from work and the employer agrees to pay the difference between jury fees paid the employee (excluding mileage and parking fees or Saturday or Sunday fees) and the employee's regular daily rate. Employees are asked to submit to the payroll office a copy of the check they receive for jury duty within 3 days of their receipt of the check.

XVI. OTHER LEAVES

Administrators/ Administrative Support Personnel will not be able to take more than five (5) consecutive days off while students are in session. Approval is necessary from the District Administrator.

XVII. EXPENSE ACCOUNTS

Actual expenses will be paid for travel to and expenses for meetings, workshops, conferences and conventions in Wisconsin as approved by the superintendent. Note the national convention restrictions that follow.

XVIII. SMARTPHONE

The Board of Education shall provide a smartphone device to the administrator / administrative support personnel employed for 200 or more days per year. The employee is expected to carry the smartphone device at all times including nights and weekends. The Board of Education will allow personal use of the smartphone device as the employee is not expected to carry both a work and personal device at all times.

XIX. MEMBERSHIP DUES

The Board of Education shall provide up to \$900 per year for 261 day contracts, up to \$800 per year for 238 day contracts, and up to \$700 per year for less than 238 day contracts . This may be distributed among one or more professional organizations.

XX. NATIONAL CONVENTION

The Board of Education shall provide reimbursement of expenses up to \$1,500.00 for National Conventions every other year for administrators / administrative support personnel employed for 200 or more days per year. The district administrator may increase, at their discretion, the maximum expense allowance to \$2,000.00 for administrators attending national conventions at expensive locations such as San Francisco, Boston, New York.

XXI. REDUCTION IN FORCE

In the event of any reduction of administrative / administrative support personnel, the employee, if appropriate, shall have the opportunity to be reassigned to a suitable position if it does not violate state law and the district's policies or existing contracts. However,

administrative / administrative support personnel assignments will be decided on the needs of the district and the individual's record of performance not withstanding any other contract provisions.

XXII RETIREMENT

A. Eligibility

Administrators / administrative support personnel are eligible for retirement benefits at age 55. No more than two (2) administrators and two (2) administrative support personnel shall be eligible for retirement in any one year. In the event more than two (2) persons apply for retirement in any one year, preference will be given on the basis of years of service. The Board of Education reserves the right to approve more than two (2) retirement requests in any one year.

If an employee meets the 15 years of service requirement and has to retire before reaching the age of 55 due to a serious health condition that qualifies for WRS disability retirement, they shall be deemed eligible for the District's retirement benefits as well.

B. Notification

Notification for retirement must be given in writing to the superintendent on or before January 2nd preceding the requested retirement date. The normal retirement date shall be June 30th or the last regular work day in June if June 30th falls on a Saturday or Sunday. These dates may be waived by the Board of Education, upon recommendation of the superintendent.

C. Benefits

The following benefits are provided to retiring administrators / administrative support personnel in recognition for the years of service provided the Waunakee Community School District. No other payment for retirement such as severance pay or payment for unused sick days will be granted as the cost of the outlined benefits is already substantial. Any employee hired after June 30, 2012 will not be eligible for district provided post-employment benefits if they are receiving an annuity from the WRS. No employee shall be eligible to retire from the district more than once.

FOR ADMINISTRATORS / ADMINISTRATIVE SUPPORT STAFF HIRED BEFORE APRIL 1, 2010

1. Health Reimbursement Account Retirement Benefit
 - a. Eligibility. Administrators / Administrative Support Staff hired before April 1, 2010, will be eligible for a benefit upon retirement based on their years of administrative / administrative support experience with the District.
 - b. Benefit. An employee who elects to retire after their 55th birthday shall receive health and dental retirement benefit amounts based upon the following schedule, or to the age at which the retired employee is eligible for Medicare, whichever comes first:

After # Years Administrative Experience in the Waunakee Community School District	Premium Amount Contributed of lowest cost family health and family dental plan	Maximum # Years of Contribution
Less than 6 years	0%	0
After 6 years	10%	10
After 7 years	20%	10
After 8 years	30%	10
After 9 years	40%	10
After 10 years	50%	10

After # Years Administrative Experience in the Waunakee Community School District	Premium Amount Contributed of lowest cost family health and family dental plan	Maximum # Years of Contribution
After 11 years	60%	10
After 12 years	70%	10
After 13 years	80%	10
After 14 years	90%	10
After 15 years	100%	10

For purposes of determining the health benefit amount, the “premium amount” shall be the premium amount for the lowest cost family health plan offered by the District in effect on the Administrator’s / Administrative Support Personnel’s date of retirement.

For purposes of determining the dental benefit amount, the “premium amount” shall be the premium amount for a family dental plan offered by the district in effect on the administrator’s / administrative support personnel’s date of retirement.

The District will contribute the benefit amount to a post-employment Health Reimbursement Account (“HRA”). The HRA is a portable post-employment benefit that can be accessed by the Administrator / Administrative Support Personnel subject to the terms and conditions of the HRA provider.

The HRA vendor/plan administrator shall be selected by the District. The retired employee shall pay the distribution fee to access the HRA funds.

The retired employee may, if permitted by the health and dental insurance provider(s), continue coverage under the health and dental insurance plan by paying the monthly plan premium directly to the insurance provider. The

program offered to district employees is subject to change on an annual basis.

Deposits shall be made to the HRA by the district via semi-annual payments on January 15 and September 15 for up to 10 years following retirement, or until Medicare eligible.

All withdrawals and payments from the HRA Plan shall cease when the funds in the plan are exhausted.

No HRA plan shall be made available unless the provider of such plan executes a hold harmless provision in favor of the District against any liabilities arising from mistakes of the vendor.

Survivorship Rights For Retirees Receiving the Health Reimbursement Account Plan: Benefits payable to the spouse and/or dependents will not exceed, in combination with those already provided to the retiree before their death, those that would have been available to the retiree if they had survived. Such benefits are subject to the terms and conditions of the HRA plan and applicable Internal Revenue Service Code and rules.

Conditions

This program is subject to annual review and, when deemed appropriate, revisions shall be made. However, individuals already participating in the program shall continue to receive payment and benefits under the retirement program in effect at the time of their retirement and shall do so through the month of such individual's 65th birthday, or the age at which the retired employee is eligible for Medicare, or death, whichever occurs first.

The Waunakee Community School District reserves the right at any time to unilaterally offer additional retirement benefits during a time-related window for employees who meet certain minimum age and service requirements.

2. Life Insurance

An administrator / administrative support person who elects to retire after their 55th birthday, shall have their life insurance premium paid by the district for the number of years as detailed above. The premium rate shall be the same as that paid during the employee's last year of employment.

FOR ADMINISTRATORS / ADMINISTRATIVE SUPPORT STAFF HIRED ON OR AFTER APRIL 1, 2010

Health Reimbursement Account Retirement Benefit

1. Eligibility: The following benefit is available to administrators / administrative support personnel hired on or after April 1, 2010. This

benefit is in place of, and not supplemental to, the benefit set forth in Section C. for Administrators / Administrative Support Personnel Hired Before April 1, 2010.

2. Benefit: The District shall contribute, pursuant to the following schedule, funds into a post-employment Health Reimbursement Account. The HRA vendor/plan administrator shall be selected by the district. The HRA account is a portable post-employment benefit that can be accessed by the Administrator /Administrative Support Personnel subject to the terms and conditions of the HRA provider. The annual contribution and vesting procedures, to this HRA account are set forth below:

The District shall annually contribute into an interest bearing post-employment Health Retirement Account (HRA) an amount for Administrators / Administrative support staff covered by this section who are employed by the District during the 2010-2011 contract year and thereafter. Contributions shall cease when the administrators / administrative support person's employment with the District ends. Contributions shall be pro-rated for FTE's less than 100%, and for contracts of less than 238 days.

# of student day contracts	\$2,790
200 day contracts	\$3,065
210 day contracts	\$3,220
238 day contracts	\$3,650
261 day contracts	\$4,000

The vesting of the HRA payment is done in accordance with the following schedule;

After # Years Administrative Experience in the Waunakee Community School District	Vested	Non-Vested
After 1 year	10%	90%
After 2 years	20%	80%

After # Years Administrative Experience in the Waunakee Community School District	Vested	Non-Vested
After 7 years	70%	30%
After 8 years	80%	20%

After 3 years	30%	70%
After 4 years	40%	60%
After 5 years	50%	50%
After 6 years	60%	40%

After 9 years	90%	10%
After 10 years	100%	0%

- a. Deposit Schedule by the District in the HRA during employment: The dollar amounts set forth above shall be deposited into the HRA in equal monthly installments.
 - b. The employee must complete the contract year in order to receive the benefit provided for under this Article.
 - c. This annual HRA contribution shall apply only to those Administrators / Administrative Support Personnel ineligible for the benefits defined in Section C. above.
 - d. Non-vested contributions made on behalf of employees who terminate employment with the District for any reason will revert back to the District's Fund 73 fund. The schedule above will determine the amount of non-vested contributions compared to vested contributions.
 - e. Contributions on behalf of part-time administrators / administrative support personnel shall be prorated based upon their percentage of full-time equivalency, and their number of contract days.
3. All withdrawals and payments from the HRA Plan shall cease when the funds in the plan are exhausted.
 4. No HRA plan shall be made available unless the provider of such plan executes a hold harmless provision in favor of the District against any liabilities arising from mistakes of the vendor.
 5. The retired employee may, if permitted by the health and dental care insurance provider, continue coverage under the health and dental care insurance plan by paying the monthly plan premium directly to the insurance provider.
 6. Survivorship Rights For All Retirees Receiving the Health Reimbursement Account Plan

Benefits payable to the spouse and/or dependents will not exceed, in combination with those already provided to the retiree before their death, those that would have

been available to the retiree if they had survived. Such benefits are subject to the terms and conditions of the HRA plan and applicable Internal Revenue Service Code and rules.

7. The District shall pay the HRA plan administrative fee for active administrators / administrative support personnel. The retired employee shall pay the distribution fee to access the HRA funds.

D. Conditions

This program is subject to annual review and, when deemed appropriate, revisions shall be made. However, individuals already participating in the program shall continue to receive payment and benefits under the retirement program in effect at the time of their retirement and shall do so through the month of such individual's 65th birthday, or the age at which the retired employee is eligible for Medicare, or death, whichever occurs first.

E. The Waunakee Community School District reserves the right at any time to unilaterally offer additional retirement benefits during a time-related window for employees who meet certain minimum age and service requirements.

XXIII. LIQUIDATED DAMAGES

Administrative / administrative support personnel who request a release from their contract with the district assume a legal obligation to pay for the reasonable expense incurred by the district in securing a replacement. That reasonable amount shall be: \$500 after June 1st but before July 15th, \$750 after July 15th but before the first day teachers report for the new school year, and \$1500 after the first day teachers report for the new school year.

A release from an administrative / administrative support contract is at the discretion of the Board of Education as the employee is expected to honor their contract expect in cases where the circumstances are beyond their control. The Board may waive or reduce the above fees at their discretion in such cases. Part-time employees will have the penalties prorated based upon their FTE

XXIV. CRIMINAL BACKGROUND CHECKS/CHARGES-OBLIGATION TO REPORT CRIMINAL RECORD

1. Job Applicants

a. All individuals applying for employment with the District are required to file in writing, in advance of employment and on forms provided by the District, a statement identifying whether the applicant has been convicted of a misdemeanor or felony in this state or any other state or country; and has been dismissed or non-renewed, or has resigned from employment in-lieu-of a potential dismissal or non-renewal, for any of the following causes: failure to meet the District's performance expectations, incompetence, inefficiency, neglect of duty, unprofessional conduct or insubordination. Knowingly falsifying information shall be sufficient grounds for refusal to hire or

termination of employment. Omission or withholding of information may be grounds for refusal to hire or termination of employment.

- b. Additionally, all persons applying for any position shall be required to agree to the release of all investigative records to the Board for examination for the purpose of verifying the accuracy of criminal violation information. Employment will be offered pending the return and disposition of such background checks. All offers of employment are contingent upon the results of such checks.

2. Current Employees

- a. Current District employees shall be required to notify Human Resources as soon as possible, before reporting to their next scheduled day of work but no more than three calendar days after any arrest, indictment, conviction, no contest plea or guilty plea, or other adjudication of the employee for any felony, misdemeanor or other offense.
- b. Employees are not required to report minor traffic violations. However, for positions requiring driving duties, an offense of operating a vehicle while under the influence, revocation or suspension of a license, and driving after revocation or suspension are required to be reported.
- c. The District shall conduct an annual driver's license record check on all District employees who drive a District vehicle, operate mobile equipment for the District, or transport children. The District may also conduct criminal history and background checks on current District employees as deemed appropriate.
- d. An employee's arrest, indictment or conviction of a crime shall not be an automatic basis for termination. The District shall consider the criminal record information and make related employment decisions in accordance with provisions of the District's current Employee Handbook and applicable legal requirements.

Failure to report under this section may result in disciplinary action, up to and including termination of employment.

WCSD Policies 522.3, 533.1, 541.1, 751.22, 752

EMPLOYEE RIGHTS UNDER THE FAMILY AND MEDICAL LEAVE ACT

THE UNITED STATES DEPARTMENT OF LABOR WAGE AND HOUR DIVISION

LEAVE ENTITLEMENTS



Eligible employees who work for a covered employer can take up to 12 weeks of unpaid, job-protected leave in a 12-month period for the following reasons:

- The birth of a child or placement of a child for adoption or foster care;
- To bond with a child (leave must be taken within 1 year of the child's birth or placement);
- To care for the employee's spouse, child, or parent who has a qualifying serious health condition;
- For the employee's own qualifying serious health condition that makes the employee unable to perform the employee's job;
- For qualifying exigencies related to the foreign deployment of a military member who is the employee's spouse, child, or parent.

An eligible employee who is a covered servicemember's spouse, child, parent, or next of kin may also take up to 26 weeks of FMLA leave in a single 12-month period to care for the servicemember with a serious injury or illness.

An employee does not need to use leave in one block. When it is medically necessary or otherwise permitted, employees may take leave intermittently or on a reduced schedule.

Employees may choose, or an employer may require, use of accrued paid leave while taking FMLA leave. If an employee substitutes accrued paid leave for FMLA leave, the employee must comply with the employer's normal paid leave policies.

While employees are on FMLA leave, employers must continue health insurance coverage as if the employees were not on leave.

Upon return from FMLA leave, most employees must be restored to the same job or one nearly identical to it with equivalent pay, benefits, and other employment terms and conditions.

An employer may not interfere with an individual's FMLA rights or retaliate against someone for using or trying to use FMLA leave, opposing any practice made unlawful by the FMLA, or being involved in any proceeding under or related to the FMLA.

An employee who works for a covered employer must meet three criteria in order to be eligible for FMLA leave. The employee must:

- Have worked for the employer for at least 12 months;
- Have at least 1,250 hours of service in the 12 months before taking leave;* and
- Work at a location where the employer has at least 50 employees within 75 miles of the employee's worksite.

*Special "hours of service" requirements apply to airline flight crew employees.

Generally, employees must give 30-days' advance notice of the need for FMLA leave. If it is not possible to give 30-days' notice, an employee must notify the employer as soon as possible and, generally, follow the employer's usual procedures.

Employees do not have to share a medical diagnosis, but must provide enough information to the employer so it can determine if the leave qualifies for FMLA protection. Sufficient information could include informing an employer that the employee is or will be unable to perform his or her job functions, that a family member cannot perform daily activities, or that hospitalization or continuing medical treatment is necessary. Employees must inform the employer if the need for leave is for a reason for which FMLA leave was previously taken or certified.

Employers can require a certification or periodic recertification supporting the need for leave. If the employer determines that the certification is incomplete, it must provide a written notice indicating what additional information is required.

Once an employer becomes aware that an employee's need for leave is for a reason that may qualify under the FMLA, the employer must notify the employee if he or she is eligible for FMLA leave and, if eligible, must also provide a notice of rights and responsibilities under the FMLA. If the employee is not eligible, the employer must provide a reason for ineligibility.

Employers must notify its employees if leave will be designated as FMLA leave, and if so, how much leave will be designated as FMLA leave.

Employees may file a complaint with the U.S. Department of Labor, Wage and Hour Division, or may bring a private lawsuit against an employer.

The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement that provides greater family or medical leave rights.

BENEFITS & PROTECTIONS

ELIGIBILITY REQUIREMENTS

REQUESTING LEAVE

EMPLOYER RESPONSIBILITIES

ENFORCEMENT



For additional information or to file a complaint:

1-866-4-USWAGE

(1-866-487-9243) TTY: 1-877-889-5627

www.dol.gov/whd

U.S. Department of Labor | Wage and Hour Division



WI 11420 REV 04/16

The contents of this handbook are presented as a matter of information only. The procedures described are not conditions of employment. The school district reserves the right to modify, revoke, suspend, terminate, or change any or all such procedures, in whole or in part, at any time with or without notice. The language which appears in this handbook is not intended to create, nor is it to be construed to constitute, a contract between the school district and any one or all of its employees or a guarantee of continued employment. Notwithstanding any provisions of this handbook, employment may be terminated at any time, with or without cause, except as explicitly provided for in any other pertinent section of this handbook or individual contract.

The Waunakee School District is an equal opportunity employer and does not discriminate against any individual on the basis of age, race, religion, creed, color, disability, pregnancy, marital status, sex, citizenship, national origin, ancestry, sexual orientation, gender identity, transgender status, arrest record, conviction record, military service, membership in the National Guard, state defense force or any other reserve component of the military forces of Wisconsin or the United States, political or religious affiliation, use or nonuse of lawful products off the employer's premises during nonworking hours, declining to attend a meeting or to participate in any communication about religious matters or political matters, the authorized use of family or medical leave or worker's compensation benefits, genetic information, or any other factor prohibited by state or federal law, or according to District policy.

Reasonable accommodations shall be made for qualified individuals with a disability, unless such accommodations would impose an undue hardship on the District. A reasonable accommodation is a change or adjustment to job duties or work environment that permits a qualified applicant or employee with a disability to perform the essential functions of a position or enjoy the benefits and privileges of employment compared to those enjoyed by employees without disabilities.



