

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

Monday, June 6, 2022

8:00 AM

Waunakee Community School District  
905 Bethel Circle  
Waunakee, WI 53597

Members of the public may attend Board of Education meetings in-person, and will be asked to check in with District personnel when you arrive.

Public comments will be limited to 3 minutes. The Board will allow 30 Minutes for public comments.

Public comments may be sent to Rebecca McDonough at [district\\_administrator@waunakee.k12.wi.us](mailto: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. Emailed comments sent during any part of the board meeting (Board Development, Closed session, Open session) will be forwarded to the board but may or may not be reviewed by the board until after the board adjourns. 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 in the lobby of the building, 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.

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. ADJOURN**

**VI. REVIEW OF THE DRAFT EMPLOYMENT GUIDELINES FOR**

**3**

**22/23**

Annual review of the employment guidelines for staff. Three handbooks: Administration/Administrative Support; Hourly Staff; and, Teachers.

Changes are highlighted in red and/or have a red margin. Previous language is included for reference. Formatting is yet to be finalized.

A summary of the proposed changes for each of the guidelines is also attached.

**VII. DISCUSSION OF OPENING THE STAFF WELLNESS CLINIC TO ALL DISTRICT STAFF**

Opening the Wellness Clinic to all staff will serve as another recruitment aide to the district and further our organizational health and wellness. Staff are exceptionally pleased with the care and accessibility they receive from the clinic staff. A review of usage trends indicates that allowing all paid, regular staff to access the clinic will not adversely affect appointment availability.

**VIII. DISCUSSION OF DISTRICT PRACTICE OF CO-CURRICULAR COACHING AND ADVISING ROLES WITHIN THE FAIR LABOR STANDARDS ACT (FLSA)**

Co-curricular roles are designated by the FLSA as exempt roles (not subjected to the overtime requirement) and are treated like a teacher. An employee is either classified as exempt or non-exempt (must be paid overtime for work beyond 40 hours) for all work done for a single employer. District practice is that non-exempt (hourly) employees are not permitted to be hired as co-curricular coaches or advisors.

“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.”

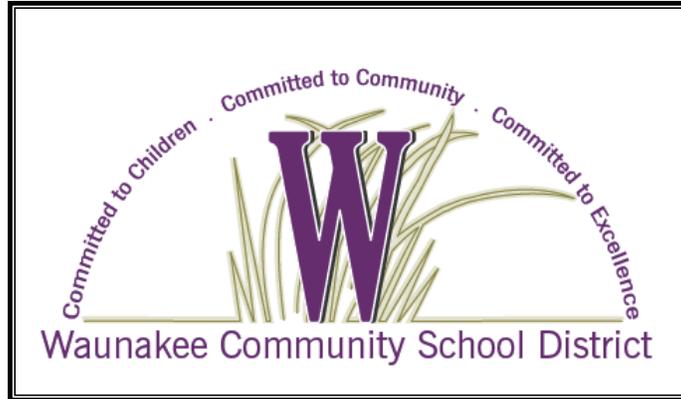
## **Draft Edits**

### **Admin / Administrative Support**

- P. 11 Moved eligibility language denoting prorated coverage of health and dental insurances
- P. 12 Deletion of sentence to prevent confusion with district practice of pro-rated benefits for less than 40 hour employees
- P. 13 Syncing life insurance stipends for efficiency

### **Admin Assistant / Classified Staff / Custodial & Maintenance**

- P. 6 Time Off - Additional language to communicate district practice
- P. 19 Retirement - Increase in value of a sick day payout by \$5;  
change in language for HRA contribution to one-time payment for  
efficiency gain;  
Clarifying language about benefit eligibility; moved table to correspond
- P. 29 Appendix B - increased 22/23 payscale; reclassification of Accounts Payable Specialist  
and District Registrar
- P. 30 Appendix C - increased 22/23 payscale
- P. 31 Appendix D - increased 22/23 payscale



# **Administrator & Administrative Support Employment Guidelines**

BOE Adopted: 6/14/21

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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
Director of Special Education	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
Athletic Director	261 days

### Administrative Support Positions

<u>Position</u>	<b>Contracted Days</b>
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
Translation & Interpretation Coordinator	238 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 15<sup>th</sup> and 30<sup>th</sup> 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. ~~Eligible employees who work at least 30 hours per week but less than 40 hours per week shall receive prorated health and dental insurance benefits, based upon their FTE.~~

#### 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 eligible full-time 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 eligible full-time 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	<del>July</del> <u>September</u> 30 <sup>th</sup>
238 day contracts	\$500 per year	<del>August</del> <u>September</u> 30 <sup>th</sup>
210 day contracts	\$450 per year	September 30 <sup>th</sup>

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 30 <sup>th</sup>
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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 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 30<sup>th</sup> or the last regular work day in June if June 30<sup>th</sup> 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.

<b>FOR ADMINISTRATORS / ADMINISTRATIVE SUPPORT STAFF HIRED BEFORE APRIL 1, 2010</b>
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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 55<sup>th</sup> 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 55<sup>th</sup> 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 1<sup>st</sup> but before July 15<sup>th</sup>, \$750 after July 15<sup>th</sup> 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 except 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.

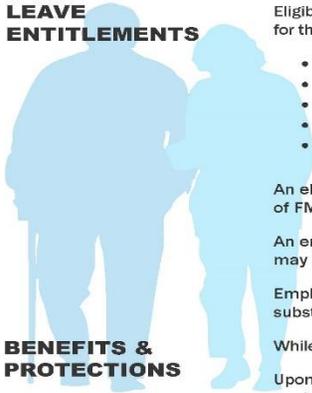
Failure to report under this section may result in disciplinary action, up to and including termination of employment.

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.

## EMPLOYER RESPONSIBILITIES

## 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

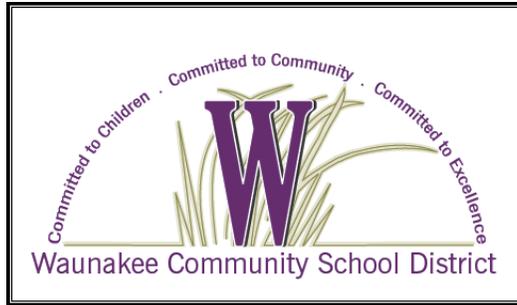


WI11420 REV 04/16

*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.*



# **Administrative Assistant Classified Staff Custodial and Maintenance Employment Guidelines**

BOE Adopted: 6/14/21  
Updated 10/15/21

## 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.

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 their regularly scheduled hours per week in any week.

- 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 12:00 AM through Saturday 11:59 PM.

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.

3.5 The District’s Timekeeping System requires that an employee complete the electronic timesheet and submit it for True Time approver/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.

3.6 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.

3.7 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.

3.8 The District reserves the right to schedule overtime work as required in a manner consistent with the requirements of the School District.

3.9 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.
- 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 1<sup>st</sup> and December 31<sup>st</sup> must be taken by December 31<sup>st</sup> 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 1<sup>st</sup> and June 30<sup>th</sup> must be taken by June 30<sup>th</sup> 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 their designee. If an employee changes classification within the district and their prior wage scale was adjusted after their job change, their initial wage placement can be reviewed and adjusted within a period of twelve months.

- 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 15<sup>th</sup> and 30<sup>th</sup> 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 their 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.

**5.6 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 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.

**5.7 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 and Administrative Assistants  
Unless directed otherwise by their 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 they are directed not to report for work, they 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, they may utilize personal leave, comp time, or vacation time, at the discretion of their 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.

All paid leaves may be requested in hourly increments of 0.25 hours.

For staff who use Frontline: External substitutes (substitutes in Frontline) only are hired for minimum of two hours per day. Therefore, substitute requests in Frontline must be a minimum of two hours up to eight hours per day.

## **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.
- B. One personal day is equivalent to the number of scheduled hours per day for each employee.
- C. Personal leave can be taken in hourly increments. If the employee is able to return to work for their remaining workday, they are expected to do so.
- D. 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 recess (a recess is defined as any break in the regular five (5)-day school week), unless prior approval is granted by the Director of Human Resources for good cause in extenuating circumstances and “once-in-a-lifetime situations.”
- E. District-wide there will be a maximum of three (3) employees per classification granted personal leave on any one (1) day.
- F. 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.

- G. 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). 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). Unused sick leave is only paid out upon meeting the district's retirement eligibility.
- 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), they are 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, they 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 their 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 their immediate supervisor as soon as notice of jury duty is received. Also, the employee is expected to contact their 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 they are 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).
- 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.
- D. One (1) day of vacation is equivalent to the number of scheduled hours for that employee and is accumulated on this basis.
- E. Vacation 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.
- F. 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.
- G. 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.
- H. Up to ten (10) days of unused vacation may be carried over to the next school year.
- I. Vacation may be taken on days which employees are not scheduled to work, including winter break, and spring break.
- J. 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.
- K. 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
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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 2nd year	10 days during 6 <sup>th</sup> & 7 <sup>th</sup> year	14 days during 14 <sup>th</sup> & 15th year
	6 days during 3rd year	11 days during 8 <sup>th</sup> & 9 <sup>th</sup> year	15 days during 16 <sup>th</sup> year and thereafter
	7 days during 4 <sup>th</sup> year	12 days during 10 <sup>th</sup> & 11th year	
	9 days during 5 <sup>th</sup> year	13 days during 12 <sup>th</sup> & 13th year	
Less Than 11-Months	5 days during 6 <sup>th</sup> year	7 days during 8 <sup>th</sup> year	9 days during 10 <sup>th</sup> year
	6 days during 7 <sup>th</sup> year	8 days during 9 <sup>th</sup> year	10 days during 11 <sup>th</sup> year and thereafter
	To a maximum of 10 days		
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, 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, they 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. 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. 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. 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).
- 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 their 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 their 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)			
<b>11 to 12 Month Employees</b>			
Single Coverage		Family Coverage	
88% - 40 Hours (8)		88% - 40 Hours (8)	
<b>9 to 10 Month Employees</b>			
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 PHONES (HEAD CUSTODIANS & MAINTENANCE DEPARTMENT)**

The Board of Education shall provide a smartphone device to the Head Custodian and Maintenance employee. The Head Custodian and Maintenance employee is expected to carry the smartphone device at all times, including nights and weekends. The Board of Educations will allow personal use of the smartphone device as the Head Custodian and Maintenance employee is not expected to carry both a work and personal device at all times.

## **8.7 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 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.

**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 one (1) year 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 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.

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 they are 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 ~~\$120-125~~ 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 in one payment following the district deposit schedule of either September 15<sup>th</sup> or January 15<sup>th</sup>, depending upon retirement date.~~ The first payment will be made on the September 15<sup>th</sup> immediately following the employee’s date of retirement and the second payment will be made on the next following January 15<sup>th</sup>. 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.

<del>After # Years Experience in the Waunakee Community School District</del>	<del>HRA Benefit Eligibility</del>
<del>After 1 year</del>	<del>10%</del>
<del>After 2 years</del>	<del>20%</del>
<del>After 3 years</del>	<del>30%</del>
<del>After 4 years</del>	<del>40%</del>
<del>After 5 years</del>	<del>50%</del>
<del>After 6 years</del>	<del>60%</del>
<del>After 7 years</del>	<del>70%</del>
<del>After 8 years</del>	<del>80%</del>
<del>After 9 years</del>	<del>90%</del>
<del>After 10 years</del>	<del>100%</del>

For any retirement occurring after June 8, 2022, hourly staff shall receive a contribution to their HRA of \$500 per each full year of service to the district. This benefit is in addition to HRA contributions based upon unused sick leave. The \$500 per full year of service benefit will be deposited into the employee HRA at one time, following the district deposit schedule of either September 15 or January 15, depending upon retirement date.

Staff must complete a minimum of ten years of service to earn the full \$500 ~~per year of service~~ payment ~~at full sick leave value~~. Staff that have completed less than 10 years of service are eligible for a prorated portion of the payment following the schedule listed in the handbook.

<del>After # Years Experience in the Waunakee Community School District</del>	<del>HRA Benefit Eligibility</del>
<del>After 1 year</del>	<del>10%</del>
<del>After 2 years</del>	<del>20%</del>
<del>After 3 years</del>	<del>30%</del>
<del>After 4 years</del>	<del>40%</del>
<del>After 5 years</del>	<del>50%</del>
<del>After 6 years</del>	<del>60%</del>
<del>After 7 years</del>	<del>70%</del>
<del>After 8 years</del>	<del>80%</del>
<del>After 9 years</del>	<del>90%</del>

<u>After 10 years</u>	<u>100%</u>
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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 they 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 their 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 their current position, they 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, they 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, they 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, they 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, they 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 their 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 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.

