

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

Wednesday, June 7, 2023

10:30 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 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. CONSIDERATION OF 2023-2024 WAGE INCREASES FOR
HOURLY STAFF**

3

The district budget planning process incorporated 7.5% employee wage increases for all employee groups as previously discussed in committees. The attached information provides estimates illustrating those associated costs.

Due to a lack of state budget clarity, the administration is recommending proceeding with initial 23/24 wage increases, only for hourly employees at this time.

VI. CONSIDERATION OF 2022-2023 SALARY INCREASES FOR INDIVIDUAL

TEACHERS

Administration will be sharing a recommendation for base contract adjustments for specific teachers based on the years of experience / degree level points that were awarded to them upon hire. The approximate cost is \$150,000. An initial calculation indicates that this is equal to \$141,678. This amount may change slightly as the verification of previous education/degrees continues.

VII. CONSIDERATION OF 2023-2024 EMPLOYEE HANDBOOKS

4

The three employee guidelines are attached as drafts. Additionally, a summary document highlighting language changes or additions is available. Condensing, clarifying, and formatting changes are not noted in the summary document. All edits are highlighted with colored, underlined text and language deletions are noted with strikethrough.

VIII. ADJOURN

“Any person who has a qualifying disability as defined by the Americans with Disabilities Act who requires assistance with access or materials should contact the Waunakee Community School District Office at 849-2000, 905 Bethel Circle Drive Waunakee, WI 53597, at least twenty-four hours prior to the commencement of the meeting so that necessary arrangements can be made to accommodate the request.”

EMPLOYEE GROUPS	CURRENT	COSTING FIGURES			TOTAL COST	% INCREASE
		Increase of 6.5%	Step Movement			With step movement
Administrative Assistants						
Returning Staff. Two Step increase amount used.	\$1,711,266	+	\$111,232	+	\$19,620	= \$1,842,118 107.65%
Vacancies (used current staff figures - Hass)	\$0	+	\$0	+	\$0	= \$0
<u>Detail Costing - TWO STEP</u>	<u>Detail Costing - ONE STEP</u>					
<u>Salary Matrix 23-24 same as 22-23</u>	Total work days decreased: 12M 261 to 260. 11M 240 to 239.					
Classified Staff / Para Educators / Crossing Guards						
<i>Returning Staff & Vacancies</i>	\$2,912,886	+	\$189,338	+	30,090	= \$3,132,314 107.53%
Vacancies. All included above.						
<u>Budgeted Positions</u>						
<u>Detail Costing</u>						
<u>Salary Matrix 23-24 same as 22-23</u>						
Custodian / Maintenance						
Returning Staff	\$1,913,873	+	\$124,402	+	14,553	= \$2,052,828 107.26%
Total work days decreased: 261 to 260.						
Vacancies. All included above. HS Young resigned, but 4 hours of Saunders is labled yet as hiring overage. So technically, only 4 hrs open.						
S Hosely open 8 hr position uses step 5 custodian salary and job is included.						
New 8 hr open maintenance job included.						
B Hauke open position uses his wage level.						
<u>Budgeted Positions</u>						
<u>Detail Costing- ONE STEP</u>						
<u>Salary Matrix 23-24 same as 22-23</u>						
Hourly Grand Totals	<u>\$6,538,025</u>		<u>\$424,972</u>		<u>\$99,263</u>	<u>7,027,260</u> 107.48%

HR Committee

6.7.2023

Employee Guideline Modifications

Teacher

Part 1 - Article A - Added clarifying language about eligibility

Part V - Leaves

Formatting consistency - Eligibility / Allocation; Use; Restrictions

Part VI - Benefits

All benefit eligibility to 30 hours

Article A - Added employer contribution language to 5%

Article C - Added HSA

Article J - Changed life term life to \$85,000

Article M - HRA increased annual contributions \$20

Increased sick day value \$5

Part IX

Article A - Moved compensation language from Experience & Development to compensation

Added Base Salary indicator

Article C - Adjusted summer school hourly rates per earlier approval

Article H - Added Proctoring - increased value \$5 per hour

Article I - Added Special Ed Extra Duties

Part XI

Article A - Added Agency Manager - state required

Moved FCCLA to be with other like CTE's

Added previously approved co-curriculars

Increased MS Head Track / Cross Country to be consistent w/ other sports

Hourly Staff

4.0 - Comp Time must be used or paid out by June 15 / December 15

6.0 - Formatting consistency - Eligibility / Allocation; Use; Restrictions

7.0 - All benefit eligibility to 30 hours (unless legacy)

Added 2% employer incentive

Added language based on prior approvals of decreased number of rate levels

Added language about term insurance coverage levels of \$35,000 and \$85,000

9.0 - Added \$5 to value of sick day

14.0 - New section

Appendix B - Removed roles no longer in service

Appendix C - HS Custodian added to CM Lane 3

Plumber added to CM Lane 4

Appendix G - Legacy language added for staff working <30 hours for benefits

Admin / Admin Support

Section IV - Benefit eligibility to 30 hours

Added employer contribution language to 5%

Removed stipend for life insurance; increased coverage level to \$200,000

Added HSA language

Section IX - Personal Leave not used is added to sick leave



**Administrator
&
Administrative Support
Employment Guidelines**

| BOE Adopted: 6/13/23~~2~~

TABLE OF CONTENTS

Compensation Plan 5

Guidelines for Salary Increases 7

Grievance Procedure 8

Benefits: Health, Dental, Life, Long-Term Disability 11

Workers Compensation 13

Flexible Spending Plan 15

Wisconsin Retirement/Employee Trust Funds. 16

403(b) Employee Savings Plan. 16

457(b) Deferred Compensation Plan. 16

Tuition Reimbursement. 16

Vacation. 17

Personal Leave 17

Sick Leave 17

Bereavement Leave 18

Holidays 18

Comp Time 19

Other Leaves 19

Expense Accounts 19

Smartphones 19

Membership Dues 20

National Convention 20

Reduction in Force. 20

Retirement 20

Liquidated Damages 25

Criminal Background Checks/Charges/Convictions – Obligation to Report. 26

Appendix - Family and Medical Leave 28

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>	Contracted Days
Aquatics Director	261 days
COTA	# of student days
Communications & Engagement Specialist	261 days
Computer Technician	261 days
Director of Facilities	261 days
Network Administrator	261 days
Network Engineer	261 days
Nurse	200 days
Psychologist	238 days
School-to-Career Coordinator	238 days
*Sign Language Interpreter	# of student days
Social Worker	210 days
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 15th and 30th of each month. When the fifteenth or thirtieth day of the month falls on a Saturday, Sunday, or on a bank holiday, payment shall be made on the preceding business day. The District shall provide all payments via electronic deposit, and all payroll information shall be provided electronically.

Administrators / Administrative Support Staff who work less than 238 days will receive less than 24 paychecks depending upon their annual payroll cycle election as follows: 24 payrolls July 15 – June 30; 22 payrolls August 15 – June 30; 19 payrolls September 15 – June 15. All other administrators will be paid year round.

I. PART-TIME POSITIONS

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

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

II. PART TIME SALARY COMPUTATION

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

SECTION II

GUIDELINES FOR SALARY INCREASES

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

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

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

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

SECTION III

GRIEVANCE PROCEDURE

Definitions:

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

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

Procedures:

First Step

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

Second Step

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

Third Step

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

Fourth Step

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

SECTION IV

BENEFIT PLAN

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

1. Employees who work 30 or more hours per week shall be eligible to enroll in district health insurance. The district shall pay premiums as indicated below when the employee enrolls in the HMO Plan or High Deductible Health Plan (HDHP). For employees enrolling in a single or family Point of Service (POS) health plan, the employer contribution dollar amount will match the employer contribution dollar amount paid towards the HMO health plan. The High Deductible Health Plan is the lowest cost plan and is the single rate offer for the Federal Affordable Care Act.

Employees completing the established district annual assessment process will receive an additional employee premium savings as outlined in the annual health assessment incentive section of these guidelines. The rates in the chart below represent no health assessment participation.

HMO and HDHP health insurance employer percent paid based on an employee's weekly work hours over a five (5) day work week.

<u>Staff Person</u>	<u>Single Coverage</u>	<u>Family Coverage</u>
<u>8 hours (100% FTE)</u>	<u>85%</u>	<u>85%</u>
<u>7+ hours (88% - 99% FTE)</u>	<u>80%</u>	<u>80%</u>
<u>6+ hours (75% - 87% FTE)</u>	<u>75%</u>	<u>85%</u>

Employer health insurance contribution rate when both spouses are employed by the district and are both eligible for health insurance. The contribution varies depending on eligibility and participation in the Alternative Benefit Plan. The percent contribution will be based on the employee enrolled in health insurance. The district percentage paid will be based on the family plan rate in the chart below of the HMO or HDHP premium (or if enrolling in the POS Plan, the percentage district paid of the HMO Plan premium).

<u>Family plan employer percent paid when both spouses are employed at the district. This table is based on the employee who carries the health insurance, works 8 hours per day (100% FTE) with no participation in the health assessment</u>	<u>Family Rate</u>
<u>Neither spouse participating in ABP</u>	<u>95%</u>
<u>One spouse eligible & elects enrollment in ABP</u>	<u>85%</u>

Health Insurance

1-2. 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.

2-3. 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. Annual Health Assessment Incentive.

The annual health assessment incentive is designed to engage employees in identifying health risks and to improve their health and prevent chronic disease. Participation in the program is voluntary. If individuals do not participate in the annual health assessment process established by the district, the district's contribution towards the single or family coverage health insurance premiums are the employer contribution rate outlined in the health insurance section of these guidelines. The following employer contribution rates apply towards single or family health coverage for employees participating in the health assessment.

3% rate savings. The employee is required to visit and meet with the Nurse Practitioner at the district Staff Wellness Clinic.

5% rate savings (3% plus an additional 2% rate savings). The employee is required to visit and meet with the Nurse Practitioner at the district Staff Wellness Clinic and the employee is required to be current or have completed all recommended age/gender appropriate screenings.

Human Resources will provide employees with the last date to complete their annual health assessment to receive the above rate savings. Participation in the annual health assessment affects the premium rates for the following insurance plan year. The only information Human Resources receives from the health assessment provider is whether the individual meets with the Nurse Practitioner, is current on age/gender appropriate screenings and a summary report of aggregate data with no identifiable individual data.

C. HEALTH SAVINGS ACCOUNT

The district maintains a health savings account (HSA) for eligible employees in accordance with **IRS 969** plan regulations. A health savings account (HSA) is a benefits plan designed to allow employees to set aside pre-tax dollars to pay for eligible medical expenses such as co-pays,

deductibles and other qualifying out-of-pocket medical expenses. Employees must be enrolled in a high deductible health plan in order for contributions to be made to an HSA. The district will make a defined employer contribution towards a single or family HSA and district contributions will only be made for the months that an employee is enrolled in the HDHP. The combined district and voluntary employee contribution shall not exceed the annual IRS limit. The account is owned by the employee and unused funds rollover year to year. It is the employee's responsibility to manage their HSA account according to IRS 969 plan regulations.

D. Dental Insurance

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.

Individual Life Insurance

~~*Less than 238 day contracts~~

~~DE. Term Life Insurance~~

~~\$250 per year~~

~~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~~

~~September 30th~~ ~~employee's present contracted salary rounded to the nearest one thousand dollars (\$1000). See When an employee resigns or retires, their life insurance~~

~~ends on their last day worked with the district. See current life insurance policy booklet for benefit~~

limitations and/or exclusions.

~~EF. Long Term Disability Insurance~~

~~The district will offer a coordinated plan of loss of wage insurance.~~

~~FG. 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.

GH. 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. WCCSD 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 ~~20-30~~ 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 maintains a 403(b) Employee Savings Plan to help employees save for retirement via district approved 403(b) investment vendors. The 403(b) plan is a voluntary retirement savings program funded solely by the employee via payroll salary reduction contributions on a pre-tax or ROTH after-tax basis. The district does not make any contributions to employee 403(b) employee savings plans. It is the employee's responsibility to manage their 403(b) plan participation in accordance with 403(b) rules and regulations and district plan documents. If the teacher's 403(b) calendar year annual deposits exceed the IRS standard calendar year maximum, it is the teacher's responsibility to properly calculate and determine their annual 403(b) deferral eligible amount when submitting salary reduction agreement payroll deduction requests related to 403(b) age 50 catch ups and 15 years of service catch ups.

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)
Unused personal leave is added to accrued sick at the end of each school year.

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 notwithstanding 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 30th or the last regular work day in June if June 30th falls on a Saturday or Sunday. These dates may be waived by the Board of Education, upon recommendation of the superintendent.

C. Benefits

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

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

1. Health Reimbursement Account Retirement Benefit

a. Eligibility. Administrators / Administrative Support Staff hired before April 1, 2010, will be eligible for a benefit upon retirement based on their years of administrative / administrative support experience with the District.

b. Benefit. An employee who elects to retire after their 55th birthday shall receive health and dental retirement benefit amounts based upon the following schedule, or to the age at which the retired employee is eligible for Medicare, whichever comes first:

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

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

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

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

The District will contribute the benefit amount to a post-employment Health Reimbursement Account (“HRA”). The HRA is a portable post-employment benefit that can be accessed by the Administrator /

Administrative Support Personnel subject to the terms and conditions of the HRA provider.

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

The retired employee may, if permitted by the health and dental insurance provider(s), continue coverage under the health and dental insurance plan by paying the monthly plan premium directly to the insurance provider. The program offered to district employees is subject to change on an annual basis.

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

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

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

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

Conditions

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

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

2. Life Insurance

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

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

Health Reimbursement Account Retirement Benefit

1. Eligibility: The following benefit is available to administrators / administrative support personnel hired on or after April 1, 2010. This benefit is in place of, and not supplemental to, the benefit set forth in Section C. for Administrators / Administrative Support Personnel Hired Before April 1, 2010.
2. Benefit: The District shall contribute, pursuant to the following schedule, funds into a post-employment Health Reimbursement Account. The HRA vendor/plan administrator shall be selected by the district. The HRA account is a portable post-employment benefit that can be accessed by the Administrator /Administrative Support Personnel subject to the terms and conditions of the HRA provider. The annual contribution and vesting procedures, to this HRA account are set forth below:

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

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

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

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

After # Years Administrative Experience in the Waunakee Community School District	Vested	Non-Vested
After 7 years	70%	30%
After 8 years	80%	20%
After 9 years	90%	10%
After 10 years	100%	0%

- a. Deposit Schedule by the District in the HRA during employment:
The dollar amounts set forth above shall be deposited into the HRA in equal monthly installments.
- b. The employee must complete the contract year in order to receive the benefit provided for under this Article.
- c. This annual HRA contribution shall apply only to those Administrators / Administrative Support Personnel ineligible for the benefits defined in Section C. above.
- d. Non-vested contributions made on behalf of employees who terminate employment with the District for any reason will revert back to the District's Fund 73 fund. The schedule above will determine the amount of non-vested contributions compared to vested contributions.
- e. Contributions on behalf of part-time administrators / administrative support personnel shall be prorated based upon their percentage of full-time equivalency, and their number of contract days.