Teacher Employment Guidelines

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1 PURPOSE

2
3 The purpose of this Employee Handbook is to inform employees about District expectations and
4 policies, provide legal protection for the District, notify employees of their legal rights, serve as a
5 reference guide on important terms and conditions of employment and clarify questions that an
6 employee may have about his/her/their working relationship with the District.

7
8 All cited references are to sections of the Wisconsin Statutes and WCSD policies as amended to
9 date. This handbook is part of School Board policy. As with any School Board policy, the
10 information contained in this Handbook is subject to change. This Employee Handbook replaces
11 any and all prior verbal and written communications regarding the Waunakee Community
12 School District’s working conditions, policies, procedures, appeal processes, and benefits.

13
14 PREAMBLE

15
16 The educational welfare of the children of the district is paramount in the operation of the schools.
17 The community rightfully expects men and women of the highest caliber and unbiased in their
18 opinions to serve in the most important task of teaching its children.

19
20 It is recognized that education consists of the reciprocal processes of teaching and learning. The
21 effectiveness of these processes is dependent upon the dedication of the teachers and the
22 motivation of their students.

23 Therefore, the community, through the Board of Education, will endeavor to acquire and maintain
24 teachers who recognize teaching as an honorable profession. The Board of Education and the
25 teaching staff shall endeavor to provide both equal and varied opportunities for a sound education
26 based on excellence of instruction, study, high scholastic standards, participation, good health, the
27 spirit of fair play, and joy in work well done to insure that our students shall be responsible citizens
28 serving as a perpetuation of the American freedoms. Through leadership and proper teacher-
29 student relationship, we hope to create an atmosphere conducive to educational advancement,
30 friendship, fellowship, and loyalties while always forging toward new and enriched goals.

1	PART I
2	DEFINITIONS OF STAFF AND RELATED INFORMATION
3	
4	Article A - Part Time Teachers
5	
6	Article B - Job Sharing Assignment
7	

Definitions of Staff and Relation Information

Article A - Part Time Teachers

A part time teacher is a teacher who is employed by the District for less than a full 100% contract.

1. Determination of Contract Percentage/Salary

The contract percentage for a part time teacher is determined in the fashion below.

a. Elementary (K-6) (including specials of art, music, P.E.) (Full time is 315 minutes) Contract Percentage = assigned minutes divided by 315.

b. Middle school (7-8) (full time is six assignments) Contract Percentage = number of assignments divided by 6/semester or = number of assignments divided by 12/year.

c. High school (9-12) (full time is six assignments or 3 blocks) Contract Percentage = number of assignments divided by 6/semester or = number of assignments divided by 12/year.

Contract percentage for part time positions such as library, guidance, SWD or similar positions will be determined by the Administrator.

2. Pay for Extra Partial Days

The formula for pay for the nine (9) full time days worked in the contract will be determined as follows:

Full time salary amount divided by one hundred and eighty-eight (188) days - Daily Rate

Daily Rate x Contract Percentage = Contracted Pay

Daily Rate minus Contracted Pay x (nine) 9 = Additional Compensation

Example

Employee works ninety percent 90% contract

Full time salary amount = \$45,000

45,000 divided by 188 = \$239/day

\$239 x .90 = \$215.43

\$239 minus \$215.43 = \$23.57 x 9 = \$212.13 (adjustment)

3. Full Day/Partial Week Computation

A part time teacher that works full days but not full weeks (e.g. Monday, Wednesday, Friday) will have his/her/their contract established on a per diem basis.

Days worked will include parent-teacher conference days, workshop and staff development days. For example: a teacher works Mondays, Wednesdays, and Fridays and the actual days worked with students total 102 plus the 9 days above (7 work/convention days and 2

1 conference days) $102 + 9 = 111$ days worked; 111 days divided by $185 = 60\%$ contract;
2 $60\% \times \text{salary} = \text{salary}$.

3
4 Holiday pay would be calculated at the daily rate times contract percentage times three and
5 added to the computed salary. In the example above, for a teacher with a \$45,000 salary,
6 it would be daily rate ($\$239$) $\times 60\%$ ($\$143.62$) $\times 3$ (holidays) = $\$430.85$

7
8 4. Nine Additional Days

9 The nine (9) full time days referenced in subsection (3) above are the seven (7)
10 workshop/staff development days and two (2) parent-teacher conference days

11
12 5. Department and Faculty Meetings

13 Part time staff will attend all department and faculty meetings if required by the principal.
14 If they are not normally scheduled at this time, they will receive an hourly wage according
15 to the extended year schedule.

16
17 5. Sick Leave Accumulation

18 Part time teachers' sick days accumulate at the same rate as their contract percentage. (A
19 fifty percent (50%) teacher who used no sick days in a year has twelve (12) days \times fifty
20 percent (50%), or six (6) full days accumulated for future use).

21
22 6. Fringe Benefits

23 Teachers working less than a 100% contract (40 hours per week) are eligible for benefits
24 as follows: Teachers must work 30 or more hours per week (75% contract) to be eligible
25 for health insurance and cash in lieu of insurance. Eligible teachers who work at least 30
26 hours per week but less than 40 hours per week shall receive prorated health insurance
27 benefits or cash in lieu of insurance, based upon their FTE. Teachers with a 50% or more
28 contract (20 or more hours per week) are eligible for prorated dental, disability and life
29 insurance benefits based on their FTE. Enrollment eligibility criteria for the District's
30 Flexible Spending Plan is referenced in Part VI, Article K. All teachers are eligible to
31 participate in the following retirement plans – health reimbursement accounts, 403(b),
32 and 457 plans. Part-time teachers meeting the Employee Trust Funds eligibility criteria
33 will be enrolled in Wisconsin Retirement.

34
35 Part-time employees who were employed by the district prior to July 1, 2015 and were
36 enrolled in the district's health insurance prior to July 1, 2015 shall be grandfathered in,
37 as long as allowable by applicable employment law.

38
39 7. Job Security

40 Part time teachers will have the same rights as full time teachers in regard to probationary
41 period, (three years of employment) just cause, grievance, and discharge.

1 **Article B - Job Sharing Assignment**

2
3 A job share is defined as one full-time position with two teachers sharing the position. Approval
4 of a job share is solely at the discretion of the Superintendent. A job share will not be approved if
5 there is already a job share in the same grade level in the same building or in the same
6 department in the same building. A job share will only be approved if it is evident that it will
7 benefit both the teachers and the students. A job share may only be created between two existing
8 employees. The district will not hire a part-time teacher to become part of a job share. If two
9 teachers wish to request a job sharing assignment, they should approach their building
10 administrator and discuss the request. If the building administrator is willing to consider the
11 request, ~~he or she~~they will schedule a meeting with the teachers, the Director of Human
12 Resources, and the Superintendent. In order to be considered for a job sharing assignment, the
13 two teachers must agree to the following:

- 14
- 15 • Both teachers understand they are sharing one position and they will split the workload
- 16 equally
- 17 • Both teachers understand that they relinquish the right to a full-time position as a result of
- 18 the job share
- 19 • Both teachers understand that in the event one individual leaves the job share, it ceases to
- 20 exist
- 21 • If one member of the job share substitutes for the other, ~~he or she~~they will be paid the
- 22 current daily substitute rate
- 23 • Seniority will accumulate at 50% of the full-time rate for each individual
- 24 • Each individual will work full days on staff development days and parent-teacher
- 25 conference days and have ~~his or her~~their pay adjusted accordingly
- 26 • Sick and personal days are based on the contract percentage
- 27 • Principals may require both individuals to attend staff meetings
- 28 • Each teacher will be responsible for all normal administrative tasks, record keeping,
- 29 plans, etc.
- 30 • Each teacher will be evaluated separately based upon the normal evaluation rotation
- 31 • Both teachers will be responsible for providing ongoing and consistent communication
- 32 regarding students and parents
- 33 • After July 1, 2015, language under Part I, Article A-6 applies
- 34
- 35
- 36
- 37
- 38
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1	Part II
2	GRIEVANCE PROCEDURE
3	
4	Article A - Definitions
5	
6	Article B – Procedures
7	
8	Article C – Timelines
9	
10	Article D – Exclusive Remedy

1
2
3
4 **Article A - Definitions**
5

- 6 1. A grievance shall mean a dispute regarding the application of School Board
7 policies regarding an employee's discipline or termination of employment, or a
8 dispute concerning workplace safety. No grievance shall be processed under
9 this policy unless it is in writing and contains all of the following:
10
11 a. the name and position of the grievant;
12
13 b. a clear and concise statement of the grievance;
14
15 c. the issue involved;
16
17 d. the relief sought;
18
19 e. the date the incident or alleged violation took place;
20
21 f. the specific section of the Policy or workplace safety rule
22 alleged to have been violated; and
23
24 g. the signature of the grievant and the date.
25
26 2. The term "days" means regular business days, Monday through Friday, other
27 than weekends and holidays regardless of whether the employee or his or her
28 classification is scheduled to work.
29
30 3. A "grievant" is an employee as defined by state statutes governing this grievance
31 procedure. At the grievant's cost and request they may be represented by a person of their
32 choice.
33
34 4. "Workplace safety" means those conditions related to physical health and safety
35 of employees enforceable under federal or state law, or District rule related to:
36 safety of the physical work environment, the safe operation of workplace
37 equipment and tools, provision of protective equipment, training and warning
38 requirements, workplace violence and accident risk.
39
40 5. "Discipline" means oral reprimands (where a written record of the reprimand is
41 placed in the employee's file), written reprimands, suspension and demotion.
42 Discipline does not include performance reviews, work plans or corrective actions
43 that do not include a reprimand or other adverse employment action.
44
45 6. "Termination" means discharge from employment. Non-renewals and layoffs
46 (reduction in force) are not considered terminations and are not subject to this
47 procedure.

1
2 **Article B - Procedures**
3

4 First Step

5 Within fifteen (15) days after the facts upon which the grievance is based or should have
6 reasonably become known the employee shall present the written grievance to
7 ~~his/her~~their immediate supervisor. The immediate supervisor shall give a written answer
8 within ten (10) days of receipt of the grievance, with a copy to the District Office. An
9 employee who has been notified of termination may process the grievance commencing
10 at Step 3.
11

12 Second Step

13 If the grievance is not satisfactorily resolved at Step 1, it may be submitted by the
14 grievant to the District Administrator within five (5) days after having received the
15 answer in the First Step. After receipt of the written grievance by the District
16 Administrator, ~~he/she~~they or the designated representative of the District Administrator
17 will meet with the grievant in an effort to resolve the issue(s) raised by the grievance.
18 Within ten (10) days after the meeting, the District Administrator shall respond to the
19 grievance in writing. The District Administrator shall also determine if the grievance is
20 timely, if the subject matter of the grievance is within the scope of this policy and
21 otherwise properly processed as required by this policy. If the District Administrator is
22 aware of other similar pending grievances, ~~he~~they may consolidate those matters and
23 process them as one grievance.
24

25 Third Step

26 Upon the written request of the grievant in response to an adverse decision, the
27 decision at the Second Step may be appealed to the District Administrator by a written
28 statement particularly describing the reason for appeal. If the decision at Step 2 is based
29 in whole or in part on the basis of timeliness, scope of the grievance process or other
30 failure of the Grievant to properly follow the process the matter shall be referred to the
31 Board who shall determine whether the matter should be processed further. If the Second
32 Step decision is on the merits of the grievance only the grievance will be referred to an
33 Impartial Hearing Officer (IHO). The IHO will be designated by the District
34 Administrator. Any costs incurred by the (IHO) will be paid by the School District. The
35 IHO will convene a hearing in the manner the IHO determines necessary. The IHO shall
36 have the authority to administer oaths, issue subpoenas at the request of the parties, and
37 decide if a transcript is necessary. The IHO may require the parties to submit grievance
38 documents and witness lists in advance of the hearing to expedite the
39 hearing. The burden of proof shall be “a preponderance of the evidence”. In termination
40 and discipline cases, the District shall have the burden. In workplace safety cases, the
41 employee shall have the burden. The IHO may request oral or written arguments and
42 replies. The IHO shall provide the parties a written decision. The IHO may only consider
43 the matter presented in the initial grievance filed by the employee. The IHO shall have no
44 power to add to subtract from or modify the terms of the Board policy or rule that forms
45 the basis for the grievance.
46

47 Fourth Step

1 Either party may appeal an adverse determination at Step 3 to the Board of
2 Education, by filing written notice appealing the decision of the IHO in the District
3 Office within ten (10) days of the decision of the IHO. The Board of Education shall
4 within thirty (30) days after submission of the appeal schedule the review of the IHO's
5 decision. The review will be conducted by the Board during a closed session meeting
6 unless an open session is requested by the employee. The Board may make its decision
7 based on the written decision of the IHO or the Board may examine any records,
8 evidence and testimony produced at the hearing before the IHO. A simple majority vote
9 of the Board membership shall decide the appeal within twenty (20) days following the
10 last session scheduled for review. The Board will issue a final written decision which
11 shall be binding on all parties.
12

13 **Article C - Timelines**

14
15 Failure to process a grievance by the grievant within the time limit, or agreed upon
16 extensions, shall constitute waiver of the grievance and will be considered resolved on
17 the basis of the District's last answer. Failure of a management representative to meet the
18 time limits shall cause the grievance to move automatically to the next step in the
19 procedure. To encourage that grievances are addressed in a prompt manner the time
20 limits set by this policy are intended to be strictly observed and may not be extended
21 except in extreme circumstances and then only upon the express written consent of the
22 parties.
23

24 **Article D - Exclusive Remedy**

25
26 This procedure constitutes the exclusive process for the redress of any employee
27 grievances as defined herein. However, nothing in this grievance procedure shall
28 prevent any employee from addressing concerns regarding matters not subject to the
29 grievance procedure with administration and employees are encouraged to do so. Matters
30 not subject to the grievance procedure that are raised by employees shall be considered
31 by administration which has final authority, subject to any applicable Board policy or
32 directive, to resolve the matter.

1	Part III
2	LAYOFFS, TRANSFERS, NON-RENEWALS
3	
4	Article A - Layoff and Recall Procedure
5	
6	Article B – Vacancies and Transfers
7	
8	Article C - Non-Renewal/Renewal
9	
10	Article D - Late Resignations
11	
12	Article E – Rehired Teachers

Article A - Layoff and Recall Procedure

1. This procedure shall apply when the Board of Education reduces the teaching staff of all part-time and full time teachers. The Board shall have the sole right to determine the teaching position or positions to be eliminated.
2. Layoff shall occur when one or more of the following circumstances are present:
 - a. A substantial decrease in pupil population within the School District.
 - b. Loss of operating revenues.
 - c. A substantial decrease in the enrollment in a specific grade level or program area or the elimination of a program(s).
 - d. The return of a teacher from a leave of absence.
 - e. Other legitimate reasons which require a reduction in staff. The Board shall not apply this section in an arbitrary or capricious manner.
3. Procedures and timelines in WI SS 118.22 will be followed in the event of a layoff.
4. The selection of the teachers to be laid off shall be made according to the following guidelines:
 - a. Normal attrition resulting from teachers retiring or resigning will be relied upon to the extent possible.
 - b. Volunteers will be considered next. Voluntary layoff shall occur only by mutual agreement between the teacher who volunteers for layoff and the Board.
 - c. Teachers on intensive supervision will be considered next.
 - d. If steps (a), (b) and (c) are insufficient to accomplish the desired reduction in staff, the following will occur:

Layoff decisions will be based upon a-c above, and longevity in the District. The teachers with the fewest years of service shall be considered first for layoff.

The Board shall determine the employee for layoff. The Board will notify the teacher in the notice of layoff of the reason for the layoff and of the teacher's re-employment rights. Layoff decisions shall not be based upon salary.
5. Recall

Teachers laid off under the terms of this article will be given priority for such vacancies that occur in their area of certification for a period of two (2) years following the layoff if the employee is certified and qualified for the position as determined by the district. Reinstatements shall be made without loss of credit or accrued benefits from prior years of

1 service in the District. Within ten (10) calendar days after a teacher received a notice of
2 re-employment, ~~he/shethey~~ must advise the district, in writing, that ~~he/shethey~~ accepts the
3 position offered by such notice and will be able to commence employment on the date
4 specified therein. Any notice shall be considered received when sent by registered letter,
5 return receipt requested, to the last known address of the teacher in question as shown on
6 the district's records. It shall be the responsibility of each teacher on layoff to keep the
7 district advised of ~~his/hertheir~~ current whereabouts. Any and all re-employment rights
8 granted to a teacher on layoff shall terminate upon such teacher's failure to accept within
9 said ten (10) calendar days any position for which ~~he/she isthey are~~ certified, offered to
10 ~~him/herthem~~ by the district.

11
12 6. No teacher may be prevented from seeking and securing other employment during the
13 period ~~he or she isthey are~~ laid off under this article.

14
15 7. During the two (2) year recall period, the teacher on layoff shall be allowed to participate
16 in the group health and life insurance plans then in effect at ~~his/hertheir~~ own expense,
17 provided such participation is permitted under the insurance contract and provided the
18 teacher has not been re-employed in a position where health and life insurance coverage is
19 available.

20 **Article B – Vacancies and Transfers**

21
22
23 1. When the Board of Education officially accepts a resignation (teaching assignment, co-
24 curricular, or special services), and the Board of Education decides to fill the vacancy, it
25 will be listed as an official opening on the professional staff and posted in designated areas
26 in each school center. Qualified and interested personnel may apply for vacant positions
27 without resigning their current positions in the District.

28
29 2. Teachers who desire a change in grade and/or subject assignment or who desire to transfer
30 to another building shall file a written statement of such desire with their building
31 administrator and/or the Human Resources Director. Such statement shall include the
32 grade and/or subject to which the teacher desires to be assigned, the reason for the request,
33 and the school or schools to which ~~he or shethey~~ desires to be transferred, in order of
34 preference. Transfer decisions shall be made at the discretion of administration, based
35 upon district, school and student needs. Teachers will be required to interview for vacant
36 positions in other buildings prior to transfer decisions being made. Any teacher who meets
37 posted requirements for the vacancy, has received satisfactory evaluations, and is not on a
38 plan of improvement shall be granted an interview upon request.