### **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.

## 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

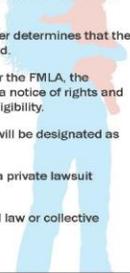
Once an employer becomes aware that an employee's need for leave is for a reason that may qualify under the FMLA, the employer must notify the employee if he or she is eligible for FMLA leave and, if eligible, must also provide a notice of rights and responsibilities under the FMLA. If the employee is 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



WH1420 REV 04/16

**Appendix B Administrative Assistant Job Titles and Pay Ranges**

\*AA = Administrative Assistant

Years of Experience	AA - Attendance AA - Guidance Receptionist	AA-Asst. Principal AA-Principal Receptionist/AA-Asst. HS Principal	AA-Activities Director AA-Asst. Director of Instruction AA-Asst. 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 Special Education AA-Director of Technology AA-Executive Director of Operations AA-Summer School <del>Accounts Payable Specialist</del> District Receptionist/AA-Auxiliary Services <del>District Registrar</del>	Accounting Specialist <del>Accounts Payable Specialist</del>  AA-Superintendent <del>District Registrar</del>  Employment & Benefits Specialist Payroll Specialist Payroll & Benefits Specialist
Minimum	\$16.41\$15.67	\$18.76\$17.92	\$21.14\$20.19	\$24.10\$23.02
1 Year	\$16.89\$16.13	\$19.32\$18.45	\$21.76\$20.78	\$24.81\$23.70
2 Years	\$17.37\$16.59	\$19.88\$18.99	\$22.38\$21.38	\$25.54\$24.39
3 Years	\$17.84\$17.04	\$20.44\$19.52	\$23.00\$21.97	\$26.25\$25.07
4 Years	\$18.33\$17.51	\$20.99\$20.05	\$23.63\$22.57	\$26.95\$25.74
5 Years	\$18.83\$17.98	\$21.56\$20.59	\$24.28\$23.19	\$27.68\$26.44
6 Years	\$19.08\$18.22	\$21.83\$20.85	\$24.59\$23.49	\$28.05\$26.79
7 Years	\$19.31\$18.44	\$22.11\$21.12	\$24.91\$23.79	\$28.39\$27.12
8 Years	\$19.57\$18.69	\$22.40\$21.39	\$25.22\$24.09	\$28.76\$27.47
9 Years	\$19.80\$18.91	\$22.68\$21.66	\$25.55\$24.40	\$29.13\$27.82
10 Years	\$20.05\$19.15	\$22.95\$21.92	\$25.85\$24.69	\$29.47\$28.15
11 Years	\$20.29\$19.38	\$23.23\$22.19	\$26.16\$24.99	\$29.83\$28.49
12 Years	\$20.52\$19.60	\$23.52\$22.46	\$26.48\$25.29	\$30.20\$28.84
13 Years	\$20.77\$19.84	\$23.79\$22.72	\$26.79\$25.59	\$30.54\$29.17
14 Years	\$21.01\$20.07	\$24.07\$22.99	\$27.12\$25.90	\$30.91\$29.52
15+ Years	\$21.26\$20.31	\$24.35\$23.26	\$27.41\$26.18	\$31.27\$29.87

**Appendix C Custodial and Maintenance Job Titles and Pay Ranges**

Years of Experience	Job Titles			
	Custodian Courier	Head Custodian	Maintenance	Electrician
Minimum	<del>\$18.17</del> \$17.35	<del>\$23.03</del> \$22.00	<del>\$24.09</del> \$23.04	<del>\$29.94</del> \$28.60
1 Year	<del>\$18.44</del> \$17.64	<del>\$23.56</del> \$22.50	<del>\$24.77</del> \$23.65	<del>\$30.78</del> \$29.40
2 Years	<del>\$18.71</del> \$17.87	<del>\$24.08</del> \$23.00	<del>\$25.43</del> \$24.29	<del>\$31.61</del> \$30.19
3 Years	<del>\$19.00</del> \$18.15	<del>\$24.60</del> \$23.50	<del>\$26.14</del> \$24.97	<del>\$32.48</del> \$31.02
4 Years	<del>\$19.22</del> \$18.36	<del>\$24.87</del> \$23.75	<del>\$26.48</del> \$25.30	<del>\$32.90</del> \$31.42
5 Years	<del>\$19.45</del> \$18.58	<del>\$25.13</del> \$24.00	<del>\$26.83</del> \$25.62	<del>\$33.32</del> \$31.82
6 Years	<del>\$19.68</del> \$18.80	<del>\$25.39</del> \$24.25	<del>\$27.17</del> \$25.95	<del>\$33.73</del> \$32.22
7 Years	<del>\$19.92</del> \$19.03	<del>\$25.65</del> \$24.50	<del>\$27.50</del> \$26.27	<del>\$34.15</del> \$32.62
8 Years	<del>\$20.17</del> \$19.26	<del>\$25.91</del> \$24.75	<del>\$27.83</del> \$26.58	<del>\$34.58</del> \$33.03
9 Years	<del>\$20.39</del> \$19.47	<del>\$26.18</del> \$25.00	<del>\$28.17</del> \$26.94	<del>\$35.00</del> \$33.43
10 Years	<del>\$20.63</del> \$19.70	<del>\$26.44</del> \$25.25	<del>\$28.51</del> \$27.23	<del>\$35.41</del> \$33.82
11 Years	<del>\$20.85</del> \$19.94	<del>\$26.70</del> \$25.50	<del>\$28.86</del> \$27.56	<del>\$35.85</del> \$34.24
12 Years	<del>\$21.09</del> \$20.14	<del>\$26.96</del> \$25.75	<del>\$29.20</del> \$27.89	<del>\$36.27</del> \$34.64
13 Years	<del>\$21.33</del> \$20.37	<del>\$27.22</del> \$26.00	<del>\$29.53</del> \$28.20	<del>\$36.70</del> \$35.05
14 Years	<del>\$21.57</del> \$20.60	<del>\$27.48</del> \$26.25	<del>\$29.85</del> \$28.54	<del>\$37.13</del> \$35.46
15+ Years	<del>\$21.81</del> \$20.83	<del>\$27.75</del> \$26.50	<del>\$30.17</del> \$28.82	<del>\$37.56</del> \$35.87

**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			
	LMTC Assistant Para Educator- Regular	Health Assistant Technology Assistant	Para Educator-Special Education/ELL	Copy Clerk Crossing Guard
Minimum	<del>\$15.63</del> <u>\$14.93</u>	<del>\$15.91</del> <u>\$15.20</u>	<del>\$16.75</del> <u>\$16.00</u>	<del>\$17.28</del> <u>\$16.50</u>
1 Year	<del>\$16.06</del> <u>\$15.34</u>	<del>\$16.35</del> <u>\$15.62</u>	<del>\$17.20</del> <u>\$16.43</u>	<del>\$17.80</del> <u>\$17.00</u>
2 Years	<del>\$16.49</del> <u>\$15.75</u>	<del>\$16.78</del> <u>\$16.03</u>	<del>\$17.64</del> <u>\$16.85</u>	<del>\$18.32</del> <u>\$17.50</u>
3 Years	<del>\$16.93</del> <u>\$16.17</u>	<del>\$17.22</del> <u>\$16.45</u>	<del>\$18.08</del> <u>\$17.27</u>	<del>\$18.85</del> <u>\$18.00</u>
4 Years	<del>\$17.36</del> <u>\$16.58</u>	<del>\$17.66</del> <u>\$16.87</u>	<del>\$18.52</del> <u>\$17.69</u>	<del>\$19.37</del> <u>\$18.50</u>
5 Years	<del>\$17.80</del> <u>\$17.00</u>	<del>\$18.12</del> <u>\$17.31</u>	<del>\$18.97</del> <u>\$18.12</u>	<del>\$19.89</del> <u>\$19.00</u>
6 Years	<del>\$18.02</del> <u>\$17.21</u>	<del>\$18.33</del> <u>\$17.51</u>	<del>\$19.21</del> <u>\$18.35</u>	
7 Years	<del>\$18.23</del> <u>\$17.41</u>	<del>\$18.56</del> <u>\$17.73</u>	<del>\$19.43</del> <u>\$18.56</u>	
8 Years	<del>\$18.45</del> <u>\$17.62</u>	<del>\$18.77</del> <u>\$17.93</u>	<del>\$19.68</del> <u>\$18.80</u>	
9 Years	<del>\$18.67</del> <u>\$17.83</u>	<del>\$19.00</del> <u>\$18.15</u>	<del>\$19.91</del> <u>\$19.02</u>	
10 Years	<del>\$18.88</del> <u>\$18.03</u>	<del>\$19.21</del> <u>\$18.35</u>	<del>\$20.17</del> <u>\$19.26</u>	
11 Years	<del>\$19.10</del> <u>\$18.24</u>	<del>\$19.44</del> <u>\$18.57</u>	<del>\$20.40</del> <u>\$19.48</u>	
12 Years	<del>\$19.32</del> <u>\$18.45</u>	<del>\$19.66</del> <u>\$18.78</u>	<del>\$20.64</del> <u>\$19.71</u>	
13 Years	<del>\$19.54</del> <u>\$18.66</u>	<del>\$19.88</del> <u>\$18.99</u>	<del>\$20.88</del> <u>\$19.94</u>	

14 Years	<del>\$19.75</del> \$18.86	<del>\$20.10</del> \$19.20	<del>\$21.12</del> \$20.17
15+ Years	<del>\$19.96</del> \$19.06	<del>\$20.32</del> \$19.41	<del>\$21.36</del> \$20.40

**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 True Time approver / 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 True Time approver / 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 True Time approver / 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 31<sup>st</sup>. 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 1<sup>st</sup> to permit the election of the cash option in the next cafeteria plan year. The plan year shall be January 1 – December 31<sup>st</sup>. 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.

*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 Handbook Edits

Changed language has a red margin on the left

1. Part VIII Evaluation and Part IX flipped order to place Compensation and Professional Development closer to each other
2. P. 18 added phrase to #6 line 45 "and should create a schedule accordingly"
3. p 21 line 13 removed IEP meetings to prevent conflicting language with p 22 IEP/504 fund
4. Pp 21-22 IEP Meetings and 504 Meetings - time can be submitted for payment both types of meetings (previously only IEP) and no longer will first four hours be outside of consideration, no longer a limited amount of funding (was \$10,000 for the district / year)
5. P 24 - absences will be requested in hourly increments not days
6. P 28 - teachers granted a one-year leave of absence must declare their intention to return by March 1 (previously no date identified)
7. P 35 / p. 38 value of a sick day increased \$5
8. P 35-36 1.a.iii (and again on p 39 #8) changed wording to reference banked /unused points
9. P. 36 Article H 1 b - annual HRA contribution increase of \$20 - \$10 vested immediately, \$10 vests on schedule
10. P. 37 Article I 2 - annual HRA contribution increase of \$20 - \$10 vested immediately, \$10 vests on schedule
11. P 39 clarifying language added to explain that sick day value are subject to years of service vesting schedule
12. Removal of salary schedule from Compensation IX.
13. p 61 Part IX Compensation, removed Article A 2 (reference to the salary schedule), added under #5 the following " A full year of experience is worth a salary increase of \$400, regardless of FTE. Teachers that work less than a full year will have that amount pro-rated."
14. P 72 clarifying language about points earned for book study, includes reading formula and discussion hours
15. P 72 - increase in co-curricular base
16. PP 75-79 additions of various co-curriculars approved by the Board
17. PP. 79-80 Article B - removal of intramurals - no longer offered
  - Other Chaperoning, Tickets, scorers, etc - all positions increased to consistent \$20 per hour





# Teacher 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.

**PREAMBLE**

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

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

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

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**PART I**  
**DEFINITIONS OF STAFF AND RELATED INFORMATION**

Article A - Part Time Teachers

Article B - Job Sharing Assignment

**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 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.  
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1 **Article B - Job Sharing Assignment**

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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, they will schedule a meeting with the teachers, the Director of Human Resources, and  
12 the Superintendent. In order to be considered for a job sharing assignment, the two teachers must  
13 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, they will be paid the current daily
- 22 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 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
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7	
8	Article C – Timelines
9	
10	Article D – Exclusive Remedy

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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 their  
7 immediate supervisor. The immediate supervisor shall give a written answer within ten  
8 (10) days of receipt of the grievance, with a copy to the District Office. An employee  
9 who has been notified of termination may process the grievance commencing at Step 3.  
10

11 Second Step

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

24 Third Step

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

46 Fourth Step

47 Either party may appeal an adverse determination at Step 3 to the Board of

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

11  
12 **Article C - Timelines**

13  
14 Failure to process a grievance by the grievant within the time limit, or agreed upon  
15 extensions, shall constitute waiver of the grievance and will be considered resolved on  
16 the basis of the District's last answer. Failure of a management representative to meet the  
17 time limits shall cause the grievance to move automatically to the next step in the  
18 procedure. To encourage that grievances are addressed in a prompt manner the time  
19 limits set by this policy are intended to be strictly observed and may not be extended  
20 except in extreme circumstances and then only upon the express written consent of the  
21 parties.

22  
23 **Article D - Exclusive Remedy**

24  
25 This procedure constitutes the exclusive process for the redress of any employee  
26 grievances as defined herein. However, nothing in this grievance procedure shall  
27 prevent any employee from addressing concerns regarding matters not subject to the  
28 grievance procedure with administration and employees are encouraged to do so. Matters  
29 not subject to the grievance procedure that are raised by employees shall be considered  
30 by administration which has final authority, subject to any applicable Board policy or  
31 directive, to resolve the matter.  
32

1	<b>Part III</b>
2	<b>LAYOFFS, TRANSFERS, NON-RENEWALS</b>
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
13	

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

- 10
- 11 6. No teacher may be prevented from seeking and securing other employment during the  
12 period they are laid off under this article.
- 13
- 14 7. During the two (2) year recall period, the teacher on layoff shall be allowed to participate  
15 in the group health and life insurance plans then in effect at their own expense, provided  
16 such participation is permitted under the insurance contract and provided the teacher has  
17 not been re-employed in a position where health and life insurance coverage is available.  
18

19 **Article B – Vacancies and Transfers**

- 20
- 21 1. When the Board of Education officially accepts a resignation (teaching assignment, co-  
22 curricular, or special services), and the Board of Education decides to fill the vacancy, it  
23 will be listed as an official opening on the professional staff and posted in designated areas  
24 in each school center. Qualified and interested personnel may apply for vacant positions  
25 without resigning their current positions in the District.
- 26
- 27 2. Teachers who desire a change in grade and/or subject assignment or who desire to transfer  
28 to another building shall file a written statement of such desire with their building  
29 administrator and/or the Human Resources Director. Such statement shall include the  
30 grade and/or subject to which the teacher desires to be assigned, the reason for the request,  
31 and the school or schools to which they desire to be transferred, in order of preference.  
32 Transfer decisions shall be made at the discretion of administration, based upon district,  
33 school and student needs. Teachers will be required to interview for vacant positions in  
34 other buildings prior to transfer decisions being made. Any teacher who meets posted  
35 requirements for the vacancy, has received satisfactory evaluations, and is not on a plan of  
36 improvement shall be granted an interview upon request.
- 37
- 38 3. Involuntary Transfers - No transfer of an individual's position or responsibility shall be  
39 made without prior consultation with the teacher. Such transfers shall be made to meet the  
40 needs of the assigned school and grade as determined by the building principal or Director  
41 of Student Services and the District Administrator.  
42  
43

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

- 45
- 46 1. In accordance with the provisions of Section 118.22, Wis. Stats., and any successor thereto,  
47 at least fifteen (15) days prior to giving written notice of refusal to renew a full-time

1 teacher's contract for the ensuing school year, and not later than the last day in April, the  
2 Board of Education, through the District Administrator, shall inform the full-time teacher  
3 by preliminary notice, in writing, that the Board is considering non-renewal of the full-time  
4 teacher's contract. The full-time teacher shall then be granted either a private or public  
5 conference, at the full-time teacher's option with the Board, if he files such notice within  
6 five (5) days of receipt of the notice of refusal. At the time of the conference with the  
7 Board, the full-time teacher and the Board may each be represented by one (1) individual  
8 of their own choosing. School District Administrator(s) may be present at the conference  
9 and represented by one (1) individual of their choosing.

10  
11 2. Teachers employed in the District are subject to non-renewal on a statutory basis, as  
12 prescribed in Section 118.22 of the State Statutes during the first three years of continuous  
13 employment in the District. Non-renewals of teachers with three (3) years or less of  
14 continuous employment in the school district are at the discretion of the Board of  
15 Education.

16  
17 3. After completing the probationary period, the following procedure for non-renewal shall  
18 be followed:

19  
20 a. A non-probationary teacher who has not been placed on a plan of improvement  
21 under the District's evaluation procedures for three consecutive semesters will  
22 only be non-renewed for just cause.