3. All withdrawals and payments from the HRA Plan shall cease when the funds in the plan are exhausted.
4. No HRA plan shall be made available unless the provider of such plan executes a hold harmless provision in favor of the District against any liabilities arising from mistakes of the vendor.
5. The retired employee may, if permitted by the health and dental care insurance provider, continue coverage under the health and dental care insurance plan by paying the monthly plan premium directly to the insurance provider.
6. Survivorship Rights For All Retirees Receiving the Health Reimbursement Account Plan

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

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

D. Conditions

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

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

XXIII. LIQUIDATED DAMAGES

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

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

XXIV. CRIMINAL BACKGROUND CHECKS/CHARGES-OBLIGATION TO REPORT

CRIMINAL RECORD

1. Job Applicants

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

2. Current Employees

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

record information and make related employment decisions in accordance with provisions of the District's current Employee Handbook and applicable legal requirements.

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

WCSD Policies 522.3, 533.1, 541.1, 751.22, 752

EMPLOYEE RIGHTS UNDER THE FAMILY AND MEDICAL LEAVE ACT

THE UNITED STATES DEPARTMENT OF LABOR WAGE AND HOUR DIVISION

LEAVE ENTITLEMENTS



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

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

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

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

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

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

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

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

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

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

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

ELIGIBILITY REQUIREMENTS

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

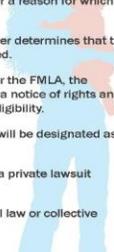
Once an employer becomes aware that an employee's need for leave is for a reason that may qualify under the FMLA, the employer must notify the employee if he or she is eligible for FMLA leave and, if eligible, must also provide a notice of rights and responsibilities under the FMLA. If the employee is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



WI 11420 REV 04/16

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

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

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



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

BOE Adopted: 6/13/23
Updated: 9/16/22

PURPOSE

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

TABLE OF CONTENTS

Definitions of Employee.....	2
Work Schedules.....	2
Time Keeping.....	3
Compensatory Time.....	5
Payroll & Wages.....	5
Mileage Reimbursement.....	6
Building Checks & Call Backs (Custodial/Maintenance staff).....	6
Snow Days.....	6
Time Off.....	7
Paid Holidays.....	12
Health Insurance.....	13
Dental Insurance.....	15
Life, Long & Short Term Disability Insurances.....	16
Vision Insurance.....	16
Flexible Spending Plan.....	16
Wisconsin Retirement/Employee Trust Funds, 403(b) Employee Savings Plan.....	17
457(b) Deferred Compensation Plan.....	18
Workers Compensation, Uniforms (Custodian/Maintenance staff).....	18
Retirement.....	20
Supervision & Evaluation, Physical Exam, & Job Postings/Vacancies.....	22
Job Changes/Transfers.....	23
Lay-Off Language.....	23
Criminal Background Checks/Charges/Convictions-Obligation to Report Criminal Record ..	25
Grievance Procedure.....	26
Appendix: Family and Medical Leave.....	30
Appendix B: Administrative Assistant Job Titles & Pay Ranges.....	31
Appendix C: Custodial/Maintenance Job Titles & Pay Ranges.....	32
Appendix D: Classified Staff Job Titles & Pay Ranges.....	33
Appendix E: TrueTime.....	34
Appendix F: Alternative Benefit Plan (APB) in Lieu of Health Insurance (Custodial/Maintenance staff).....	35

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 time ~~tracking~~ 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~~-timesheet 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 1st and December 31st-15th must be taken by December 31st-15th or paid out. A maximum of 24 hours of comp time may be taken during this timeframe; all remaining hours earned shall be paid out. All comp time earned between January 1st and June 30th-15th must be taken by June 30th-15th 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

Formatted: Superscript

Formatted: Superscript

Formatted: Superscript

Formatted: Superscript

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 15th and 30th of each month during the school year. When the fifteenth or thirtieth day of the month falls on a Saturday, Sunday, or on a

bank holiday, payment shall be made on the preceding business day. The District shall provide all payments via electronic deposit, and all payroll information shall be provided electronically.

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

5.4 Employees will give written notice of termination of employment at least two weeks prior to the last day of work. If an employee has overused the holiday, sick or vacation time earned, the employee will have an amount equal to the value of that overused leave withheld from 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 Eligibility and Paid Time Off Allocations

All employees classified in these Employment Guidelines shall be eligible for time off as outlined in the following sections. Paid time off allocations occur on the first day of July each year. Employees who are eligible for vacation time off have vacation allocations that occur on hire date anniversaries.

Employees hired after July 1st or after the school year begins will accrue paid time off on a prorated basis based on a proration of the remaining days in their assignment.

Employees who resign or are terminated before the end of the work year, or assigned number of work days, will have their paid time off prorated (reduced) based on the number of days actually worked.

Employees who do not work the same number of hours on each workday shall have their allocations determined by the average number of hours per day calculated on a weekly basis. Part-time employees shall receive allocations prorated for their FTE.

Administration

The Board of Education may implement and/or change policies to prevent misuse of time off at any time upon their discretion.

The Director of Human Resources, or their designee, may request verification of the need for an employee's time off at their discretion.

Employees are responsible for adhering to the time off guidelines and to use the electronic time off system, Skyward - Employee Access, correctly.

Time off requests should be entered into Skyward prior to the absence being taken.

Time Off Use

All time off requests may be requested in hourly increments of 0.25 hours and must be submitted in Skyward - Employee Access. If time off requests are less than a full day, employees are expected to work for the remaining workday.

External substitutes (substitutes in Frontline) only are hired for a minimum of two (2) hours per day. Frontline substitute requests must be a minimum of two (2) hours up to eight (8) hours per day. Absences less than two (2) hours are submitted to the building office.

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. **Allocation Amounts:** Each employee will be credited with two (2) days of personal leave per year. These days are separate from sick leave and are allocated as personal leave.

B. **Use:**

a. Personal days can be used for anything.

b. Unused personal leave is added to accrued sick leave at the end of each fiscal year (June 30th) or for Custodian/Maintenance staff on anniversary date, which is accumulative to 188 days (1,504 hours), 120 days (960 hours) of which can be applied toward retirement.

C. **Restrictions on Use:**

. District-Wide: No more than three (3) hourly support staff (Para-Educators, LMTC Assistants, Technology Assistants, Health Assistants) may use personal leave on any one day.

a. Personal leave should be submitted forty-eight (48) hours in advance of the actual absence date whenever possible.

b. Employees who work less than 12-months per year:

i. Personal leave may not be used before or after an unpaid break or holiday.

ii. Personal leave may not be used on the last ten (10) school days of the year.

iii. Personal leave may not be used during the first week of school.

D. **Requests for Exceptions of Use:** The Director of Human Resources may grant approval for use of personal leave for extenuating circumstances or once-in-a-lifetime events. These requests must be submitted prior to submitting a time off request via the PowerSchools form found xxx.

E. **Personal Leave Bank:** 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 via email prior to the end of the school year. The use of banked personal days is subject to the restrictions listed under personal leave.

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

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

~~A. 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. Allocation Amounts: Employees shall be given one day of sick leave per month worked, accumulative to 188 days (1,504 hours). 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.

a. School-Year only Employees: Ten (10) days of sick leave are allocated each year.

b. 11-Month Employees: Eleven (11) days of sick leave are allocated each year.

c. 12-Month Employees: Twelve (12) days of sick leave are allocated each year.

B. Use: Sick leave may be used for:

a. Personal illness.

a. Doctor and/or dentist appointment for self that cannot be scheduled outside of normal work hours.

b. Immediate family* member illness, or doctor and/or dentist appointment that cannot be scheduled outside of normal work hours.

c. Care for a child in their immediate family that cannot safely be left alone in situations of canceled or closed childcare.

d. Funeral or wake of a friend or a relative that is defined as an immediate family* member.

e. 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.

A. * 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, or grandparent-in-law. 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.

A. 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.

A. Sick leave may be used for:

0. Personal illness.

0. Doctor and/or dentist appointment for self, spouse or children, which cannot be scheduled outside of the employee's regular work schedule.

0. Care of spouse, child, parent or step-parent, grandparent, brother/sister, or parent-in-laws.

0. Sick leave requests must be submitted electronically via Employee Access.

~~A. 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.~~

~~A. A physician's statement of illness may be requested if considered necessary by the immediate supervisor, or Director of Human Resources.~~

~~A. 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.~~

Family and Medical Leave

~~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 absence of more than three days that qualifies as Family and Medical leave will be counted as Family and Medical leave. 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. Employees should contact the Director of Human Resources to request Family and Medical leave or to discuss their options for time off under the State and Federal laws. Please see Appendix C for employee rights and responsibilities under the Family and Medical Leave Act.~~

~~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. Eligibility.

- a. 12-month employees and 11-month Administrative Assistants are eligible for vacation.
- b. 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.

B. Allocation Amounts.

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. *See vacation allocation schedule below.

- a. A maximum of ~~up to~~ ten (10) days of unused vacation may be carried over to the next school-year.

C. Use

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.

- a. Vacation may be taken on days which employees are not scheduled to work, including winter break, and spring break.

D. Restrictions on Use

Employees who work less than 12-months per year:

- i. 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.
- ii. 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.

Formatted: Space Before: Auto, After: Auto

Formatted: Font: Bold

a. 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.

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

~~A. 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.~~

~~A. 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.~~

~~A. One (1) day of vacation is equivalent to the number of scheduled hours for that employee and is accumulated on this basis.~~

~~A.~~

~~A. 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.~~

~~A.~~

~~A. 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.~~

~~A.~~

~~A. Vacation cannot be used to extend a holiday or recess (a recess is defined as any~~

~~A. 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.~~

~~A.~~

~~A. Up to ten (10) days of unused vacation may be carried over to the next school year.~~

~~A. Vacation may be taken on days which employees are not scheduled to work, including winter break, and spring break.~~

~~A. 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.~~

~~A.~~

~~A. Employees who properly resign (minimum of two week written notice) or retire shall be paid for accrued, unused vacation on a prorated basis. Discharged employees shall not receive vacation pay. Employees who resign before working one year are only eligible for prorated unused vacation to be paid out.~~

VACATION SCHEDULE			
12-Month, Full-Time	5 days during first year		
	10 days during 2nd year	16 days during 7th year	21 days during 13th & 14th year
	11 days during 3rd year	17 days during 8th year	22 days during 15th & 16th year
	12 days during 4th year	18 days during 9th year	23 days during 17th & 18th year
	14 days during 5th year	19 days during 10th year	24 days during 19th & 20th year
	15 days during 6th year	20 days during 11th & 12th year	25 days during 21st year and thereafter
11-Month, Full-Time	2 days during first year		
	5 days during 2 nd year	10 days during 6 th & 7 th year	14 days during 14 th & 15 th year
	6 days during 3 rd year	11 days during 8 th & 9 th year	15 days during 16 th year and thereafter
	7 days during 4 th year	12 days during 10 th & 11 th year	
	9 days during 5 th year	13 days during 12 th & 13 th year	
Less Than 11-Months	5 days during 6 th year	7 days during 8 th year	9 days during 10 th year
	6 days during 7 th year	8 days during 9 th year	10 days during 11 th year and thereafter
	To a maximum of 10 days		
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. Eligibility:** 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).~~

Formatted: Space After: Auto

~~**B. Use:**
a. Unpaid leave requests may be requested for situations that do not fall under any other time off category and are considered "once-in-a-lifetime" requests.~~

~~Applicable paid time off should be exhausted prior to requesting unpaid leave.~~

~~Any unpaid time off qualifies as a once-in-a-lifetime leave, even if for a single day, and must be pre-approved by your principal/supervisor and the Director of Human Resources prior to submitting an unpaid leave request in Skyward-Employee Access.~~

~~These requests must be submitted prior to submitting a time off request via a TalentEd/PowerSchools form. Log into your TalentEd/PowerSchools account to submit an Employee Special Time Off Request Form (Not extended leave).~~

Formatted: Font: (Default) Arial

Formatted: Font: (Default) Arial

~~(in current handbook, just moved it): Taking unpaid leave without having received prior approval for the leave is a serious offense which may result in an unpaid suspension or discharge.~~

b. ~~The allowance for unpaid leave days will be on a first come, first served basis with each building.~~

c. ~~Unpaid leave may be used for education, medical reasons, maternity, military or National Guard service, civic duties or for other purposes approved by the District.~~

d. ~~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.~~

C. Restrictions on Use:

~~. No more than two (2) staff members per classification per day may use unpaid leave at any time.~~

a. ~~Unpaid leave shall be taken in increments of not less than one (1) full day. [still true w/hourly time off?]~~

b. ~~Unpaid leave requests must be submitted at least five (5) days prior to the absence date(s).~~

c. ~~Unpaid leave may not be used to extend holidays.~~

d. ~~Employees who work less than 12-months per year:~~

~~i. Unpaid leave may not be used before or after an unpaid break.~~

~~ii. Unpaid leave may not be used on the last ten (10) school days of the year.~~

~~iii. Unpaid leave may not be used during the first five (5) days of school.~~

~~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.~~

~~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.~~

~~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.~~

~~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.~~

~~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.~~

~~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).~~

~~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.~~

~~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.~~

~~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- when the employee enrolls in the HMO Plan or High Deductible Health Plan (HDHP). For employees enrolling in a single or family Point of Service (POS) health plan, the employer contribution dollar amount will match the employer contribution dollar amount paid towards the HMO health plan. The high deductible health plan is the lowest cost plan and is the single rate offer for the Federal Affordable Care Act. 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.

Formatted: Font: 12 pt

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

Formatted: Body Text Indent, Indent: Left: -0.75", Hanging: 0.75", Line spacing: single, Tab stops: 0.25", Left + Not at -1" + -0.5" + 0.5" + 1" + 1.5" + 2" + 2.5" + 3" + 3.5" + 4" + 4.5" + 5" + 5.5" + 6" + 6.5" + 7" + 7.5"

below of the HMO or HDHP premium (or if enrolling in the POS Plan, the percentage district paid of the HMO Plan premium).