39
40 3. Involuntary Transfers - No transfer of an individual's position or responsibility shall be
41 made without prior consultation with the teacher. Such transfers shall be made to meet the
42 needs of the assigned school and grade as determined by the building principal or Director
43 of Student Services and the District Administrator.

44 **Article C - Non-Renewal/Renewal**

- 1 1. In accordance with the provisions of Section 118.22, Wis. Stats., and any successor thereto,
2 at least fifteen (15) days prior to giving written notice of refusal to renew a full-time
3 teacher's contract for the ensuing school year, and not later than the last day in April, the
4 Board of Education, through the District Administrator, shall inform the full-time teacher
5 by preliminary notice, in writing, that the Board is considering non-renewal of the full-time
6 teacher's contract. The full-time teacher shall then be granted either a private or public
7 conference, at the full-time teacher's option with the Board, if he files such notice within
8 five (5) days of receipt of the notice of refusal. At the time of the conference with the
9 Board, the full-time teacher and the Board may each be represented by one (1) individual
10 of their own choosing. School District Administrator(s) may be present at the conference
11 and represented by one (1) individual of their choosing.
12
- 13 2. Teachers employed in the District are subject to non-renewal on a statutory basis, as
14 prescribed in Section 118.22 of the State Statutes during the first three years of continuous
15 employment in the District. Non-renewals of teachers with three (3) years or less of
16 continuous employment in the school district are at the discretion of the Board of
17 Education.
18
- 19 3. After completing the probationary period, the following procedure for non-renewal shall
20 be followed:
21
 - 22 a. A non-probationary teacher who has not been placed on a plan of improvement
23 under the District's evaluation procedures for three consecutive semesters will
24 only be non-renewed for just cause.
 - 25 b. A non-probationary teacher who has been placed on a plan of improvement under
26 the District's evaluation procedures for three or more consecutive semesters may
27 be non-renewed for reasons that are not arbitrary or capricious.
28
- 29 4. The action of the Board either to renew or not to renew such full-time teacher's contract,
30 whether or not the full-time teacher has requested a conference, shall not be taken until at
31 least fifteen (15) days following the receipt by the full-time teacher of the written notice
32 provided in Step 1, but, in no event, later than May 15. The action of the Board in following
33 this non-renewal procedure shall not be subject to the grievance procedure.
34
- 35 5. Renewal
36 According to Section 118.22 Wis. Stats, full-time teachers are to receive written notice of
37 renewal of contract for the ensuing school year by May 15th and they shall accept or reject
38 in writing such contract not later than the following June 15th.
39
- 40 6. Discharge/Discipline
41 Discharge and discipline for non-probationary teachers shall be based on just cause and is
42 subject to the grievance procedure.
43
44

45 Article D - Late Resignations

46

- 1 1. Teachers who request a release from their teaching contract with the district assume a legal
2 obligation to pay for the reasonable expense incurred by the district in securing a
3 replacement. That reasonable amount shall be:
4
5 a. Five hundred dollars (\$500) after June 15 but before July 15 of a newly contracted
6 year.
7
8 b. Seven hundred and fifty dollars (\$750) after July 15 but before the first day all
9 teachers report for a newly contracted year.
10
11 c. One thousand five hundred dollars (\$1,500) after the first day all teachers report for
12 a contract year.
13
14 2. A release from a teaching contract is at the discretion of the Board of Education as the
15 teacher is expected to honor ~~his/her~~their contract to teach in the district except in cases
16 where the circumstances are beyond the teacher's control. The Board may waive or reduce
17 the above fees at their discretion in such cases. The Board will not consider reducing or
18 waiving the late resignation fee unless a specific written request is submitted by the teacher.
19
20 3. Part time employees will have the penalties prorated based on their FTE level.
21
22

23 **Article E - Rehired Teachers**
24

25 If a teacher resigns his or her position with the district and is subsequently rehired to teach in the
26 district, all other terms and conditions of employment, e.g. salary, probationary period, sick leave
27 accrual, etc., shall be applied as if the teacher was new to the District, with the option for Human
28 Resources to offer credit for prior service.

1	Part IV
2	TEACHING LOAD AND WORKDAY
3	
4	Article A - Normal Teaching Load
5	
6	Article B – Workday

Article A - Normal Teaching Load

1. Thirty minutes must be scheduled for a duty free lunch period.
2. A normal elementary (Pre K-6) teaching load per day shall consist of a maximum of 315 minutes of instructional teaching per day averaged per week. The principal shall schedule and assign classes. No teacher will be assigned more than 315 minutes of instructional teaching per day averaged per week, without compensation for an overload.
The K-6 building principals will structure the teacher workday and utilize the assistants in such a way as to maximize teacher classroom management and planning times as much as reasonably possible. The work day will be structured in such a way as to insure that the classroom teachers will not need to be present with their students for library study skills instruction or guidance instruction, and so that a single longer recess period could be scheduled instead of two shorter periods at appropriate grade levels as determined by the building principal and grade level staff.
3. The middle school (7 - 8) teaching load shall be six class periods. There shall be no less than eight periods in the normal day. If a teacher is assigned an additional assignment in a semester, ~~he/shethey~~ shall be compensated an additional eight and fifteen-hundredths percent (8.15%) of ~~his/hertheir~~ base salary as part of ~~his/hertheir~~ normal monthly salary. The principal shall be responsible for scheduling and assigning classes.
4. Prior to each year, a joint review of specialist’s schedules for the upcoming school year will be conducted by a teacher representing specialists and the District Administrator with the intent being to keep schedules as reasonable as physically possible. This review process will begin no later than June 1. A reasonable schedule shall not include scheduled overlapping classes.
5. A normal high school teaching load shall consist of twelve instructional periods per year (six per semester or 3 blocks per day each semester) with at least one of these twelve assignments being a study hall, resource room or supervision. A teacher may be assigned, with no additional compensation, another assignment in lieu of the study hall, resource room or supervision (section split of 6/5 or 5/6);. If a teacher is assigned twelve classes (6/6), ~~he/shethey~~ shall be compensated an additional eight and fifteen-hundredths percent (8.15%) of ~~his/hertheir~~ base salary as part of ~~his/hertheir~~ normal monthly salary. The principal shall be responsible for scheduling and assigning classes.
6. The following departments/teachers are excluded in the normal teaching load outlined above: library services, counselors, instructional coaches, interventionists, and teachers of children with disabilities. Personnel in those roles are expected to use the inherent flexibility in daily schedules of that nature to provide for the preparation of the activities required therein.

- 1 7. In order to facilitate flexibility in scheduling classes, teachers may accept teaching
 2 assignments outside of the normal workday or structure in lieu of the normal assignment,
 3 or for additional compensation at the per diem hourly rate, as agreed upon by the Board
 4 and individual teachers.
- 5 8. All staff members will be a member of at least one department or grade level committee.
 6
- 7 9. Teachers shared between buildings will only be assigned supervisory duties (e.g. bus duty,
 8 lunch duty) at one of the buildings. This assignment should be scheduled so as to avoid
 9 the teachers having to travel between buildings to fulfill a supervisory role.
- 10
- 11 10. A resource room or center is defined as a small group of fewer than twenty-five (25)
 12 students that requires the teacher to provide supervisory and tutorial assistance to students.
 13 No additional planning time or preparation is required by the teacher for this assignment.
 14
- 15 11. A study hall is generally a large group assignment where a teacher's main responsibility is
 16 to supervise and manage assigned students. The teacher does provide general learning
 17 assistance to students as requested. Study hall supervisors will not be assigned the role of
 18 'tutor' for failing students.

19
 20 Supervision for purposes of this article involves the supervision of students for a period of
 21 time generally associated with a full class period such as lunchroom, open gym, weight
 22 room, hallways, etc. It does not include the duties all staff share such as bike duty, bus
 23 duty, playground duty, hall monitoring between classes, etc., that are considered basic
 24 functions of the job and the responsibility of teachers.
 25

- 26 12. Travel time is defined as travel between building assignments within the district during the
 27 teacher's regular work day. Travel time will be included as a contract percentage for the
 28 purposes of scheduling and compensation. Travel will not be scheduled during the
 29 employee's thirty (30) minute duty free lunch period. The travel time allotments will be
 30 no less than listed below.

31		
32	Middle School (MS) to High School (HS):	Ten (10) minutes
33	Intermediate School (IS) to Heritage Elementary (HE):	Twenty (20) minutes
34	MS/HS to HE	Fifteen (15) minutes
35	MS/HS to IS	Twenty (20) minutes
36	PE to HE:	Fifteen (15) minutes
37	MS/HS to Prairie Elementary (PE):	Twenty (20) minutes
38	PE to IS	Twenty (20) minutes
39	Arboretum Elementary (AE) to IS/HE/PE/MS/HS:	Twenty (20) minutes
40		

41 Travel time contract percentage will be calculated using the basis of the day that
 42 constitutes the majority of the teacher's schedule. If equal time is spent between building
 43 assignments, travel time percentage will be based on the school in which the teacher
 44 work day starts on the first day of school.
 45

46 Example: Travel from Arboretum Elementary to Heritage Elementary for an Art teacher.
 47 Travel time allotment divided by full time instructional minutes = contract percentage

1 20 minutes travel / 300 daily instructional minutes = 0.0667 = 6.7% of the assigned
2 teacher's contract

3
4 Article B – Workday

- 5
6 1. The normal workday for all teachers shall be a continuous eight hours. The actual workday
7 for each building shall be established by the Board. Teachers may leave fifteen minutes
8 earlier, but not before the student release time, on Fridays and days preceding a holiday.
9
10 2. All faculty and department meetings will be held during normal working hours except that
11 two staff meetings per month may begin fifteen (15) minutes before the normal workday
12 begins or go fifteen (15) minutes later than the end of the normal workday.
13
14 3. The provisions of Paragraph 2 above do not include nor shall they apply to meetings of IEP
15 teams, the preparation of individual education plans, parent-teacher conferences, or
16 activities of similar nature, which are normally conducted at other times.
17
18 4. Department meetings will be held on workshop days and early release days as defined
19 below.
20
21 5. Individual teacher workdays may be altered from the continuous eight-hour day described
22 above with mutual agreement of the teacher and District Administrator.
23

24 6. Professional Hours

- 25
26 a. The starting and dismissal times for students will be established by the Board
27 (paragraph 1), provided, however, that no change in the present schedule will
28 increase the length of the teacher work day.
29
30 b. Teachers are professional employees as defined by the federal Fair Labor Standards
31 Act and the Wisconsin Municipal Employee Relations Act, section 111.70(1)(L),
32 Wis. Stats.
33
34 c. The concept of professional hours means that a teacher and his/her/their appropriate
35 supervisor(s) will determine the teacher's hours based upon the completion of
36 his/her/their duties and the needs of his/her/their student(s).
37
38 d. Teachers are responsible for the completion of their duties as set forth in the teacher
39 job description and those other duties specific to each teacher's position.
40 Professional hours do not abrogate the teacher's duty to supervise pupils as
41 assigned.
42
43 e. Professional work hours are governed by the following:
44
45 i. The starting and ending times for teachers are determined by the Board. The
46 normal work day will be eight continuous hours. (See Part IV, Article B,
47 Paragraph 1).

1
2 ii. All teachers are required to attend up to two (2) evening events per contract
3 year as directed by the applicable teacher’s building administrator. These
4 events, though not limited by enumeration, may be an open house, music
5 program, art show and/or other District or building events that occur after
6 the normal workday. Teachers shall be given no less than thirty (30)
7 calendar days notice of such events. Teachers are required to attend
8 administratively called meetings before, during, and/or after the normal
9 workday. Examples of administratively called meetings are, but are not
10 limited by enumeration to: Individual Educational Program (IEP) meetings,
11 staff meetings, and meetings with parents/guardians. Teachers who are
12 required to attend administratively called meetings will receive no
13 additional remuneration, above their regularly paid salaries, for attending
14 such meetings. (Non-public school student IEP’s outside the normal day
15 are compensated as noted per the teacher employment guidelines.)
16

17 Teachers will not be adversely affected because they do not attend meetings
18 called before or after the normal school day due to reasonable professional
19 or personal conflicts. However, a pattern of non-attendance would be
20 indicative of unprofessional behavior and should be reflected in the
21 teacher’s evaluation.
22

23 Teachers will be evaluated based upon the completion of their duties rather
24 than on adherence to a fixed time schedule.
25

26 f. It is not the intent of the professional hours section to require more or fewer
27 meetings and conferences, nor is it the intent to have teachers present only in the
28 classroom during instructional time and disregard their normal teaching
29 responsibilities. In order to provide a means to resolve disagreements a joint
30 teacher/administrator Professional Hours Council will be established. This Council
31 shall be made up of the District Administrator, two administrators, and three
32 teachers. The Council’s decisions shall be binding and are not subject to the
33 grievance procedure.
34

35 g. Inservice compensation for inservice meetings outside the “normal school day” will
36 not be abrogated by professional hours.
37

38 7. Individualized Educational Program (IEP) Meetings
39

40 a. All teachers are responsible for IEP and related meetings with parents and other
41 professionals.
42

43 b. The Director of Student Services will authorize compensation to special education
44 teachers and regular instructional staff for their required attendance at IEP meetings
45 or meetings prescribed by an IEP. Teachers will not be compensated for the first
46 four (4) cumulative hours of required attendance at IEP meetings or meetings
47 prescribed by an IEP.

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- c. For meetings above and beyond the four (4) hour cumulative minimum, compensation shall be a maximum of twenty dollars (\$20.00) per hour paid to the nearest quarter hour. The hourly rate will be determined as follows: \$10,000/total hours submitted.

- d. The total allocation of funds for IEP meetings as outlined above shall not exceed \$10,000. Should total compensation exceed the \$10,000 annually the amounts shall be pro-rated to the individual teachers. Payments will be issued in June.

- e. Any teacher workday/non-student contact days where IEP related parent meetings are required shall be considered “billable hours”. Staff may also “bill” time used to attend a required IEP or IEP related meeting during the scheduled student contact day, if attendance occurs during their “verified/scheduled” preparation period, non-scheduled student contact time or if the meeting occurs before or after their primary building’s student contact day schedule. If the staff member has no “verified” preparation period or non-scheduled student contact time within their student contact day, attendance at an IEP during their scheduled student contact time IS NOT to be considered “billable” time against the \$10,000 IEP fund. If a staff member submits “fraudulent” billable hours that do not meet the validity criteria as outlined in this provision, they may be subject to disciplinary action. All staff members who submit hours for reimbursement within the IEP \$10,000 fund MUST have a current daily schedule on file with the Director of Student Services or the hours may be rejected for payment.

- f. Staff members are required to keep track on a single form of all billable hours and submit the document to the Director of Student Services on or before the last day of school in order to receive re-imburement. No late submissions will be accepted.

1	Part V
2	LEAVES
3	
4	Article A - Absences with Pay
5	
6	Article B - Absences without Pay
7	
8	Article C - General Provisions for Absences with Pay and without Pay

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2
3
4 **Article A - Absences with Pay**
5

6 1. Sick Leave

7 a. Sick leave shall be twelve (12 = 10 sick & 2 personal) days per year cumulative to
8 one hundred eighty-eight days (188). The maximum number of sick days to be
9 applied toward retirement benefits shall be 120 days.

10
11 b. Sick leave includes:

12
13 i. Personal illness including medical appointments to care for illness. This
14 does not include periodic or annual check-ups that can be scheduled
15 outside of normal workdays.

16
17 ii. Illness in the immediate family. Immediate family includes spouse, child,
18 step-child, parent, step-parent, grandparent, grandchild, brother, sister,
19 parent-in-law, brother or sister-in-law, son or daughter-in-law.

20
21 iii. A teacher may request the use of sick leave benefits in an emergency
22 situation by making such request in writing to the District Administrator.

23
24 c. For each experienced teacher entering the school system, five additional days of
25 sick leave shall be granted per semester for the first year of teaching in the system
26 if the individual has accumulated ten (10) days of sick leave in another system. If
27 these additional days are not used, they shall be added to his/her/their accumulation
28 at the end of his/her/their first year of teaching in the system.

29
30 d. Teachers are responsible for obtaining proof of ten (10) days of unused sick days
31 from another school district by January 1st. If the other school district paid for
32 these unused sick days, they will not be accepted.

33
34 2. Family and Medical Leave

35 a. Under the State and Federal Family and Medical leave Acts, employees may be
36 entitled to leave above and beyond the leaves provided in these guidelines.
37 Any absence of more than three days that qualifies as Family and Medical leave
38 will be counted as Family and Medical leave. The District administers the State
39 and Federal Family and Medical Leave Acts concurrently. A 12 month period
40 starting July 1 and ending on June 30, is used for calculating leave eligibility
41 under the Federal Family and Medical Leave Act. Employees should contact the
42 Director of Human Resources to request Family and Medical leave or to discuss
43 their options for time off under the State and Federal laws. Please see Appendix
44 C for employee rights and responsibilities under the Family and Medical Leave
45 Act.
46
47

1 3. Bereavement Leave

2 a. Bereavement leave shall be provided for death in the immediate family for up to
3 three (3) days per occurrence. These days will not be deducted from sick leave.
4 An additional three (3) days of sick leave may be used as bereavement leave for
5 deaths in the immediate family. The -Director of Human Resources may grant
6 additional days, either as paid leave deducted from sick leave or as unpaid days, at
7 ~~his/her~~their discretion.

8
9 Immediate family includes spouse, child, step-child, parent, step-parent,
10 grandparent, grandchild, brother, sister, parent-in-law, brother or sister-in-law, son
11 or daughter-in-law.

12
13 b. Teachers may request sick leave for attendance at funerals, not covered under
14 bereavement leave. Verification of attendance may be required.

15
16 4. Clarifications

17
18 a. Administrators shall have the right to require a medical provider's statement of
19 illness or verification of an appointment.

20
21 b. A new teacher to the system shall teach at least one day in order to be eligible to
22 use sick leave.

23
24 c. Sick leave, though credited at the beginning of each fiscal year is accrued as
25 worked. Any employee leaving employment will be credited only with those days
26 earned at the time employment is ended.

27
28 Sick leave benefits include the base contract plus fringe benefits. Sick leave benefits exclude co-
29 curricular and/or special services and extended school year assignments.