23 b. A non-probationary teacher who has been placed on a plan of improvement under  
24 the District's evaluation procedures for three or more consecutive semesters may  
25 be non-renewed for reasons that are not arbitrary or capricious.

26  
27 4. The action of the Board either to renew or not to renew such full-time teacher's contract,  
28 whether or not the full-time teacher has requested a conference, shall not be taken until at  
29 least fifteen (15) days following the receipt by the full-time teacher of the written notice  
30 provided in Step 1, but, in no event, later than May 15. The action of the Board in following  
31 this non-renewal procedure shall not be subject to the grievance procedure.

32  
33 5. Renewal

34 According to Section 118.22 Wis. Stats, full-time teachers are to receive written notice of  
35 renewal of contract for the ensuing school year by May 15th and they shall accept or reject  
36 in writing such contract not later than the following June 15th.

37  
38 6. Discharge/Discipline

39 Discharge and discipline for non-probationary teachers shall be based on just cause and is  
40 subject to the grievance procedure.

41  
42  
43 **Article D - Late Resignations**

44  
45 1. Teachers who request a release from their teaching contract with the district assume a legal  
46 obligation to pay for the reasonable expense incurred by the district in securing a  
47 replacement. That reasonable amount shall be:

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- a. Five hundred dollars (\$500) after June 15 but before July 15 of a newly contracted year.
  - b. Seven hundred and fifty dollars (\$750) after July 15 but before the first day all teachers report for a newly contracted year.
  - c. One thousand five hundred dollars (\$1,500) after the first day all teachers report for a contract year.
2. A release from a teaching contract is at the discretion of the Board of Education as the teacher is expected to honor their contract to teach in the district except in cases where the circumstances are beyond the teacher’s control. The Board may waive or reduce the above fees at their discretion in such cases. The Board will not consider reducing or waiving the late resignation fee unless a specific written request is submitted by the teacher.
3. Part time employees will have the penalties prorated based on their FTE level.

**Article E - Rehired Teachers**

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

1	<b>Part IV</b>
2	<b>TEACHING LOAD AND WORKDAY</b>
3	
4	Article A - Normal Teaching Load
5	
6	Article B – Workday
7	

**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, they shall be compensated an additional eight and fifteen-hundredths percent (8.15%) of their base salary as part of their 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), they shall be compensated an additional eight and fifteen-hundredths percent (8.15%) of their base salary as part of their 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 [and should create a schedule accordingly](#).

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  
6 8. All staff members will be a member of at least one department or grade level committee.

7  
8 9. Teachers shared between buildings will only be assigned supervisory duties (e.g. bus duty,  
9 lunch duty) at one of the buildings. This assignment should be scheduled so as to avoid  
10 the teachers having to travel between buildings to fulfill a supervisory role.

11  
12 10. A resource room or center is defined as a small group of fewer than twenty-five (25)  
13 students that requires the teacher to provide supervisory and tutorial assistance to students.  
14 No additional planning time or preparation is required by the teacher for this assignment.

15  
16 11. A study hall is generally a large group assignment where a teacher’s main responsibility is  
17 to supervise and manage assigned students. The teacher does provide general learning  
18 assistance to students as requested. Study hall supervisors will not be assigned the role of  
19 ‘tutor’ for failing students.

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

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

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

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

46  
47 Example: Travel from Arboretum Elementary to Heritage Elementary for an Art teacher.

1 Travel time allotment divided by full time instructional minutes = contract percentage  
2 20 minutes travel / 300 daily instructional minutes = 0.0667 = 6.7% of the assigned  
3 teacher's contract  
4

## 5 **Article B – Workday**

- 6
- 7 1. The normal workday for all teachers shall be a continuous eight hours. The actual workday  
8 for each building shall be established by the Board. Teachers may leave fifteen minutes  
9 earlier, but not before the student release time, on Fridays and days preceding a holiday.  
10
- 11 2. All faculty and department meetings will be held during normal working hours except that  
12 two staff meetings per month may begin fifteen (15) minutes before the normal workday  
13 begins or go fifteen (15) minutes later than the end of the normal workday.  
14
- 15 3. The provisions of Paragraph 2 above do not include nor shall they apply to meetings of IEP  
16 teams, the preparation of individual education plans, parent-teacher conferences, or  
17 activities of similar nature, which are normally conducted at other times.  
18
- 19 4. Department meetings will be held on workshop days and early release days as defined  
20 below.  
21
- 22 5. Individual teacher workdays may be altered from the continuous eight-hour day described  
23 above with mutual agreement of the teacher and District Administrator.  
24
- 25 6. Professional Hours
  - 26
  - 27 a. The starting and dismissal times for students will be established by the Board  
28 (paragraph 1), provided, however, that no change in the present schedule will  
29 increase the length of the teacher work day.  
30
  - 31 b. Teachers are professional employees as defined by the federal Fair Labor Standards  
32 Act and the Wisconsin Municipal Employee Relations Act, section 111.70(1)(L),  
33 Wis. Stats.  
34
  - 35 c. The concept of professional hours means that a teacher and their appropriate  
36 supervisor(s) will determine the teacher's hours based upon the completion of their  
37 duties and the needs of their student(s).  
38
  - 39 d. Teachers are responsible for the completion of their duties as set forth in the teacher  
40 job description and those other duties specific to each teacher's position.  
41 Professional hours do not abrogate the teacher's duty to supervise pupils as  
42 assigned.  
43
  - 44 e. Professional work hours are governed by the following:  
45

1 i. The starting and ending times for teachers are determined by the Board. The  
2 normal work day will be eight continuous hours. (See Part IV, Article B,  
3 Paragraph 1).  
4

5 ii. All teachers are required to attend up to two (2) evening events per contract  
6 year as directed by the applicable teacher's building administrator. These  
7 events, though not limited by enumeration, may be an open house, music  
8 program, art show and/or other District or building events that occur after  
9 the normal workday. Teachers shall be given no less than thirty (30)  
10 calendar days notice of such events. Teachers are required to attend  
11 administratively called meetings before, during, and/or after the normal  
12 workday. Examples of administratively called meetings are, but are not  
13 limited by enumeration to: ~~Individual Educational Program (IEP) meetings~~  
14 ~~;~~ staff meetings ~~;~~ and meetings with parents/guardians. Teachers who are  
15 required to attend administratively called meetings will receive no  
16 additional remuneration, above their regularly paid salaries, for attending  
17 such meetings. (Non-public school student IEP's outside the normal day  
18 are compensated as noted per the teacher employment guidelines.)  
19

20 Teachers will not be adversely affected because they do not attend meetings  
21 called before or after the normal school day due to reasonable professional  
22 or personal conflicts. However, a pattern of non-attendance would be  
23 indicative of unprofessional behavior and should be reflected in the  
24 teacher's evaluation.  
25

26 Teachers will be evaluated based upon the completion of their duties rather  
27 than on adherence to a fixed time schedule.  
28

29 f. It is not the intent of the professional hours section to require more or fewer  
30 meetings and conferences, nor is it the intent to have teachers present only in the  
31 classroom during instructional time and disregard their normal teaching  
32 responsibilities. In order to provide a means to resolve disagreements a joint  
33 teacher/administrator Professional Hours Council will be established. This Council  
34 shall be made up of the District Administrator, two administrators, and three  
35 teachers. The Council's decisions shall be binding and are not subject to the  
36 grievance procedure.  
37

38 g. Inservice compensation for inservice meetings outside the "normal school day" will  
39 not be abrogated by professional hours.  
40

41 7. Individualized Educational Program (IEP) Meetings / [504 Meetings](#)  
42

43 a. All teachers are responsible for IEP and [504](#) related meetings with parents and other  
44 professionals.  
45

46 b. The Director of Student Services will authorize compensation to special education  
47 teachers and regular instructional staff for their required attendance at IEP meetings

1 or meetings prescribed by an IEP. Teachers will not be compensated for the first  
2 four (4) cumulative hours of required attendance at IEP meetings or meetings  
3 prescribed by an IEP Section 504 meetings.  
4

5 c. ~~For meetings above and beyond the four (4) hour cumulative minimum,~~  
6 ~~compensation shall be a maximum of twenty dollars (\$20.00) per hour paid to the~~  
7 ~~nearest quarter hour. The hourly rate will be determined as follows: \$10,000/total~~  
8 ~~hours submitted. Compensation shall be a maximum of twenty-five dollars~~  
9 ~~(\$250.00) per hour paid to the nearest quarter hour.~~

10  
11 d. ~~The total allocation of funds for IEP meetings as outlined above shall not exceed~~  
12 ~~\$10,000. Should total compensation exceed the \$10,000 annually the amounts shall~~  
13 ~~be pro-rated to the individual teachers. Payments will be issued in June.~~

14  
15 f.d. Any teacher workday/non-student contact days where IEP or Section 504 meetings  
16 are related parent meetings are required shall be considered “billable hours” eligible  
17 hours. Staff may also “bill” submit time used to attend a required IEP or IEP related  
18 meeting Section 504 meeting during the scheduled student contact day, if  
19 attendance occurs during their “verified/scheduled” preparation period, non-  
20 scheduled student contact time or if the meeting occurs before or after their primary  
21 building’s student contact day schedule. If the staff member has no “verified”  
22 preparation period or non-scheduled student contact time within their student  
23 contact day, attendance at an IEP/504 during their scheduled student contact time  
24 IS NOT to be considered “billable” eligible time. If the district provides a substitute  
25 to allow for staff participation, no compensation will be provided. against the  
26 \$10,000 IEP fund. If a staff member submits “fraudulent” billable hours that do  
27 not meet the validity criteria as outlined in this provision, they may be subject to  
28 disciplinary action. All staff members who submit hours for reimbursement within  
29 the IEP \$10,000 fund MUST have a current daily —schedule on file with the  
30 Director of Student Services Special Education or the hours may be  
31 rejected for payment.  
32

33 g.e. Staff members are required to ~~keep track on a single form of all billable hours and~~  
34 ~~submit the document~~ submit their hours within TrueTime to the Director of Student  
35 Services Special Education on or before the last day of school in order to receive re-  
36 imbursement. No late submissions will be accepted.  
37

1	<b>Part V</b>
2	<b>LEAVES</b>
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
9	

1  
2  
3  
4 **Article A - Absences with Pay**

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

8  
9 All paid leaves may be requested in hourly increments of 0.25 hours.

10  
11 External substitutes (substitutes in Frontline) only are hired for minimum of two hours per day.  
12 Therefore, substitute requests in Frontline must be a minimum of two hours up to eight hours per  
13 day.

14  
15  
16 2.1. Sick Leave

17 a. Sick leave shall be twelve (12 = 10 sick & 2 personal or 96 hours = 80 hours sick;  
18 16 hours personal) days per year cumulative to one hundred eighty-eight days  
19 (188). The maximum number of sick days to be applied toward retirement benefits  
20 shall be 120 days (960 hours).

21  
22 b. Sick leave includes:

23  
24 i. Personal illness including medical appointments to care for illness. This  
25 does not include periodic or annual\* check-ups that can be scheduled  
26 outside of normal workdays.

27  
28 ii. Illness in the immediate family. Immediate family includes spouse, child,  
29 step-child, parent, step-parent, grandparent, grandchild, brother, sister,  
30 parent-in-law, brother or sister-in-law, son or daughter-in-law.

31  
32 iii. A teacher may request the use of sick leave benefits in an emergency  
33 situation by making such request in writing to the District Administrator.

34  
35 c. For each experienced teacher entering the school system, five additional days of  
36 sick leave shall be granted per semester for the first year of teaching in the system  
37 if the individual has accumulated ten (10) days of sick leave in another system. If  
38 these additional days are not used, they shall be added to their accumulation at the  
39 end of their first year of teaching in the system.

40  
41 d. Teachers are responsible for obtaining proof of ten (10) days of unused sick days  
42 from another school district by January 1st. If the other school district paid for  
43 these unused sick days, they will not be accepted.

44  
45 3.2. Family and Medical Leave

46 a. Under the State and Federal Family and Medical leave Acts, employees may be  
47 entitled to leave above and beyond the leaves provided in these guidelines.

1 Any absence of more than three days that qualifies as Family and Medical leave  
2 will be counted as Family and Medical leave. The District administers the State  
3 and Federal Family and Medical Leave Acts concurrently. A 12 month period  
4 starting July 1 and ending on June 30, is used for calculating leave eligibility  
5 under the Federal Family and Medical Leave Act. Employees should contact the  
6 Director of Human Resources to request Family and Medical leave or to discuss  
7 their options for time off under the State and Federal laws. Please see Appendix  
8 C for employee rights and responsibilities under the Family and Medical Leave  
9 Act.

10  
11  
12 4.3. Bereavement Leave

13 a. Bereavement leave shall be provided for death in the immediate family for up to  
14 three (3) days per occurrence. These days will not be deducted from sick leave.  
15 An additional three (3) days of sick leave may be used as bereavement leave for  
16 deaths in the immediate family. The Director of Human Resources may grant  
17 additional days, either as paid leave deducted from sick leave or as unpaid days, at  
18 their discretion.

19  
20 Immediate family includes spouse, child, step-child, parent, step-parent,  
21 grandparent, grandchild, brother, sister, parent-in-law, brother or sister-in-law, son  
22 or daughter-in-law.

23  
24 b. Teachers may request sick leave for attendance at funerals, not covered under  
25 bereavement leave. Verification of attendance may be required.

26  
27 5.4. Clarifications

28  
29 a. Administrators shall have the right to require a medical provider's statement of  
30 illness or verification of an appointment.

31  
32 b. A new teacher to the system shall teach at least one day in order to be eligible to  
33 use sick leave.

34  
35 c. Sick leave, though credited at the beginning of each fiscal year is accrued as  
36 worked. Any employee leaving employment will be credited only with those days  
37 earned at the time employment is ended.

38  
39 Sick leave benefits include the base contract plus fringe benefits. Sick leave benefits exclude co-  
40 curricular and/or special services and extended school year assignments.

41  
42 5. Personal Leave

43  
44 a. Each teacher shall receive two (2) personal days/16 hours to be used each school  
45 year. These days may be taken for any reason deemed necessary by the teacher.