Family plan employer percent paid when both spouses are employed at the district. This chart is based on the employee who carries the health insurance, works 8 hours per day with no participation in the health assessment	11 or 12-Month Hourly Staff Family Rate	School Year Only Hourly Staff Family Rate
Neither spouse eligible ABP	95%	77%
One spouse eligible & elects enrollment in ABP	85%	67%

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. ~~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. See Appendix G for health insurance legacied language. 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.~~

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

~~The following rate charts will be deleted out~~

7.2 ANNUAL HEALTH ASSESSMENT INCENTIVE

The annual health assessment incentive is designed to engage employees in identifying health risks and to improve their health and prevent chronic disease. Participation in the program is voluntary. ~~If individuals do not participate in the annual health assessment process established by the district, the district's contribution towards the single or family coverage health insurance premiums are the employer contribution rate outlined in the health insurance section of this handbook. The following employer contribution rates apply towards single or family health coverage for individuals participating in the health assessment.~~

~~3% rate savings. The individual is required to visit and meet with the Nurse Practitioner at the district Staff Wellness Clinic.~~

~~5% rate savings (3% plus an additional 2% rate savings). The individual is required to visit and meet with the Nurse Practitioner at the district Staff Wellness Clinic and the individual is required to be current or have completed all recommended age / gender appropriate screenings.~~

~~Human Resources will provide individuals with the last date to complete their annual health assessment to receive the above rate savings. Participation in the annual health assessment affects the premium rates for the following insurance plan year. The only information Human~~

- Formatted: Font: 12 pt
- Formatted: Font: 12 pt
- Formatted: Font: 12 pt
- Formatted: Font: 14 pt
- Formatted: Font: 14 pt
- Formatted: Font: 14 pt
- Formatted: Font: 12 pt
- Formatted: Font: 14 pt
- Formatted: Font: 12 pt
- Formatted: Font: 14 pt
- Formatted: Font: 12 pt
- Formatted: Font: 14 pt
- Formatted: Font: 12 pt
- Formatted: Font: 14 pt
- Formatted: Font: 12 pt
- Formatted: Font: 14 pt
- Formatted: Font: 12 pt
- Formatted: Font: 14 pt

Resources receives from the health assessment provider is whether the individuals meet with the Nurse Practitioner, is current on age / gender appropriate screenings and a summary report of aggregate data with no identifiable individual data.

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.

7.2-3 ALTERNATIVE BENEFIT PLAN (ABP) in LIEU OF HEALTH INSURANCE

Custodial & Maintenance Employee Group Only - See Appendix ~~GF~~

7.3-4 DENTAL INSURANCE

~~Employees who work 20 30 or more hours per week shall be eligible to enroll in the district's dental insurance. The district shall pay premiums as indicated below. A.~~

~~If both spouses husband and wife are employed by the District, and both are eligible for health and dental insurance benefits, the Board shall pay 100% of the lowest cost family plan for family 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~~

Formatted: Font: 12 pt

Formatted: Font: 8 pt

~~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. See Appendix G for dental insurance legacied language.~~

<u>11 & 12 Month Hourly Staff</u>	<u>Single Coverage</u>	<u>Family Coverage</u>	<u>School Year Only Hourly Staff</u>	<u>Single Coverage</u>	<u>Family Coverage</u>
<u>8 hours</u>	<u>88%</u>	<u>88%</u>	<u>8 hours</u>	<u>88%</u>	<u>70%</u>
<u>7+ hours</u>	<u>83%</u>	<u>83%</u>	<u>7+ hours</u>	<u>83%</u>	<u>66%</u>
<u>6+ hours</u>	<u>78%</u>	<u>78%</u>	<u>6+ hours</u>	<u>78%</u>	<u>58%</u>

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

Dental Insurance (Percentages Paid By The District)			
11 to 12 Month Employees			
Single Coverage		Family Coverage	
88% – 40 Hours (8)		88% – 40 Hours (8)	
9 to 10 Month Employees			
Single Coverage		Family Coverage	
88% – 40 Hours (8)	66% – 30 Hours (6)	70% – 40 Hours (8)	53% – 30 Hours (6)
85% – 38.75 Hours (7.75)	61% – 27.5 Hours (5.5)	69% – 38.75 Hrs (7.75)	48% – 27.5 Hours (5.5)
83% – 37.5 Hours (7.5)	55% – 25 Hours (5)	66% – 37.5 Hours (7.5)	44% – 25 Hours (5)
80% – 36.25 Hours (7.25)	49% – 22.5 Hours (4.5)	64% – 36.25 Hrs (7.25)	40% – 22.5 Hours (4.5)
77% – 35 Hours (7)	44% – 20 Hours (4)	62% – 35 Hours (7)	35% – 20 Hours (4)
71% – 32.5 Hours (6.5)		57% – 32.5 Hours (6.5)	

~~A. If both husband and wife are employed by the District, and both are eligible for insurance benefits, the Board shall pay 100% of the lowest cost family plan for dental insurance.~~

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

~~D.A. 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.~~

7.75 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.

7.6 COBRA LAW INSURANCE CONTINUATION

Both state and federal laws give certain individuals, who would otherwise lose their employer health insurance coverage, the right to continue their coverage for a period of time. The district follows applicable Federal and State COBRA laws when offering employees, at their own expense, the opportunity to continue district health, dental and vision insurance plan(s).

- Formatted: Font: 13 pt
- Formatted: Font: 12 pt
- Formatted: Font: 13 pt
- Formatted: Font: 12 pt

7.47 LIFE INSURANCE

The district shall provide a 100% employer premium paid life insurance policy shall be provided for to employees working twenty 20 30 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).

- Formatted: Font: 12 pt
- Formatted: Font: 14 pt

\$35,000 - Hourly school year only staff

\$85,000 - 11 and 12 month year-round staff

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 worked of employment with the district. See Appendix G for life insurance legacy language.

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.

7.58 LONG-TERM DISABILITY (LTD)

The employer shall pay for a disability insurance plan for all employees working ~~20~~30 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~~worked with the district. See Appendix G for disability insurance legacy language.

- Formatted: Font: 14 pt
- Formatted: Font: 12 pt
- Formatted: Font: 12 pt
- Formatted: Font: 14 pt

7.69 SHORT-TERM DISABILITY

The employer shall offer a voluntary, employee-paid short-term disability policy for support staff working ~~20-30~~ 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.~~ worked with the district. See Appendix G for disability insurance legacy language.

Formatted: Font: 12 pt

Formatted: Font: 12 pt

Formatted: Font: 14 pt

~~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 medical and dependent care flexible spending plans (FSA) under cafeteria plan regulation IRS section §125 cafeteria plan regulations for eligible employees to make pre-tax contributions for qualifying dependent care, health, dental, vision and other qualifying expenses. To participate in this benefit for medical and dependent care FSA, eligible employees must complete the enrollment process. It is necessary that interested employees re-enroll during each annual open enrollment period to maintain continued participation. It is the employee's responsibility to manage their FSA account(s) as per IRS section §125 cafeteria plan regulations. Individuals enrolling in a HDHP may not participate in a medical FSA.~~

~~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:~~

- ~~B. 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.~~
- ~~E. 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.~~
- ~~G. 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.~~

~~H.—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~~

~~I.—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.~~

Formatted: Indent: Left: 1", No bullets or numbering

8.2 HEALTH SAVINGS ACCOUNT

A. The district maintains a health savings account (HSA) for eligible employees in accordance with IRS 969 plan regulations. A health savings account (HSA) is a benefits plan designed to allow employees to set aside pre-tax dollars to pay for eligible medical expenses such as co-pays, deductibles and other qualifying out-of-pocket medical expenses. Employees must be enrolled in a high deductible health plan in order for contributions to be made to an HSA. The district will make a defined employer contribution towards a single or family HSA and district contributions will only be made for the months that an employee is enrolled in the HDHP. The combined district and voluntary employee contribution shall not exceed the annual IRS limit. The account is owned by the employee and unused funds rollover year to year. It is the employee’s responsibility to manage their HSA account according to IRS 969 plan regulations.

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 Education 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 ~~\$125-130~~ 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 one payment following the district deposit schedule of either September 15th or January 15th, depending upon retirement date. The first payment will be made on the September 15th immediately following the employee's date of retirement and the second payment will be made on the next following January 15th. The HRA is a portable post-employment benefit that can be accessed by the employee to pay eligible health care expenses, subject to the terms and conditions of the HRA.

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.

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

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.

14.0 OTHER DUTIES

14.1 Voluntary Special Education Duties

Staff that voluntarily accept additional hours to transport students in school van shall be paid \$20 per hour.

Staff that voluntarily accept additional hours to supervise and support students in after school co-curricular activities shall be paid \$20 per hours.

14.2 School Bus Driving

Staff that have a CDL permitting school bus operation may drive for the WCSD bus service and simultaneously be paid for their regularly scheduled daily work hours and as a bus driver for the service. Supervisors must approve of these schedule arrangements in advance and not all positions will be eligible due to student care responsibilities.

The district will also provide a \$500 bonus to any staff person that earns their CDL and/or becomes a bus driver for the WCSD bus service after 90 days of driving services.

15.0 SPECIAL EDUCATION PROGRAM AIDE LICENSE

Effective for licenses obtained or renewed on July 1, 2023 or later

15.1 Initial Licensure Upon Hire

Staff hired to work as special education para educators can submit for WI licensure fee reimbursement after working for WCSD for 90 days.

15.2 Licensure Renewal – Returning Staff

Returning staff hired to work as special education para educators can submit for licensure fee reimbursement after incurring such fees. Reimbursement will occur on a regularly scheduled pay period.

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



WH11420 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 District Receptionist/AA-Auxiliary Services	Accounting Specialist Accounts Payable Specialist AA-Superintendent District Registrar Employment & Benefits Specialist Payroll Specialist Payroll & Benefits Specialist
Minimum	\$16.41	\$18.76	\$21.14	\$24.10
1 Year	\$16.89	\$19.32	\$21.76	\$24.81
2 Years	\$17.37	\$19.88	\$22.38	\$25.54
3 Years	\$17.84	\$20.44	\$23.00	\$26.25
4 Years	\$18.33	\$20.99	\$23.63	\$26.95
5 Years	\$18.83	\$21.56	\$24.28	\$27.68
6 Years	\$19.08	\$21.83	\$24.59	\$28.05
7 Years	\$19.31	\$22.11	\$24.91	\$28.39
8 Years	\$19.57	\$22.40	\$25.22	\$28.76
9 Years	\$19.80	\$22.68	\$25.55	\$29.13
10 Years	\$20.05	\$22.95	\$25.85	\$29.47
11 Years	\$20.29	\$23.23	\$26.16	\$29.83
12 Years	\$20.52	\$23.52	\$26.48	\$30.20
13 Years	\$20.77	\$23.79	\$26.79	\$30.54
14 Years	\$21.01	\$24.07	\$27.12	\$30.91
15+ Years	\$21.26	\$24.35	\$27.41	\$31.27

Appendix C Custodial and Maintenance Job Titles and Pay Ranges

	Job Titles			
Years of Experience	Custodian Courier	Head Custodian	Maintenance <u>HS Head Custodian</u>	Electrician <u>Plumber</u>
Minimum	\$18.17	\$23.03	\$24.09	\$29.94
1 Year	\$18.44	\$23.56	\$24.77	\$30.78
2 Years	\$18.71	\$24.08	\$25.43	\$31.61
3 Years	\$19.00	\$24.60	\$26.14	\$32.48
4 Years	\$19.22	\$24.87	\$26.48	\$32.90
5 Years	\$19.45	\$25.13	\$26.83	\$33.32
6 Years	\$19.68	\$25.39	\$27.17	\$33.73
7 Years	\$19.92	\$25.65	\$27.50	\$34.15
8 Years	\$20.17	\$25.91	\$27.83	\$34.58
9 Years	\$20.39	\$26.18	\$28.17	\$35.00
10 Years	\$20.63	\$26.44	\$28.51	\$35.41
11 Years	\$20.85	\$26.70	\$28.86	\$35.85
12 Years	\$21.09	\$26.96	\$29.20	\$36.27
13 Years	\$21.33	\$27.22	\$29.53	\$36.70
14 Years	\$21.57	\$27.48	\$29.85	\$37.13
15+ Years	\$21.81	\$27.75	\$30.17	\$37.56

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	\$16.49	\$16.78	\$17.64	\$17.28
1 Year	\$16.93	\$17.22	\$18.08	\$17.80
2 Years	\$17.36	\$17.66	\$18.52	\$18.32
3 Years	\$17.80	\$18.12	\$18.97	\$18.85
4 Years	\$18.02	\$18.33	\$19.21	\$19.37
5 Years	\$18.23	\$18.56	\$19.43	\$19.89
6 Years	\$18.45	\$18.77	\$19.68	
7 Years	\$18.67	\$19.00	\$19.91	
8 Years	\$18.88	\$19.21	\$20.17	
9 Years	\$19.10	\$19.44	\$20.40	
10 Years	\$19.32	\$19.66	\$20.64	
11 Years	\$19.54	\$19.88	\$20.88	
12 Years	\$19.75	\$20.10	\$21.12	
13 Years	\$19.96	\$20.32	\$21.36	
14 Years	\$20.18	\$20.54	\$21.60	
15+ Years	\$20.40	\$20.76	\$21.84	

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 per month
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-July 1 – December 31~~^{June 30}. 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-July 1~~st to permit the election of the cash option in the next cafeteria plan year. The plan year shall be ~~January July 1 – December 31~~^{June 30}. ~~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.

Appendix G

Benefits and Insurance Legacy Language

Health Insurance

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 legacied in, as long as allowable by applicable employment law.

Dental, Life, Short-Term Disability and Long-Term Disability Insurances

Employees who work less than 30 hours and were employed by the district prior to July 1, 2023 and were enrolled in the district's dental, life, short-term disability and long-term disability insurances prior to July 1, 2023 shall be legacied in, as long as allowable by applicable employment law.

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.