30
31 5. Personal Leave

32
33 a. Each teacher shall receive two (2) personal days to be used each school year. These
34 days may be taken for any reason deemed necessary by the teacher.

35
36 b. The allowance for personal days will be on a first come, first served basis within
37 each building.

38
39 c. The personal days shall be subtracted from sick leave days for the year.

40
41 d. A forty-eight (48) hour advance notice shall be given whenever possible. This
42 would be waived in case of family illness.

43
44 e. Personal days may not be used to extend holidays or recesses as determined on an
45 individual case basis by the Director of Human Resources. A recess is any break
46 in the regular five (5) day week.

- 1 f. No more than twelve (12) teachers per district with a maximum of four (4) teachers
2 per building under 800 students or 6 per building of over 800 students may use
3 personal days on any day available for this purpose under the teacher guidelines.
4 The district office will keep records on this and it will be on a first come, first served
5 basis. Teachers who do not need a substitute will not be counted toward the
6 maximum.
7
- 8 g. No personal day may be taken on the last ten (10) school days of the year. The
9 Director of Human Resources may waive this restriction for good cause. "Good
10 Cause" shall be determined by the Director of Human Resources after consulting
11 with the teacher's supervisor.
12
- 13 h. No personal day may be used for parent-teacher conference time.
14
- 15 i. Teachers may request to be paid out for up to two unused personal days per year
16 rather than use them or roll them over as sick leave. Unused personal days shall be
17 paid out at the current daily substitute teacher rate. Requests must be made via
18 Employee Access, following the same process used in requesting time off. Requests
19 must be made no later than May ~~31st~~ 30th of the current school year and payments
20 will be included in the last check of the year.
21

22 6. Professional Leave
23

- 24 a. Professional leave is defined as release from classroom duties for the purpose of
25 attending professional meetings, seminars, workshops, conferences, conventions,
26 institutes, and others of a similar nature. In order to be considered professional, a
27 meeting must meet one or more of the following requirements:
28
- 29 i. It must be in one's teaching field or in the general field of education.
30
- 31 ii. It must be designed to increase knowledge, skills, and understanding of
32 subject or related educational matter.
33
- 34 iii. It must be designated to update knowledge in rapidly changing fields.
35
- 36 iv. It must be designed to improve teaching methods which will, in turn,
37 improve instruction of students.
38
- 39 b. Professional leave may be granted upon request to the Building Principal or
40 Supervising Administrator. The request will, if possible, be submitted at least three
41 (3) weeks prior to date of leave to allow for processing. Principals will create a
42 rotation schedule for professional days to allow all teachers opportunities to use
43 professional days. The Board may reimburse the teacher for all reasonable
44 expenses incurred as defined in Policy 671.2.
45
- 46 c. Professional visit: Each faculty member may be granted one (1) day each year to
47 visit a related professional department in another school. The request must be

1 submitted in advance to the appropriate administrator. A report of such visit is to
2 be made to that administrator and department head within one week of the teacher's
3 return to ~~his/her~~their own school.
4

5 7. Military Leave
6

7 A teacher who is a member of a reserve component of the armed forces, who is required to
8 enter into active training duty or temporary special service will be granted leave and be
9 reimbursed for time spent in necessary classroom preparation prior to the teacher's
10 departure and the necessary preparation upon return from the leave. The hours of
11 reimbursement will be determined by the District Administrator.
12

13 8. Pregnancy Leave
14

15 a. The Board of Education shall consider pregnancy to be medically related work
16 interruption. A pregnant staff member shall be permitted to use sick leave as in
17 other cases of staff members' illness or injury.
18

19 b. In instances where the building administrator has serious doubts as to the ability of
20 the pregnant staff member to perform the duties of the job, the District
21 Administrator may require the pregnant staff member to secure a medical statement
22 of fitness to perform such duties.
23

24 c. The length of leave for childbearing shall be jointly determined by the staff member
25 and the personal physician. The District reserves the right to request a medical
26 exam by a doctor of the District's choosing, at District expense for employee
27 substitute costs and exam costs, to determine a teacher's fitness and availability for
28 normal teaching duties. The District Administrator shall then approve the length
29 of leave for childbearing.
30

31 d. Teachers who return after the approved leave will be placed on the salary schedule
32 to which they are entitled and retain all benefits afforded to them under the
33 educational agreement.
34

35 9. Jury Duty
36

37 The District Administrator shall grant leave for any teacher who is summoned for jury duty
38 on a scheduled workday. The District Administrator shall determine the difference
39 between base salary paid by the district and the per diem paid by the court and establish
40 the share to be assumed by the district.
41

42 **Article B - Absences without Pay**
43

44 1. Personal Leave Without Pay
45

46 A teacher shall be able to take up to three (3) unpaid leave days after completing five (5)
47 full years of employment in the district. After a teacher has utilized the three (3) days

1 he/shethey will be eligible for another three (3) unpaid leave days after completing each
2 additional three years of employment in the district. These days are not cumulative.

- 3
- 4 a. The allowance for unpaid leave days will be on a first come, first served basis with
5 each building.
- 6
- 7 b. These unpaid days may be taken without providing an explanation.
- 8
- 9 c. No more than eight (8) teachers per district and four (4) per building may use unpaid
10 leave at any time.
- 11
- 12 d. A forty-eight (48) hour advance notice shall be given whenever possible. This
13 notification would be waived in case of a family emergency/illness.
- 14
- 15 e. No unpaid leave may be used during Parent-Teacher Conferences.
- 16
- 17 f. No unpaid leave time may be used to extend holidays or recesses, except for
18 emergency or educational reasons.
- 19
- 20 g. No unpaid leave time may be taken the last ten (10) school days of the year. The
21 Director of Human Resources may waive this restriction for good cause.
- 22
- 23 h. The Director of Human Resources may give additional unpaid leave at any time at
24 his/hertheir discretion.

- 25
- 26 2. A one-time leave of absence of up to one year shall be granted upon written request by any
27 teacher providing the teacher has been teaching in the school system for at least twelve
28 (12) consecutive years. A one-time leave of absence for up to one year may be granted to
29 any teacher upon written request providing the teacher has been teaching in the school
30 system for at least five (5) consecutive years. Request for a leave of absence shall be made
31 before March 1 of the school year preceding the beginning of the absence. Upon return
32 from such leave, the teacher shall be allowed to advance to the salary he/shethey had
33 attained before the leave of absence, and will be assigned to a position that is consistent
34 with his/hertheir qualifications and certification. The Board of Education has discretion
35 related to leaves for staff wherever it states they (BOE) "may" grant a leave. Its decision
36 as to whether to grant or deny a leave in these cases is not precedent setting.

37

38 If, however, the District Administrator and the Board of Education determine the
39 experience to have been of value to the school system in improving instruction of students,
40 upon return the teacher may be given the salary and benefits that would have accrued had
41 he/shethey never left to take the leave of absence.

42

43 3. Unpaid Child Rearing Leave

- 44
- 45 a. An unpaid child rearing leave shall be provided to teachers who have completed at
46 least one contract year with the District subject to the application requirements in
47 subsection c-i.

- 1
2 b. The unpaid child rearing leave of absence shall be for up to eighteen (18) weeks
3 duration. The date for the commencement of the unpaid child rearing leave is
4 either:
5
6 i. The date of the commencement of the teacher's pregnancy leave under
7 Part V, Article A, Section 8, if the child rearing leave is to run consecutive
8 to the teacher's pregnancy leave or
9
10 ii. The date of the commencement of the teacher's family leave request under
11 the applicable State and/or Federal family and medical leave acts if the
12 child rearing leave is not going to run consecutive to the teacher's
13 pregnancy leave.
14
15 c. Leave for child rearing purposes will be granted according to the following process:
16
17 i. To be granted such leave, a teacher must make a written application at
18 least forty-five (45) days prior to the effective date of such leave. The
19 leave must be requested within twelve (12) months of the birth or adoption
20 of the teacher's child.
21
22 ii. The teacher shall notify the Director of Human Resources of the teacher's
23 intent to return to work at least forty-five (45) days prior to the expiration
24 of the leave. This notification may be given in the initial application by
25 indicating the expected date the teacher intends to return to his/her/their
26 position. If the teacher does not provide such notice he/shethey will be
27 deemed to have resigned from his/her/their position with the District as of
28 the expiration date of the leave. Teachers returning from leave shall be
29 subject to the layoff policy as contained in Part III, Article A of these
30 guidelines, if applicable.
31
32 iii. Child rearing leave as provided for above shall run concurrent with any
33 family leave(s) provided for under the Wisconsin Family and Medical
34 Leave Act and/or under the Federal Family and Medical Leave Act.
35

36 **Article C - General Provisions for Absence with Pay and without Pay**
37

- 38 1. Any time a leave is granted under the above provisions, the teacher will not be required to
39 pay the cost of the substitute.
40
41 2. During a leave of absence, a teacher may continue to participate in the district's insurance
42 programs during this absence, but must reimburse the district for all premiums. The teacher
43 on leave will reimburse the district for insurance premiums at the same rate as the
44 percentage of leave taken (one hundred percent (100%) leave = one hundred percent
45 (100%) of premiums; fifty percent (50%) leave = fifty percent (50%) premiums, etc.)
46

1 This applies to all types of unpaid leaves with the exception of those leaves taken under
2 the federal or state Family and Medical Leave Act.

3

4 3. Teachers shall not accrue additional paid leaves while on an unpaid leaves of absence,
5 unless the specific leave provision, under which they take such leave provides for the
6 accrual of additional paid leave for teachers during the period of such leave.

1 **Part VI**
2 **BENEFITS**
3
4 Article A - Health Insurance
5
6 Article B - Dental Insurance
7
8 Article C - Income Protection Insurance
9
10 Article D - Life Insurance
11
12 Article E – Vision Insurance
13
14 Article F - District Contribution to W.R.S. (Retirement Fund)
15
16 Article G - Retirement Eligibility
17
18 Article H - Retirement Benefits for Employees Hired before April 1, 2008
19
20 Article I – Health Reimbursement Account Retirement Benefit for Employees Hired on or after
21 April 1, 2008
22
23 Article J – 403(b) Employee Savings Plan
24
25 Article K – 457(b) Deferred Compensation Plan
26
27 Article L – Flexible Spending Account/Cafeteria Plan
28
29 Article M – Alternative Benefit Plan [ABP] in Lieu of Health Insurance
30
31 Article N – Workers Compensation Coverage and Reporting Responsibilities
32
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Article A - Health Insurance

1. The Board of Education shall provide health insurance to teachers who work 30 hours or more per week. Eligible teachers who work at least 30 hours per week but less than 40 hours per week shall receive prorated health insurance benefits or cash in lieu of insurance, based upon their FTE. Part-time teachers who were employed by the district prior to July 1, 2015 and were enrolled in the district’s health insurance prior to July 1, 2015 shall be grandfathered in, as long as allowable by applicable employment law. The insurance carrier(s), program(s), and coverages will be selected and determined by the Board of Education.

2. The district shall maintain an insurance advisory committee that will be responsible for gathering information about insurance options for the Board. The advisory committee shall consist of two BOE members, two teachers, Director of Human Resources who shall serve as the chairperson and either the Business Manager or Executive Director of Operations and two members of the classified staff. The committee shall meet once per quarter. The District’s Employment and Benefits Specialist shall serve on the committee as a non-voting member.

3. Teachers who work 30 hours or more per week shall receive health coverage benefits as outlined below:

Single Coverage: For eligible full-time employees who select single coverage, the Board of Education shall provide no less than eighty-five percent (85%) of the premium of the lowest cost health insurance plan. If the employee completes the annual wellness assessment, including any online portions, as directed, the district shall pay 88% of the premium of the lowest cost health insurance plan. Participation in the annual health assessment affects the premium rates for the following school year.

Family Coverage: For eligible full-time employees who select family coverage the Board of Education shall provide no less than eighty-five percent (85%) of the premium of the lowest cost health insurance plan. If the employee and their spouse (if their spouse is covered under the plan) completes the annual wellness assessment, including any online portions, as directed, the district shall pay 88% of the premium of the lowest cost health insurance plan. Participation in the annual health assessment affects the premium rates for the following school year.

Family Coverage both Spouses employed by the District and both eligible for health insurance benefits: For eligible employees who select family coverage and where both spouses are employees of the district, the Board of Education shall provide ninety-seven percent (97%) of the premium of one family insurance policy unless one of spouses is eligible and elects to take the Alternative Benefit Plan as set

1 forth in Article I, below. If both employees completes the annual wellness
2 assessment, including any online portions, as directed, the district shall pay 100%
3 of the premium of the lowest cost health insurance plan. Participation in the
4 annual health assessment affects the premium rates for the following school year.

5
6 If one of the spouses is eligible and elects the ABP the Board of Education shall
7 provide eighty-five percent (85%) of the premium of the lowest cost health
8 insurance plan. If both employees completes the annual wellness assessment,
9 including any online portions, as directed the district shall pay 88% of the
10 premium of the lowest cost health insurance plan. Participation in the annual
11 health assessment affects the premium rates for the following school year.

- 12
13 4. No eligible employee shall be required to contribute more than the federal poverty
14 contribution limit, as defined by the Federal Affordable Care Act, for their share of single
15 health insurance premiums.
16
17 5. No employee shall make any claim against the District for additional compensation in
18 lieu of or in addition to the cost of coverage because ~~he/she does~~they do not qualify for
19 the family plan.
20

21 **Article B - Dental Insurance**

- 22
23 1. Full-time teachers shall receive dental insurance benefits as outlined below:

24
25 Single Coverage: For employees who select single coverage, the Board of Education
26 shall provide no less than eighty-eight percent (88%) of the premium of the dental
27 insurance plan.
28

29 Family Coverage one Spouse employed by the District: For employees who select family
30 coverage (not covered above) the Board of Education shall provide no less than eighty-
31 eight percent (88%) of the premium of the dental insurance plan.
32

33 Family Coverage both Spouses employed by the District and both are eligible for dental
34 insurance: For employees who select family coverage and where both spouses are
35 employees of the district, the Board of Education shall provide one hundred percent
36 (100%) of the premium of the dental insurance plan.
37

38 The insurance carrier(s), program(s), and coverages will be selected and determined by
39 the Board of Education.
40

41 The district will contribute one hundred percent (100%) for the family dental plan for
42 those employees who are eligible for health insurance, but waive coverage.
43

44 Dental benefits for part-time teachers are outlined in Part I, Article A, on page 6.
45
46
47

1 **Article C - Income Protection Insurance**

- 2
- 3 1. The Board of Education will provide a long-term disability plan. The benefit will be
4 ninety percent (90%) of salary after sixty (60) days.
- 5
- 6 2. No teacher shall be allowed to collect sick leave benefits and long-term disability benefits
7 at the same time.
- 8
- 9 3. The Board of Education will make short-term disability insurance available at 100%
10 employee cost.
- 11
- 12 4. The insurance carrier(s), program(s), and coverages will be selected and determined by
13 the Board of Education.
- 14

15 **Article D - Life Insurance**

16

17 The district will contribute one hundred percent (100%) of the cost for a term life insurance
18 policy that will provide a benefit amount equal to the teacher's present contracted salary rounded
19 to the nearest one thousand dollars (\$1000). See current life insurance policy booklet for benefit
20 limitations and/or exclusions.

21

22 **Article E – Vision Insurance**

- 23
- 24 1. The Board of Education will make vision insurance available at 100% employee cost.
- 25
- 26 2. The insurance carrier(s), program(s), and coverages will be selected and determined by
27 the Board of Education.
- 28

29 **Article F - District Contribution to W.R.S. (Retirement Fund)**

30

31 The Board will contribute the employer's share. The employee will pay the employee's required
32 Wisconsin Retirement System contribution pursuant to state statute requirements.

33

34 **Article G - Retirement Eligibility**

- 35
- 36 1. Employees who have been employed at least fifteen (15) years in the Waunakee School
37 District and who have reached the age of fifty-five (55) on or prior to the last day of
38 school in the year they wish to retire shall be eligible to receive retirement benefits.
- 39
- 40 2. Employees who plan to retire shall notify the District Administrator in writing, or
41 ~~his/her~~their designee, of their intent to do so by March 15 of the school year at the
42 conclusion of which they wish to retire.
- 43
- 44 3. Any teacher hired after June 30, 2012 will not be eligible for district provided post-
45 employment benefits if ~~he or she is~~they are receiving an annuity from the WRS. No
46 teacher shall be eligible to retire from the district more than once.
- 47

- 1 4. If an employee meets the 15 years of service requirement and has to retire before
2 reaching the age of 55 due to a serious health condition that qualifies for WRS disability
3 retirement, ~~he or she~~they shall be deemed eligible for the District's retirement benefits as
4 well.
5

6 **Article H - Retirement Benefits for Employees Hired before April 1, 2008**
7

- 8 1. Benefit: The District shall fund a post-employment Health Reimbursement Account
9 (HRA). The District's post-employment contributions to the HRA are based upon the
10 following:
11
- 12 a. Employees who elect to retire pursuant to the eligibility requirements in Article F,
13 above, shall receive contributions to the HRA based upon the employee's years of
14 service with the District.
15
- 16 i. The employee shall receive a contribution to the HRA of one thousand
17 two hundred dollars (\$1,200.00) for each year of service in the District.
18 A year of service shall be equivalent to an FTE of 100%. The contribution
19 shall be prorated for teachers with less than 100% FTE.
20
- 21 ii. Employees shall also receive payments to the HRA based upon the
22 number of accumulated sick leave days the employee has at the time of
23 retirement. Time of retirement is defined as the employee's last day of
24 work. Employees shall receive ninety five dollars (~~\$905.00~~)for each
25 accumulated sick leave day up to a maximum of one hundred twenty (120)
26 days. The total contribution to the HRA under this subsection shall not
27 exceed ~~ten-eleven~~ thousand four hundred dollars (~~\$10,800.00~~11,400.00)
28 [i.e. ~~\$905.00~~*120 sick leave days = ~~\$10,800.00~~11,400.00].
29
- 30 iii. Teachers who meet the retirement eligibility requirements as defined in
31 Part VI, Article F, shall be eligible for payout of banked points. Upon
32 retirement, the district shall compare the teacher's salary step placement
33 during their final year to the salary step placement they would have if they
34 were placed on the schedule at a salary step consistent with the total
35 number of points they had earned, as of June 15th leading into their final
36 year of employment. The difference between the two salaries shall be
37 contributed to the teacher's HRA along with the other contributions the
38 teacher will receive per Part VI, or Article G. .
39
- 40 iv. Deposit Schedule by the District in the HRA upon Retirement: The dollar
41 amounts set forth in a) (i), (ii) and (iii) above shall be deposited into the
42 HRA by the District in eight equal separate payments. Payments shall
43 occur on each September 15th and each January 15th following the
44 effective date of the employee's retirement.
45
- 46 b. Employees shall also receive an annual contribution to a portable post-employment
47 HRA account for each year of service with the District. Contributions shall cease

1 when the employee's employment with the District ends. This HRA account is a
2 portable retirement benefit that can be accessed by the employee subject to the
3 terms and conditions of the HRA provider. The annual contribution and vesting
4 procedures for this HRA account are set forth below:

5
6 i. A total annual contribution of six hundred ~~twenty-fourty~~ dollars
7 (~~\$620.00~~640.00) shall be made to the HRA account. The following details
8 the vesting conditions for the above contribution.