- 1 b. The allowance for personal days will be on a first come, first served basis within  
2 each building.  
3
- 4 c. The personal days shall be subtracted from sick leave days for the year.  
5
- 6 d. A forty-eight (48) hour advance notice shall be given whenever possible. This  
7 would be waived in case of family illness.  
8
- 9 e. Personal days may not be used to extend holidays or recesses as determined on an  
10 individual case basis by the Director of Human Resources. A recess is any break  
11 in the regular five (5) day week.  
12
- 13 f. No more than twelve (12) teachers per district with a maximum of four (4) teachers  
14 per building under 800 students or 6 per building of over 800 students may use  
15 personal days on any day available for this purpose under the teacher guidelines.  
16 The district office will keep records on this and it will be on a first come, first served  
17 basis. Teachers who do not need a substitute will not be counted toward the  
18 maximum.  
19
- 20 g. No personal day may be taken on the last ten (10) school days of the year. The  
21 Director of Human Resources may waive this restriction for good cause. "Good  
22 Cause" shall be determined by the Director of Human Resources after consulting  
23 with the teacher's supervisor.  
24
- 25 h. No personal day may be used for parent-teacher conference time.  
26
- 27 i. Teachers may request to be paid out for up to two unused personal days per year  
28 rather than use them or roll them over as sick leave. Unused personal days shall be  
29 paid out at the current daily substitute teacher rate. Requests must be made via  
30 Employee Access, following the same process used in requesting time off. Requests  
31 must be made no later than May 30<sup>th</sup> of the current school year and payments will  
32 be included in the last check of the year.  
33

34 6. Professional Leave  
35

- 36 a. Professional leave is defined as release from classroom duties for the purpose of  
37 attending professional meetings, seminars, workshops, conferences, conventions,  
38 institutes, and others of a similar nature. In order to be considered professional, a  
39 meeting must meet one or more of the following requirements:  
40
- 41 i. It must be in one's teaching field or in the general field of education.  
42
- 43 ii. It must be designed to increase knowledge, skills, and understanding of  
44 subject or related educational matter.  
45
- 46 iii. It must be designated to update knowledge in rapidly changing fields.  
47

1 iv. It must be designed to improve teaching methods which will, in turn,  
2 improve instruction of students.  
3

4 b. Professional leave may be granted upon request to the Building Principal or  
5 Supervising Administrator. The request will, if possible, be submitted at least three  
6 (3) weeks prior to date of leave to allow for processing. Principals will create a  
7 rotation schedule for professional days to allow all teachers opportunities to use  
8 professional days. The Board may reimburse the teacher for all reasonable  
9 expenses incurred as defined in Policy 671.2.  
10

11 c. Professional visit: Each faculty member may be granted one (1) day each year to  
12 visit a related professional department in another school. The request must be  
13 submitted in advance to the appropriate administrator. A report of such visit is to  
14 be made to that administrator and department head within one week of the teacher's  
15 return to their own school.  
16

17 7. Military Leave  
18

19 A teacher who is a member of a reserve component of the armed forces, who is required to  
20 enter into active training duty or temporary special service will be granted leave and be  
21 reimbursed for time spent in necessary classroom preparation prior to the teacher's  
22 departure and the necessary preparation upon return from the leave. The hours of  
23 reimbursement will be determined by the District Administrator.  
24

25 8. Pregnancy Leave  
26

27 a. The Board of Education shall consider pregnancy to be medically related work  
28 interruption. A pregnant staff member shall be permitted to use sick leave as in  
29 other cases of staff members' illness or injury.  
30

31 b. In instances where the building administrator has serious doubts as to the ability of  
32 the pregnant staff member to perform the duties of the job, the District  
33 Administrator may require the pregnant staff member to secure a medical statement  
34 of fitness to perform such duties.  
35

36 c. The length of leave for childbearing shall be jointly determined by the staff member  
37 and the personal physician. The District reserves the right to request a medical  
38 exam by a doctor of the District's choosing, at District expense for employee  
39 substitute costs and exam costs, to determine a teacher's fitness and availability for  
40 normal teaching duties. The District Administrator shall then approve the length  
41 of leave for childbearing.  
42

43 d. Teachers who return after the approved leave will be placed on the salary schedule  
44 to which they are entitled and retain all benefits afforded to them under the  
45 educational agreement.  
46

47 9. Jury Duty

1  
2 The District Administrator shall grant leave for any teacher who is summoned for jury duty  
3 on a scheduled workday. The District Administrator shall determine the difference  
4 between base salary paid by the district and the per diem paid by the court and establish  
5 the share to be assumed by the district.  
6

7 **Article B - Absences without Pay**  
8

9 1. Personal Leave Without Pay  
10

11 A teacher shall be able to take up to three (3) unpaid leave days after completing five (5)  
12 full years of employment in the district. After a teacher has utilized the three (3) days they  
13 will be eligible for another three (3) unpaid leave days after completing each additional  
14 three years of employment in the district. These days are not cumulative.  
15

16 a. The allowance for unpaid leave days will be on a first come, first served basis with  
17 each building.  
18

19 b. These unpaid days may be taken without providing an explanation.  
20

21 c. No more than eight (8) teachers per district and four (4) per building may use unpaid  
22 leave at any time.  
23

24 d. A forty-eight (48) hour advance notice shall be given whenever possible. This  
25 notification would be waived in case of a family emergency/illness.  
26

27 e. No unpaid leave may be used during Parent-Teacher Conferences.  
28

29 f. No unpaid leave time may be used to extend holidays or recesses, except for  
30 emergency or educational reasons.  
31

32 g. No unpaid leave time may be taken the last ten (10) school days of the year. The  
33 Director of Human Resources may waive this restriction for good cause.  
34

35 h. The Director of Human Resources may give additional unpaid leave at any time at  
36 their discretion.  
37

38 2. A one-time leave of absence of up to one year shall be granted upon written request by any  
39 teacher providing the teacher has been teaching in the school system for at least twelve  
40 (12) consecutive years. A one-time leave of absence for up to one year may be granted to  
41 any teacher upon written request providing the teacher has been teaching in the school  
42 system for at least five (5) consecutive years. Request for a leave of absence shall be made  
43 before March 1 of the school year preceding the beginning of the absence. The teacher on  
44 a one-time leave of absence will communicate to the Director of Human Resources by  
45 March 1<sup>st</sup> of the leave their intent to return. Upon return from such leave, the teacher shall  
46 be allowed to advance to the salary they had attained before the leave of absence, and will  
47 be assigned to a position that is consistent with their qualifications and certification. The

1 Board of Education has discretion related to leaves for staff wherever it states they (BOE)  
2 "may" grant a leave. Its decision as to whether to grant or deny a leave in these cases is  
3 not precedent setting.  
4

5 If, however, the District Administrator and the Board of Education determine the  
6 experience to have been of value to the school system in improving instruction of students,  
7 upon return the teacher may be given the salary and benefits that would have accrued had  
8 they never left to take the leave of absence.  
9

10 3. Unpaid Child Rearing Leave

11  
12 a. An unpaid child rearing leave shall be provided to teachers who have completed at  
13 least one contract year with the District subject to the application requirements in  
14 subsection c-i.  
15

16 b. The unpaid child rearing leave of absence shall be for up to eighteen (18) weeks  
17 duration. The date for the commencement of the unpaid child rearing leave is  
18 either:  
19

20 i. The date of the commencement of the teacher's pregnancy leave under  
21 Part V, Article A, Section 8, if the child rearing leave is to run consecutive  
22 to the teacher's pregnancy leave or  
23

24 ii. The date of the commencement of the teacher's family leave request under  
25 the applicable State and/or Federal family and medical leave acts if the  
26 child rearing leave is not going to run consecutive to the teacher's  
27 pregnancy leave.  
28

29 c. Leave for child rearing purposes will be granted according to the following process:  
30

31 i. To be granted such leave, a teacher must make a written application at  
32 least forty-five (45) days prior to the effective date of such leave. The  
33 leave must be requested within twelve (12) months of the birth or adoption  
34 of the teacher's child.  
35

36 ii. The teacher shall notify the Director of Human Resources of the teacher's  
37 intent to return to work at least forty-five (45) days prior to the expiration  
38 of the leave. This notification may be given in the initial application by  
39 indicating the expected date the teacher intends to return to their position.  
40 If the teacher does not provide such notice they will be deemed to have  
41 resigned from their position with the District as of the expiration date of  
42 the leave. Teachers returning from leave shall be subject to the layoff  
43 policy as contained in Part III, Article A of these guidelines, if applicable.  
44

45 iii. Child rearing leave as provided for above shall run concurrent with any  
46 family leave(s) provided for under the Wisconsin Family and Medical  
47 Leave Act and/or under the Federal Family and Medical Leave Act.

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

1. Any time a leave is granted under the above provisions, the teacher will not be required to pay the cost of the substitute.
2. During a leave of absence, a teacher may continue to participate in the district's insurance programs during this absence, but must reimburse the district for all premiums. The teacher on leave will reimburse the district for insurance premiums at the same rate as the percentage of leave taken (one hundred percent (100%) leave = one hundred percent (100%) of premiums; fifty percent (50%) leave = fifty percent (50%) premiums, etc.)  
  
This applies to all types of unpaid leaves with the exception of those leaves taken under the federal or state Family and Medical Leave Act.
3. Teachers shall not accrue additional paid leaves while on an unpaid leaves of absence, unless the specific leave provision, under which they take such leave provides for the 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  
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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 they do not qualify for the family  
19           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 one (1) year 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. All
- 39 retirement benefits shall be provided based on the vesting/percentage schedule listed
- 40 below, except for those designated to vest immediately.
- 41

<b>After # Years Teaching Experience in the Waunakee Community School District</b>	<b>Vested</b>	<b>Non-Vested</b>
After 1 year	10%	90%
After 2 years	20%	80%
After 3 years	30%	70%
After 4 years	40%	60%

After 5 years	50%	50%
After 6 years	60%	40%
After 7 years	70%	30%
After 8 years	80%	20%
After 9 years	90%	10%
After 10 years	100%	0%

2. Employees who plan to retire shall notify the District Administrator in writing, or their designee, of their intent to do so by March 15 of the school year at the conclusion of which they wish to retire.
3. Any teacher 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 teacher shall be eligible to retire from the district more than once.
4. If an employee meets the 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.

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

1. Benefit: The District shall fund a post-employment Health Reimbursement Account (HRA). The District's post-employment contributions to the HRA are based upon the following:
  - a. Employees who elect to retire pursuant to the eligibility requirements in Article F, above, shall receive contributions to the HRA based upon the employee's years of service with the District.
    - i. The employee shall receive a contribution to the HRA of one thousand two hundred dollars (\$1,200.00) for each year of service in the District. A year of service shall be equivalent to an FTE of 100%. The contribution shall be prorated for teachers with less than 100% FTE.
    - ii. Employees shall also receive payments to the HRA based upon the number of accumulated sick leave days the employee has at the time of retirement. Time of retirement is defined as the employee's last day of work. Employees shall receive ~~ninety-five~~ one hundred dollars (~~\$95100.00~~) for each accumulated sick leave day up to a maximum of one hundred twenty (120) days/960 hours. The total contribution to the HRA under this subsection shall not exceed ~~eleven-twelve~~ four hundred dollars (~~\$11,40012,000.00~~) [i.e. ~~\$95100.00~~\*120 sick leave days = ~~\$11,40012,000.00~~].
    - iii. Teachers who meet the retirement eligibility requirements as defined in Part VI, Article G, shall be eligible for payout of banked points. Upon

1 retirement, the district shall compare the teacher's salary ~~step~~ placement  
2 during their final year to the ~~salary step placement they would have if they~~  
3 ~~were placed on the schedule at a salary step consistent with the total~~  
4 ~~number of points they had earned, as of June 15<sup>th</sup> leading into their final~~  
5 ~~year of employment. The difference between the two salaries shall~~  
6 ~~be unused or banked points they have available to them. The value of the~~  
7 ~~banked points shall be~~ contributed to the teacher's HRA along with the  
8 other contributions the teacher will receive per Part VI, or Article H.  
9 .

10  
11 iv. Deposit Schedule by the District in the HRA upon Retirement: The dollar  
12 amounts set forth in a) (i), (ii) and (iii) above shall be deposited into the  
13 HRA by the District in eight equal separate payments. Payments shall  
14 occur on each September 15<sup>th</sup> and each January 15<sup>th</sup> following the  
15 effective date of the employee's retirement.  
16

17 b. Employees shall also receive an annual contribution to a portable post-employment  
18 HRA account for each year of service with the District. Contributions shall cease  
19 when the employee's employment with the District ends. This HRA account is a  
20 portable retirement benefit that can be accessed by the employee subject to the  
21 terms and conditions of the HRA provider. The annual contribution and vesting  
22 procedures for this HRA account are set forth below:  
23

24 i. A total annual contribution of six hundred ~~forty-sixty~~ dollars (\$~~646~~0.00) shall be  
25 made to the HRA account. The following details the vesting conditions for the  
26 above contribution.  
27

28 a) Three hundred ~~twenty-thirty~~ dollars (\$~~323~~0.00) of the above  
29 contribution of six hundred ~~forty-sixty~~ dollars (\$~~646~~0.00) shall  
30 immediately vest to the employee.  
31

32 b) The remaining three hundred ~~twenty-thirty~~ dollars (\$~~323~~0.00) of the  
33 above contribution of six hundred ~~forty-sixty~~ dollars (\$~~646~~0.00) shall  
34 vest to the employee according to the schedule in Article G.1. This shall  
35 include all prior service to the District.  
36

37 ii. Deposit Schedule by the District in the HRA during employment: The  
38 dollar amounts set forth in subsection b) above shall be deposited into the  
39 HRA in equal monthly installments.  
40

41 iii. Non-vested contributions made on behalf of employees who terminate  
42 employment with the District for any reason will revert back to the  
43 District's Fund 73 fund.  
44

45 iv. Contributions on behalf of part-time employees shall be prorated based  
46 upon their percentage of full-time equivalency.  
47

- 1 2. All withdrawals and payments from the HRA Plan shall cease when the funds in the plan  
2 are exhausted. Employees who sever employment and have a vested HRA benefit shall be  
3 able to immediately access the HRA Plan funds, irrespective of the eligibility standards set  
4 forth in Article G, above, pursuant to the terms and conditions of the HRA Plan Provider.  
5
- 6 3. No HRA plan shall be made available unless the provider of such plan executes a hold  
7 harmless provision in favor of the District against any liabilities arising from mistakes of  
8 the vendor.  
9
- 10 4. The retired employee may, if permitted by the health care insurance provider, continue  
11 coverage under the health care insurance plan by paying the monthly plan premium  
12 directly to the insurance provider.  
13
- 14 5. Survivorship Rights For Retirees Receiving the Health Reimbursement Account Plan:  
15 Benefits payable to the spouse and/or dependents will not exceed, in combination with  
16 those already provided to the retiree before their death, those that would have been  
17 available to the retiree if they had survived. Such benefits are subject to the terms and  
18 conditions of the HRA plan and applicable Internal Revenue Service Code and rules.  
19
- 20 6. The District shall pay the HRA plan administrative fee for active employees. The retired  
21 employee shall pay the distribution fee to access the HRA funds.  
22