WAUNAKEE
COMMUNITY SCHOOL DISTRICT

Teacher Employment Guidelines

BOE Adopted: April, 2012
Updated: 7/1/22

TABLE OF CONTENTS

1		
2	<u>PART I</u>	
3	DEFINITIONS OF STAFF AND RELATED INFORMATION	
4	Part Time Teachers	5
5	Job Sharing Assignment	7
6		
7	<u>PART II</u>	
8	GRIEVANCE PROCEDURE	
9	Definitions	9
10	Procedures	10
11	Timelines	11
12	Exclusive Remedy	11
13		
14	<u>PART III</u>	
15	LAYOFFS, TRANSFERS, NON-RENEWALS	
16	Layoff and Recall Procedure	13
17	Vacancies and Transfers	14
18	Non-Renewal/Renewal	15
19	Late Resignations	16
20	Rehired Teachers	16
21		
22	<u>PART IV</u>	
23	TEACHING LOAD AND WORKDAY	
24	Normal Teaching Load	18
25	Workday	20
26		
27	<u>PART V</u>	
28	LEAVES	
29	Absences with Pay	24
30	Absences without Pay	27
31	General Provisions for Absence with Pay and without Pay	28
32		
33	<u>PART VI</u>	
34	BENEFITS	
35	Health Insurance	32
36	Dental Insurance	33
37	Income Protection Insurance	34
38	Life Insurance	34
39	Vision Insurance	34
40	District Contribution to W.R.S. (Retirement Fund)	34
41	Retirement Eligibility	35
42	Retirement Benefits for Employees Hired before April 1, 2008	35
43	HRA Retirement Benefit for Employees Hired on or after April 1, 2008	38
44	403(b) Employee Savings Plan	40
45	457(b) Deferred Compensation Plan	41
46	Flexible Spending Account/Cafeteria Plan	42
47	Alternative Benefit Plan (ABP) in Lieu of Health Insurance	43

1 Workers Compensation Coverage and Reporting Responsibility 45

2

3 **PART VII**

4 **BUSINESS/PERSONNEL ISSUES**

5 Pay Dates/Direct Deposits 48

6 Personnel Files 48

7 Use of Vehicles 48

8 Attending School Activities 48

9 Criminal Background Checks/Charges/Convictions-Obligation to Report 49

10

11 **PART VIII**

12 **EVALUATION**

13 Evaluation 52

14

15 **PART IX**

16 **SALARY SCHEDULE AND COMPENSATION**

17 Salary Schedule 54

18 Extended School Year 55

19 Curriculum Planning Project and Summer School Pay Plan..... 55

20 Department Chairs/Building Coordinators 55

21 Advancement 56

22 National Emergency..... 56

23 Substitute Pay for Classroom Teachers 56

24 Extended Supervision..... 56

25

26 **PART X**

27 **PROFESSIONAL EXPERIENCE & PROFESSIONAL DEVELOPMENT POINTS**

28 Preamble 58

29 Experience..... 58

30 Professional Development Point Accumulation 58

31 New Teachers to the District 59

32 Degrees and Certificates 60

33 Activities for Point Acquisition..... 60

34 Teacher Incentives & Evaluation Review Committee (TIERC) 64

35 Professional Development Points Guidelines/Dates 64

36

37 **PART XI**

38 **CO-CURRICULAR SALARY SCHEDULE**

39 Schedule..... 67

40 Other Positions 72

41

42 **PART XII**

43 **CALENDAR CLARIFICATION**

44 Calendar Clarification..... 74

45 (Family and Medical Leave Act) A-1

46

47

48

1 PURPOSE

2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44

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.

1	PART I
2	DEFINITIONS OF STAFF AND RELATED INFORMATION
3	
4	Article A - Part Time Teachers
5	
6	Article B - Job Sharing Assignment
7	
8	

Definitions of Staff and Relation Information

Article A - Part Time Teachers

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

1. Determination of Contract Percentage/Salary

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

- a. Elementary (K-6) (including specials of art, music, P.E.) (Full time is 315 minutes) Contract Percentage = assigned minutes divided by 315.
b. Middle school (7-8) (full time is six assignments) Contract Percentage = number of assignments divided by 6/semester or = number of assignments divided by 12/year.
c. High school (9-12) (full time is six assignments or 3 blocks) Contract Percentage = number of assignments divided by 6/semester or = number of assignments divided by 12/year.

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

2. Pay for Extra Partial Days

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

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

Daily Rate x Contract Percentage = Contracted Pay

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

Example

Employee works ninety percent 90% contract

Full time salary amount = \$45,000

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

\$239 x .90 = \$215.43

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

3. Full Day/Partial Week Computation

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

1 Days worked will include parent-teacher conference days, workshop and staff
2 development days. For example: a teacher works Mondays, Wednesdays, and Fridays
3 and the actual days worked with students total 102 plus the 9 days above (7
4 work/convention days and 2 conference days) $102 + 9 = 111$ days worked; 111 days
5 divided by 185 = 60% contract; $60\% \times \text{salary} = \text{salary}$.

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

10
11 4. Nine Additional Days

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

14
15 5. Department and Faculty Meetings

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

19
20 5. Sick Leave Accumulation

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

24
25 6. Fringe Benefits

26 Teachers working at least 30 hours but less than 40 hours per week shall be eligible to
27 receive the following benefits: prorated health insurance benefits or cash in lieu of
28 insurance, prorated dental benefits, prorated enrollment in long-term disability,
29 optional enrollment in the voluntary short-term disability and vision plans, a life
30 insurance policy with the value equal to a teacher working 100% FTE, and participation
31 in the District's Flexible Spending Plan(s) if meeting the plan's eligibility criteria.

32
33 Teachers working less than 40 hours per week shall be eligible for the following benefits:
34 enrollment in the Wisconsin Retirement System if meeting the Employee Trust Funds
35 eligibility criteria, prorated District contributions to a retirement health reimbursement
36 arrangement account and enrollment in voluntary retirement 403(b) and 457 plans.

37
38 ~~Teachers working less than a 100% contract (40 hours per week) are eligible for benefits~~
39 ~~as follows: Teachers must work 30 or more hours per week (75% contract) to be eligible~~
40 ~~for health insurance and cash in lieu of insurance. Eligible teachers who work at least 30~~
41 ~~hours per week but less than 40 hours per week shall receive prorated health insurance~~
42 ~~benefits or cash in lieu of insurance, based upon their FTE. Teachers with a 50% or more~~
43 ~~contract (20 or more hours per week) are eligible for prorated dental, disability and life~~
44 ~~insurance benefits based on their FTE. Enrollment eligibility criteria for the District's~~

1 ~~Flexible Spending Plan is referenced in Part VI, Article K. All teachers are eligible to~~
2 ~~participate in the following retirement plans—health reimbursement accounts, 403(b),~~
3 ~~and 457 plans. Part-time teachers meeting the Employee Trust Funds eligibility criteria~~
4 ~~will be enrolled in Wisconsin Retirement.~~

5
6 ~~Part-time employees who were employed by the district prior to July 1, 2015 and were~~
7 ~~enrolled in the district's health insurance prior to July 1, 2015 shall be grandfathered in,~~
8 ~~as long as allowable by applicable employment law.~~

9
10 7. Job Security

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

13 **Article B - Job Sharing Assignment**

14
15 A job share is defined as one full-time position with two teachers sharing the position. Approval
16 of a job share is solely at the discretion of the Superintendent. A job share will not be approved
17 if there is already a job share in the same grade level in the same building or in the same
18 department in the same building. A job share will only be approved if it is evident that it will
19 benefit both the teachers and the students. A job share may only be created between two
20 existing employees. The district will not hire a part-time teacher to become part of a job share.
21 If two teachers wish to request a job sharing assignment, they should approach their building
22 administrator and discuss the request. If the building administrator is willing to consider the
23 request, they will schedule a meeting with the teachers, the Director of Human Resources, and
24 the Superintendent. In order to be considered for a job sharing assignment, the two teachers
25 must agree to the following:

- 26
27
- 28 • Both teachers understand they are sharing one position and they will split the workload
29 equally
 - 30 • Both teachers understand that they relinquish the right to a full-time position as a result
31 of the job share
 - 32 • Both teachers understand that in the event one individual leaves the job share, it ceases
33 to exist
 - 34 • If one member of the job share substitutes for the other, they will be paid the current
35 daily substitute rate
 - 36 • Seniority will accumulate at 50% of the full-time rate for each individual
 - 37 • Each individual will work full days on staff development days and parent-teacher
38 conference days and have their pay adjusted accordingly
 - 39 • Sick and personal days are based on the contract percentage
 - 40 • Principals may require both individuals to attend staff meetings
 - 41 • Each teacher will be responsible for all normal administrative tasks, record keeping,
42 plans, etc.
 - 43 • Each teacher will be evaluated separately based upon the normal evaluation rotation
 - 44 • Both teachers will be responsible for providing ongoing and consistent communication
regarding students and parents

- 1 • After July 1, 2015, language under Part I, Article A-6 applies

2

3 **Part II**

4 **GRIEVANCE PROCEDURE**

5

6 Article A - Definitions

7

8 Article B – Procedures

9

10 Article C – Timelines

11

12 Article D – Exclusive Remedy

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

- 6 1. A grievance shall mean a dispute regarding the application of School Board
7 policies regarding an employee's discipline or termination of employment, or a
8 dispute concerning workplace safety. No grievance shall be processed under
9 this policy unless it is in writing and contains all of the following:
10
11 a. the name and position of the grievant;
12
13 b. a clear and concise statement of the grievance;
14
15 c. the issue involved;
16
17 d. the relief sought;
18
19 e. the date the incident or alleged violation took place;
20
21 f. the specific section of the Policy or workplace safety rule
22 alleged to have been violated; and
23
24 g. the signature of the grievant and the date.
25
26 2. The term "days" means regular business days, Monday through Friday, other
27 than weekends and holidays regardless of whether the employee or his or her
28 classification is scheduled to work.
29
30 3. A "grievant" is an employee as defined by state statutes governing this grievance
31 procedure. At the grievant's cost and request they may be represented by a person of
32 their 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

1 6. "Termination" means discharge from employment. Non-renewals and layoffs
2 (reduction in force) are not considered terminations and are not subject to this
3 procedure.
4

5 **Article B - Procedures**
6

7 First Step

8 Within fifteen (15) days after the facts upon which the grievance is based or should have
9 reasonably become known the employee shall present the written grievance to their
10 immediate supervisor. The immediate supervisor shall give a written answer within ten
11 (10) days of receipt of the grievance, with a copy to the District Office. An employee
12 who has been notified of termination may process the grievance commencing at Step 3.
13

14 Second Step

15 If the grievance is not satisfactorily resolved at Step 1, it may be submitted by the
16 grievant to the District Administrator within five (5) days after having received the
17 answer in the First Step. After receipt of the written grievance by the District
18 Administrator, they or the designated representative of the District Administrator will
19 meet with the grievant in an effort to resolve the issue(s) raised by the grievance.
20 Within ten (10) days after the meeting, the District Administrator shall respond to the
21 grievance in writing. The District Administrator shall also determine if the grievance is
22 timely, if the subject matter of the grievance is within the scope of this policy and
23 otherwise properly processed as required by this policy. If the District Administrator is
24 aware of other similar pending grievances, they may consolidate those matters and
25 process them as one grievance.
26

27 Third Step

28 Upon the written request of the grievant in response to an adverse decision, the
29 decision at the Second Step may be appealed to the District Administrator by a written
30 statement particularly describing the reason for appeal. If the decision at Step 2 is based
31 in whole or in part on the basis of timeliness, scope of the grievance process or other
32 failure of the Grievant to properly follow the process the matter shall be referred to the
33 Board who shall determine whether the matter should be processed further. If the
34 Second Step decision is on the merits of the grievance only the grievance will be
35 referred to an Impartial Hearing Officer (IHO). The IHO will be designated by the District
36 Administrator. Any costs incurred by the (IHO) will be paid by the School District. The
37 IHO will convene a hearing in the manner the IHO determines necessary. The IHO shall
38 have the authority to administer oaths, issue subpoenas at the request of the parties,
39 and decide if a transcript is necessary. The IHO may require the parties to submit
40 grievance documents and witness lists in advance of the hearing to expedite the
41 hearing. The burden of proof shall be "a preponderance of the evidence". In termination
42 and discipline cases, the District shall have the burden. In workplace safety cases, the
43 employee shall have the burden. The IHO may request oral or written arguments and
44 replies. The IHO shall provide the parties a written decision. The IHO may only consider

1 the matter presented in the initial grievance filed by the employee. The IHO shall have
2 no power to add to subtract from or modify the terms of the Board policy or rule that
3 forms the basis for the grievance.
4

5 **Fourth Step**

6 Either party may appeal an adverse determination at Step 3 to the Board of
7 Education, by filing written notice appealing the decision of the IHO in the District Office
8 within ten (10) days of the decision of the IHO. The Board of Education shall within thirty
9 (30) days after submission of the appeal schedule the review of the IHO's decision. The
10 review will be conducted by the Board during a closed session meeting unless an open
11 session is requested by the employee. The Board may make its decision based on the
12 written decision of the IHO or the Board may examine any records, evidence and
13 testimony produced at the hearing before the IHO. A simple majority vote of the Board
14 membership shall decide the appeal within twenty (20) days following the last session
15 scheduled for review. The Board will issue a final written decision which shall be binding
16 on all parties.
17

18 **Article C - Timelines**

19
20 Failure to process a grievance by the grievant within the time limit, or agreed upon
21 extensions, shall constitute waiver of the grievance and will be considered resolved on
22 the basis of the District's last answer. Failure of a management representative to meet
23 the time limits shall cause the grievance to move automatically to the next step in the
24 procedure. To encourage that grievances are addressed in a prompt manner the time
25 limits set by this policy are intended to be strictly observed and may not be extended
26 except in extreme circumstances and then only upon the express written consent of the
27 parties.
28

29 **Article D - Exclusive Remedy**

30
31 This procedure constitutes the exclusive process for the redress of any employee
32 grievances as defined herein. However, nothing in this grievance procedure shall
33 prevent any employee from addressing concerns regarding matters not subject to the
34 grievance procedure with administration and employees are encouraged to do so.
35 Matters not subject to the grievance procedure that are raised by employees shall be
36 considered by administration which has final authority, subject to any applicable Board
37 policy or directive, to resolve the matter.
38

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

1 5. Recall

2 Teachers laid off under the terms of this article will be given priority for such vacancies
3 that occur in their area of certification for a period of two (2) years following the layoff if
4 the employee is certified and qualified for the position as determined by the district.
5 Reinstatements shall be made without loss of credit or accrued benefits from prior years
6 of service in the District. Within ten (10) calendar days after a teacher received a notice
7 of re-employment, they must advise the district, in writing, that they accept the position
8 offered by such notice and will be able to commence employment on the date specified
9 therein. Any notice shall be considered received when sent by registered letter, return
10 receipt requested, to the last known address of the teacher in question as shown on the
11 district's records. It shall be the responsibility of each teacher on layoff to keep the district
12 advised of their current whereabouts. Any and all re-employment rights granted to a
13 teacher on layoff shall terminate upon such teacher's failure to accept within said ten (10)
14 calendar days any position for which they are certified, offered to them by the district.

15
16 6. No teacher may be prevented from seeking and securing other employment during the
17 period they are laid off under this article.

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

24
25 **Article B – Vacancies and Transfers**

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

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

43

- 1 3. Involuntary Transfers - No transfer of an individual's position or responsibility shall be
2 made without prior consultation with the teacher. Such transfers shall be made to meet
3 the needs of the assigned school and grade as determined by the building principal or
4 Director of Student Services and the District Administrator.
5
6

7 **Article C - Non-Renewal/Renewal**
8

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

1 5. Renewal

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

5
6 6. Discharge/Discipline

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

9
10
11 **Article D - Late Resignations**

12
13 1. Teachers who request a release from their teaching contract with the district assume a
14 legal obligation to pay for the reasonable expense incurred by the district in securing a
15 replacement. That reasonable amount shall be:

16
17 a. Five hundred dollars (\$500) after June 15 but before July 15 of a newly contracted
18 year.

19
20 b. Seven hundred and fifty dollars (\$750) after July 15 but before the first day all
21 teachers report for a newly contracted year.

22
23 c. One thousand five hundred dollars (\$1,500) after the first day all teachers report
24 for a contract year.

25
26 2. A release from a teaching contract is at the discretion of the Board of Education as the
27 teacher is expected to honor their contract to teach in the district except in cases where
28 the circumstances are beyond the teacher's control. The Board may waive or reduce the
29 above fees at their discretion in such cases. The Board will not consider reducing or
30 waiving the late resignation fee unless a specific written request is submitted by the
31 teacher.