9
10 a) Three hundred ~~ten-twenty~~ dollars (~~\$310.00~~320.00) of the above
11 contribution of six hundred ~~twenty-fourty~~ dollars (~~\$620.00~~640.00)
12 shall immediately vest to the employee.

13
14 b) The remaining three hundred ~~ten-twenty~~ dollars (~~\$310.00~~320.00) of
15 the above contribution of six hundred ~~twenty-fourty~~ dollars (~~\$620.00~~640.00) shall vest to the
16 employee after
17 ~~he/she~~they has/have worked fifteen (15) years in the District.
18 This shall include all prior service to the District.

19
20 ii. Deposit Schedule by the District in the HRA during employment: The
21 dollar amounts set forth in subsection b) above shall be deposited into the
22 HRA in equal monthly installments.

23
24 iii. Non-vested contributions made on behalf of employees who terminate
25 employment with the District for any reason will revert back to the
26 District's Fund 73 fund.

27
28 iv. Contributions on behalf of part-time employees shall be prorated based
29 upon ~~his/her~~their percentage of full-time equivalency.

30
31 2. All withdrawals and payments from the HRA Plan shall cease when the funds in the plan
32 are exhausted. Employees who sever employment and have a vested HRA benefit ~~of one~~
33 ~~thousand dollars (\$1,000.00) or less~~ shall be able to immediately access the HRA Plan
34 funds, irrespective of the eligibility standards set forth in Article F, above, pursuant to the
35 terms and conditions of the HRA Plan Provider.

36
37 3. No HRA plan shall be made available unless the provider of such plan executes a hold
38 harmless provision in favor of the District against any liabilities arising from mistakes of
39 the vendor.

40
41 4. The retired employee may, if permitted by the health care insurance provider, continue
42 coverage under the health care insurance plan by paying the monthly plan premium
43 directly to the insurance provider.

44
45 5. Survivorship Rights For Retirees Receiving the Health Reimbursement Account Plan:
46 Benefits payable to the spouse and/or dependents will not exceed, in combination with
47 those already provided to the retiree before ~~his/her~~their death, those that would have been

1 available to the retiree if ~~he/shethey~~ had survived. Such benefits are subject to the terms
2 and conditions of the HRA plan and applicable Internal Revenue Service Code and rules.
3

- 4 6. The District shall pay the HRA plan administrative fee for active employees. The retired
5 employee shall pay the distribution fee to access the HRA funds.
6

7 **Article I - Health Reimbursement Account Retirement Benefit for Employees**
8 **hired on or after April 1, 2008:**
9

- 10 1. Eligibility: The following benefit is available to employees hired on or after April 1,
11 2008. This benefit is in place of, and not supplemental to, the benefit set forth in Part VI,
12 Benefits, Article G, Retirement for Employees Hired Before April 1, 2008.
13

- 14 2. Benefit: The District shall contribute, pursuant to the following schedule, funds into a
15 post-employment Health Reimbursement Account. The HRA account is a portable post-
16 employment benefit that can be accessed by the employee subject to the terms and
17 conditions of the HRA provider. The annual contribution and vesting procedures, to this
18 HRA account are set forth below:
19

- 20 a. The District shall annually contribute into an interest bearing post-employment
21 Health Retirement Account (HRA) an amount equal to one thousand ~~twenty-fourty~~
22 dollars (\$1,0240.00) for employees covered by this section. Contributions shall
23 cease when the employee's employment with the District ends.
24

- 25 i. The vesting of the HRA payment is done in accordance with the following
26 schedule;
27

- 28 a) Three hundred ~~ten-twenty~~ dollars (~~\$310320.00~~) of the above
29 contribution of one thousand ~~twenty-fourty~~ dollars (~~\$1,0201,040.00~~)
30 shall immediately vest to the employee.
31

- 32 b) The remaining seven hundred ~~ten-twenty~~ dollars (~~\$710720.00~~) of
33 the above one thousand ~~twenty-fourty~~ dollars (~~\$1,0201,040.00~~)
34 payment shall vest to the employee after ~~he/shethey has-have~~
35 worked fifteen (15) years in the District. This shall include all prior
36 service to the District. If a teacher resigns his or her position with
37 the district and is subsequently rehired to teach in the district, his or
38 her years of service shall include all years of teaching within the
39 Waunakee Community School District.
40

- 41 b. Deposit Schedule by the District in the HRA during employment: The dollar
42 amounts set forth in section 2) above shall be deposited into the HRA in equal
43 monthly installments.
44

- 45 c. This annual HRA contribution shall apply only to those employees ineligible for
46 the benefits defined in Article G, above.
47

1 d. Non-vested contributions made on behalf of employees who terminate
2 employment with the District for any reason will revert back to the District's
3 Fund 73 fund.

4
5 e. Contributions on behalf of part-time employees shall be prorated based
6 upon ~~his/her~~their percentage of full-time equivalency.

7
8 3. All withdrawals and payments from the HRA Plan shall cease when the funds in the plan
9 are exhausted. Employees who sever employment and have a vested HRA ~~benefit of one~~
10 ~~thousand dollars (\$1,000.00) or less~~ shall be able to immediately access the HRA Plan
11 funds pursuant to the terms and conditions of the HRA Plan Provider.

12
13 4. No HRA plan shall be made available unless the provider of such plan executes a hold
14 harmless provision in favor of the District against any liabilities arising from mistakes of
15 the vendor.

16
17 5. The retired employee may, if permitted by the health care insurance provider, continue
18 coverage under the health care insurance plan by paying the monthly plan premium
19 directly to the insurance provider.

20
21 6. Survivorship Rights For Retirees Receiving the Health Reimbursement Account Plan:

22
23 Benefits payable to the spouse and/or dependents will not exceed, in combination with
24 those already provided to the retiree before ~~his/her~~their death, those that would have been
25 available to the retiree if ~~he/she~~they had survived. Such benefits are subject to the terms
26 and conditions of the HRA plan and applicable Internal Revenue Service Code and rules.

27
28 7. Employees who elect to retire pursuant to the eligibility requirements in Article F, above,
29 shall also receive contributions to the HRA based upon the number of accumulated sick
30 leave days the employee has at the time of retirement. Time of retirement is defined as the
31 employee's last day of work. Employees shall receive ninety five dollars (\$~~905.00~~) for
32 each accumulated sick leave day up to a maximum of one hundred twenty (120) days. The
33 total contribution to the HRA under this subsection shall not exceed ~~ten-eleven~~ thousand
34 ~~eight-four~~ hundred dollars (\$~~10,800.00~~11,400.00) [i.e. \$~~905.00~~*120 sick leave days =
35 \$~~10,800.00~~11,400.00]. Deposit Schedule by the District in the HRA upon Retirement: The
36 dollar amounts set forth above shall be deposited into the HRA by the District in two equal
37 separate payments. Payments shall occur on September 15th and January 15th following
38 the effective date of the employee's retirement.

39
40 8. Teachers who meet the retirement eligibility requirements as defined in Part VI, Article F,
41 shall be eligible for payout of banked points. Upon retirement, the district shall compare
42 the teacher's salary step placement during their final year to the salary step placement they
43 would have if they were placed on the schedule at a salary step consistent with the total
44 number of points they had earned, as of June 15th leading into their final year of
45 employment. The difference between the two salaries shall be contributed to the teacher's
46 HRA along with the other contributions the teacher will receive per Part VI, or Article H.

- 1 9. The District shall pay the HRA plan administrative fee for active employees. The retired
2 employee shall pay the distribution fee to access the HRA funds.
3
4

5 **Article J – 403(b) Employee Savings Plan**
6

- 7 1. The Board of Education does not maintain a 403(b) plan which provides for contributions
8 by the Board of Education or matching contributions. The Board of Education does
9 allow each teacher to establish two 403(b)'s to be funded solely by voluntary employee
10 salary reduction contributions which will be, in part, administered by the Board of
11 Education.
12
- 13 2. In order for a teacher to establish a 403(b), the teacher must enter into a salary reduction
14 agreement with the Board of Education on forms provided by the Board of Education.
15 Salary may be deferred only if earned after the date of the execution of the salary
16 reduction agreement. Salary reduction agreements must be submitted to the payroll
17 office at least fifteen (15) days prior to the regularly scheduled payroll date on which the
18 salary reduction shall begin.
19
- 20 3. Teachers may select any 403(b) provider from the Board approved list. The approved list
21 will include up to ten (10) vendors selected by the Board. Teachers will have the option
22 to establish a Roth 403(b) investment plan subject to the restrictions set forth in this
23 section and in the applicable Internal Revenue Service code(s). The Board of Education
24 will require the execution of an agreement by each 403(b) provider in form and substance
25 acceptable to the Board of Education together with such other reasonable and lawful
26 conditions as the Board of Education may require.
27
- 28 4. Each individual teacher is responsible for properly calculating the amount to be deferred
29 under the salary reduction agreement and determining that such amount is allowed under
30 the Internal Revenue Code and all applicable laws. The Board of Education may reject or
31 limit the amount requested to be deferred under a salary reduction agreement if the Board
32 reasonably believes that the amount exceeds the amount which can be deferred under the
33 Internal Revenue Code or applicable law, or if the teacher does not demonstrate to the
34 satisfaction of the Board of Education that the teacher is eligible for special rules or
35 calculations which may be available to the teacher. The teacher agrees to provide the
36 Board with all relevant information regarding past salary deferrals, past earnings, and
37 years of service as the Board may request. Teachers are expected to reasonably
38 cooperate with the third party administrator 403(b) vendor in calculating the amount to be
39 deferred. There shall be no cost to the teacher for the district's use of a third party
40 manager. Teachers will not be solicited for investment or insurance services, products or
41 sales by the third party manager.
42
43

44 **Article K – 457(b) Deferred Compensation Plan**
45

- 46 1. The Board of Education has established a deferred compensation plan under Section 457(b)
47 of the Internal Revenue Code (the "457(b) Deferred Compensation Plan") that allows

1 employees to elect to defer on a tax preferred basis a portion of their current compensation
2 until retirement, termination of employment, or other similar events defined by the 457(b)
3 Deferred Compensation Plan.
4

- 5 2. Participation in the 457(b) Deferred Compensation Plan is voluntary. To participate a
6 teacher must enter into a salary reduction agreement with the Board of Education on
7 forms provided by the Board of Education. Salary may be deferred only if earned after
8 the date of the execution of the salary reduction agreement. Salary reduction agreements
9 must be submitted to the payroll office at least fifteen (15) days prior to the regularly
10 scheduled payroll date on which the salary reduction shall begin. A teacher must also
11 comply with all other terms and conditions of the 457(b) Deferred Compensation as
12 established by the Board of Education in accordance with the Internal Revenue Code and
13 Treasury Department regulations.
14
- 15 3. The benefits available under the 457(b) Deferred Compensation Plan are funded solely by
16 the teacher's salary deferrals. The Board of Education does not provide elective, non-
17 elective or matching contributions to the 457(b) Deferred Compensation Plan.
18
- 19 4. Each individual teacher is responsible for properly calculating the amount to be deferred
20 under the salary reduction agreement and determining that such amount is allowed under
21 Section 457(b) of the Internal Revenue Code and all applicable laws. The Board of
22 Education may reject or limit the amount requested to be deferred under a salary
23 reduction agreement if the Board reasonably believes that the amount exceeds the amount
24 which can be deferred under the Internal Revenue Code or applicable law, or if the
25 teacher does not demonstrate to the satisfaction of the Board of Education that the teacher
26 is eligible for special rules or calculations which may be available to the teacher.
27
28

29 **Article L - Flexible Spending Account/Cafeteria Plan:**
30

31 The district maintains a flexible spending plan under cafeteria plan regulation section §125 for
32 eligible employees to make elections to participate in the plan pre-tax or receive taxable
33 compensation for qualified benefits. Eligibility and enrollment election information is noted
34 below:
35

- 36 1. Payment of Health Insurance Premiums or Cash in Lieu of Insurance. Employees who
37 work 30 hours per week or more are eligible on their hire date to enroll in the district's
38 health plan and pay premiums pre-tax through code section §106 or, if the health plan is
39 "waived," the employee will receive a cash payment for not enrolling based on the
40 applicable alternative benefit plan for their employment category through code section
41 §125.
- 42 2. Payment Payment of Dental Insurance Premiums. Employees who work 20 hours per
43 week or more are eligible on their hire date to enroll in the district's dental plan and pay
44 premiums pre-tax through code section §106.
45
- 46 3. Medical Care Expenses. Employees who work 30 hours per week or more are eligible on
47 their hire date to enroll in the district's health care flexible spending arrangement (FSA)

1 and elect an amount not to exceed the plan's annual maximum as a pre-tax deduction
2 from their payroll for reimbursement of medical care expenses not reimbursed by any
3 other plan through code section §105.
4

- 5 4. Day Care Expenses. Employees who work ~~20~~30 hours per week or more are eligible on
6 their hire date to enroll in the district's dependent care flexible spending arrangement
7 (FSA) and elect an amount not to exceed the IRS' annual maximum as a pre-tax
8 deduction from their payroll for reimbursement of day care expenses through code
9 section §129
10

11 Payments and the designation of amounts to be contributed to the employee's account will be
12 subject to the procedures, rules and regulations of the plan's administrating agency. The provision
13 of this plan shall be contingent upon the continuance of this benefit under the applicable Internal
14 Revenue Code Sections (§105, §106, §125 and §129). The district shall pay the monthly
15 participation fee for each eligible employee who opts to utilize the program.
16

17 **Article M – Alternative Benefit Plan [ABP] in Lieu of Health Insurance**
18

- 19 1. Implementation of the Alternative Benefit Plan:
20 The Board may, at its discretion, discontinue the cash compensation in lieu of health insurance
21 benefit by providing the participating employees with written notice of not less than sixty (60)
22 days and an "open enrollment" opportunity to enroll in the group health insurance plan.
23
- 24 2. Teachers who are eligible for insurance as defined by the District's health insurance carrier
25 and their employment guidelines may elect through the flexible reimbursement/cafeteria
26 plan, as set forth in Article I, either to be provided with the District's health insurance
27 coverage as described above or to receive additional payment of cash compensation as set
28 forth below. The amount of each additional payment of cash compensation shall be
29 calculated by dividing the District's annual contribution by nineteen (19) pay periods.
30 Where the District employs both spouses, one spouse will be eligible for participation in
31 the ABP.
32
- 33 3. Employees eligible for insurance may annually choose, consistent with the terms of the
34 District's flexible reimbursement/cafeteria plan as set forth in Article J, between:
35
- 36 a. Participation in the District's health plan, with the premium payment specified in
37 Article A or
38
- 39 b. A cash payment equal to the amount listed in Article K, paragraph 4 below.
- 40 4. Cash Compensation: The cash contribution dollar amount shall be equal to three hundred
41 dollars (\$300.00) per month. Part-time employees who are employed 30 hours per week
42 or more who select the cash compensation shall receive a pro-rated amount of the
43 District's contribution based upon the part-time employee's percentage of full-time
44 employment.
45

1 5. The cash compensation amount shall be paid to the employee as additional taxable
2 earnings which are not subject to Wisconsin Retirement System (WRS) contributions to
3 the extent permitted by WRS rule or law, with the appropriate employee F.I.C.A., state
4 and federal taxes deducted from the employee's payroll check.

5
6 6. Where the employee chooses cash, the District shall facilitate the deferral of cash to a
7 403(b) plan.

8
9 a. An employee electing taxable cash in lieu of health insurance is deemed to
10 request the District to pay the employee cash unless the employee requests in
11 writing to have the cash paid to a 403(b) vendor. The employee shall be
12 permitted to change the 403(b) amount or vendor pursuant to Part VI, Article I.

13
14 b. The District shall pay the cash to the 403(b) vendor according to the number of
15 pay periods you selected. Amounts received as additional compensation, and
16 deferred to a 403(b) vendor, shall be subject to all applicable payroll taxes,
17 including FICA and Medicare.

18
19 Any employee whose 403(b) salary reduction amount exceeds the limitations of
20 law is ineligible for additional deferrals to the 403(b). The amount, which would
21 have been contributed to the 403(b) except for the limitations of law, will be added
22 to the employee's paycheck as taxable compensation subject to all applicable
23 payroll taxes, including FICA and Medicare.

24 7. Beginning Eligibility Date for Alternative Benefit Plan Payments:

25
26 a. New Employees. Payments shall be based on the employee's eligibility date. For
27 new employees, this constitutes the employee's first day of active service.
28 Employees not electing health coverage must enroll in the cafeteria plan prior to or
29 on the employee's first day of active service. Thereafter, an annual election must
30 be made prior to the beginning of each cafeteria plan benefit year. The plan year
31 shall be January 1 – December 31st. In the 2020/2021 school year, WCSD will
32 transition to a synchronous plan year for all insurances. As a result the plan year
33 of January 1, 2021 to June 30, 2021 will be shortened. Subsequent plan years will
34 run July 1 to June 30. The District shall use the same rule for contributions as for
35 health insurance payments; if the employee's first date of active service is after the
36 15th of the month, no ABP contribution is required in that month. If the employee's
37 first date of active service is on the 1st through the 15th of the month, the District
38 will contribute the payment.