23 **Article I - Health Reimbursement Account Retirement Benefit for Employees**  
24 **hired on or after April 1, 2008:**  
25

- 26 1. Eligibility: The following benefit is available to employees hired on or after April 1,  
27 2008. This benefit is in place of, and not supplemental to, the benefit set forth in Part VI,  
28 Benefits, Article H, Retirement for Employees Hired Before April 1, 2008.  
29
- 30 2. Benefit: The District shall contribute, pursuant to the following schedule, funds into a  
31 post-employment Health Reimbursement Account. The HRA account is a portable post-  
32 employment benefit that can be accessed by the employee subject to the terms and  
33 conditions of the HRA provider. The annual contribution and vesting procedures, to this  
34 HRA account are set forth below:  
35
  - 36 a. The District shall annually contribute into an interest bearing post-employment  
37 Health Retirement Account (HRA) an amount equal to one thousand ~~forty-sixty~~  
38 dollars (\$1,0460.00) for employees covered by this section. Contributions shall  
39 cease when the employee's employment with the District ends.  
40
    - 41 i. The vesting of the HRA payment is done in accordance with the following  
42 schedule;  
43
      - 44 a) Three hundred ~~twenty-thirty~~ dollars (\$3230.00) of the above  
45 contribution of one thousand ~~forty-sixty~~ dollars (\$1,0640.00) shall  
46 immediately vest to the employee.  
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b) The remaining seven hundred ~~twenty-thirty~~ dollars (\$7230.00) of the above one thousand ~~forty-sixty~~ dollars (\$1,0460.00) payment shall vest to the employee after they have worked one (1) year in the District, according to the schedule in c). This shall include all prior service to the District. If a teacher resigns his or her position with the district and is subsequently rehired to teach in the district, his or her years of service shall include all years of teaching within the Waunakee Community School District.

c)

After # Years Teaching Experience in the Waunakee Community School District	Vested	Non-Vested
After 1 year	10%	90%
After 2 years	20%	80%
After 3 years	30%	70%
After 4 years	40%	60%
After 5 years	50%	50%
After 6 years	60%	40%
After 7 years	70%	30%
After 8 years	80%	20%
After 9 years	90%	10%
After 10 years	100%	0%

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- d) Deposit Schedule by the District in the HRA during employment: The dollar amounts set forth in section 2) above shall be deposited into the HRA in equal monthly installments.
- e) This annual HRA contribution shall apply only to those employees ineligible for the benefits defined in Article H, above.
- f) 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.
- g) Contributions on behalf of part-time employees shall be prorated based upon their percentage of full-time equivalency.

- 3. All withdrawals and payments from the HRA Plan shall cease when the funds in the plan are exhausted. Employees who sever employment and have a vested HRA shall be able to immediately access the HRA Plan funds pursuant to the terms and conditions of the HRA Plan Provider.
- 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 care insurance provider, continue coverage under the health care insurance plan by paying the monthly plan premium directly to the insurance provider.

1  
2 6. Survivorship Rights For Retirees Receiving the Health Reimbursement Account Plan:  
3

4 Benefits payable to the spouse and/or dependents will not exceed, in combination with  
5 those already provided to the retiree before their death, those that would have been  
6 available to the retiree if they had survived. Such benefits are subject to the terms and  
7 conditions of the HRA plan and applicable Internal Revenue Service Code and rules.  
8

9 7. Employees who elect to retire pursuant to the eligibility requirements in Article G, above,  
10 shall also receive contributions to the HRA based upon the number of accumulated sick  
11 leave days the employee has at the time of retirement. Time of retirement is defined as the  
12 employee's last day of work. The value of the sick days is established by the years of  
13 service/vesting chart included in this section. For example, a teacher retiring after 5 years  
14 of experience with WCSD will receive 50% of the value of a sick day. Employees shall  
15 receive a minimum of ninety five one hundred dollars (\$~~95~~100.00) for each accumulated  
16 sick leave day up to a maximum of one hundred twenty (120) days/~~960~~ hours. The total  
17 contribution to the HRA under this subsection shall not exceed ~~eleven-twelve~~ thousand  
18 ~~four hundred~~ dollars (\$~~11,400~~12,000.00) [i.e. \$~~95~~100.00\*120 sick leave days =  
19 \$~~11,400~~12,000.00]. Deposit Schedule by the District in the HRA upon Retirement: The  
20 dollar amounts set forth above shall be deposited into the HRA by the District in two equal  
21 separate payments. Payments shall occur on September 15<sup>th</sup> and January 15<sup>th</sup> following  
22 the effective date of the employee's retirement.  
23

24 8. Teachers who meet the retirement eligibility requirements as defined in Part VI, Article G,  
25 shall be eligible for payout of banked points. Upon retirement, the district shall compare  
26 the teacher's salary placement during their final year to the unused or banked points they  
27 have available to them. The value of the banked points shall be contributed to the teacher's  
28 HRA along with the other contributions the teacher will receive per Part VI, or Article  
29 H.~~Teachers who meet the retirement eligibility requirements as defined in Part VI, Article~~  
30 ~~G, shall be eligible for payout of banked points. Upon retirement, the district shall compare~~  
31 ~~the teacher's salary step placement during their final year to the salary step placement they~~  
32 ~~would have if they were placed on the schedule at a salary step consistent with the total~~  
33 ~~number of points they had earned, as of June 15<sup>th</sup> leading into their final year of~~  
34 ~~employment. The difference between the two salaries shall be contributed to the teacher's~~  
35 ~~HRA along with the other contributions the teacher will receive per Part VI, or Article I.~~  
36

37 9. The District shall pay the HRA plan administrative fee for active employees. The retired  
38 employee shall pay the distribution fee to access the HRA funds.  
39

40 **Article J – 403(b) Employee Savings Plan**  
41

42 1. The Board of Education does not maintain a 403(b) plan which provides for contributions  
43 by the Board of Education or matching contributions. The Board of Education does  
44 allow each teacher to establish two 403(b)'s to be funded solely by voluntary employee  
45 salary reduction contributions which will be, in part, administered by the Board of  
46 Education.  
47

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

### 32 **Article K – 457(b) Deferred Compensation Plan**

- 34 1. The Board of Education has established a deferred compensation plan under Section 457(b)  
35 of the Internal Revenue Code (the “457(b) Deferred Compensation Plan”) that allows  
36 employees to elect to defer on a tax preferred basis a portion of their current compensation  
37 until retirement, termination of employment, or other similar events defined by the 457(b)  
38 Deferred Compensation Plan.  
39
- 40 2. Participation in the 457(b) Deferred Compensation Plan is voluntary. To participate a  
41 teacher must enter into a salary reduction agreement with the Board of Education on  
42 forms provided by the Board of Education. Salary may be deferred only if earned after  
43 the date of the execution of the salary reduction agreement. Salary reduction agreements  
44 must be submitted to the payroll office at least fifteen (15) days prior to the regularly  
45 scheduled payroll date on which the salary reduction shall begin. A teacher must also  
46 comply with all other terms and conditions of the 457(b) Deferred Compensation as

1 established by the Board of Education in accordance with the Internal Revenue Code and  
2 Treasury Department regulations.

- 3
- 4 3. The benefits available under the 457(b) Deferred Compensation Plan are funded solely by  
5 the teacher's salary deferrals. The Board of Education does not provide elective, non-  
6 elective or matching contributions to the 457(b) Deferred Compensation Plan.  
7
  - 8 4. Each individual teacher is responsible for properly calculating the amount to be deferred  
9 under the salary reduction agreement and determining that such amount is allowed under  
10 Section 457(b) of the Internal Revenue Code and all applicable laws. The Board of  
11 Education may reject or limit the amount requested to be deferred under a salary  
12 reduction agreement if the Board reasonably believes that the amount exceeds the amount  
13 which can be deferred under the Internal Revenue Code or applicable law, or if the  
14 teacher does not demonstrate to the satisfaction of the Board of Education that the teacher  
15 is eligible for special rules or calculations which may be available to the teacher.  
16

17

18 **Article L - Flexible Spending Account/Cafeteria Plan:**

19

20 The district maintains a flexible spending plan under cafeteria plan regulation section §125 for  
21 eligible employees to make elections to participate in the plan pre-tax or receive taxable  
22 compensation for qualified benefits. Eligibility and enrollment election information is noted  
23 below:  
24

- 25 1. Payment of Health Insurance Premiums or Cash in Lieu of Insurance. Employees who  
26 work 30 hours per week or more are eligible on their hire date to enroll in the district's  
27 health plan and pay premiums pre-tax through code section §106 or, if the health plan is  
28 "waived," the employee will receive a cash payment for not enrolling based on the  
29 applicable alternative benefit plan for their employment category through code section  
30 §125.
- 31 2. Payment of Dental Insurance Premiums. Employees who work 20 hours per  
32 week or more are eligible on their hire date to enroll in the district's dental plan and pay  
33 premiums pre-tax through code section §106.  
34
- 35 3. Medical Care Expenses. Employees who work 30 hours per week or more are eligible on  
36 their hire date to enroll in the district's health care flexible spending arrangement (FSA)  
37 and elect an amount not to exceed the plan's annual maximum as a pre-tax deduction  
38 from their payroll for reimbursement of medical care expenses not reimbursed by any  
39 other plan through code section §105.  
40
- 41 4. Day Care Expenses. Employees who work 30 hours per week or more are eligible on  
42 their hire date to enroll in the district's dependent care flexible spending arrangement  
43 (FSA) and elect an amount not to exceed the IRS' annual maximum as a pre-tax  
44 deduction from their payroll for reimbursement of day care expenses through code  
45 section §129  
46

1 Payments and the designation of amounts to be contributed to the employee's account will be  
2 subject to the procedures, rules and regulations of the plan's administrating agency. The provision  
3 of this plan shall be contingent upon the continuance of this benefit under the applicable Internal  
4 Revenue Code Sections (§105, §106, §125 and §129). The district shall pay the monthly  
5 participation fee for each eligible employee who opts to utilize the program.  
6

7 **Article M – Alternative Benefit Plan [ABP] in Lieu of Health Insurance**  
8

- 9 1. Implementation of the Alternative Benefit Plan:  
10 The Board may, at its discretion, discontinue the cash compensation in lieu of health insurance  
11 benefit by providing the participating employees with written notice of not less than sixty (60)  
12 days and an "open enrollment" opportunity to enroll in the group health insurance plan.  
13
- 14 2. Teachers who are eligible for insurance as defined by the District's health insurance carrier  
15 and their employment guidelines may elect through the flexible reimbursement/cafeteria  
16 plan, as set forth in Article I, either to be provided with the District's health insurance  
17 coverage as described above or to receive additional payment of cash compensation as set  
18 forth below. The amount of each additional payment of cash compensation shall be  
19 calculated by dividing the District's annual contribution by nineteen (19) pay periods.  
20 Where the District employs both spouses, one spouse will be eligible for participation in  
21 the ABP.  
22
- 23 3. Employees eligible for insurance may annually choose, consistent with the terms of the  
24 District's flexible reimbursement/cafeteria plan as set forth in Article J, between:  
25
- 26 a. Participation in the District's health plan, with the premium payment specified in  
27 Article A or
  - 28 b. A cash payment equal to the amount listed in Article K, paragraph 4 below.  
29
- 30 4. Cash Compensation: The cash contribution dollar amount shall be equal to three hundred  
31 dollars (\$300.00) per month. Part-time employees who are employed 30 hours per week  
32 or more who select the cash compensation shall receive a pro-rated amount of the  
33 District's contribution based upon the part-time employee's percentage of full-time  
34 employment.  
35
- 36 5. The cash compensation amount shall be paid to the employee as additional taxable  
37 earnings which are not subject to Wisconsin Retirement System (WRS) contributions to  
38 the extent permitted by WRS rule or law, with the appropriate employee F.I.C.A., state  
39 and federal taxes deducted from the employee's payroll check.  
40
- 41 6. Where the employee chooses cash, the District shall facilitate the deferral of cash to a  
42 403(b) plan.  
43
- 44 a. An employee electing taxable cash in lieu of health insurance is deemed to  
45 request the District to pay the employee cash unless the employee requests in

1 writing to have the cash paid to a 403(b) vendor. The employee shall be  
2 permitted to change the 403(b) amount or vendor pursuant to Part VI, Article I.  
3

- 4 b. The District shall pay the cash to the 403(b) vendor according to the number of  
5 pay periods you selected. Amounts received as additional compensation, and  
6 deferred to a 403(b) vendor, shall be subject to all applicable payroll taxes,  
7 including FICA and Medicare.  
8

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

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

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

- 30 b. Current Employees. Current employees changing to the ABP when permitted by  
31 applicable Internal Revenue Code section 125 "cafeteria plan" rules are only  
32 eligible to waive coverage for the health insurance and begin the ABP on the second  
33 payroll of any month. Absent a midyear cafeteria section 125 exception [such as  
34 an employee getting married, loss of spouse coverage, etc.], employees must make  
35 a written annual cafeteria plan election prior to each January 1<sup>st</sup> to permit the  
36 election of the cash option in the next cafeteria plan year. The plan year shall be  
37 January 1 – December 31<sup>st</sup>. Once the employee is eligible to begin ABP status,  
38 contributions will begin in that month.  
39

- 40 8. Any eligible employee who waives participation in the District group health insurance plan  
41 and elects to receive cash compensation in lieu of health insurance may enroll in the group  
42 health insurance plan at a later date, pursuant to the late enrollment terms, timelines and  
43 conditions set forth in the group health insurance contract and the plan's cafeteria rules.  
44 The cash compensation payments shall cease effective with the month in which the  
45 employee commences participation in the group health insurance plan.  
46

1 **Article N – Workers Compensation Coverage and Reporting Responsibilities**  
2

3 All employees shall be covered by Worker's Compensation Insurance. Any employee who is  
4 injured on the job shall report the injury to the employee's supervisor and human resources via  
5 the schools worker's compensation carrier's injury reporting phone line (24 hours per day, 7  
6 days a week) prior to seeking medical attention, if at all possible. In the event of an emergency,  
7 the employee shall provide notification within twenty-four (24) hours after the occurrence of the  
8 injury. Phone reporting procedures are located on the Human Resources For Staff internal web  
9 page.  
10

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

12 Employees who incur injury or illness in the conduct of their employment with the  
13 District that is compensable under the Worker's Compensation laws of the State of  
14 Wisconsin may be eligible to receive payments. Payment shall be accomplished as  
15 follows:  
16

- 17 1. Up to day sixty (60) of Worker's Compensation Leave: The employee will be paid  
18 income equivalent to the income the employee would have earned had the employee not  
19 been injured. This income will be generated by combining worker's compensation  
20 insurance with prorated accumulated sick leave as necessary through a deduction of one-  
21 third (1/3) of a day of sick leave for each day while on worker's compensation. This  
22 provision will apply up until the sixtieth (60th) consecutive day of leave, or as long as the  
23 employee has accumulated sick leave available, whichever occurs first.  
24
- 25 2. Day Sixty-One (61) and thereafter of Worker's Compensation Leave: The employee will  
26 receive their worker's compensation payment. No other leaves will be applied to the  
27 worker's compensation leave. The employee, subject to the rules and regulations of the  
28 carrier, may be eligible for long-term disability leave.  
29
- 30 3. Injuries Not Covered by Worker's Compensation  
31 Some types of injuries suffered while at work may not be covered by worker's  
32 compensation insurance. Examples of non-covered injuries suffered at work include, but  
33 are not limited by enumeration to, the following:  
34
  - 35 A. Injuries because of a self-inflicted wound.  
36
  - 37 B. Injuries sustained because of an employee's horseplay.  
38
  - 39 C. Injuries sustained while an employee does an activity of a strictly private  
40 nature.  
41
- 42 4. Additionally, absence from work during the first three days due to injury or illness  
43 allowed under Worker's Compensation shall not be fully charged to the employee's  
44 accumulated paid leave.  
45

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

4  
5  
6 6. Temporary Transitional Duty

7 **Purpose:**

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

12  
13 Following a work-related injury, health care providers might find that an employee has  
14 restrictions limiting normal duties and activities during the healing period. Such  
15 restrictions might include lifting limitations and/or limited movements such as avoidance  
16 of bending and twisting. WCSD realizes the importance of a transitional work assignment  
17 in assisting an employee's return to their normal course of employment in as short a time  
18 period as possible. The temporary, transitional work program aids reintegration into the  
19 work environment and assists the injured employee in returning to a productive lifestyle.  
20 This program provides service to the district while the injured employee recovers and  
21 benefits the employee by reducing sick leave usage had the employee remained off work.