32
33 3. Part time employees will have the penalties prorated based on their FTE level.

34
35
36 **Article E - Rehired Teachers**

37
38 If a teacher resigns his or her position with the district and is subsequently rehired to teach in the
39 district, all other terms and conditions of employment, e.g. salary, probationary period, and sick
40 leave accrual, , shall be applied as if the teacher was new to the District, with the option for
41 Human Resources to offer credit for prior service.

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

1 required therein and should create a schedule accordingly that includes a 30 minute duty
2 free lunch.

3
4 7. In order to facilitate flexibility in scheduling classes, teachers may accept teaching
5 assignments outside of the normal workday or structure in lieu of the normal assignment,
6 or for additional compensation at the per diem hourly rate, as agreed upon by the Board
7 and individual teachers.

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

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

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

19
20 11. A study hall is generally a large group assignment where a teacher's main responsibility is
21 to supervise and manage assigned students. The teacher does provide general learning
22 assistance to students as requested. Study hall supervisors will not be assigned the role
23 of 'tutor' for failing students.

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

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

36		
37	Middle School (MS) to High School (HS):	Ten (10) minutes
38	Intermediate School (IS) to Heritage Elementary (HE):	Twenty (20) minutes
39	MS/HS to HE	Fifteen (15) minutes
40	MS/HS to IS	Twenty (20) minutes
41	PE to HE:	Fifteen (15) minutes
42	MS/HS to Prairie Elementary (PE):	Twenty (20) minutes
43	PE to IS	Twenty (20) minutes
44	Arboretum Elementary (AE) to IS/HE/PE/MS/HS:	Twenty (20) minutes

1
2 Travel time contract percentage will be calculated using the basis of the day that
3 constitutes the majority of the teacher's schedule. If equal time is spent between
4 building assignments, travel time percentage will be based on the school in which the
5 teacher work day starts on the first day of school.
6

7 Example: Travel from Arboretum Elementary to Heritage Elementary for an Art teacher.
8 Travel time allotment divided by full time instructional minutes = contract percentage
9 20 minutes travel / 300 daily instructional minutes = 0.0667 = 6.7% of the assigned
10 teacher's contract
11

12 **Article B – Workday**

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

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44

- d. Teachers are responsible for the completion of their duties as set forth in the teacher job description and those other duties specific to each teacher’s position. Professional hours do not abrogate the teacher’s duty to supervise pupils as assigned.

- e. Professional work hours are governed by the following:
 - i. The starting and ending times for teachers are determined by the Board. The normal work day will be eight continuous hours. (See Part IV, Article B, Paragraph 1).

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

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

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

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

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36

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

7. Individualized Educational Program (IEP) Meetings / 504 Meetings

a. All teachers are responsible for IEP and 504 related meetings with parents and other professionals.

b. The Director of Student Services will authorize compensation to special education teachers and regular instructional staff for their required attendance at IEP meetings or Section 504 meetings.

c. Compensation shall be twenty-five dollars (\$25.00) per hour paid to the nearest quarter hour.

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

e. Staff members are required to submit their hours within TrueTime to the Director of Special Education on or before the last day of school in order to receive reimbursement. No late submissions will be accepted.

1	Part V
2	LEAVES
3	
4	Article A - Absences with Pay
5	
6	Article B - Absences without Pay
7	
8	Article C - General Provisions for Absences with Pay and without Pay
9	

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

5 **Eligibility and Paid Time Off Allocations**

6 All employees classified in these Employment Guidelines shall be eligible for time off as
7 outlined in the following sections. Paid time off allocations occur on the first day of July each
8 year.

9
10 Employees hired after July 1st or after the school year begins will be allocated paid time off on
11 a prorated basis based on a proration of the remaining days in their assignment.

12
13 Employees who resign or are terminated before the end of the work year, or assigned number
14 of work days, will have their paid time off prorated (reduced) based on the number of days
15 actually worked.

16
17 Employees who do not work the same number of hours on each workday shall have their
18 allocations determined by the average number of hours per day calculated on a weekly basis.
19 Part-time employees shall receive allocations prorated for their FTE. The district utilizes
20 electronic systems for tracking time off entries. It is your responsibility as an employee to use
21 the systems correctly. All time off requests should be initiated through an entry within the
22 Employee Access portal of Skyward.

23
24 All paid leaves may be requested in hourly increments of 0.25 hours.

25
26 External substitutes (substitutes in Frontline) only are hired for minimum of two hours per day.
27 Therefore, substitute requests in Frontline must be a minimum of two hours up to eight hours
28 per day.

29
30 **Administration**

31 The Board of Education may implement and/or change policies to prevent misuse of time off at
32 any time upon their discretion.

33
34 The Director of Human Resources, or their designee, may request verification of the need for an
35 employee's time off at their discretion.

36
37 Employees are responsible for adhering to the time off guidelines and to use the electronic time
38 off system, Skyward - Employee Access, correctly.

39
40 Time off requests should be entered into Skyward prior to the absence being taken.
41

1 **Time Off Use**

2 All time off requests may be requested in hourly increments of 0.25 hours and must be
3 submitted in Skyward - Employee Access. If time off requests are less than a full day, employees
4 are expected to work for the remaining workday.

5
6 Full-time (100% FTE) Teachers: paid time off is allocated based on eight (8) hours per day. If
7 you will be absent the entire day, including prep time, you must submit eight (8) hours of time
8 off.

9
10 External substitutes (substitutes in Frontline) only are hired for a minimum of two (2) hours per
11 day. Frontline substitute requests must be a minimum of two (2) hours up to eight (8) hours
12 per day. Absences less than two (2) hours are submitted to the building office.

13
14
15 1. Sick Leave

16 a. **New Teacher Eligibility:** A new teacher to the district must teach at least one day
17 in the district in order to be eligible to use sick leave. ~~Sick leave shall be ten (or up~~
18 ~~to 80 hours sick) days per year cumulative to one hundred eighty-eight days (188).~~
19 ~~The maximum number of sick days to be applied toward retirement benefits shall~~
20 ~~be 120 days (960 hours).~~

21
22 b. **Allocation Amounts:** Employees shall be given one day of sick leave per month
23 worked, accumulative to 188 days (1,504 hours). The maximum number of sick
24 days to be applied toward retirement benefits shall be 120 days (960 hours).
25 Unused sick leave is only paid out upon meeting the district's retirement
26 eligibility. Sick leave includes:

27
28 i. Ten (10) days of sick leave are allocated each year. ~~Personal illness~~
29 ~~including medical appointments to care for illness. This does not include~~
30 ~~periodic or annual* check-ups that can be scheduled outside of normal~~
31 ~~workdays.~~

32
33 ii. For each experienced teacher entering the school system, five (5)
34 additional days of sick leave shall be granted per semester for the first
35 year of teaching in the system if the individual has accumulated ten (10)
36 days of sick leave in another system. If these additional days are not
37 used, they shall be added to their accumulation of their first year of
38 teaching in the system. Teachers are responsible for obtaining proof of
39 ten (10) unused sick days from another school district and emailing it to
40 the Director of Human Resources by Jan. 1st. If the other school district
41 paid for these unused sick days, they will not be accepted. ~~Illness in the~~
42 ~~immediate family. Immediate family includes spouse, child, step-child,~~
43 ~~parent, step-parent, grandparent, grandchild, brother, sister, parent-in-~~
44 ~~law, brother or sister-in-law, son or daughter-in-law.~~

1
2 ~~iii. A teacher may request the use of sick leave benefits in an emergency~~
3 ~~situation by making such request in writing to the District Administrator.~~

4
5 ~~d. c. Use: Sick leave may be used for:~~ For each experienced teacher
6 ~~entering the school system, five additional days of sick leave shall be granted per~~
7 ~~semester for the first year of teaching in the system if the individual has~~
8 ~~accumulated ten (10) days of sick leave in another system. If these additional days~~
9 ~~are not used, they shall be added to their accumulation at the end of their first~~
10 ~~year of teaching in the system.~~

11 i. Personal illness.

12 ii. Doctor and/or dentist appointment for self that cannot be scheduled
13 outside of normal work hours.

14 iii. Immediate family* member illness, or doctor and/or dentist appointment
15 that cannot be scheduled outside of normal work hours.

16 iv. Care for a child in their immediate family that cannot safely be left alone
17 in situations of canceled or closed childcare.

18 v. Funeral or wake of a friend or a relative that is defined as an immediate
19 family* member.

20 vi. If an employee exhausts all available sick leave, they must use any available
21 personal leave prior to requesting unpaid sick leave. There may be certain
22 exceptions under the State and Federal Family and Medical Leave Laws.

23
24 * Immediate family includes: spouse, child, step-child, parent, step-
25 parent, grandparent, grandchild, brother, sister, parent-in-law, brother or
26 sister-in-law, son or daughter-in-law, or grandparent-in-law.

27
28 d. Sick leave benefits include the base contract plus fringe benefits. Sick leave
29 benefits exclude co-curricular and/or special services and extended school year
30 assignments. Teachers are responsible for obtaining proof of ten (10) days of
31 unused sick days from another school district by January 1st. If the other school
32 district paid for these unused sick days, they will not be accepted.

33
34
35
36 **2. Family and Medical Leave**

37 a. Under the State and Federal Family and Medical leave Acts, employees may be
38 entitled to leave above and beyond the leaves provided in these guidelines.
39 Any absence of more than three days that qualifies as Family and Medical leave
40 will be counted as Family and Medical leave. The District administers the State
41 and Federal Family and Medical Leave Acts concurrently. A ~~12 month~~12-month
42 period starting July 1 and ending on June 30, is used for calculating leave
43 eligibility under the Federal Family and Medical Leave Act. Employees should
44 contact the Director of Human Resources to request Family and Medical leave or

1 to discuss their options for time off under the State and Federal laws. Please see
2 Appendix C for employee rights and responsibilities under the Family and
3 Medical Leave Act.
4

5 3. Bereavement Leave

- 6 a. Bereavement leave shall be provided for death in the immediate family for up to
7 three (3) days per occurrence. These days will not be deducted from sick leave.
8 An additional three (3) days of sick leave may be used as bereavement leave for
9 deaths in the immediate family. The Director of Human Resources may grant
10 additional days, either as paid leave deducted from sick leave or as unpaid days,
11 at their discretion.
12

13 Immediate family includes spouse, child, step-child, parent, step-parent,
14 grandparent, grandchild, brother, sister, parent-in-law, brother or sister-in-law,
15 son or daughter-in-law, grandparent-in-law.
16

- 17 b. Teachers may request sick leave for attendance at funerals, not covered under
18 bereavement leave. Verification of attendance may be required.
19

20 ~~Clarifications~~

21
22 ~~Administrators shall have the right to require a medical provider's statement of~~
23 ~~illness or verification of an appointment.~~
24

25 ~~A new teacher to the system shall teach at least one day in order to be eligible to~~
26 ~~use sick leave.~~
27

28 ~~Sick leave, though credited at the beginning of each fiscal year is accrued as~~
29 ~~worked. Any employee leaving employment will be credited only with those days~~
30 ~~earned at the time employment is ended.~~
31

32 ~~Sick leave benefits include the base contract plus fringe benefits. Sick leave benefits exclude co-~~
33 ~~curricular and/or special services and extended school year assignments.~~
34
35

36
37 5. Personal Leave
38

- 39 a. Allocation Amounts: Each employee will be credited with two (2) days of personal
40 leave per year. These days are separate from sick leave and are allocated as
41 personal leave. ~~Each teacher shall receive two (2) personal days to be used each~~
42 ~~school year. These days/hours may be taken for any reason deemed necessary by~~
43 ~~the teacher.~~
44

1 b. Use:~~The allowance for personal days will be on a first come, first served basis~~
2 ~~within each building.~~

3
4 i. Personal days can be used for anything.

5 ii. Unused personal leave is added to accrued sick leave at the end of each
6 school year, which is accumulative to 188 days (1,504 hours), 120 days (960
7 hours) of which can be applied toward retirement.

8 iii. Teachers may request to be paid out for up to two (2) unused personal
9 days per year rather than use them or roll them over as sick leave. Unused
10 personal leave is paid out at the current daily external substitute teacher
11 rate.

12
13 Requests must be submitted electronically via Skyward-Employee Access,
14 following the same process used in requesting time off, with the following
15 information in the description area of the request: "Unused personal leave
16 payout _____ request."

17
18 These requests must be made no later than May 30th of the current school
19 year. Payment will be included in the last check of the year.

20
21
22 c. The personal days shall be subtracted from sick leave days for the year
23 Restrictions on Use:-

24 i. District-Wide: No more than twelve (12) teachers may use personal leave
25 on _____ any _____ one _____ day.

26
27 Per Building: Less than 800 students: no more than four (4) teachers may
28 use personal leave on any one day; More than 800 students: no
29 more than six (6) teachers may use personal leave on any one day.

30 ii. Personal leave should be submitted forty-eight (48) hours in advance of
31 the actual absence date whenever possible.

32 iii. Personal leave may not be used before or after an unpaid break or holiday.

33 iv. Personal leave may not be used on the last ten (10) school days of the year.

34 v. Personal leave may not be used during the first week of school.

35 vi. Personal leave may not be used for parent-teacher conference time.

36
37 ~~b.d. A forty eight (48) hour advance notice shall be given whenever possible. This~~
38 ~~would be waived in case of family illness.~~ **Requests for Exceptions of Use:** The
39 Director of Human Resources may grant approval for use of personal leave for
40 extenuating circumstances or once-in-a-lifetime events. These requests must be
41 submitted prior to submitting a time off request via a TalentEd/PowerSchools
42 form. Log into your TalentEd/PowerSchools account to submit an Employee
43 Special Time Off Request Form (Not extended leave).
44

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

4
5 ~~e. No more than twelve (12) teachers per district with a maximum of four (4)~~
6 ~~teachers per building under 800 students or 6 per building of over 800 students~~
7 ~~may use personal days on any day available for this purpose under the teacher~~
8 ~~guidelines. The district office will keep records on this and it will be on a first~~
9 ~~come, first served basis. Teachers who do not need a substitute will not be~~
10 ~~counted toward the maximum.~~

11
12 ~~e. No personal day may be taken on the last ten (10) school days of the year. The~~
13 ~~Director of Human Resources may waive this restriction for good cause. "Good~~
14 ~~Cause" shall be determined by the Director of Human Resources after consulting~~
15 ~~with the teacher's supervisor.~~

16
17 ~~e. No personal day may be used for parent teacher conference time.~~

18
19 ~~e. Teachers may request to be paid out for up to two unused personal days per year~~
20 ~~rather than use them or roll them over as sick leave. Unused personal days shall~~
21 ~~be paid out at the current daily substitute teacher rate. Requests must be made~~
22 ~~via Employee Access, following the same process used in requesting time off.~~
23 ~~Requests must be made no later than May 30th of the current school year and~~
24 ~~payments will be included in the last check of the year.~~

25
26 6. Professional Leave

27
28 a. Professional leave is defined as release from classroom duties for the purpose of
29 attending professional meetings, seminars, workshops, conferences, conventions,
30 institutes, and others of a similar nature. In order to be considered professional,
31 a meeting must meet one or more of the following requirements:

- 32
33 i. It must be in one's teaching field or in the general field of education.
34
35 ii. It must be designed to increase knowledge, skills, and understanding of
36 subject or related educational matter.
37
38 iii. It must be designated to update knowledge in rapidly changing fields.
39
40 iv. It must be designed to improve teaching methods which will, in turn,
41 improve instruction of students.