39
40 b. Current Employees. Current employees changing to the ABP when permitted by
41 applicable Internal Revenue Code section 125 "cafeteria plan" rules are only
42 eligible to waive coverage for the health insurance and begin the ABP on the second
43 payroll of any month. Absent a midyear cafeteria section 125 exception [such as
44 an employee getting married, loss of spouse coverage, etc.], employees must make
45 a written annual cafeteria plan election prior to each January 1st to permit the
46 election of the cash option in the next cafeteria plan year. The plan year shall be

1 January 1 – December 31st. Once the employee is eligible to begin ABP status,
2 contributions will begin in that month.
3

- 4 8. Any eligible employee who waives participation in the District group health insurance plan
5 and elects to receive cash compensation in lieu of health insurance may enroll in the group
6 health insurance plan at a later date, pursuant to the late enrollment terms, timelines and
7 conditions set forth in the group health insurance contract and the plan's cafeteria rules.
8 The cash compensation payments shall cease effective with the month in which the
9 employee commences participation in the group health insurance plan.
10

11 **Article N – Workers Compensation Coverage and Reporting Responsibilities**

12

13 All employees shall be covered by Worker's Compensation Insurance. Any employee who is
14 injured on the job shall report the injury to the employee's supervisor and human resources via
15 the schools worker's compensation carrier's injury reporting phone line (24 hours per day, 7
16 days a week) prior to seeking medical attention, if at all possible. In the event of an emergency,
17 the employee shall provide notification within twenty-four (24) hours after the occurrence of the
18 injury. Phone reporting procedures are located on the Human Resources For Staff internal web
19 page.
20

21 **Benefits While on Worker's Compensation**

22 Employees who incur injury or illness in the conduct of their employment with the
23 District that is compensable under the Worker's Compensation laws of the State of
24 Wisconsin may be eligible to receive payments. Payment shall be accomplished as
25 follows:
26

- 27 1. Up to day sixty (60) of Worker's Compensation Leave: The employee will be paid
28 income equivalent to the income the employee would have earned had the employee not
29 been injured. This income will be generated by combining worker's compensation
30 insurance with prorated accumulated sick leave as necessary through a deduction of one-
31 third (1/3) of a day of sick leave for each day while on worker's compensation. This
32 provision will apply up until the sixtieth (60th) consecutive day of leave, or as long as the
33 employee has accumulated sick leave available, whichever occurs first.
34
- 35 2. Day Sixty-One (61) and thereafter of Worker's Compensation Leave: The employee will
36 receive ~~his/her~~their worker's compensation payment. No other leaves will be applied to
37 the worker's compensation leave. The employee, subject to the rules and regulations of
38 the carrier, may be eligible for long-term disability leave.
39
- 40 3. Injuries Not Covered by Worker's Compensation
41 Some types of injuries suffered while at work may not be covered by worker's
42 compensation insurance. Examples of non-covered injuries suffered at work include, but
43 are not limited by enumeration to, the following:
44
- 45 A. Injuries because of a self-inflicted wound.
46
47 B. Injuries sustained because of an employee's horseplay.

1
2 C. Injuries sustained while an employee does an activity of a strictly private
3 nature.
4

5 4. Additionally, absence from work during the first three days due to injury or illness
6 allowed under Worker's Compensation shall not be fully charged to the employee's
7 accumulated paid leave.
8

9 5. The district does not make or influence the determination of eligibility for a worker's
10 compensation claim. Our carrier reviews the situation and the medical records to make
11 the decision.
12

13 6. Temporary Transitional Duty

14 **Purpose:**

15 In the case of an employee receiving or applying for workers' compensation benefits
16 whose injuries were incurred during the course and scope of employment, a temporary,
17 transitional work assignment within the limits of imposed restrictions will be made
18 whenever appropriate.
19

20 Following a work-related injury, health care providers might find that an employee has
21 restrictions limiting normal duties and activities during the healing period. Such
22 restrictions might include lifting limitations and/or limited movements such as avoidance
23 of bending and twisting. WCSD realizes the importance of a transitional work assignment
24 in assisting an employee's return to his/her/their normal course of employment in as short
25 a time period as possible. The temporary, transitional work program aids reintegration
26 into the work environment and assists the injured employee in returning to a productive
27 lifestyle. This program provides service to the district while the injured employee
28 recovers and benefits the employee by reducing sick leave usage had the employee
29 remained off work.
30

31 **Assignments:**

32 A temporary work assignment is work that an employee may perform during a work-
33 related injury recovery period. It may be either a full-time or part-time assignment. The
34 rate of pay during such a temporary work assignment will be the employee's regular wage
35 in effect at the time of such a temporary work-related injury. Temporary, transitional
36 work assignments may include the following:
37

38 A. Modification of an employee's regular work assignment.
39

40 B. Temporary reassignment to another shift.
41

42 C. Temporary reassignment to another position within the employee's department
43 and/or,
44

45 D. Temporary reassignment to another department.

1	Part VII
2	BUSINESS/PERSONNEL ISSUES
3	
4	Article A - Pay Dates/Direct Deposits
5	
6	Article B - Personnel Files
7	
8	Article C - Use of Vehicles
9	
10	Article D - Attending School Activities
11	
12	Article E – Criminal Background Checks/Charges/Convictions – Obligation to Report Criminal
13	Record

Article A - Pay Dates/Direct Deposits

1. Method of Payment: Payments for the year will begin on September 15th and will end after nineteen (19) regular bi-monthly payments have been made. (15th and 30th). When the fifteenth (15th) or the thirtieth (30th) of the month falls on a Saturday, Sunday or on a bank holiday, payment shall be made on the preceding business day. Teachers will annually have the opportunity to voluntarily choose an alternate 24 payroll cycle. Under the alternate cycle, payments for the year will begin on August 30th and will end on June 30th with the last 4 payments coming at the same time.
2. The district shall provide payment via electronic deposit. The district will provide all payroll information electronically.

Article B – Personnel Files

1. A teacher shall have the right, upon request to the Director of Human Resources or designee, and on an appointment basis, to review the contents of his/her/their personnel file compiled within the District, and to receive copies at the teacher's personal expense of any documents contained therein. The teacher shall have the right to attach a rebuttal statement to the said document or other District accumulated materials located in his/her/their file. All personnel file materials examined by the teacher shall be signed by the teacher. Any document placed in the teacher’s personnel file shall be copied to the teacher at time of placement in the file.

Article C - Use of Vehicles

Teachers who incur expense, through the authorized use of their private automobile for sanctioned school business, shall be reimbursed from school district funds at the rate equal to that allowed by the Internal Revenue Service (IRS) for business travel per miles traveled. Teachers who drive district or private vehicles must comply with all school transportation state statutes.

Article D - Attending School Activities

Teachers will be admitted to at-home conference and non-conference events if they present their ID badge. Tournaments and other special events are excluded. The District supports and encourages attendance of the staff at academic, social, athletic, and other school related activities during the school year.

Article E Criminal Background Checks/Charges/Convictions – Obligation to Report Criminal Record

1. Job Applicants
 - a. All individuals applying for employment with the District are required to file in writing, in advance of employment and on forms provided by the District, a statement identifying whether the applicant has been convicted

1 of a misdemeanor or felony in this state or any other state or country; and
2 has been dismissed or non-renewed, or has resigned from employment in-
3 lieu-of a potential dismissal or non-renewal, for any of the following
4 causes: failure to meet the District’s performance expectations,
5 incompetence, inefficiency, neglect of duty, unprofessional conduct or
6 insubordination. Knowingly falsifying information shall be sufficient
7 grounds for refusal to hire or termination of employment. Omission or
8 withholding of information may be grounds for refusal to hire or
9 termination of employment.

10 b. Additionally, all persons applying for any position shall be required to
11 agree to the release of all investigative records to the Board for
12 examination for the purpose of verifying the accuracy of criminal violation
13 information. Employment will be offered pending the return and
14 disposition of such background checks. All offers of employment are
15 contingent upon the results of such checks.

16
17 2. Current Employees

- 18 a. Current District employees shall be required to notify Human Resources
19 as soon as possible, before reporting to their next scheduled day of work
20 but no more than three calendar days after any arrest, indictment,
21 conviction, no contest plea or guilty plea, or other adjudication of the
22 employee for any felony, misdemeanor or other offense.
- 23 b. Employees are not required to report minor traffic violations. However,
24 for positions requiring driving duties, an offense of operating a vehicle
25 while under the influence, revocation or suspension of a license, and
26 driving after revocation or suspension are required to be reported.
- 27 c. The District shall conduct an annual driver’s license record check on all
28 District employees who drive a District vehicle, operate mobile equipment
29 for the District, or transport children. The District may also conduct
30 criminal history and background checks on current District employees as
31 deemed appropriate.
- 32 d. An employee’s arrest, indictment or conviction of a crime shall not be an
33 automatic basis for termination. The District shall consider the criminal
34 record information and make related employment decisions in accordance
35 with provisions of the District’s current Employee Handbook and
36 applicable legal requirements.

37
38 Failure to report under this section may result in disciplinary action, up to and including
39 termination of employment.

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41 WCSD Policies 522.3, 533.1, 541.1, 751.22, 752
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1 **Part VIII**
2 **SALARY SCHEDULE AND COMPENSATION**
3
4 Article A – Salary Schedule
5
6 Article B - Extended School Year
7
8 Article C – Curriculum Planning Project and Summer School Pay Plan
9
10 Article D - Department Coordinators/Building Coordinators
11
12 Article E – Advancement
13
14 Article F – National Emergency
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16 Article G – Substitute Pay for Classroom Teachers
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18 Article H – Extended Supervision
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**Part VIII
Compensation**

Article A – Salary Schedule

1. The District Administrator or his or her designee shall determine the initial compensation plan 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) Certification/re-certification) during that year may redeem an additional 500 points for \$1,500.

2020-21 Teacher Salary Schedule



2020-21 TEACHER SALARY SCHEDULE

<i>FINAL</i>											
STEP	Points		Amount	STEP	Points		Amount	STEP	Points		Amount
STEP 1	0	99	42,592	STEP 11	5000	5099	57,592	STEP 21	10000	10099	72,592
STEP 1A	100	199	42,892	STEP 11A	5100	5199	57,892	STEP 21A	10100	10199	72,892
STEP 1B	200	299	43,192	STEP 11B	5200	5299	58,192	STEP 21B	10200	10299	73,192
STEP 1C	300	399	43,492	STEP 11C	5300	5399	58,492	STEP 21C	10300	10399	73,492
STEP 1D	400	499	43,792	STEP 11D	5400	5499	58,792	STEP 21D	10400	10499	73,792
STEP 2	500	599	44,092	STEP 12	5500	5599	59,092	STEP 22	10500	10599	74,092
STEP 2A	600	699	44,392	STEP 12A	5600	5699	59,392	STEP 22A	10600	10699	74,392
STEP 2B	700	799	44,692	STEP 12B	5700	5799	59,692	STEP 22B	10700	10799	74,692
STEP 2C	800	899	44,992	STEP 12C	5800	5899	59,992	STEP 22C	10800	10899	74,992
STEP 2D	900	999	45,292	STEP 12D	5900	5999	60,292	STEP 22D	10900	10999	75,292
STEP 3	1000	1099	45,592	STEP 13	6000	6099	60,592	STEP 23	11000	11099	75,592
STEP 3A	1100	1199	45,892	STEP 13A	6100	6199	60,892	STEP 23A	11100	11199	75,892
STEP 3B	1200	1299	46,192	STEP 13B	6200	6299	61,192	STEP 23B	11200	11299	76,192
STEP 3C	1300	1399	46,492	STEP 13C	6300	6399	61,492	STEP 23C	11300	11399	76,492
STEP 3D	1400	1499	46,792	STEP 13D	6400	6499	61,792	STEP 23D	11400	11499	76,792
STEP 4	1500	1599	47,092	STEP 14	6500	6599	62,092	STEP 24	11500	11599	77,092
STEP 4A	1600	1699	47,392	STEP 14A	6600	6699	62,392	STEP 24A	11600	11699	77,392
STEP 4B	1700	1799	47,692	STEP 14B	6700	6799	62,692	STEP 24B	11700	11799	77,692
STEP 4C	1800	1899	47,992	STEP 14C	6800	6899	62,992	STEP 24C	11800	11899	77,992
STEP 4D	1900	1999	48,292	STEP 14D	6900	6999	63,292	STEP 24D	11900	11999	78,292
STEP 5	2000	2099	48,592	STEP 15	7000	7099	63,592	STEP 25	12000	12099	78,592
STEP 5A	2100	2199	48,892	STEP 15A	7100	7199	63,892	STEP 25A	12100	12199	78,892
STEP 5B	2200	2299	49,192	STEP 15B	7200	7299	64,192	STEP 25B	12200	12299	79,192
STEP 5C	2300	2399	49,492	STEP 15C	7300	7399	64,492	STEP 25C	12300	12399	79,492
STEP 5D	2400	2499	49,792	STEP 15D	7400	7499	64,792	STEP 25D	12400	12499	79,792
STEP 6	2500	2599	50,092	STEP 16	7500	7599	65,092	STEP 26	12500	12599	80,092
STEP 6A	2600	2699	50,392	STEP 16A	7600	7699	65,392	STEP 26A	12600	12699	80,392
STEP 6B	2700	2799	50,692	STEP 16B	7700	7799	65,692	STEP 26B	12700	12799	80,692
STEP 6C	2800	2899	50,992	STEP 16C	7800	7899	65,992	STEP 26C	12800	12899	80,992
STEP 6D	2900	2999	51,292	STEP 16D	7900	7999	66,292	STEP 26D	12900	12999	81,292
STEP 7	3000	3099	51,592	STEP 17	8000	8099	66,592	STEP 27	13000	13099	81,592
STEP 7A	3100	3199	51,892	STEP 17A	8100	8199	66,892	STEP 27A	13100	13199	81,892
STEP 7B	3200	3299	52,192	STEP 17B	8200	8299	67,192	STEP 27B	13200	13299	82,192
STEP 7C	3300	3399	52,492	STEP 17C	8300	8399	67,492	STEP 27C	13300	13399	82,492
STEP 7D	3400	3499	52,792	STEP 17D	8400	8499	67,792	STEP 27D	13400	13499	82,792
STEP 8	3500	3599	53,092	STEP 18	8500	8599	68,092	STEP 28	13500	13599	83,092
STEP 8A	3600	3699	53,392	STEP 18A	8600	8699	68,392	STEP 28A	13600	13699	83,392
STEP 8B	3700	3799	53,692	STEP 18B	8700	8799	68,692	STEP 28B	13700	13799	83,692
STEP 8C	3800	3899	53,992	STEP 18C	8800	8899	68,992	STEP 28C	13800	13899	83,992
STEP 8D	3900	3999	54,292	STEP 18D	8900	8999	69,292	STEP 28D	13900	13999	84,292
STEP 9	4000	4099	54,592	STEP 19	9000	9099	69,592	STEP 29	14000	14099	84,592
STEP 9A	4100	4199	54,892	STEP 19A	9100	9199	69,892	STEP 29A	14100	14199	84,892
STEP 9B	4200	4299	55,192	STEP 19B	9200	9299	70,192	STEP 29B	14200	14299	85,192
STEP 9C	4300	4399	55,492	STEP 19C	9300	9399	70,492	STEP 29C	14300	14399	85,492
STEP 9D	4400	4499	55,792	STEP 19D	9400	9499	70,792	STEP 29D	14400	14499	85,792
STEP 10	4500	4599	56,092	STEP 20	9500	9599	71,092	STEP 30	14500	14599	86,092
STEP 10A	4600	4699	56,392	STEP 20A	9600	9699	71,392	STEP 30A	14600	14699	86,392
STEP 10B	4700	4799	56,692	STEP 20B	9700	9799	71,692	STEP 30B	14700	14799	86,692
STEP 10C	4800	4899	56,992	STEP 20C	9800	9899	71,992	STEP 30C	14800	14899	86,992
STEP 10D	4900	4999	57,292	STEP 20D	9900	9999	72,292	STEP 30D	14900	14999	87,292

3 Teachers will be able to jump only one step per year, but still accumulate points.

1 **Article B – Extended School Year**

- 2
- 3 1 Extended contracts – School Counselors will be based on one hundred percent (100%) of
4 the per diem salary.
- 5
- 6 2 Extended School Year (ESY) and Student Services Student Evaluations completed during
7 the summer will be based on one hundred percent (100%) of the per diem salary, paid on
8 an hourly basis by timecard.
- 9

10 **Article C - Curriculum Planning Project and Summer School Pay Plan**

- 11
- 12 1. Curriculum projects shall be paid at the rate of ~~twenty-thirty~~ dollars (\$~~2030~~.00) per hour.
13 The length of time and maximum number of hours for completion of the project shall be
14 jointly determined by the staff member and Director of Instruction. Disagreements would
15 be appealable to the District Administrator. The per person compensation above will be
16 paid when the project has been completed and approved by the Director of Instruction.
- 17
- 18 2. Summer school teachers shall be compensated according to the following schedule.
- 19

POSITION	HOURLY WAGE
Teachers/Coordinators - Enrichment class: Non-WCSD teaching staff	\$20.00
Teachers/Coordinators - Enrichment class: WCSD teaching staff	\$25.00
Teachers/Coordinators - Remedial class: Non-WCSD teaching staff	\$25.00
Teachers/Coordinators - Remedial class: WCSD teaching staff	\$30.00

- 20
- 21 3. Other projects approved by the District Administrator (or designee) shall be paid at the
22 curriculum projects rate.
- 23

24 **Article D - Department Chairs**

- 25
- 26 1. The district will have designated department chairs and building coordinators as
27 determined and designated by administration. Individuals for these positions will be
28 selected by administration from staff members that apply. The department chairs will
29 coordinate department business and tasks. Department chairs are responsible to the
30 Director of Instruction.
- 31
- 32 2. Compensation for Department Chairpersons/Building Coordinators
- 33
- 34 a. Department chairpersons shall be compensated at the rate of two thousand ~~fifty-five~~
35 ~~hundred~~ dollars (\$~~2,050~~~~500.00~~) per year. This compensation will include payment
36 for two days during the summer as assigned by administration.
- 37
- 38 b. Building Coordinators shall be compensated at one thousand ~~two hundred fifty~~
39 ~~dollars~~ (\$~~1000~~~~1,250.00~~) per year, which will include two (2) days during the
40 summer as assigned by administration.
- 41

1 c. Additional summer work for department chairpersons, building coordinators, or
2 department members to complete department business will be compensated at the
3 summer curriculum per hour rate. Scheduled work hours and activities will be
4 reviewed and approved by the Director of Instruction prior to any work
5 commencing.