22  
23 **Assignments:**

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

- 29  
30 A. Modification of an employee's regular work assignment.  
31  
32 B. Temporary reassignment to another shift.  
33  
34 C. Temporary reassignment to another position within the employee's department  
35 and/or,  
36  
37 D. Temporary reassignment to another department.

1	<b>Part VII</b>
2	<b>BUSINESS/PERSONNEL ISSUES</b>
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
14	

**Article A - Pay Dates/Direct Deposits**

1. Method of Payment: Payments for the year will begin on September 15<sup>th</sup> and will end after nineteen (19) regular bi-monthly payments have been made. (15<sup>th</sup> and 30<sup>th</sup>). When the fifteenth (15<sup>th</sup>) or the thirtieth (30<sup>th</sup>) 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 30<sup>th</sup> and will end on June 30<sup>th</sup> 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 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 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.

40  
41 WCSD Policies 522.3, 533.1, 541.1, 751.22, 752

1	<b>Part VIII</b>
2	<b><u>EVALUATION</u></b>
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4	<u>Article A – Evaluation</u>
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1 ~~SALARY SCHEDULE AND COMPENSATION~~

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~~Article A—Salary Schedule~~

~~Article B—Extended School Year~~

~~Article C—Curriculum Planning Project and Summer School Pay Plan~~

~~Article D—Department Coordinators/Building Coordinators~~

~~Article E—Advancement~~

~~Article F—National Emergency~~

~~Article G—Substitute Pay for Classroom Teachers~~

~~Article H—Extended Supervision~~

**Article A – Evaluation**

1. The overall goal of an evaluation should be to help the teacher improve 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 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 their performance  
19 consistently meets established expectations.  
20  
21  
22

23 \_\_\_\_\_  
24  
25

**Part VIII**  
**Compensatio**  
**n**

**Article A—**  
**Salary Schedule**

The District Administrator or his or her designee shall determine the initial compensation plan offered to each teacher upon hire.

The schedule below indicates salaries assigned for corresponding points for the 2021-22 contract year.

Starting in the 2022-23 school year and moving into the future, annual salary increases will be determined by the compensation plan enacted by the Board on June 14, 2021 as outlined in Part X.

Points are worth \$3 each.

In order to be eligible for a points-related salary increase, teachers must have the points available. Those may be points earned during the year or banked from previous years.

Points that are not used to move up a step will be banked.

Points will be redeemed in a manner

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~~that is consistent with  
the dollar increase  
that is given. For  
example, when \$750  
is paid, 250 points  
will be redeemed.  
The Board  
will continue to have  
a goal of honoring the  
parameters of the  
compensation system  
on an annual basis.  
If the District  
finds itself in a  
financial situation that  
will allow for  
payment beyond  
parameters of the  
system 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.  
The Board and  
parameters of the  
salary system 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.  
Teachers who  
earned an advanced  
degree (Masters, Ed.  
Specialist, Doctorate,  
National Board  
Certification/re-  
certification, or  
Wisconsin Master  
Educator (WMEAP)  
Certification/re-~~

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certification) during  
that year may redeem  
points for an  
additional  
professional  
development points  
raise corresponding to  
that degree or  
certificate.

~~2021-22 Teacher Salary Schedule~~



**WAUNAKEE**  
COMMUNITY SCHOOL DISTRICT  
2021-22 TEACHER SALARY SCHEDULE

FINAL											
STEP	Points		Amount	STEP	Points		Amount	STEP	Points		Amount
<b>STEP 1</b>	<b>0</b>	<b>99</b>	<b>43,332</b>	<b>STEP 11</b>	<b>5000</b>	<b>5099</b>	<b>58,332</b>	<b>STEP 21</b>	<b>10000</b>	<b>10099</b>	<b>73,332</b>
STEP 1A	100	199	43,632	STEP 11A	5100	5199	58,632	STEP 21A	10100	10199	73,632
STEP 1B	200	299	43,932	STEP 11B	5200	5299	58,932	STEP 21B	10200	10299	73,932
STEP 1C	300	399	44,232	STEP 11C	5300	5399	59,232	STEP 21C	10300	10399	74,232
STEP 1D	400	499	44,532	STEP 11D	5400	5499	59,532	STEP 21D	10400	10499	74,532
<b>STEP 2</b>	<b>500</b>	<b>599</b>	<b>44,832</b>	<b>STEP 12</b>	<b>5500</b>	<b>5599</b>	<b>59,832</b>	<b>STEP 22</b>	<b>10500</b>	<b>10599</b>	<b>74,832</b>
STEP 2A	600	699	45,132	STEP 12A	5600	5699	60,132	STEP 22A	10600	10699	75,132
STEP 2B	700	799	45,432	STEP 12B	5700	5799	60,432	STEP 22B	10700	10799	75,432
STEP 2C	800	899	45,732	STEP 12C	5800	5899	60,732	STEP 22C	10800	10899	75,732
STEP 2D	900	999	46,032	STEP 12D	5900	5999	61,032	STEP 22D	10900	10999	76,032
<b>STEP 3</b>	<b>1000</b>	<b>1099</b>	<b>46,332</b>	<b>STEP 13</b>	<b>6000</b>	<b>6099</b>	<b>61,332</b>	<b>STEP 23</b>	<b>11000</b>	<b>11099</b>	<b>76,332</b>
STEP 3A	1100	1199	46,632	STEP 13A	6100	6199	61,632	STEP 23A	11100	11199	76,632
STEP 3B	1200	1299	46,932	STEP 13B	6200	6299	61,932	STEP 23B	11200	11299	76,932
STEP 3C	1300	1399	47,232	STEP 13C	6300	6399	62,232	STEP 23C	11300	11399	77,232
STEP 3D	1400	1499	47,532	STEP 13D	6400	6499	62,532	STEP 23D	11400	11499	77,532
<b>STEP 4</b>	<b>1500</b>	<b>1599</b>	<b>47,832</b>	<b>STEP 14</b>	<b>6500</b>	<b>6599</b>	<b>62,832</b>	<b>STEP 24</b>	<b>11500</b>	<b>11599</b>	<b>77,832</b>
STEP 4A	1600	1699	48,132	STEP 14A	6600	6699	63,132	STEP 24A	11600	11699	78,132
STEP 4B	1700	1799	48,432	STEP 14B	6700	6799	63,432	STEP 24B	11700	11799	78,432
STEP 4C	1800	1899	48,732	STEP 14C	6800	6899	63,732	STEP 24C	11800	11899	78,732
STEP 4D	1900	1999	49,032	STEP 14D	6900	6999	64,032	STEP 24D	11900	11999	79,032
<b>STEP 5</b>	<b>2000</b>	<b>2099</b>	<b>49,332</b>	<b>STEP 15</b>	<b>7000</b>	<b>7099</b>	<b>64,332</b>	<b>STEP 25</b>	<b>12000</b>	<b>12099</b>	<b>79,332</b>
STEP 5A	2100	2199	49,632	STEP 15A	7100	7199	64,632	STEP 25A	12100	12199	79,632
STEP 5B	2200	2299	49,932	STEP 15B	7200	7299	64,932	STEP 25B	12200	12299	79,932
STEP 5C	2300	2399	50,232	STEP 15C	7300	7399	65,232	STEP 25C	12300	12399	80,232
STEP 5D	2400	2499	50,532	STEP 15D	7400	7499	65,532	STEP 25D	12400	12499	80,532
<b>STEP 6</b>	<b>2500</b>	<b>2599</b>	<b>50,832</b>	<b>STEP 16</b>	<b>7500</b>	<b>7599</b>	<b>65,832</b>	<b>STEP 26</b>	<b>12500</b>	<b>12599</b>	<b>80,832</b>
STEP 6A	2600	2699	51,132	STEP 16A	7600	7699	66,132	STEP 26A	12600	12699	81,132
STEP 6B	2700	2799	51,432	STEP 16B	7700	7799	66,432	STEP 26B	12700	12799	81,432
STEP 6C	2800	2899	51,732	STEP 16C	7800	7899	66,732	STEP 26C	12800	12899	81,732
STEP 6D	2900	2999	52,032	STEP 16D	7900	7999	67,032	STEP 26D	12900	12999	82,032
<b>STEP 7</b>	<b>3000</b>	<b>3099</b>	<b>52,332</b>	<b>STEP 17</b>	<b>8000</b>	<b>8099</b>	<b>67,332</b>	<b>STEP 27</b>	<b>13000</b>	<b>13099</b>	<b>82,332</b>
STEP 7A	3100	3199	52,632	STEP 17A	8100	8199	67,632	STEP 27A	13100	13199	82,632
STEP 7B	3200	3299	52,932	STEP 17B	8200	8299	67,932	STEP 27B	13200	13299	82,932
STEP 7C	3300	3399	53,232	STEP 17C	8300	8399	68,232	STEP 27C	13300	13399	83,232
STEP 7D	3400	3499	53,532	STEP 17D	8400	8499	68,532	STEP 27D	13400	13499	83,532
<b>STEP 8</b>	<b>3500</b>	<b>3599</b>	<b>53,832</b>	<b>STEP 18</b>	<b>8500</b>	<b>8599</b>	<b>68,832</b>	<b>STEP 28</b>	<b>13500</b>	<b>13599</b>	<b>83,832</b>
STEP 8A	3600	3699	54,132	STEP 18A	8600	8699	69,132	STEP 28A	13600	13699	84,132
STEP 8B	3700	3799	54,432	STEP 18B	8700	8799	69,432	STEP 28B	13700	13799	84,432
STEP 8C	3800	3899	54,732	STEP 18C	8800	8899	69,732	STEP 28C	13800	13899	84,732
STEP 8D	3900	3999	55,032	STEP 18D	8900	8999	70,032	STEP 28D	13900	13999	85,032
<b>STEP 9</b>	<b>4000</b>	<b>4099</b>	<b>55,332</b>	<b>STEP 19</b>	<b>9000</b>	<b>9099</b>	<b>70,332</b>	<b>STEP 29</b>	<b>14000</b>	<b>14099</b>	<b>85,332</b>
STEP 9A	4100	4199	55,632	STEP 19A	9100	9199	70,632	STEP 29A	14100	14199	85,632
STEP 9B	4200	4299	55,932	STEP 19B	9200	9299	70,932	STEP 29B	14200	14299	85,932
STEP 9C	4300	4399	56,232	STEP 19C	9300	9399	71,232	STEP 29C	14300	14399	86,232
STEP 9D	4400	4499	56,532	STEP 19D	9400	9499	71,532	STEP 29D	14400	14499	86,532
<b>STEP 10</b>	<b>4500</b>	<b>4599</b>	<b>56,832</b>	<b>STEP 20</b>	<b>9500</b>	<b>9599</b>	<b>71,832</b>	<b>STEP 30</b>	<b>14500</b>	<b>14599</b>	<b>86,832</b>
STEP 10A	4600	4699	57,132	STEP 20A	9600	9699	72,132	STEP 30A	14600	14699	87,132
STEP 10B	4700	4799	57,432	STEP 20B	9700	9799	72,432	STEP 30B	14700	14799	87,432
STEP 10C	4800	4899	57,732	STEP 20C	9800	9899	72,732	STEP 30C	14800	14899	87,732
STEP 10D	4900	4999	58,032	STEP 20D	9900	9999	73,032	STEP 30D	14900	14999	88,032

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

**Article B—Extended School Year**

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2 ~~1 Extended contracts School Counselors will be based on one hundred percent (100%) of~~  
3 ~~the per diem salary.~~  
4

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

9 **Article C – Curriculum Planning Project and Summer School Pay Plan**

10  
11 ~~Curriculum projects shall be paid at the rate of thirty dollars (\$30.00) per hour. The length of~~  
12 ~~time and maximum number of hours for completion of the project shall be jointly determined by~~  
13 ~~the staff member and Director of Instruction. Disagreements would be appealable to the District~~  
14 ~~Administrator. The per person compensation above will be paid when the project has been~~  
15 ~~completed and approved by the Director of Instruction.~~  
16

17 ~~Summer school teachers shall be compensated according to the following schedule.~~  
18

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

19  
20 ~~Other projects approved by the District Administrator (or designee) shall be paid at the~~  
21 ~~curriculum projects rate.~~  
22

23 **Article D – Department Chairs**

24  
25 ~~The district will have designated department chairs and building coordinators as determined and~~  
26 ~~designated by administration. Individuals for these positions will be selected by administration~~  
27 ~~from staff members that apply. The department chairs will coordinate department business and~~  
28 ~~tasks. Department chairs are responsible to the Director of Instruction. These positions will be~~  
29 ~~posted annually for review by interested staff.~~  
30

31 **Compensation for Department Chairpersons/Building Coordinators**  
32

1 ~~Department chairpersons shall be compensated at the rate of two thousand five hundred dollars~~  
2 ~~(\$2,500.00) per year. This compensation will include payment for two days during the summer~~  
3 ~~as assigned by administration.~~