42
43 b. Professional leave may be granted upon request to the Building Principal or
44 Supervising Administrator. The request will, if possible, be submitted at least

1 three (3) weeks prior to date of leave to allow for processing. Principals will create
2 a rotation schedule for professional days to allow all teachers opportunities to use
3 professional days. The Board may reimburse the teacher for all reasonable
4 expenses incurred as defined in Policy 671.2.
5

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

12 7. Military Leave

13
14 A teacher who is a member of a reserve component of the armed forces, who is required
15 to enter into active training duty or temporary special service will be granted leave and
16 be reimbursed for time spent in necessary classroom preparation prior to the teacher's
17 departure and the necessary preparation upon return from the leave. The hours of
18 reimbursement will be determined by the District Administrator.
19

20 8. Pregnancy Leave

- 21
22 a. The Board of Education shall consider pregnancy to be medically related work
23 interruption. A pregnant staff member shall be permitted to use sick leave as in
24 other cases of staff members' illness or injury.
25
- 26 b. In instances where the building administrator has serious doubts as to the ability
27 of the pregnant staff member to perform the duties of the job, the District
28 Administrator may require the pregnant staff member to secure a medical
29 statement of fitness to perform such duties.
30
- 31 c. The length of leave for childbearing shall be jointly determined by the staff
32 member and the personal physician. The District reserves the right to request a
33 medical exam by a doctor of the District's choosing, at District expense for
34 employee substitute costs and exam costs, to determine a teacher's fitness and
35 availability for normal teaching duties. The District Administrator shall then
36 approve the length of leave for childbearing.
37
- 38 d. Teachers who return after the approved leave will be placed on the salary
39 schedule to which they are entitled and retain all benefits afforded to them under
40 the educational agreement.
41

42 9. Jury Duty

43

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

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

8 1. Personal Leave Without Pay
9

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

15 a. Eligibility: A teacher shall be able to take up to three (3) unpaid leave days after
16 completing five (5) full years of employment in the district. After a teacher has
17 utilized the three (3) days they will be eligible for another three (3) unpaid leave
18 days after completing each additional three years of employment in the district.
19 These days are not cumulative.~~The allowance for unpaid leave days will be on a~~
20 ~~first come, first served basis with each building.~~
21

22 b. Use:~~These unpaid days may be taken without providing an explanation.~~
23

24 i. Unpaid leave requests may be requested for situations that do not fall
25 under any other time off category and are considered "once-in-a-lifetime"
26 requests.
27

28 Applicable paid time off should be exhausted prior to requesting unpaid
29 leave.
30

31 Any unpaid time off qualifies as a once-in-a-lifetime leave, even if for a
32 single day, and must be pre-approved by your principal/supervisor and the
33 Director of Human Resources prior to submitting an unpaid leave request
34 in _____ Skyward-Employee _____ Access.
35

36 These requests must be submitted prior to submitting a time off request
37 via a TalentEd/PowerSchools form. Log into your TalentEd/PowerSchools
38 account to submit an Employee Special Time Off Request Form (Not
39 extended leave).
40

40 ii. The allowance for unpaid leave days will be on a first come, first served
41 basis with each building.
42

43 c. Restrictions on Use: ~~No more than eight (8) teachers per district and four (4) per~~
44 ~~building may use unpaid leave at any time.~~

- i. No more than eight (8) teachers per district and four (4) per building may use unpaid leave at any time.
- ii. Unpaid leave requests must be submitted at least forty-eight (48) hours prior to the absence date(s). This may be waived in case of a family emergency/illness.
- iii. Unpaid leave may not be used during Parent-Teacher Conferences.
- iv. Unpaid leave may not be used to extend holidays, or recesses, except for emergency or educational reasons.
- ~~ii.v.~~ Unpaid leave may not be used on the last ten (10) school days of the year.

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

~~a. No unpaid leave may be used during Parent-Teacher Conferences.~~

~~a. No unpaid leave time may be used to extend holidays or recesses, except for emergency or educational reasons.~~

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

~~a. The Director of Human Resources may give additional unpaid leave at any time at their discretion.~~

2. A one-time leave of absence of up to one year shall be granted upon written request by any teacher providing the teacher has been teaching in the school system for at least twelve (12) consecutive years. A one-time leave of absence for up to one year may be granted to any teacher upon written request providing the teacher has been teaching in the school system for at least five (5) consecutive years. The request for a leave of absence shall be made before March 1 of the school year preceding the beginning of the absence. During the one-time leave of absence, the teacher on leave will communicate to the Director of Human Resources by March 1st their intent to return. Upon return from such leave, the teacher shall be allowed to advance to the salary they had attained before the leave of absence, and will be assigned to a position that is consistent with their qualifications and certification. The Board of Education has discretion related to leaves for staff wherever it states they (BOE) "may" grant a leave. Its decision as to whether to grant or deny a leave in these cases is not precedent setting.

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

3. Unpaid Child Rearing Leave

- 1
2 a. An unpaid child rearing leave shall be provided to teachers who have completed
3 at least one contract year with the District subject to the application requirements
4 in subsection c-i.
5
6 b. The unpaid child rearing leave of absence shall be for up to eighteen (18) weeks
7 duration. The date for the commencement of the unpaid child rearing leave is
8 either:
9
10 i. The date of the commencement of the teacher’s pregnancy leave under
11 Part V, Article A, Section 8, if the child rearing leave is to run consecutive
12 to the teacher’s pregnancy leave or
13
14 ii. The date of the commencement of the teacher’s family leave request
15 under the applicable State and/or Federal family and medical leave acts if
16 the child rearing leave is not going to run consecutive to the teacher’s
17 pregnancy leave.
18
19 c. Leave for child rearing purposes will be granted according to the following
20 process:
21
22 i. To be granted such leave, a teacher must make a written application at
23 least forty-five (45) days prior to the effective date of such leave. The
24 leave must be requested within twelve (12) months of the birth or
25 adoption of the teacher’s child.
26
27 ii. The teacher shall notify the Director of Human Resources of the teacher’s
28 intent to return to work at least forty-five (45) days prior to the
29 expiration of the leave. This notification may be given in the initial
30 application by indicating the expected date the teacher intends to return
31 to their position. If the teacher does not provide such notice they will be
32 deemed to have resigned from their position with the District as of the
33 expiration date of the leave. Teachers returning from leave shall be
34 subject to the layoff policy as contained in Part III, Article A of these
35 guidelines, if applicable.
36
37 iii. Child rearing leave as provided for above shall run concurrent with any
38 family leave(s) provided for under the Wisconsin Family and Medical
39 Leave Act and/or under the Federal Family and Medical Leave Act.
40

41 **Article C - General Provisions for Absence with Pay and without Pay**
42

- 43 1. Any time a leave is granted under the above provisions, the teacher will not be required
44 to pay the cost of the substitute.

1
2
3
4
5
6
7
8
9
10
11
12
13
14

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 [Article B – Annual Health Assessment Incentive](#)

6 [Article C – Health Savings Account \(HSA\)](#)

7 [Article D – Alternative Benefit Plan \(ABP\)/Cash in Lieu of Health Insurance](#)

8 ~~Article B~~ [E - Dental Insurance](#)

9 [Article F – Vision Insurance](#)

10 [Article G - COBRA Continuation Insurance](#)

11 [Article H - Flexible Spending Account \(FSA\) Cafeteria Plan](#)

12 [Article I – Long-Term and Short-Term Disability](#)

13 ~~Article C – Income Protection Insurance~~ [\(this is now Article I – Disability\)](#)

14

15 ~~Article D~~ [J- Life Insurance](#)

16

17 ~~Article E – Vision Insurance~~ [\(this is now Article F\)](#)

18

19 ~~Article F~~ [K- District Contribution to Wisconsin Retirement System WRS](#) ~~W.R.S.~~ (Retirement
20 Fund)

21

22 ~~Article G~~ [L - Retirement Eligibility and District Teacher Retiree Benefits](#)

23

24 ~~Article H~~ [M - Retirement Health Reimbursement Account \(HRA\)](#)

25 [Employees Hired before April 1, 2008 – Retirement \(HRA\) Benefits](#)

26 [Employees Hired on or after April 1, 2008 – Retirement \(HRA\) Benefits](#)

27

28 ~~Article J~~ [N – 403\(b\) Employee Savings Plan and Universal Availability Notice](#)

29

30 ~~Article K~~ [O – 457\(b\) Deferred Compensation Plan](#)

31

32 ~~Article L – Flexible Spending Account/Cafeteria Plan~~ [\(this is now Article H\)](#)

33

34 ~~Article M – Alternative Benefit Plan [ABP] in Lieu of Health Insurance~~ [\(this is now Article D\)](#)

35

36 ~~Article N~~ [P – Workers Compensation Coverage and Reporting Responsibilities](#)

37

38

39

40

41

42

43

44

Part VI
Benefits

All insurance carriers, programs, and coverages in this Part VI Benefits section will be selected and determined by the Board of Education.

When an employee resigns or retires health, dental, vision insurances will end on the last day of month of employment with the district, during the school year or on last day of August at the end of the school year.

When an employee resigns or retires, short-term disability, long-term disability and life insurance(s) end on the last day worked with the district.

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. (1) 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. (2) Employees who work 30 or more hours per week shall be eligible to enroll in district health insurance. The district shall pay premiums as indicated below when the employee enrolls in the HMO Plan or High Deductible Health Plan (HDHP). For employees enrolling in a single or family Point of Service (POS) health plan, the employer contribution dollar amount will match the employer contribution dollar amount paid towards the HMO health plan. The High Deductible Health Plan is the

1 lowest cost plan and is the single rate offer for the Federal Affordable Care Act.

2
3 Employees completing the established district annual assessment process will receive an
4 additional employee premium savings as outlined in the annual health assessment
5 incentive section of these guidelines. The rates in the chart below represent no health
6 assessment participation.

7
8 **HMO and HDHP health insurance employer percent paid based on an employee's**
9 **weekly work hours over a five (5) day work week.**

10

<u>Teacher</u>	<u>Single Coverage</u>	<u>Family Coverage</u>
<u>8 hours (100% FTE)</u>	<u>85%</u>	<u>85%</u>
<u>7+ hours (88% - 99% FTE)</u>	<u>80%</u>	<u>80%</u>
<u>6+ hours (75% - 87% FTE)</u>	<u>75%</u>	<u>85%</u>

11
12 Employer health insurance contribution rate when both spouses are employed by the
13 district and are both eligible for health insurance. The contribution varies depending on
14 eligibility and participation in the Alternative Benefit Plan. The percent contribution will
15 be based on the employee enrolled in health insurance. The district percentage paid will
16 be based on the family plan rate in the chart below of the HMO or HDHP premium (or if
17 enrolling in the POS Plan, the percentage district paid of the HMO Plan premium).

18

<u>Family plan employer percent paid when both spouses are</u> <u>employed at the district. This table is based on the employee</u> <u>who carries the health insurance, works 8 hours per day</u> <u>(100% FTE) with no participation in the health assessment</u>	<u>Family Rate</u>
<u>Neither spouse participating in ABP</u>	<u>95%</u>
<u>One spouse eligible & elects enrollment in ABP</u>	<u>85%</u>

19 ~~4. When an employee resigns or retires, their health insurance will end on the last day of~~
20 ~~month of employment with the district, during the school year or on last day of August~~
21 ~~at the end of the school year.~~

22
23 ~~5. No eligible employee shall be required to contribute more than the federal poverty~~
24 ~~contribution limit, as defined by the Federal Affordable Care Act, for their share of single~~
25 ~~health insurance premiums.~~

26
27 ~~6. No employee shall make any claim against the District for additional compensation in~~
28 ~~lieu of or in addition to the cost of coverage because they do not qualify for the family~~
29 ~~plan.~~

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

3
4 ~~Single Coverage: For eligible full-time employees who select single coverage, the Board~~
5 ~~of Education shall provide no less than eighty five percent (85%) of the premium~~
6 ~~of the lowest cost health insurance plan. If the employee completes the annual~~
7 ~~wellness assessment, including any online portions, as directed, the district shall~~
8 ~~pay 88% of the premium of the lowest cost health insurance plan. Participation~~
9 ~~in the annual health assessment affects the premium rates for the following~~
10 ~~school year.~~

11
12 ~~Family Coverage: For eligible full-time employees who select family coverage the Board~~
13 ~~of Education shall provide no less than eighty five percent (85%) of the premium~~
14 ~~of the lowest cost health insurance plan. If the employee and their spouse (if~~
15 ~~their spouse is covered under the plan) completes the annual wellness~~
16 ~~assessment, including any online portions, as directed, the district shall pay 88%~~
17 ~~of the premium of the lowest cost health insurance plan. Participation in the~~
18 ~~annual health assessment affects the premium rates for the following school~~
19 ~~year.~~

20
21 ~~Family Coverage both Spouses employed by the District and both eligible for health~~
22 ~~insurance benefits: For eligible employees who select family coverage and~~
23 ~~where both spouses are employees of the district, the Board of Education shall~~
24 ~~provide ninety seven percent (97%) of the premium of one family insurance~~
25 ~~policy unless one of spouses is eligible and elects to take the Alternative Benefit~~
26 ~~Plan as set forth in Article I, below. If both employees completes the annual~~
27 ~~wellness assessment, including any online portions, as directed, the district shall~~
28 ~~pay 100% of the premium of the lowest cost health insurance plan. Participation~~
29 ~~in the annual health assessment affects the premium rates for the following~~
30 ~~school year.~~

31
32 ~~If one of the spouses is eligible and elects the ABP the Board of Education shall~~
33 ~~provide eighty five percent (85%) of the premium of the lowest cost health~~
34 ~~insurance plan. If both employees completes the annual wellness assessment,~~
35 ~~including any online portions, as directed the district shall pay 88% of the~~
36 ~~premium of the lowest cost health insurance plan. Participation in the annual~~
37 ~~health assessment affects the premium rates for the following school year.~~

38
39 4. ~~No eligible employee shall be required to contribute more than the federal poverty~~
40 ~~contribution limit, as defined by the Federal Affordable Care Act, for their share of single~~
41 ~~health insurance premiums.~~

1 5. ~~No employee shall make any claim against the District for additional compensation in~~
2 ~~lieu of or in addition to the cost of coverage because they do not qualify for the family~~
3 ~~plan.~~
4

5 **Article B – Annual Health Assessment Incentive.**

6 The annual health assessment incentive is designed to engage employees in identifying health
7 risks and to improve their health and prevent chronic disease. Participation in the program is
8 voluntary. If individuals do not participate in the annual health assessment process established
9 by the district, the district’s contribution towards the single or family coverage health insurance
10 premiums are the employer contribution rate outlined in the health insurance section of these
11 guidelines. The following employer contribution rates apply towards single or family health
12 coverage for employees participating in the health assessment.