6
7 3. Evaluations of department chairs will be done yearly by the administration. These
8 evaluations will not be combined with their regular classroom evaluations.
9

10 **Article E – Advancement**

11
12 Any teacher on a plan of improvement will not receive a salary increase until he/shethey receives
13 a satisfactory evaluation.
14

15 **Article F - National Emergency**

16
17 The Board of Education reserves the right to exceed the provisions of the daily schedule when a
18 national emergency is declared.
19

20 **Article G – Substitute Pay for Classroom Teachers**

21
22 Whenever a teacher is asked by his/hertheir supervisor (principal) to cover a class assignment for
23 an absent teacher or para educator he/shethey shall be reimbursed at the rate of twenty five
24 dollars (\$2025.00) per hour. Grade 7-12 teachers may substitute during their scheduled prep
25 time. Grade K-6 teachers may substitute during non-supervisory and non-teaching times, for up
26 to 2 hours per day. Teachers called into action as part of an established Emergency Response
27 Team during non-supervisory and non-teaching time may also submit a timecard. The teacher
28 shall submit a timecard with the actual hours assigned to the nearest quarter (1/4) hour to the
29 principal. The absent teacher must be on sick or other approved leave. (not the informal “quid
30 pro quo” arrangements some teachers currently make with administrative knowledge.)
31

32 **Article H- Extended Supervision**

33
34 Whenever a teacher is assigned by his/hertheir supervisor (principal) to perform extended
35 supervision duties, such as after school detention or “Saturday School” detentions, he/shethey shall
36 be reimbursed at the rate of twenty five dollars (\$2025.00) per hour. The teacher shall submit a
37 timecard with the actual hours assigned to the nearest quarter (1/4) hour to the principal.
38

- 1 **Part IX**
- 2 **EVALUATION**
- 3
- 4 Article A – Evaluation

Article A – Evaluation

1. The overall goal of an evaluation should be to help the teacher improve ~~his/her~~their instruction. The district will use the Wisconsin Educator Effectiveness Model for the evaluation process.
2. The Model includes Educator Practice and Student Outcomes. Educator Practice includes classroom activities, team meetings, parent/guardian meetings, and involvement in IEP's and staffings. Student Outcomes are Student Learning Objectives (SLO's). Educators also create Professional Practice Goals (PPG's).
3. Teachers will be assigned one evaluator by the District. The teacher may request an additional evaluator by providing written notice to the Director of Human Resources within ten (10) days of the teacher being notified of ~~his/her~~their primary evaluator. The second evaluator shall be assigned by the District.
4. Every teacher shall be formally evaluated at least every three years. Teachers new to the district (probationary teachers) with less than 10 years of teaching experience, shall be formally evaluated each of their first three years in the district. Teachers new to the district (probationary teachers) with 10 or more years of K-12 teaching experience, shall be formally evaluated their first year in the district. If the evaluating administrator has absolutely no concerns, the teacher shall be placed on the regular three (3) year Educator Effectiveness evaluation cycle. Over a three (3) year cycle for non-probationary teachers, observations of educator practice will occur in each year.
5. In a summary year, each evaluator shall observe a minimum of ninety (90) minutes of educator practice within no less than three (3) observations. Feedback will be provided within one week of an observation. A follow-up conference may be held upon request by the evaluator or teacher to discuss or clarify aspects of the observation. During a summary year, a minimum of three (3) follow up conferences will be held, and can be in conjunction with SLO/PPG conferences.
6. For probationary teachers, at least thirty (30) minutes of educator practice will be observed and one follow up conference will be completed by December 15 of the school year.
7. For all teachers in their summary year, an evaluation planning session will be conducted by October 31. A final evaluation conference on educator practice and student outcomes may be combined and will be conducted by June 30.
8. Teachers in their first three years in the profession will be supported in the evaluation process by their mentor for formative feedback and coaching on the process.

1 9. The evaluator(s) may visit the teacher's classroom for unannounced visits of any duration
2 and frequency at any time. Only visits made and other information gathered prior to the
3 final evaluation conference shall be included in the formal evaluation reports.
4

5 10. Teachers may be placed on a plan of improvement (intensive supervision) at any time if
6 the level of performance demands significant improvement. The plan of improvement shall
7 include the following:
8

- 9 • Explanation of what the deficiencies are, including specific examples
- 10 • Summary of previous discussions about/documentation of deficiencies
- 11 • Specific and measurable objectives aimed at improvement that are achievable, relevant
12 and time-bound
- 13 • Details on how often the administrator and teacher will meet to discuss progress
- 14 • Guidance on what administration will do or provide to assist the teacher in achieving
15 these goals
- 16 • Clearly stated consequences for not meeting the objectives of the plan
17

18 A teacher shall no longer be on a plan of improvement when ~~his or her~~their
19 performance consistently meets established expectations.
20
21
22
23
24

1	Part X
2	STAFF DEVELOPMENT
3	
4	Article A – Point Accumulation
5	
6	Article B - District Requirements for Staff Development
7	
8	Article C – Teacher Incentives and Evaluation Review Committee (TIERC)
9	
10	Article D – Activities Eligible for Point Acquisition
11	
12	Article E– Teacher Incentive Guidelines and Dates
13	
14	Article F– Summary of Points
15	
16	

Article A - Point Accumulation

1. Experience Points

- a. A teacher will be awarded four hundred (400) points per year for his/her/their first through fifth year of K-12 teaching experience. Points are awarded at the conclusion of the teaching year.
- b. A teacher will be awarded two hundred (200) point per year at the conclusion of his/her/their fifth year of K-12 teaching experience and every year thereafter.
- c. All teachers who work for the full school year will be granted full experience points regardless of their FTE. Teachers who work less than a full year will have their experience points pro-rated.
- d. If a teacher is on a plan of improvement in a given year he/shethey may not receive experience points for that year.

2. College Credit/Degrees

Accumulation of points for college credits or degrees begins on June 15 and concludes on June 14 of the following year. Exceptions may be granted with the approval of the District Administrator. College credits and degrees must be earned at accredited colleges, technical colleges or universities granting at least a bachelor's degree.

Courses and credits must meet DPI minimum requirements for license renewal or advancement. A single credit is generally granted for a class that is generally scheduled to meet for fifteen (15) hours of instruction (50 minutes per hour). Courses not offered in this fashion (i.e., less than 15 hours scheduled, correspondence, on line, video) shall be evaluated by the District Administrator for their equivalent value of instructional time. The course (credit) shall be in the subject area(s) taught, a course in education, or part of an approved staff improvement plan.

Points, once approved by the required administrators, cannot be rescinded unless the teacher does not complete the course successfully (passing grade) or has failed to meet the reporting and verification procedures outlined in Part X of these guidelines.

- a. A teacher will be awarded sixty (60) points for each college credit earned for his/her/their first through fifth year of K-12 teaching experience.
- b. A teacher will be awarded one hundred and twenty (120) points for each college credit earned, beginning on June 15th at the conclusion of his/her/their fifth year of K-12 teaching experience and every year thereafter.
- c. A teacher will be awarded the following points for completing designated degrees upon submission of a diploma or other official program completion documentation, (not a transcript), which may include but is not limited to, a letter verifying successful completion of the degree from a college/university official or the registrar's office.

1 after consulting with the teacher to determine prior knowledge of district curriculum, state
2 instructional standards and district evaluation/assessment expectations.

3
4 **Article C - Teacher Incentives and Evaluation Review Committee (TIERC)**

5 The TIERC shall consist of five members of the teaching staff and five administrators. The WTA
6 President and District Administrator will be part of the 10-member committee and will co-chair
7 the committee. The TIERC shall have the authority to hear and act on appeals related to point
8 acquisition and review proposed local in-service activities for point acquisition. The authority of
9 this committee does not extend beyond the above and it can act only within the definitions and
10 framework of the salary schedule adopted through negotiations.

11 **Article D - Activities Eligible for Point Acquisition**

12 1. Activities Approved for Point Acquisition:

13 a. Degree Granting College Credit - Courses and credits must meet DPI minimum
14 requirements for license renewal. A single credit is generally granted for a class
15 that is generally scheduled to meet for fifteen (15) hours of instruction (50 minutes
16 per hour). Courses not offered in this fashion (i.e., less than fifteen (15) hours
17 scheduled, correspondence, on line, video) shall be evaluated by the District
18 Administrator for their equivalent value of instructional time. The course (credit)
19 shall be in the subject area(s) taught, a course in education, or part of an approved
20 staff improvement plan.

21 Points, once approved by the required administrators, cannot be rescinded unless
22 the teacher does not complete the course successfully (passing grade) or has failed
23 to meet the reporting and verification procedures outlined in Part X of these
24 guidelines.

25 b. Clinics/Conferences/Conventions/Workshops - Educational gatherings sponsored
26 by educational institutions or organizations that provide information sharing,
27 experiences or instruction that is related to education, teaching assignment or co-
28 curricular assignment. Collective bargaining activities are excluded.

29 c. Professional Meetings/Professional Leadership - Formal presentations to
30 educational groups by Waunakee staff. Preparation time will be approved on a one-
31 time basis and will be awarded points equal to two (2) hours for every one (1) hour
32 of presentation. Points will not be awarded for preparation for the second and
33 subsequent presentation of the same program.

34 d. Evaluation Teams - Serving on an S.E.C., North Central, Vocational Education or
35 other evaluation visitation committee.

36 e. Staff Development Goals (Individual) – Completion of specific staff improvement
37 activities as approved on the individual’s educator effectiveness plan.

38 f. Local In-service Activities - In-service activities offered by the local district either
39 through the Annual Staff Development Program established by the Curriculum and
40 Instruction office and the Systemwide Curriculum Committee or programs offered

1 as a result of approval by the TIERC. In lieu of receiving points for local inservice
2 activities offered outside of the regular school day, administration may offer
3 teachers the opportunity to submit timecards for payment at the rate of \$20.00 per
4 hour.

5 g. Technical College Courses - Points for technical college courses will be earned
6 based on the credits awarded by the institution. The course must be applicable in
7 some way to the teacher's employment with the district.

8 h. Work Experience - The work experience must be part of a pre-approved and
9 established work experience program to be eligible for points.

10 i. Ad Hoc District-Wide Committee Participation - Participation on ad hoc district-
11 wide committees may be awarded a stipend or points at the discretion of the District
12 Administrator.

13 j. Co-Curricular and Classroom Related Staff Development Activities - The primary
14 evaluator and teacher should attempt to achieve a reasonable balance between co-
15 curricular and classroom related staff development activities.

16 k. Editing Professional Publications - Editing for any statewide or nationally
17 recognized professional journal (not union publications). The article must pertain
18 to the teacher's teaching or co-curricular assignment. Each edited article shall be
19 worth three hours, with a maximum number of one hundred and twenty (120) points
20 to be awarded for participation in such an activity. A copy of the publication will
21 serve as verification.

22 l. Writing for Professional Publications - An original article, which is published by
23 statewide or nationally recognized professional journals (not union publications).
24 The article must pertain to the teacher's teaching or co-curricular assignment. In
25 order to receive points, the published article must be at least five hundred (500)
26 words in length. Subsequent publications of the same or edited article are not
27 eligible for points. Point value will be based on the following scale: 500-1000
28 words = 5 hours; 1000-1500 words = 10 hours; over 1500 words = 15 hours. A
29 copy of the publication will serve as verification.

30 m. Discretionary Authority - Teachers may apply to the District Administrator for
31 points for an activity that is not outlined in the above. The District Administrator
32 has discretionary authority to grant points for such requests. Denial of such
33 requests may be appealed to TIERC for review as per current guidelines or for
34 possible addition or modification to the guidelines.

35 ~~n. Mentoring - A new teacher advisor will be hired at each building at a salary of eight~~
36 ~~hundred dollars (\$800) with an additional one hundred dollars (\$100) to be paid for~~
37 ~~each additional mentee.~~

38 2. Activities Not Approved for Point Acquisition:

39 a. Department Business/Meetings - If a department wishes to provide a workshop that
40 is beyond normal departmental business, it could apply under the "Workshop"

1 provision to the TIERC. Regular department business and meetings are not
2 applicable for points.

3 b. Repeat Activities - Under usual circumstances, repeat activities will not be
4 approved.

5 c. Curriculum Orientation - Waunakee School District curriculum orientation is the
6 responsibility of the teacher and school district and is not eligible for points.

7 d. Travel and Lodging – Travel and lodging itself will not be eligible for points.

8 e. Student Field Trips / School Group Trips - These activities are not eligible for
9 points.

10 f. Museums, Athletics, Concert Activities - Visits to museums; attendance at athletic
11 contests, public concerts, or similar activities are generally not applicable for point
12 acquisition.

13 g. Sports Clinics/Similar Activities - Working at sports clinics or similar activities are
14 not eligible for points.

15 h. Other Basic Information - Activities, if taken for points, cannot take place during
16 normal contract hours unless the teacher uses a personal day. Personal days may
17 not be used on scheduled staff development days for the purpose of earning points.

18 **Article E - Teacher Incentive Guidelines/Dates**

19 1. Dates of Importance

20 a. June 15 - June 14

21 The school year for experience points

22 b. July 1

23 Transcripts, grade sheets or institutional verification of completion of courses or other
24 activities completed by June 14th must be submitted to the District Administrator to be
25 credited for the next contract year.

26 2. To Receive Points:

27 a. Courses/workshops may not be attended during district school time.

28 b. The teacher may not receive tuition or registration reimbursement by the district.
29 Points will be granted for the credits when paid for by the district when it is a
30 Board sponsored program. (E.g. Ventures, Platteville Middle School Program).

31 3. Number of Credits

32 A teacher may not take more than eight (8) credits per semester for fall and spring
33 semesters. During the summer, a teacher may take as many credits for points as he/shethey
34 desires.

1 4. Staff Evaluation Consortium (SEC) or Other Evaluation Teams.

2 Serving on SEC or similar audit teams will be awarded 15 points for teachers for
3 his/her/their first through fifth year of K-12 teaching experience and 30 points at the
4 conclusion of his/her/their fifth year of K-12 teaching experience and every year thereafter.

5 5. Leave or Sabbatical

6 Any teacher who requests a leave or sabbatical must negotiate the point values of any
7 activities that will be engaged in while on the leave or sabbatical.

8 6. Application Timelines

9 a. College Credit - Pre-approval or by the end of the first week of class. Transcript,
10 grade statement or institutional verification shall be forwarded to the District
11 Administrator or his/her/their designee by the July 1st after the completion of the
12 class unless the class is completed between June 15 and July 1, in which case the
13 report shall be filed not later than July 1 of the following year.

14 b. Workshops/Conferences - Pre-approval by the District Administrator and
15 verification of completion in writing by the staff member. This will be returned to
16 the District Administrator's administrative assistant prior to June 30th.

17 Local District Activities - Those approved by the Curriculum and Instruction office. No pre-
18 approval is necessary on the application form; however, verification of attendance at the activity
19 must be indicated on the individual teacher's form and returned within two weeks of the activity
20 to the District Administrator's administrative assistant.

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1 Article F – Summary of Points

Activities	Points
Teaching Experience	For <u>his/her/their</u> first through fifth year of K-12 teaching experience = 400 points / year Other = 200 points / year
Approved college coursework – including technical colleges	For <u>his/her/their</u> first through fifth year of K-12 teaching experience = 60 points / credit Other= 120 points / credit
Masters’ or Educational Specialist degree	800 points
Doctoral degree or National Board Certification or	1000 points
Wisconsin Master Educator (WMEAP) Certification	1000 points
Approved activities: Clinics / conferences / conventions / workshops / local in-services / professional meetings / professional leadership / staff development activities (preparation – presenting)	For <u>his/her/their</u> first through fifth year of K-12 teaching experience = 4 points/hour; 2 points/½ hour Other= 8 points/hour; 4 points/½ hour
Evaluation teams / SEC	For <u>his/her/their</u> first through fifth year of K-12 teaching experience = 15 points Other= 30 points
Work experience	1 point per hour ½ point per ½ hour
Ad-hoc and district level committee participation (outside of one (1) regular department assignment)	Discretion of district administrator
Editing professional publications	3 hours per article – maximum of 120 points per teacher
Writing for professional publication	500 to 1000 words = 5 hours 1000 to 1500 words = 10 hours 1500+ words = 15 hours
Others	Discretion of district administrator

1	Part XI
2	CO-CURRICULAR SALARY SCHEDULE
3	
4	Article A - Schedule
5	
6	Article B - Other Positions

Article A

Waunakee Community School District Co-Curricular Salary Schedule

2019-20 base = \$41,538. The base will be increased by \$2,000 each school year until it is equal to the teacher base salary. Percentages in the chart below are multiplied by this base salary to determine the dollar amount paid for the assignment. For example, a head baseball coach with 9+ years of experience will be paid \$41,538 X 13% or \$5,399.94.