4  
5 ~~Building Coordinators shall be compensated at one thousand two hundred fifty dollars~~  
6 ~~(\$1,250.00) per year, which will include two (2) days during the summer as assigned by~~  
7 ~~administration.~~

8  
9 ~~Additional summer work for department chairpersons, building coordinators, or department~~  
10 ~~members to complete department business will be compensated at the summer curriculum per~~  
11 ~~hour rate. Scheduled work hours and activities will be reviewed and approved by the Director of~~  
12 ~~Instruction prior to any work commencing.~~

13  
14 ~~Evaluations of department chairs will be done yearly by the administration. These evaluations~~  
15 ~~will not be combined with their regular classroom evaluations.~~

#### 16 17 Article E—Advancement

18  
19 ~~Any teacher on a plan of improvement will not receive a salary increase until they receive a~~  
20 ~~satisfactory evaluation.~~

#### 21 22 Article F – National Emergency

23  
24 ~~The Board of Education reserves the right to exceed the provisions of the daily schedule when a~~  
25 ~~national emergency is declared.~~

#### 26 27 Article G—Substitute Pay for Classroom Teachers

28  
29 ~~Whenever a teacher is asked by their supervisor (principal) to cover a class assignment for an~~  
30 ~~absent teacher or para educator they shall be reimbursed at the rate of twenty five dollars~~  
31 ~~(\$25.00) per hour. Grade 7-12 teachers may substitute during their scheduled prep time. Grade~~  
32 ~~K-6 teachers may substitute during non-supervisory and non-teaching times, for up to 2 hours~~  
33 ~~per day. Teachers called into action as part of an established Emergency Response Team during~~  
34 ~~non-supervisory and non-teaching time may also submit a timecard. The teacher shall submit a~~  
35 ~~timecard with the actual hours assigned to the nearest quarter (1/4) hour to the principal. The~~  
36 ~~absent teacher must be on sick or other approved leave. (not the informal “quid pro quo”~~  
37 ~~arrangements some teachers currently make with administrative knowledge.)~~

#### 38 39 Article H- Extended Supervision

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~~Whenever a teacher is assigned by their supervisor (principal) to perform extended supervision duties, such as after school detention or “Saturday School” detentions, they shall be reimbursed at the rate of twenty five dollars (\$25.00) per hour. The teacher shall submit a timecard with the actual hours assigned to the nearest quarter (1/4) hour to the principal.~~

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**Part IX**

~~**EVALUATION**~~

~~Article A – Evaluation~~

**SALARY SCHEDULE AND COMPENSATION**

Article A – Salary Schedule

Article B - Extended School Year

Article C – Curriculum Planning Project and Summer School Pay Plan

Article D - Department Coordinators/Building Coordinators

Article E – Advancement

Article F – National Emergency

Article G – Substitute Pay for Classroom Teachers

Article H – Extended Supervision

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 2021-22 contract year.~~
3. Starting in the 2022-23 school year and moving into the future, annual salary increases will be determined by the compensation plan enacted by the Board on June 14, 2021 as outlined in Part X.
4. Points are worth \$3 each.
5. A full year of experience is worth a salary increase of \$400, regardless of FTE. Teachers that work less than a full year will have that amount pro-rated.
6. In order to be eligible for a points-related salary increase, teachers must have the points available. Those may be points earned during the year or banked from previous years.
7. Points that are not used to move up a step will be banked.
8. Points will be redeemed in a manner that is consistent with the dollar increase that is given. For example, when \$750 is paid, 250 points will be redeemed.
9. The Board will continue to have a goal of honoring the parameters of the compensation system on an annual basis.
10. If the District finds itself in a financial situation that will allow for payment beyond parameters of the system 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 and parameters of the salary system 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 points for an additional professional development points raise corresponding to that degree or certificate.

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**Article B – Extended School Year**

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

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

- 1. Curriculum projects shall be paid at the rate of thirty dollars (\$30.00) per hour. The length of time and maximum number of hours for completion of the project shall be jointly determined by the staff member and Director of Instruction. Disagreements would be appealable to the District Administrator. The per person compensation above will be paid when the project has been completed and approved by the Director of Instruction.
- 2. Summer school teachers shall be compensated according to the following schedule.

<u>POSITION</u>	<u>HOURLY WAGE</u>
<u>Teachers/Coordinators - Enrichment class</u>	<u>\$30.00</u>
<u>Teachers/Coordinators - Remedial class/Summer School</u>	<u>\$35.00</u>

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

**Article D - Department Chairs**

- 1. The district will have designated department chairs and building coordinators as determined and designated by administration. Individuals for these positions will be selected by administration from staff members that apply. The department chairs will coordinate department business and tasks. Department chairs are responsible to the Director of Instruction. These positions will be posted annually for review by interested staff.
- 2. Compensation for Department Chairpersons/Building Coordinators
  - a. Department chairpersons shall be compensated at the rate of two thousand five hundred dollars (\$2,500.00) per year. This compensation will include payment for two days during the summer as assigned by administration.



~~The overall goal of an evaluation should be to help the teacher improve their instruction. The district will use the Wisconsin Educator Effectiveness Model for the evaluation process.~~

~~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).~~

~~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 their primary evaluator. The second evaluator shall be assigned by the District.~~

~~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.~~

~~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.~~

~~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.~~

~~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.~~

~~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.~~

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

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

~~Explanation of what the deficiencies are, including specific examples~~

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~~Summary of previous discussions about/documentation of deficiencies~~  
~~Specific and measurable objectives aimed at improvement that are achievable, relevant and time-bound~~  
~~Details on how often the administrator and teacher will meet to discuss progress~~  
~~Guidance on what administration will do or provide to assist the teacher in achieving these goals~~  
~~Clearly stated consequences for not meeting the objectives of the plan~~  
~~A teacher shall no longer be on a plan of improvement when their performance consistently meets established expectations.~~

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2 Professional Experience and Professional Development Points  
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4 Preamble  
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6 Article A – Experience  
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8 Article B – Professional Development Point Accumulation  
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10 Article C – New Teachers to the District  
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12 Article D – Degrees or Certificates  
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14 Article E – Activities for Point Acquisition  
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16 Article F - Teacher Incentives and Evaluation Review Committee (TIERC)  
17 Article G – Professional Development Points Guidelines and Dates  
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**STAFF COMPENSATION PREAMBLE**

**What characteristics are important in the salary system?**

After reviewing the current language, the 2019 WTA survey of all teaching staff, Board feedback, and receiving anecdotal feedback from teachers across the district, the committee has identified the following characteristics of an effective salary system:

- Objective
- Predictable
- Equitable
- Easy to understand and user friendly
- Values both professional growth and experience
- System is fiscally sustainable

Professional development must be applicable in some way to the teacher’s employment with the district. Teachers should attempt to achieve a reasonable balance between co-curricular and classroom related staff development activities.

**Article A - Experience**

1. Starting in the 2021/2022 school year, experience points will no longer be granted to teachers at the conclusion of the teaching year.
2. Teachers will be awarded a \$400 raise at the conclusion of each teaching year.
  - a. All teachers who work for the full school year will be granted full experience raise regardless of their FTE. Teachers who work less than a full year will have their experience raise pro-rated.
  - b. If a teacher is placed onto a plan of improvement and does not make appropriate progress to be taken off the plan in a given year they may not receive their experience raise for that year.

**Article B – Professional Development Point Accumulation**

1. The point acquisition timeframe is June 15 through June 14 of the following year. Exceptions may be granted with the approval of the District Administrator.
2. Teachers will be awarded 10 points per hour of professional development and five (5) points for each one-half hour of an approved activity. Fractional hours will be rounded up to nearest one-half (½) hour.
3. Each point is worth \$3. A single year’s professional development points advancement is worth up to \$750, based on the number of points a teacher has earned or has available in their bank. A teacher will be paid for the number of points earned, if less than the maximum. Example: Teacher X has 200 points available and redeems them for a professional development points raise of \$600.

- 1 4. Upon the enactment\* of the salary system at the completion of a teacher’s fifth year of  
2 employment with WCSD and upon five year intervals after that, teachers with a points bank  
3 balance permitting it, can redeem up to an additional 250 points for an additional \$750 salary  
4 increase. Example: Teacher Y has completed their fifth year of employment with WCSD.  
5 They have 600 points in their bank. In addition to the annual professional development  
6 points raise of \$750 (250 points used) an additional 250 points will be used for another \$750  
7 professional development points raise.
- 8 6. Time spent working towards professional development points will be outside of school hours  
9 unless a waiver has been granted by the District Administrator.
- 10 7. Points, once approved by the required administrators, cannot be rescinded unless the teacher  
11 does not complete the credit successfully (passing grade) or has failed to meet the reporting  
12 and verification procedures outlined in Part X of these guidelines.

13

14 **Article C – New Teachers to the District**

15 Teachers new to the District may be required to attend staff development outside of the normal  
16 workday during the first year of employment in WCSD to assist them in learning district  
17 procedures and policies and state and federal requirements. Each teacher new to the district may  
18 have a "New Teacher Advisor" assigned to him/her by administration to serve as a coach and  
19 advisor. Veteran teachers hired by the district may have a reduced requirement for being mentored  
20 and/or attendance at district required in-service programs. The actual requirements in both of these  
21 regards will be determined by the hired teacher’s primary evaluator and the Curriculum and  
22 Instruction office after consulting with the teacher to determine prior knowledge of district  
23 curriculum, state instructional standards and district evaluation/assessment expectations.

24

25 New to the Profession Teachers are those in their first three years in the profession. New hires to  
26 the district can be either A) New to the Profession or B) Experienced Educators.

27

28 All teachers, regardless of their level of experience, after joining the district will be able to submit  
29 for 100 points (10 hours/ 10 points per hour) for their work with their New Teacher Advisor during  
30 their first year of employment with WCSD.

31

32 All teachers hired in their first three years in the profession will be assigned a New Teacher Mentor  
33 for those first three years. New to the Profession Teachers will be able to submit for 100 points  
34 (10 hours / 10 points per hour) for their work with their New Teacher Mentor, even if those  
35 meetings occur during the school day. Each of the first three years in the teaching profession is  
36 eligible for 100 points of work with the New Teacher Mentor.

37

38 New to the Profession Teachers can submit for points for both New Teacher Advisor (100 points)  
39 and New Teacher Mentor (100 points) work during their first year of employment with WCSD.

40

41 **Article D – Designated Degrees or Certificates**

42

1 A teacher will be awarded the following points for completing designated degrees upon submission  
2 of a diploma or other official program completion documentation, (not a transcript), which may  
3 include but is not limited to, a letter verifying successful completion of the degree from a  
4 college/university official or the registrar’s office.

- 5 i. Master’s Degree \$2400/800 points
- 6 ii. Educational Specialist \$2400 /800 points
- 7 iii. Doctoral Degree \$3000 /1000 points
- 8 iv. National Board Certificate \$2400/800 points
- 9 1. Renewal \$1200 / 400 points
- 10 v. Wisconsin Master Educator ( WMEAP) \$2400 / 800 points
- 11 1. Renewal \$1200 / 400 points

12 In the year in which the advanced degree or certificate is credited, the teacher is permitted to make  
13 an additional professional development points raise by using the points conferred for the degree or  
14 certificate. Example: Teacher W earns their National Board Certificate Renewal. In addition to  
15 the initial 250 points/ \$750 professional development raise, they will be advanced an additional  
16 \$1200 by using 400 additional points.

17 **Article E – Activities for Point Acquisition**

18 1. Pre-Approved Professional Development Activities -

19 Professional development activities offered by the local district either through the Annual  
20 Staff Development Program established by the Curriculum and Instruction office and the  
21 Systemwide Curriculum Committee or programs offered as a result of approval by the  
22 district. Pre-approved professional development activities are posted within Eduphoria.  
23

24 No pre-approval is necessary on the application form; however, verification of attendance  
25 at the activity must be indicated on the individual teacher’s form and returned within two  
26 weeks of the activity to the District Administrator’s administrative assistant.  
27

28 In lieu of receiving points for local professional development activities offered outside of  
29 the regular school day, administration may offer teachers the opportunity to submit  
30 timecards for payment at the rate of \$20.00 per hour.

31 Facilitators may submit for professional development points for preparation. Preparation  
32 time will be approved on a one-time basis and will be awarded points equal to two (2) hours  
33 for every one (1) hour of presentation. Points will not be awarded for preparation for the  
34 second and subsequent presentation of the same program.

35 2. Professional Development Activities that Require Pre-Approval

36 Points approval forms are submitted electronically to a teacher’s supervisor. Until a  
37 teacher receives approval, points are not guaranteed. Teachers may apply to the District

1 Administrator for points for an activity that is not outlined below. The District  
2 Administrator has discretionary authority to grant points for such requests.

3  
4 Application Timelines

- 5 a. College Credit - Pre-approval or by the end of the first week of class. Transcript,  
6 grade statement or institutional verification shall be forwarded to the District  
7 Administrator or his/her designee by the July 1<sup>st</sup> after the completion of the class  
8 unless the class is completed between June 15 and July 1, in which case the report  
9 shall be filed not later than July 1 of the following year.
- 10 b. Other activities - Pre-approval in advance of participation and verification of  
11 completion by the staff member to be returned to the District Administrator's  
12 administrative assistant prior to June 30<sup>th</sup>.

13  
14 Activities that Require Pre-Approval

15 a. College Credit

16 A teacher will be awarded one hundred and fifty (150) points for each college credit  
17 earned.

18 Accumulation of points for college credits or degrees begins on June 15 and  
19 concludes on June 14 of the following year. Exceptions may be granted with the  
20 approval of the District Administrator. College credits and degrees must be earned  
21 at accredited colleges, technical colleges or universities granting at least a  
22 bachelor's degree. The course must be applicable in some way to the teacher's  
23 employment with the district. In case of doubt concerning the standing of an  
24 institution in which credits have been earned, or interpretation of courses and/or  
25 credits applicable to salary schedule benefits, the decision of the District  
26 Administrator and Board of Education shall rule.

27 July 1 - Transcripts, grade sheets or institutional verification of completion of  
28 courses or other activities completed by June 14<sup>th</sup> must be submitted to the District  
29 Administrator to be credited for the next contract year.

30 It is recommended that a teacher may not take more than eight (8) credits per  
31 semester for fall and spring semesters. A teacher interested in taking more than  
32 eight (8) credits in the fall or spring can request approval from their supervisor.  
33 During the summer, a teacher may take as many credits for points as they desire.