13 **3% rate savings.** The employee is required to visit and meet with the Nurse
14 Practitioner at the district Staff Wellness Clinic.

15 **5% rate savings (3% plus an additional 2% rate savings).** The employee is
16 required to visit and meet with the Nurse Practitioner at the district Staff Wellness Clinic and
17 the employee is required to be current or have completed all recommended age/gender
18 appropriate screenings.

19
20 Human Resources will provide employees with the last date to complete their annual health
21 assessment to receive the above rate savings. Participation in the annual health assessment
22 affects the premium rates for the following insurance plan year. The only information Human
23 Resources receives from the health assessment provider is whether the individual meets with
24 the Nurse Practitioner, is current on age/gender appropriate screenings and a summary report
25 of aggregate data with no identifiable individual data.

26
27 **Article C – Health Savings Account (HSA)**

28
29 The district maintains a health savings account (HSA) for eligible employees in accordance with
30 IRS 969 plan regulations. A health savings account (HSA) is a benefits plan designed to allow
31 employees to set aside pre-tax dollars to pay for eligible medical expenses such as co-pays,
32 deductibles and other qualifying out of pocket medical expenses. Employees must be enrolled
33 in a High deductible Health Plan in order for contributions to be made to an HSA. The district
34 will make a defined employer contribution towards a single or family HSA and district
35 contributions will only be made for the months that an employee is enrolled in the HDHP. The
36 account is owned by the employee and unused funds roll over year to year. It is the employee’s
37 responsibility to manage their HSA account according to IRS 969 plan regulations.

38
39 **Article D ~~M~~ – Alternative Benefit Plan [ABP] in Lieu of Health Insurance**

40 The Alternative Benefit Plan (ABP) is maintained under the District’s IRS Section 125 Cafeteria
41 Plan. If an employee is eligible for health insurance from the District and can demonstrate they
42 have health insurance coverage by a health insurance policy outside of the District, the
43 employee may choose to waive District health insurance coverage. The employee may then
44 choose to accept a “cash in lieu” payment through the Alternative Benefit Plan (ABP). It is the

1 employee's responsibility to enroll with the Human Resources Department for this benefit
2 including: electing cash in lieu (ABP) at the time of employment, when eligible to enroll due to
3 a qualifying event occurring mid-plan year, and annually at the district's annual open
4 enrollment if choosing to maintain the ABP benefit. The cash payment amount for full-time
5 (100% FTE) teachers is \$300 per month.

6
7 **Article B E - Dental Insurance**

8 Teachers who work 30 or more hours per week shall be eligible to enroll in district dental
9 insurance. The district shall pay premiums as indicated below. If both spouses are employed
10 by the District, and both are eligible for health and dental insurance benefits, the Board shall
11 pay 100% for family dental insurance. If an eligible teacher waives health insurance but elects
12 single or family dental insurance, the District will pay 100% of the dental premium.

13

<u>Teacher Staff</u>	<u>Single Coverage</u>	<u>Family Coverage</u>
<u>8 hours (100% FTE)</u>	<u>88%</u>	<u>88%</u>
<u>7+ hours (88% - 99% FTE)</u>	<u>83%</u>	<u>83%</u>
<u>6+ hours (75% - 87% FTE)</u>	<u>78%</u>	<u>78%</u>

14
15 Part-time teachers who were employed by the district prior to July 1, 2023 and were enrolled in
16 the district's dental insurance prior to July 1, 2023 shall be legaced in.

17
18 ~~1. Full time teachers shall receive dental insurance benefits as outlined below:~~

19
20 ~~Single Coverage: For employees who select single coverage, the Board of Education~~
21 ~~shall provide no less than eighty-eight percent (88%) of the premium of the dental~~
22 ~~insurance plan.~~

23
24 ~~Family Coverage one Spouse employed by the District: For employees who select family~~
25 ~~coverage (not covered above) the Board of Education shall provide no less than eighty-~~
26 ~~eight percent (88%) of the premium of the dental insurance plan.~~

27
28 ~~Family Coverage both Spouses employed by the District and both are eligible for dental~~
29 ~~insurance: For employees who select family coverage and where both spouses are~~
30 ~~employees of the district, the Board of Education shall provide one hundred percent~~
31 ~~(100%) of the premium of the dental insurance plan.~~

32
33 ~~The insurance carrier(s), program(s), and coverages will be selected and determined by~~
34 ~~the Board of Education.~~

35
36 ~~The district will contribute one hundred percent (100%) for the family dental plan for~~
37 ~~those employees who are eligible for health insurance, but waive coverage.~~

38
39 ~~Dental benefits for part-time teachers are outlined in Part I, Article A, on page 6.~~

1
2 **Article E F – Vision Insurance**

3 The employer shall offer a voluntary, employee-paid vision policy for teachers working 30 or
4 more hours per week.

5
6 ~~1. The Board of Education will make vision insurance available at 100% employee cost.~~

7
8 ~~2. The insurance carrier(s), program(s), and coverages will be selected and determined by~~
9 ~~the Board of Education.~~

10
11 **Article G - COBRA Insurance Continuation**

12 Both state and federal laws give certain individuals, who would otherwise lose their employer
13 health insurance coverage, the right to continue their coverage for a period of time. The
14 District follows applicable Federal and State COBRA laws when offering employees, at their own
15 expense, the opportunity to continue district health, dental and vision insurance plan(s).

16
17 **Article L H - Flexible Spending Account (FSA) / Cafeteria Plan**

18 The district maintains medical and dependent care flexible spending plans (FSA) under IRS
19 section §125 cafeteria plan regulations for eligible employees to make pre-tax contributions for
20 qualifying dependent care, health, dental, vision and other qualifying expenses. To participate
21 in this benefit, eligible employees must complete the enrollment process. It is necessary that
22 interested employees re-enroll during each annual open enrollment period to maintain
23 continued participation. It is the employee’s responsibility to manage their FSA account(s) as
24 per IRS section §125 cafeteria plan regulations. Individuals enrolling in a HDHP may not
25 participate in a medical FSA.

26
27 **Article C I – Short-Term and Long-Term Disability ~~Income Protection Insurance~~**

28 The employer shall offer a voluntary, employee-paid short-term disability policy to teachers
29 working 30 hours or more per week. The employer shall pay for a long-term disability
30 insurance policy for all teachers working 30 hours or more per week. The long-term disability
31 benefit is 90% of salary after 60 calendar days. See the current short-term and long-term
32 policy booklets for benefit limitations and/or exclusions.

33
34 Teachers working less than 30 hours per week who were employed by the district prior to July
35 1, 2023 and were enrolled in the district’s short-term or long-term disability insurance(s) prior
36 to July 1, 2023 shall be legacied in.

37
38 ~~1. The Board of Education will provide a long-term disability plan. The benefit will be~~
39 ~~ninety percent (90%) of salary after sixty (60) days.~~

40
41 ~~2. No teacher shall be allowed to collect sick leave benefits and long-term disability~~
42 ~~benefits at the same time.~~

3. ~~The Board of Education will make short term disability insurance available at 100% employee cost.~~

~~4. 4. The insurance carrier(s), program(s), and coverages will be selected and determined by the Board of Education.~~

Article ~~D~~ J - Life Insurance

The district shall provide a 100% employer premium paid term life insurance policy to teachers work 30 hours or more per week. The policy value is \$85,000. See current life insurance policy booklet for benefit limitations and/or exclusions.

Teachers working less than 30 hours per week who were employed by the district prior to July 1, 2023 and were enrolled in the district's life insurance plan prior to July 1, 2023 shall be legacied in.

~~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 teacher's present contracted salary rounded to the nearest one thousand dollars (\$1000). See current life insurance policy booklet for benefit limitations and/or exclusions.~~

Article ~~E F~~ – Vision Insurance (moved to F)

~~1. The Board of Education will make vision insurance available at 100% employee cost.~~

~~2. The insurance carrier(s), program(s), and coverages will be selected and determined by the Board of Education.~~

Article ~~F~~ K - District Contribution to Wisconsin Retirement System WRS (~~W.R.S.~~) (Retirement Fund)

The Board will contribute the employer's share for all eligible employees who qualify for enrollment under the rules of the Department of Employee Trust Funds. The employee will pay the employee's required Wisconsin Retirement System contribution pursuant to state statute requirements.

Article ~~H~~ L - Retirement Eligibility and District Teacher Retiree Benefits

1. 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.

- 1 2. If the employee provides proper retirement notice outlined above in section 1 of this
 2 Article, and who have been employed at least one (1) year in the Waunakee School
 3 District and who have reached the age of fifty-five (55) on or prior to the last day of
 4 school in the year they wish to retire, they shall be eligible to receive retirement
 5 benefits as follows.
- 6 a. If permitted by the health care and dental insurance providers, an employee may
 7 continue District coverage as a retiree by paying the monthly plan premium
 8 directly to the insurance provider(s). The effective retiree insurance date will be
 9 the date after active employee insurance(s) end which is outlined in Part VI
 10 Benefits. The offer of retiree insurance(s) will be the same insurance plans and
 11 coverage the employee was enrolled in on the last day of active employee
 12 insurance coverage.
- 13 b. District post-retirement HRA contributions are based on when the employee
 14 began employment (if hired before April 1, 2008 or hired on or after April 1,
 15 2008). The applicable Retirement Health Reimbursement Account (HRA) post-
 16 retirement benefit is outlined in Article M sections 1 and 2.
- 17 c. All Retirement Health Reimbursement Account (HRA) benefits shall be provided
 18 based on the vesting/percentage schedule in Article M below, except for those
 19 designated in either Article M, Section 1 and 2 to vest immediately.
- 20
- 21 3. Any teacher hired after June 30, 2012 will not be eligible for district provided post-
 22 employment benefits if they are receiving an annuity from the WRS. No teacher shall be
 23 eligible to retire from the district more than once.
- 24
- 25 4. If an employee meets the years of service requirement and has to retire before reaching
 26 the age of 55 due to a serious health condition that qualifies for WRS disability
 27 retirement, they shall be deemed eligible for the District's retirement benefits as well.
- 28
- 29
- 30

31 **Article G – Retirement Eligibility**

32 _____

33 ~~1. Employees who have been employed at least one (1) year in the Waunakee School~~
 34 ~~District and who have reached the age of fifty five (55) on or prior to the last day of~~
 35 ~~school in the year they wish to retire shall be eligible to receive retirement benefits. All~~
 36 ~~retirement benefits shall be provided based on the vesting/percentage schedule listed~~
 37 ~~below, except for those designated to vest immediately.~~

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%

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37

~~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 M – Retirement Health Reimbursement Account (HRA)

The HRA provider and plan shall be selected and determined by the Board of Education. 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.

The district shall provide employer contributions to a Retirement Health Reimbursement Account (HRA) for teachers during active employment each year employed with the District. The annual contribution and vesting procedures for the HRA account are set forth below and vary according to the date employment began as a teacher in the district. Contributions will cease when the teacher's employment with the District ends.

Part-time employee contributions shall be prorated based upon their percentage of full-time equivalency.

This HRA account is intended to be accessed during retirement years, subject to the terms and conditions of the HRA provider. Employees who sever employment and have a vested HRA benefit shall be able to immediately access the HRA Plan funds, irrespective of the eligibility standards set forth in Article L, above, pursuant to the terms and conditions of the HRA Plan Provider. All withdrawals and payments from the HRA Plan shall cease when the funds in the plan are exhausted.

The teacher may additionally be eligible for post-employment district HRA contributions if the employee meets the retirement eligibility criteria in Article L, Sections 1 and 2b & 2c. If eligible,

1 the post-employment district HRA contributions are set forth below and vary according to the
2 date employment began as a teacher in the district.

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

6
7 Survivorship Rights for Retirees Receiving the Health Reimbursement Account Plan: Benefits
8 payable to the spouse and/or dependents will not exceed, in combination with those already
9 provided to the retiree before their death, those that would have been available to the retiree if
10 they had survived. Such benefits are subject to the terms and conditions of the HRA plan and
11 applicable Internal Revenue Service Code and rules.

12
13 The District shall pay the HRA plan administrative fee for active employees. The retired employee
14 shall pay the distribution fee to access the HRA funds.

15
16 Active Employment Definitions.

17 Immediate Vesting. The employer annual contribution made during the teacher's active
18 employment that shall vest immediately to the employee.

19 Prorated Years of Service Vesting. The employer annual contribution made during the teacher's
20 active employment that shall have a variable years of service vesting amount based on the
21 years of service Vesting Schedule outlined below. All prior years of service with the district will
22 be included. The Vesting Schedule is to be used for the HRA benefit, except for those
23 designated in this Article, either Section 1 and 2 that vest immediately.

24
25 Vesting Schedule

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

26
27 Post-Employment Definitions.

28 Years of Service Value. A year of service shall be equivalent to an FTE of 100%. The contribution
29 shall be prorated for teachers with less than 100% FTE.

30 Unused Sick Leave Value. Up to a maximum of 120 sick days (960 hours) can be allocated to this
31 benefit. The total accumulation value cannot exceed \$12,600.00 (~~\$12,000~~) .

1 Banked Points Value. This is the points value listed on the teacher's final contract issued in August
2 going into their last year of employment.

3
4 **1. Employees Hired before April 1, 2008 - Retirement (HRA) Benefits**

5
6 a. Active Employment Employer Annual HRA Contributions and Vesting Schedule. The
7 annual district HRA contribution and vesting procedures for employees within this
8 section are set forth below.

9
10
11
12
13
14
15
16
17
18

<u>Active Employment Annual Employer Contribution</u> <u>\$340.00 (\$330) Immediate Vesting</u> <u>\$340.00 (\$330) + Prorated Years of Service Vesting</u> <u>\$680.00 (\$660) = Total Annual HRA Annual Active Employment Employer</u> <u>Contribution</u>

19
20
21
22
23
24
25
The district will divide and make 10 deposits to the employee's HRA occurring each month
of the school year.

b. Post-Retirement Employer Contribution and Retiree HRA Benefit. The district shall fund
post-employment Health Reimbursement Account (HRA) for employees who elect to
retire pursuant to and who meet district retiree eligibility requirements outlined in Article
L section 1 and sections 2b and 2c above.

<u>Post-Employment Employer HRA Contribution Calculation</u> <u>+\$ Years of Service Value = \$1200 x # Years of service in the district</u> <u>+\$ Sick Leave Value = \$105 (\$100) x # Unused sick days on last day of</u> <u>employment</u> <u>+\$ Banked Points Value = \$3.00 x # Banked points going into final year of employment</u> <u>= \$ Net Total Post-Employment HRA Value</u> <u>x \$ Vested Percent Years Experience See vesting chart above</u> <u>= \$ Final Total Post-Employment HRA Value</u>
--

Deposit Schedule by the District in the HRA upon Retirement.