SENIOR HIGH CO-CURRICULARS - ATHLETICS

Years of Experience	0-1	2-3	4-6	7-8	9+
BASEBALL					
Head Baseball	9.0	10.0	11.0	12.0	13.0
Assistant Baseball	7.0	7.50	8.0	8.50	9.0
Frosh Baseball	5.0	5.50	6.0	6.50	7.0
BASKETBALL					
Head Basketball	13.0	14.0	15.0	16.0	17.0
Assistant Basketball	10.0	10.5	11.0	11.5	12.0
Frosh Basketball	7.0	7.5	8.0	8.5	9.0
Asst Frosh Basketball	4.5	5.0	5.5	6.0	6.5
CHEERLEADING					
Football Cheerleading	6.0	6.0	7.0	8.0	9.0
Asst. Cheerleading	4.0	4.0	5.0	6.0	7.0
CROSS COUNTRY					
Head Cross Country	7.0	8.0	9.0	10.0	11.0
Asst. Cross Country	5.0	5.5	6.0	6.5	7.0
DANCE TEAM					
Head Dance Team	6.0	6.0	7.0	8.0	9.0
EQUESTRIAN					
Head Equestrian	3.0	3.5	4.0	4.5	5.0
FOOTBALL					
Head Football	13.0	14.0	15.0	16.0	17.0
Assistant Football	10.0	10.5	11.0	11.5	12.0
Frosh Football	7.0	7.5	8.0	8.5	9.0
GOLF					
Head Golf	7.0	8.0	9.0	10.0	11.0
Assistant Golf	5.0	5.5	6.0	6.5	7.0
GYMNASTICS					
Head Gymnastics	9.0	10.0	11.0	12.0	13.0
Asst. Gymnastics	7.0	7.5	8.0	8.5	9.0
HOCKEY					
Head Hockey	13.0	14.0	15.0	16.0	17.0
Years of Experience	0-1	2-3	4-6	7-8	9+
Assistant Hockey	10.0	10.5	11.0	11.5	12.0

SKI/SNOWBOARD TEAM					
Ski/Snowboard Team	3.0	3.5	4.0	4.5	5.0
Assistant Ski	2.0	2.5	3.0	3.5	4.0
SOCCER					
Head Soccer	9.0	10.0	11.0	12.0	13.0
Assistant Soccer	7.0	7.5	8.0	8.5	9.0
Freshman Soccer	5.0	5.5	6.0	6.5	7.0
LACROSSE					
Head Lacrosse	7.0	7.5	8.0	8.5	9.0
Assistant Lacrosse	5.0	5.5	6.0	6.5	7.0
SOFTBALL					
Head Softball	9.0	10.0	11.0	12.0	13.0
Assistant Softball	7.0	7.5	8.0	8.5	9.0
Frosh Softball	5.0	5.5	6.0	6.5	7.0
SWIMMING					
Head Swim	9.0	10.0	11.0	12.0	13.0
Assistant Swim	7.0	7.5	8.0	8.5	9.0
TENNIS					
Head Tennis	7.0	8.0	9.0	10.0	11.0
Assistant Tennis	5.0	5.5	6.0	6.5	7.0
TRACK					
Track Coordinator	13.0	14.0	15.0	16.0	17.0
Assistant Track	7.0	7.5	8.0	8.5	9.0
VOLLEYBALL					
Head Volleyball	9.0	10.0	11.0	12.0	13.0
Assistant Volleyball	7.0	7.5	8.0	8.5	9.0
Frosh Volleyball	5.0	5.5	6.0	6.5	7.0
Asst. Frosh Volleyball	3.5	4.0	4.5	5.0	5.5
WRESTLING					
Head Wrestling	13.0	14.0	15.0	16.0	17.0
Assistant Wrestling	10.0	10.5	11.0	11.5	12.0
SPECIAL OLYMPICS					
Head Basketball	2.5	3.0	3.5	4.0	4.5
Head Bowling	2.5	3.0	3.5	4.0	4.5
Head Swimming	2.5	3.0	3.5	4.0	4.5
Head Track	2.5	3.0	3.5	4.0	4.5
Head Bocce Ball	2.5	3.0	3.5	4.0	4.5
Assistant Basketball	1.0	1.5	2.0	2.5	3.0
Assistant Bowling	1.0	1.5	2.0	2.5	3.0
Assistant Swimming	1.0	1.5	2.0	2.5	3.0
Assistant Track	1.0	1.5	2.0	2.5	3.0

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SENIOR HIGH CO-CURRICULARS – NON-ATHLETIC

Years of Experience	0-1	2-3	4-6	7-8	9+
DRAMA					
Head One Act Play	9.0	10.0	11.0	12.0	13.0
Assistant One Act	5.0	5.5	6.0	6.5	7.0
Head School Play/Musical	9.0	10.0	11.0	12.0	13.0
Asst. School Play/Musical	5.0	5.5	6.0	6.5	7.0
FORENSICS					
Head Forensics	7.0	8.0	9.0	10.0	11.0
Assistant Forensics	5.0	5.5	6.0	6.5	7.0
MUSIC					
Jazz Ensemble	7.0	8.0	9.0	10.0	11.0
Marching Band Co-Dir.	9.0	10.0	11.0	12.0	13.0
Music Solo Ensemble	5.0	6.0	7.0	8.0	9.0
Music Assistant Solo Ensemble	4.0	5.0	6.0	7.0	8.0
Head Pep Band	6.0	7.0	8.0	9.0	10.0
Head Advisor Vocal Jazz Ensemble	6.0	7.0	8.0	9.0	10.0
Head Advisor A Capella Singers	6.0	7.0	8.0	9.0	10.0
Jazz Combo	5.0	6.0	7.0	8.0	9.0
Folk Band	5.0	6.0	7.0	8.0	9.0
Chamber Orchestra	5.0	6.0	7.0	8.0	9.0
Symphony Winds	2.5	3.0	3.5	4.0	4.5
OTHER					
Newspaper/Literary	7.0	8.0	9.0	10.0	11.0
Head Yearbook	7.0	8.0	9.0	10.0	11.0
Head DECA	7.0	8.0	9.0	10.0	11.0
Head FBLA	7.0	8.0	9.0	10.0	11.0
Head Skills USA	7.0	8.0	9.0	10.0	11.0
HOSA	7.0	8.0	9.0	10.0	11.0
Head FFA	7.0	8.0	9.0	10.0	11.0
Video Production Coordinator	9.0	10.0	11.0	12.0	13.0
H.S. Student Council	4.5	5.5	6.5	7.5	8.0

2

3

SENIOR HIGH CLUB ADVISORS

Years of Experience	0-2	3-7	8+
Above the Influence	2.5	3.5	5.0
FCCLA Club	3.5	4.5	6.0
Mock Trial	3.5	4.5	6.0
French Club	2.5	3.5	5.0
Spanish Club	2.5	3.5	5.0
Spanish Honor Society	2.5	3.5	5.0
Science Club	2.5	3.5	5.0
Science Olympiad	2.5	3.5	5.0
Art Club	2.5	3.5	5.0
Drama Club	2.5	3.5	5.0

Schmidt's Woods	2.5	3.5	5.0
Pay it Forward	2.5	3.5	5.0
Garden of Dreams	2.5	3.5	5.0
Math Team Advisor	3.5	4.5	6.0
Justice League Advisor	2.5	3.5	5.0

1
2 Club advisors are expected to coordinate a minimum of two club sponsored social activities after
3 school hours per year. In addition, clubs are encouraged to sponsor at least one all school social
4 activity after school hours either independently or in conjunction with other clubs.

5
6 **MIDDLE SCHOOL CO-CURRICULARS**

7

Years of Experience	0-1	2-3	4-6	7-8	9+
Head Football	4.5	5.5	6.5	7.5	8.0
Head Basketball	4.5	5.5	6.5	7.5	8.0
Head Wrestling	4.5	5.5	6.5	7.5	8.0
Head Drama/ Musical	4.5	5.50	6.5	7.5	8.0
Assistant Football	4.0	5.0	6.0	7.0	7.5
Assistant Basketball	4.0	5.0	6.0	7.0	7.5
Assistant Wrestling	4.0	5.0	6.0	7.0	7.5
Head Volleyball	4.5	5.5	6.5	7.5	8.0
Head Track	4.0	5.0	6.0	7.0	7.5
Head Cross Country	4.0	5.0	6.0	7.0	7.5
Music Solo/ Ensemble	4.0	5.0	6.0	7.0	7.5
Head Forensics	4.0	5.0	6.0	7.0	7.5
Jazz Ensemble	4.0	5.0	6.0	7.0	7.5
Head Yearbook	4.0	5.0	6.0	7.0	7.5
M.S. Student Council	4.5	5.5	6.5	7.5	8.0
One Act Play	4.0	5.0	6.0	7.0	7.5
Junior Science Olympiad	4.0	5.0	6.0	7.0	7.5
Assistant Cross Country	3.5	4.0	4.5	5.0	5.5
Assistant Volleyball	3.5	4.0	4.5	5.0	5.5
Assistant Track	3.5	4.0	4.5	5.0	5.5
Assistant Drama/Musical	3.0	3.5	4.0	4.5	5.0
Assistant Forensics	3.0	3.5	4.0	4.5	5.0
Art Club	3.0	3.5	4.0	4.5	5.0
Assistant Art Club	2.0	2.5	3.0	3.5	4.0
Jazz Ensemble – Vocal	3.0	3.5	4.0	4.5	5.0
Comedy Sports	3.0	3.5	4.0	4.5	5.0
Future Problem Solvers	2.5	3.0	3.5	4.0	4.5
Int. Student Council	2.5	3.0	3.5	4.0	4.5
Ass't M.S./Inter. Student Council	1.5	2.0	2.5	3.0	3.5
Skills USA	2.5	3.0	3.5	4.0	4.5

8
9 The above pay schedule is total compensation for duties associated with the activity including
10 those performed during vacations, breaks, holidays, or weekends.

1 **Article B - Other Positions**

2
3 1. Mentoring – A new teacher advisor will be hired at each building at a salary of eight
4 hundred dollars (\$800) with an additional one hundred dollars (\$100) to be paid for each additional
5 mentee.

6
7 2. Intramural programs. (HS & MS)
8 Activities after school (3:30 p.m.) – Twelve dollars (\$12.00)/session
9 Activities after 6:00 p.m. = Fifteen dollars (\$15.00)/session
10 Saturday morning = Twenty-five dollars (\$25.00)/session

11
12 23. Chaperoning, Ticket Sellers, Scorers, etc.

13
14 a. Chaperoning, buses, dances (7-12)
15 ~~Twelve-Fourteen~~ dollars (~~\$12~~~~14.00~~)/hour - Voluntary - Teachers will have first
16 option, and will need to notify the principal or assistant principal of their intent at
17 least two (2) weeks prior to a regularly scheduled event. For special events like
18 state tournaments, special dances, etc., it will be necessary for teachers to give 48
19 hours notice if appropriate.

20
21 b. Cashiers, ticket sellers and/or takers will be paid ~~ten~~~~twelve~~ dollars
22 (~~\$10~~~~12.00~~)/hour.
23 Assignments are voluntary according to guidelines set in (1).

24
25 c. Scorers, timekeepers, starters, crowd control, before and after school weight room
26 supervision, and statisticians will be paid ~~twelve-fourteen~~ dollars (~~\$12~~~~14.00~~)/hour
27 per event (basketball, football - minimum of 2 hours/game). Assignments are
28 voluntary according to guidelines set in (1). Supervisors providing crowd control
29 at home high school football games shall be paid seventeen dollars (\$17.00) per
30 hour.

31
32 d. Announcers - Fourteen dollars (\$14.00)/per hour - voluntary.

33
34 e. Lack of participation in a, b, c, or d above shall not be considered in one's
35 evaluation.

36
37 34. Clarification: The head coach and assistant coaches in the specific sport in which a
38 tournament is held shall assume assigned responsibilities as part of their coaching
39 assignments.

40
41 45. Payment for items covered in Part XI will be made at the next convenient pay period not
42 to exceed thirty-one (31) days.

1	Part XII
2	CALENDAR CLARIFICATION
3	
4	Article A - Calendar Clarification
5	
6	

Article A – Calendar Clarification

The school calendar shall be determined by the Board. The determination of the structure of the days, e.g. instructional, inservice, workdays, etc. shall be at the discretion of the Board.

1. Calendar Revisions due to weather:

The first four (4) full days lost to inclement weather shall not be made up unless the District is required by state statutes to make up such day(s) and/or hours of instruction with pupils.

Teachers shall not receive additional compensation in the event the District requires such day(s) and/or hours of instruction to be made up with pupils

Last day for teachers (when a snow day is made up after the last student day) – Local staff development time or other administrative recommendation.

2. Total Days for Staff

- | | |
|----------------------|------------------------------------|
| a) K-12 new teachers | One hundred and ninety two (192) |
| b) K-12 teachers | One hundred and eighty-eight (188) |

3. Paid Holidays

- | | |
|-----------------|---------------------|
| a) Labor Day | b) Thanksgiving Day |
| c) Memorial Day | |

4. Workshop/Staff Development Days

The following will be used as guidelines in the development of the calendar:

Four Days before Students Report:

First Teacher Day of the year. Morning consisting of meetings and inservice including an all district session, department meetings for at least ninety minutes, and possibly other meetings. Afternoon consisting of building meetings. (Lunch release of one hour)

The other three days will include: two staff development days and one day for classroom/work time.

5. Parent-Teacher Conference Days/Times

Teachers are responsible for 16 hours of formal parent-teacher conferences.

6. Check Out

Teachers will check out at the end of the school year on the last scheduled workday or a day determined by the Board of Education if inclement weather days need to be made up.

EMPLOYEE RIGHTS UNDER THE FAMILY AND MEDICAL LEAVE ACT

THE UNITED STATES DEPARTMENT OF LABOR WAGE AND HOUR DIVISION

LEAVE ENTITLEMENTS



Eligible employees who work for a covered employer can take up to 12 weeks of unpaid, job-protected leave in a 12-month period for the following reasons:

- The birth of a child or placement of a child for adoption or foster care;
- To bond with a child (leave must be taken within 1 year of the child's birth or placement);
- To care for the employee's spouse, child, or parent who has a qualifying serious health condition;
- For the employee's own qualifying serious health condition that makes the employee unable to perform the employee's job;
- For qualifying exigencies related to the foreign deployment of a military member who is the employee's spouse, child, or parent.

An eligible employee who is a covered servicemember's spouse, child, parent, or next of kin may also take up to 26 weeks of FMLA leave in a single 12-month period to care for the servicemember with a serious injury or illness.

An employee does not need to use leave in one block. When it is medically necessary or otherwise permitted, employees may take leave intermittently or on a reduced schedule.

Employees may choose, or an employer may require, use of accrued paid leave while taking FMLA leave. If an employee substitutes accrued paid leave for FMLA leave, the employee must comply with the employer's normal paid leave policies.

While employees are on FMLA leave, employers must continue health insurance coverage as if the employees were not on leave.

Upon return from FMLA leave, most employees must be restored to the same job or one nearly identical to it with equivalent pay, benefits, and other employment terms and conditions.

An employer may not interfere with an individual's FMLA rights or retaliate against someone for using or trying to use FMLA leave, opposing any practice made unlawful by the FMLA, or being involved in any proceeding under or related to the FMLA.

BENEFITS & PROTECTIONS

ELIGIBILITY REQUIREMENTS

An employee who works for a covered employer must meet three criteria in order to be eligible for FMLA leave. The employee must:

- Have worked for the employer for at least 12 months;
- Have at least 1,250 hours of service in the 12 months before taking leave;* and
- Work at a location where the employer has at least 50 employees within 75 miles of the employee's worksite.

*Special "hours of service" requirements apply to airline flight crew employees.

REQUESTING LEAVE

Generally, employees must give 30-days' advance notice of the need for FMLA leave. If it is not possible to give 30-days' notice, an employee must notify the employer as soon as possible and, generally, follow the employer's usual procedures.

Employees do not have to share a medical diagnosis, but must provide enough information to the employer so it can determine if the leave qualifies for FMLA protection. Sufficient information could include informing an employer that the employee is or will be unable to perform his or her job functions, that a family member cannot perform daily activities, or that hospitalization or continuing medical treatment is necessary. Employees must inform the employer if the need for leave is for a reason for which FMLA leave was previously taken or certified.

Employers can require a certification or periodic recertification supporting the need for leave. If the employer determines that the certification is incomplete, it must provide a written notice indicating what additional information is required.

EMPLOYER RESPONSIBILITIES

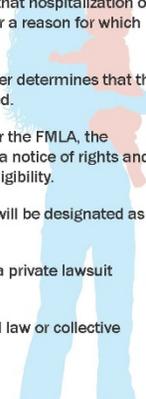
Once an employer becomes aware that an employee's need for leave is for a reason that may qualify under the FMLA, the employer must notify the employee if he or she is eligible for FMLA leave and, if eligible, must also provide a notice of rights and responsibilities under the FMLA. If the employee is not eligible, the employer must provide a reason for ineligibility.

Employers must notify its employees if leave will be designated as FMLA leave, and if so, how much leave will be designated as FMLA leave.

ENFORCEMENT

Employees may file a complaint with the U.S. Department of Labor, Wage and Hour Division, or may bring a private lawsuit against an employer.

The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement that provides greater family or medical leave rights.



For additional information or to file a complaint:

1-866-4-USWAGE

(1-866-487-9243) TTY: 1-877-889-5627

www.dol.gov/whd

U.S. Department of Labor | Wage and Hour Division



The contents of this handbook are presented as a matter of information only. The procedures described are not conditions of employment. The school district reserves the right to modify, revoke, suspend, terminate, or change any or all such procedures, in whole or in part, at any time with or without notice. The language which appears in this handbook is not intended to create, nor is it to be construed to constitute, a contract between the school district and any one or all of its employees or a guarantee of continued employment. Notwithstanding any provisions of this handbook, employment may be terminated at any time, with or without cause, except as explicitly provided for in any other pertinent section of this handbook or individual contract.

The Waunakee School District is an equal opportunity employer and does not discriminate against any individual on the basis of age, race, religion, creed, color, disability, pregnancy, marital status, sex, citizenship, national origin, ancestry, sexual orientation, gender identity, transgender status, arrest record, conviction record, military service, membership in the National Guard, state defense force or any other reserve component of the military forces of Wisconsin or the United States, political or religious affiliation, use or nonuse of lawful products off the employer's premises during nonworking hours, declining to attend a meeting or to participate in any communication about religious matters or political matters, the authorized use of family or medical leave or worker's compensation benefits, genetic information, or any other factor prohibited by state or federal law, or according to District policy.

Reasonable accommodations shall be made for qualified individuals with a disability, unless such accommodations would impose an undue hardship on the District. A reasonable accommodation is a change or adjustment to job duties or work environment that permits a qualified applicant or employee with a disability to perform the essential functions of a position or enjoy the benefits and privileges of employment compared to those enjoyed by employees without disabilities.