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

- 1 c. Professional Meetings/Professional Leadership - Formal presentations to  
2 educational groups by Waunakee staff. Preparation time will be approved on a one-  
3 time basis and will be awarded points equal to two (2) hours for every one (1) hour  
4 of presentation. Points will not be awarded for preparation for the second and  
5 subsequent presentation of the same program.
- 6 WCSSD values professional leadership for the improvement of the education  
7 profession. Teachers serving in non-paid leadership roles in regional, state or  
8 national educational organizations excluding unions can submit for points for time  
9 spent preparing for and meeting with those teams. Serving in that type of role will  
10 be awarded 100 points.
- 11 d. Evaluation Teams - Serving on an S.E.C., North Central, Career and Technical  
12 Education or other evaluation visitation committee. Serving on SEC or similar  
13 audit teams will be awarded 100 points.
- 14 e. Work Experience - The work experience must be part of a pre-approved and  
15 established work experience program which is related to the teacher's licensure or  
16 position within the district to be eligible for points. A teacher will be awarded one  
17 (1) point for each one (1) hour and one-half (.5) point for each one-half (½) hour of  
18 approved work experience. Questions about work experience can be directed to the  
19 School to Career Coordinator, Curriculum and Instruction Office or Human  
20 Resources.
- 21 f. Ad Hoc District-Wide Committee Participation - Participation on ad hoc district-  
22 wide committees that meet outside of the school day whose direction or activities  
23 have been established by the Board to complete a specific project or initiative may  
24 be awarded a stipend or points at the discretion of the District Administrator. Ad  
25 Hoc committees will have an established end point and will not be annually  
26 recurring.
- 27 g. Editing Professional Publications - Editing for any statewide or nationally  
28 recognized professional journal (not union publications). The articles must pertain  
29 to the teacher's teaching or co-curricular assignment. Each teacher shall be able to  
30 submit up to a maximum of 10 hours (100 points) for participation in such activities  
31 per year. A copy of the publication will serve as verification.
- 32 h. Writing for Professional Publications - An original article, which is published by  
33 statewide or nationally recognized professional journals (not union publications).  
34 The article must pertain to the teacher's teaching or co-curricular assignment. In  
35 order to receive points, the published article must be at least five hundred (500)  
36 words in length. Subsequent publications of the same or edited article are not  
37 eligible for points. Point value will be based on the following scale: 500-1000  
38 words = 5 hours; 1000-1500 words = 10 hours; over 1500 words = 15 hours. A  
39 copy of the publication will serve as verification.
- 40 i. Book Studies - Book studies may be sponsored by educational institutions or  
41 organizations related to the field of education, teaching assignment, or co-curricular  
42 assignment. PD Points may be earned at the normal rate for group discussion time.

1 Additionally, PD Points may be earned for reading based on the following formula:  
2 number of pages/50 pages per hour. Total points = ~~pages/50 + points per hour of~~  
3 ~~discussion~~ 50 pages/hour + points per hour of discussion.

4 This pertains to externally sponsored book studies. WCS D-sponsored book studies  
5 will be posted within Eduphoria and will use the same formula.

- 6 j. On-line Professional Learning – Examples include: live or recorded webinars, on-  
7 demand courses, and virtual learning. Certification of completion, when applicable  
8 is to be submitted within two weeks of completion.

9 **3. Activities Not Approved for Point Acquisition:**

- 10 a. Department Business/Meetings - If a department wishes to provide a workshop that  
11 is beyond normal departmental business, it could apply under the "Workshop"  
12 provision to the TIERC. Regular department business and meetings are not  
13 applicable for points.
- 14 b. Repeat Activities - Under usual circumstances, repeat activities will not be  
15 approved.
- 16 c. Curriculum Orientation - Waunakee School District curriculum orientation is the  
17 responsibility of the teacher and school district and is not eligible for points.
- 18 d. Travel and Lodging – Travel and lodging itself will not be eligible for points.
- 19 e. Student Field Trips / School Group Trips - These activities are not eligible for  
20 points.
- 21 f. Museums, Athletics, Concert Activities - Visits to museums; attendance at athletic  
22 contests, public concerts, or similar activities are generally not applicable for point  
23 acquisition.
- 24 g. Sports Clinics/Similar Activities - Working at sports clinics or similar activities are  
25 not eligible for points.
- 26 h. Other Basic Information –
  - 27 i. Activities, if taken for points, cannot take place during normal contract  
28 hours unless the teacher uses a personal day. Personal days may not be used  
29 on scheduled staff development days for the purpose of earning points.
  - 30 ii. The teacher may not receive tuition or registration reimbursement by the  
31 district. Points will be granted for the credits when paid for by the district  
32 when it is a Board sponsored program.

33  
34 **Article F - Teacher Incentives and Evaluation Review Committee (TIERC)**

1 If a teacher's request for points is denied by their immediate supervisor, they may appeal the  
2 decision by emailing the pertinent information to the District Superintendent and asking for their  
3 review. A denial of a points request by the superintendent may be appealed to TIERC for review  
4 as per current guidelines or for possible addition or modification to the guidelines. The TIERC  
5 shall consist of five members of the teaching staff and five administrators. The WTA President  
6 and District Administrator will be part of the 10-member committee and will co-chair the  
7 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. The activities outlined in Article  
11 E entitled "Activities Eligible for Point Acquisition" shall serve as a guide for this committee.

12

### 13 **Article G – Professional Development Points Guidelines/Dates**

#### 14 1. Dates of Importance

##### 15 a. June 15 - June 14

16 The school year for professional development points

##### 17 b. July 1

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

#### 21 2. Leave or Sabbatical

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

#### 24 3. Application Timelines

25 a. College Credit - Pre-approval or by the end of the first week of class. Transcript,  
26 grade statement or institutional verification shall be forwarded to the District  
27 Administrator or his/her designee by the July 1<sup>st</sup> after the completion of the class  
28 unless the class is completed between June 15 and July 1, in which case the report  
29 shall be filed not later than July 1 of the following year.

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

33

34

35

36

1	<b>Part XI</b>
2	<b>CO-CURRICULAR SALARY SCHEDULE</b>
3	
4	Article A - Schedule
5	
6	Article B - Other Positions
7	

**Article A**

**Waunakee Community School District Co-Curricular Salary Schedule**

20221-232 base = \$43,33246172. 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 \$43,33246172X 13% or \$5,633.166002.36.

**SENIOR HIGH CO-CURRICULARS - ATHLETICS**

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

<b>Years of Experience</b>	<b>0-1</b>	<b>2-3</b>	<b>4-6</b>	<b>7-8</b>	<b>9+</b>
<b><u>MOUNTAIN BIKE</u></b>					
<u>Head Mountain Bike</u>	<u>3.0</u>	<u>3.5</u>	<u>4.0</u>	<u>4.5</u>	<u>5.0</u>
<b>SKI/SNOWBOARD TEAM</b>					
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
<b>SOCCER</b>					
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
<b>LACROSSE</b>					
Head Lacrosse	7.0	7.5	8.0	8.5	9.0
Assistant Lacrosse	5.0	5.5	6.0	6.5	7.0
<b>SOFTBALL</b>					
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
<b>SWIMMING</b>					
Head Swim	9.0	10.0	11.0	12.0	13.0
Assistant Swim	7.0	7.5	8.0	8.5	9.0
<b>TENNIS</b>					
Head Tennis	7.0	8.0	9.0	10.0	11.0
Assistant Tennis	5.0	5.5	6.0	6.5	7.0
<b>TRACK</b>					
Track Coordinator	13.0	14.0	15.0	16.0	17.0
Assistant Track	7.0	7.5	8.0	8.5	9.0
<b>VOLLEYBALL</b>					
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
<b>WRESTLING</b>					
Head Wrestling	13.0	14.0	15.0	16.0	17.0
Assistant Wrestling	10.0	10.5	11.0	11.5	12.0
<b>SPECIAL OLYMPICS</b>					
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

1  
2  
3  
4

**SENIOR HIGH CO-CURRICULARS – NON-ATHLETIC**

<b>Years of Experience</b>	<b>0-1</b>	<b>2-3</b>	<b>4-6</b>	<b>7-8</b>	<b>9+</b>
<b>DRAMA</b>					
<u>Accompanist Musical</u>	<u>2.5</u>	<u>3.0</u>	<u>3.5</u>	<u>4.0</u>	<u>4.5</u>
<u>Head One Act Play/Director–One Act, Play, Musical, Vocal</u>	9.0	10.0	11.0	12.0	13.0
<u>Director Assistant–One Act, Play–One Act</u>	5.0	5.5	6.0	6.5	7.0
<u>Director Costume–One Act, Play, Musical</u>	<u>4.0</u>	<u>5.0</u>	<u>6.0</u>	<u>7.0</u>	<u>8.0</u>
<u>Head School Play/Musical/Director Tech–One Act, Play, Musical</u>	<u>9.0</u> <u>4.0</u>	<u>10.0</u> <u>5.0</u>	<u>11.0</u> <u>6.0</u>	<u>12.0</u> <u>7.0</u>	<u>13.0</u> <u>8.0</u>
<u>Asst. School Play/Musical</u>	<u>5.0</u>	<u>5.5</u>	<u>6.0</u>	<u>6.5</u>	<u>7.0</u>
<u>Director Pit, Dance</u>	<u>4.0</u>	<u>5.0</u>	<u>6.0</u>	<u>7.0</u>	<u>8.0</u>
<b>FORENSICS</b>					
Head Forensics	7.0	8.0	9.0	10.0	11.0
Assistant Forensics	5.0	5.5	6.0	6.5	7.0
<b>MUSIC</b>					
<u>Consort</u>	<u>5.0</u>	<u>6.0</u>	<u>7.0</u>	<u>8.0</u>	<u>9.0</u>
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
<b>OTHER</b>					
<u>Consort Club</u>	<u>5.0</u>	<u>6.0</u>	<u>7.0</u>	<u>8.0</u>	<u>9.0</u>
H.S. Student Council	4.5	5.5	6.5	7.5	8.0
Head Skills USA	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 FFA	7.0	8.0	9.0	10.0	11.0
Head Yearbook	7.0	8.0	9.0	10.0	11.0
HOSA	7.0	8.0	9.0	10.0	11.0
<u>Livestream Coordinator</u>	<u>9.0</u>	<u>10.0</u>	<u>11.0</u>	<u>12.0</u>	<u>13.0</u>
Newspaper/Literary	7.0	8.0	9.0	10.0	11.0
Video Production Coordinator	9.0	10.0	11.0	12.0	13.0

5

1

**SENIOR HIGH CLUB ADVISORS**

<b>Years of Experience</b>	<b>0-2</b>	<b>3-7</b>	<b>8+</b>
Above the Influence	2.5	3.5	5.0
Art Club	2.5	3.5	5.0
Drama Club	2.5	3.5	5.0
ECO Club	2.5	3.5	5.0
FCCLA Club	3.5	4.5	6.0
French Club	2.5	3.5	5.0
Future Problem Solvers	3.5	4.5	6.0
Garden of Dreams	2.5	3.5	5.0
Justice League Advisor	2.5	3.5	5.0
Los Sonadores Club	2.5	3.5	5.0
Math Team Advisor	3.5	4.5	6.0
<u>Mental Wellness</u>	<u>2.5</u>	<u>3.5</u>	<u>5.0</u>
Mock Trial	3.5	4.5	6.0
National Honor Society	2.5	3.5	5.0
Pay it Forward	2.5	3.5	5.0
Schmidt's Woods	2.5	3.5	5.0
Science Club	2.5	3.5	5.0
Science Olympiad	2.5	3.5	5.0
Spanish Club	2.5	3.5	5.0
Spanish Honor Society	2.5	3.5	5.0
<u>WI Civics</u>	<u>3.5</u>	<u>4.5</u>	<u>6.0</u>
<u>Young Conservatives</u>	<u>2.5</u>	<u>3.5</u>	<u>5.0</u>

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**

<b>Years of Experience</b>	<b>0-1</b>	<b>2-3</b>	<b>4-6</b>	<b>7-8</b>	<b>9+</b>
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
<u>Head Dance</u>	<u>4.0</u>	<u>5.0</u>	<u>6.0</u>	<u>7.0</u>	<u>7.5</u>
<u>Head Football Cheerleading</u>	<u>4.0</u>	<u>5.0</u>	<u>6.0</u>	<u>7.0</u>	<u>7.5</u>
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
Asst 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

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

3 **Article B - Other Positions**  
4

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

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

13  
14 3. Chaperoning, Ticket Sellers, Scorers, etc. Assignments are voluntary.

15  
16 a. Chaperoning, buses, dances (7-12)  
17 ~~—Twenty dollars (\$20.00)/hour. Fourteen dollars (\$14.00)/hour—Voluntary—Teachers~~  
18 ~~will have first option, and will need to notify the principal or assistant principal of their intent at~~  
19 ~~least two (2) weeks prior to a regularly scheduled event. For special events like state tournaments,~~  
20 ~~special dances, etc., it will be necessary for teachers to give 48 hours notice if appropriate.~~  
21 )

22 b. Cashiers, ticket sellers and/or takers will be paid ~~twelve—twenty~~ dollars  
23 (\$~~12.00~~20.00)/hour.  
24 ~~Assignments are voluntary according to guidelines set in (1).~~

25  
26 e. ~~—~~Scorers, timekeepers, starters, crowd control, before and after school weight room  
27 supervision, and statisticians will be paid ~~fourteen—twenty~~ dollars  
28 (\$~~14.00~~20.00)/hour per event (basketball, football - minimum of 2 hours/game).

1                   ~~Assignments are voluntary according to guidelines set in (1). Supervisors~~  
2                   ~~providing crowd control at home high school football games shall be paid seventeen~~  
3                   ~~dollars (\$17.00) per hour.~~

4                   ~~d.c.~~

5                   e.d.           Announcers - ~~Fourteen~~Twenty dollars (~~\$14.00~~20.00)/per hour - voluntary.

6  
7                   f.e.           Lack of participation in a, b, c, or d above shall not be considered in one's  
8                   evaluation.

9  
10                  4.           Clarification: The head coach and assistant coaches in the specific sport in which a  
11                  tournament is held shall assume assigned responsibilities as part of their coaching  
12                  assignments.

13  
14                  5.           Payment for items covered in Part XI will be made at the next convenient pay period not  
15                  to exceed thirty-one (31) days.  
16

1 **Part XII**  
2 **CALENDAR CLARIFICATION**  
3  
4 Article A - Calendar Clarification  
5  
6  
7

**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.~~ 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.

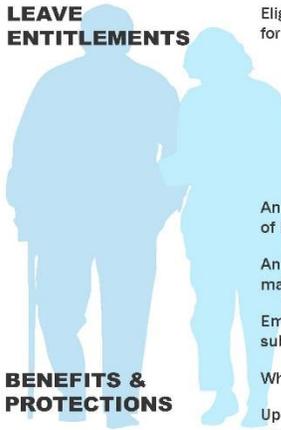
6. Check Out

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.*