The final total post-employment HRA value is divided by eight equal separate payments and
deposited into the HRA by the District. Payments shall occur on each September 15th and
each January 15th following the effective date of the employee's retirement.

2. Employees Hired after April 1, 2008 - Retirement (HRA) Benefits

1
2 a. Active Employment Employer Annual HRA Contributions and Vesting Schedule. The
3 annual district HRA contribution and vesting procedures for employees within this
4 section are set forth below.
5

Active Employment Annual Employer Contribution

\$ 340.00 (~~\$330~~) Immediate Vesting
\$ 740.00 (~~\$730~~) + Prorated Years of Service Vesting
\$1,080.00 (~~\$1,060~~) = Total Annual HRA Annual Active Employment Employer
Contribution

6
7 The district will divide and make 10 deposits to the employee's HRA occurring
8 each month of the school year.
9

10 b. Post-Retirement Employer Contribution and Retiree HRA Benefit. The district shall fund
11 a post-employment Health Reimbursement Account (HRA) for employees who elect to
12 retire pursuant to and who meet district retiree eligibility requirements outlined in
13 Article L section 1 and sections 2b and 2c above.
14

Post-Employment Employer HRA Contribution Calculation

+\$ Sick Leave Value = \$105 (~~\$100~~) x # Unused sick days on last day of
employment
+\$ Banked Points Value = \$3.00 x # Banked points going into final year of employment
= \$ Net Total Post-Employment HRA Value
x \$ Vested Percent Years Experience See vesting chart above
= \$ Final Total Post-Employment HRA Value

15
16 Deposit Schedule by the District in the HRA upon Retirement.

17 The final total post-employment HRA value is divided by two equal separate payments
18 and deposited into the HRA by the District. Payments shall occur on each September 15th
19 and each January 15th following the effective date of the employee's retirement.
20
21
22

23 ~~Article I – Retirement Benefits for Employees Hired before April 1, 2008 (moved to article M~~
24 ~~section 1)~~

25
26 1. ~~Benefit: The District shall fund a post-employment Health Reimbursement Account~~
27 ~~(HRA). The District's post-employment contributions to the HRA are based upon the~~

1 following:

2 _____
3 ~~a. Employees who elect to retire pursuant to the eligibility requirements in Article~~
4 ~~F, above, shall receive contributions to the HRA based upon the employee's years of~~
5 ~~service with the District.~~

6
7 ~~i. The employee shall receive a contribution to the HRA of one thousand~~
8 ~~two hundred dollars (\$1,200.00) for each year of service in the District.~~
9 ~~A year of service shall be equivalent to an FTE of 100%. The contribution~~
10 ~~shall be prorated for teachers with less than 100% FTE.~~

11
12 ~~ii. Employees shall also receive payments to the HRA based upon the~~
13 ~~number of accumulated sick leave days the employee has at the time of~~
14 ~~retirement. Time of retirement is defined as the employee's last day of~~
15 ~~work. Employees shall receive one hundred dollars (\$100.00) for each~~
16 ~~accumulated sick leave day up to a maximum of one hundred twenty~~
17 ~~(120) days/960 hours. The total contribution to the HRA under this~~
18 ~~subsection shall not exceed twelve thousand dollars (\$12,000.00) [i.e.~~
19 ~~\$100.00*120 sick leave days = \$12,000.00].~~

20
21 ~~iii. Teachers who meet the retirement eligibility requirements as defined in~~
22 ~~Part VI, Article G, shall be eligible for payout of banked points. Upon~~
23 ~~retirement, the district shall compare the teacher's salary placement~~
24 ~~during their final year to the unused or banked points they have available~~
25 ~~to them. The value of the banked points shall be contributed to the~~
26 ~~teacher's HRA along with the other contributions the teacher will receive~~
27 ~~per Part VI, or Article H.~~

28
29 ~~iv. Deposit Schedule by the District in the HRA upon Retirement: The dollar~~
30 ~~amounts set forth in a) (i), (ii) and (iii) above shall be deposited into the~~
31 ~~HRA by the District in eight equal separate payments. Payments shall~~
32 ~~occur on each September 15th and each January 15th following the~~
33 ~~effective date of the employee's retirement.~~

34
35 ~~b. Employees shall also receive an annual contribution to a portable post-~~
36 ~~employment HRA account for each year of service with the District. Contributions~~
37 ~~shall cease when the employee's employment with the District ends. This HRA~~
38 ~~account is a portable retirement benefit that can be accessed by the employee~~
39 ~~subject to the terms and conditions of the HRA provider. The annual contribution~~
40 ~~and vesting procedures for this HRA account are set forth below:~~

41
42 ~~i. A total annual contribution of six hundred sixty dollars (\$660.00) shall be made~~
43 ~~to the HRA account. The following details the vesting conditions for the above~~
44 ~~contribution.~~

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44

a) ~~Three hundred thirty dollars (\$330.00) of the above contribution of six hundred sixty dollars (\$660.00) shall immediately vest to the employee.~~

b) ~~The remaining three hundred thirty dollars (\$330.00) of the above contribution of six hundred sixty dollars (\$660.00) shall vest to the employee according to the schedule in Article G.1. This shall include all prior service to the District.~~

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

~~iii. 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.~~

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

~~2. 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 benefit shall be able to immediately access the HRA Plan funds, irrespective of the eligibility standards set forth in Article G, above, pursuant to the terms and conditions of the HRA Plan Provider.~~

~~3. 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.~~

~~4. 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.~~

~~5. 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.~~

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

~~Article I Health Reimbursement Account Retirement Benefit for Employees hired on or after April 1, 2008: (moved to article M Section 2)~~

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

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

~~a. The District shall annually contribute into an interest bearing post-employment Health Retirement Account (HRA) an amount equal to one thousand sixty dollars (\$1,060.00) for employees covered by this section. Contributions shall cease when the employee's employment with the District ends.~~

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

~~a) Three hundred thirty dollars (\$330.00) of the above contribution of one thousand sixty dollars (\$1,060.00) shall immediately vest to the employee.~~

~~b) The remaining seven hundred thirty dollars (\$730.00) of the above one thousand sixty dollars (\$1,060.00) 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)~~

ii. After # Years Teaching Experience in the Waunakee	Vested	Non-Vested

Community School District		
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%

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32

- ~~e)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.~~
- ~~f)e) This annual HRA contribution shall apply only to those employees ineligible for the benefits defined in Article H, above.~~
- ~~g)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.~~
- ~~h)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.~~
- ~~6. 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.~~

1
2 ~~7. Employees who elect to retire pursuant to the eligibility requirements in Article G L,~~
3 ~~above, shall also receive contributions to the HRA based upon the number of accumulated~~
4 ~~sick leave days the employee has at the time of retirement. Time of retirement is defined~~
5 ~~as the employee's last day of work. The value of the sick days is established by the years~~
6 ~~of service/vesting chart included in this section. For example, a teacher retiring after 5~~
7 ~~years of experience with WCSD will receive 50% of the value of a sick day. Employees shall~~
8 ~~receive a minimum of one hundred dollars (\$100.00) for each accumulated sick leave day~~
9 ~~up to a maximum of one hundred twenty (120) days/960 hours. The total contribution to~~
10 ~~the HRA under this subsection shall not exceed twelve thousand dollars (\$12,000.00) [i.e.~~
11 ~~\$100.00*120 sick leave days = \$12,000.00]. Deposit Schedule by the District in the HRA~~
12 ~~upon Retirement: The dollar amounts set forth above shall be deposited into the HRA by~~
13 ~~the District in two equal separate payments. Payments shall occur on September 15th and~~
14 ~~January 15th following the effective date of the employee's retirement.~~

15
16 ~~8. Teachers who meet the retirement eligibility requirements as defined in Part VI, Article G,~~
17 ~~shall be eligible for payout of banked points. Upon retirement, the district shall compare~~
18 ~~the teacher's salary placement during their final year to the unused or banked points they~~
19 ~~have available to them. The value of the banked points shall be contributed to the~~
20 ~~teacher's HRA along with the other contributions the teacher will receive per Part VI, or~~
21 ~~Article _____ H.~~

22
23 ~~9. The District shall pay the HRA plan administrative fee for active employees. The retired~~
24 ~~employee shall pay the distribution fee to access the HRA funds.~~

25
26 **Article J N – 403(b) Employee Savings Plan and Universal Availability Notice**

- 27
28 1. The Board of Education ~~does not maintain a 403(b) plan which provides for contributions~~
29 ~~by the Board of Education or matching contributions. The Board of Education does allow~~
30 ~~each teacher to establish two 403(b)'s to be funded solely by voluntary employee salary~~
31 ~~reduction contributions which will be, in part, administered by the Board of Education.~~
32 maintains a 403(b) Employee Savings Plan to help employees save for retirement via
33 district approved 403(b) investment vendors. The 403(b) plan is a voluntary retirement
34 savings program funded solely by the employee via payroll salary reduction contributions
35 on a pre-tax or ROTH after-tax basis. The district does not make any contributions to
36 employee 403(b) employee savings plans. It is the employee's responsibility to manage
37 their 403(b) plan participation in accordance with 403(b) rules and regulations and
38 district plan documents. If the teacher's 403(b) calendar year annual deposits exceed the
39 IRS standard calendar year maximum, it is the teacher's responsibility to properly
40 calculate and determine their annual 403(b) deferral eligible amount when submitting
41 salary reduction agreement payroll deduction requests related to 403(b) age 50 catch ups
42 and 15 years of service catch ups.
43 ~~2. In order for a teacher to establish a 403(b), the teacher must enter into a salary reduction~~
44 ~~agreement with the Board of Education on forms provided by the Board of Education.~~

1 Salary may be deferred only if earned after the date of the execution of the salary
2 reduction agreement. Salary reduction agreements must be submitted to the payroll
3 office at least fifteen (15) days prior to the regularly scheduled payroll date on which the
4 salary reduction shall begin.

5
6 ~~3.2. Teachers may select any 403(b) provider from the Board approved list. The approved list
7 will include up to ten (10) vendors selected by the Board. Teachers will have the option to
8 establish a Roth 403(b) investment plan subject to the restrictions set forth in this section
9 and in the applicable Internal Revenue Service code(s). The Board of Education will
10 require the execution of an agreement by each 403(b) provider in form and substance
11 acceptable to the Board of Education together with such other reasonable and lawful
12 conditions as the Board of Education may require.~~

13
14 ~~4.3. Each individual teacher is responsible for properly calculating the amount to be deferred
15 under the salary reduction agreement and determining that such amount is allowed under
16 the Internal Revenue Code and all applicable laws. The Board of Education may reject or
17 limit the amount requested to be deferred under a salary reduction agreement if the
18 Board reasonably believes that the amount exceeds the amount which can be deferred
19 under the Internal Revenue Code or applicable law, or if the teacher does not
20 demonstrate to the satisfaction of the Board of Education that the teacher is eligible for
21 special rules or calculations which may be available to the teacher. The teacher agrees
22 to provide the Board with all relevant information regarding past salary deferrals, past
23 earnings, and years of service as the Board may request. Teachers are expected to
24 reasonably cooperate with the third party administrator 403(b) vendor in calculating the
25 amount to be deferred. There shall be no cost to the teacher for the district's use of a
26 third party manager. Teachers will not be solicited for investment or insurance services,
27 products or sales by the third party manager.~~

28 29 30 Article K - O – 457(b) Deferred Compensation Plan

- 31
- 32 1. The Board of Education ~~has established a deferred compensation plan under Section~~
33 ~~457(b) of the Internal Revenue Code (the “457(b) Deferred Compensation Plan”) that~~
34 ~~allows employees to elect to defer on a tax preferred basis a portion of their current~~
35 ~~compensation until retirement, termination of employment, or other similar events~~
36 ~~defined by the 457(b) Deferred Compensation Plan. maintains an IRS Section 457(b)~~
37 ~~deferred compensation plan to help employees save for retirement. The 457(b) plan is a~~
38 ~~voluntary retirement savings program funded solely by the employee via payroll salary~~
39 ~~reduction contributions on a pre-tax or ROTH after-tax basis. The district does not make~~
40 ~~any contributions to employee 457(b) deferred compensation plans. It is the employee's~~
41 ~~responsibility to manage their 457(b) deferred compensation plan participation in~~
42 ~~accordance with 457(b) rules and regulations.~~

1 2. ~~Participation in the 457(b) Deferred Compensation Plan is voluntary. To participate a~~
2 ~~teacher must enter into a salary reduction agreement with the Board of Education on~~
3 ~~forms provided by the Board of Education. Salary may be deferred only if earned after~~
4 ~~the date of the execution of the salary reduction agreement. Salary reduction~~
5 ~~agreements must be submitted to the payroll office at least fifteen (15) days prior to the~~
6 ~~regularly scheduled payroll date on which the salary reduction shall begin. A teacher~~
7 ~~must also comply with all other terms and conditions of the 457(b) Deferred~~
8 ~~Compensation as established by the Board of Education in accordance with the Internal~~
9 ~~Revenue Code and Treasury Department regulations.~~

10
11 ~~3. The benefits available under the 457(b) Deferred Compensation Plan are funded solely~~
12 ~~by the teacher's salary deferrals. The Board of Education does not provide elective,~~
13 ~~non-elective or matching contributions to the 457(b) Deferred Compensation Plan.~~

14
15 ~~4. Each individual teacher is responsible for properly calculating the amount to be deferred~~
16 ~~under the salary reduction agreement and determining that such amount is allowed~~
17 ~~under Section 457(b) of the Internal Revenue Code and all applicable laws. The Board of~~
18 ~~Education may reject or limit the amount requested to be deferred under a salary~~
19 ~~reduction agreement if the Board reasonably believes that the amount exceeds the~~
20 ~~amount which can be deferred under the Internal Revenue Code or applicable law, or if~~
21 ~~the teacher does not demonstrate to the satisfaction of the Board of Education that the~~
22 ~~teacher is eligible for special rules or calculations which may be available to the teacher.~~

23
24
25 **Article L — Flexible Spending Account/Cafeteria Plan** [\(moved to Article H\)](#);
26

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

31
32 ~~1. Payment of Health Insurance Premiums or Cash in Lieu of Insurance. Employees who~~
33 ~~work 30 hours per week or more are eligible on their hire date to enroll in the district's~~
34 ~~health plan and pay premiums pre-tax through code section §106 or, if the health plan is~~
35 ~~"waived," the employee will receive a cash payment for not enrolling based on the~~
36 ~~applicable alternative benefit plan for their employment category through code section~~
37 ~~§125.~~

38 ~~2. Payment of Dental Insurance Premiums. Employees who work 20 hours per~~
39 ~~week or more are eligible on their hire date to enroll in the district's dental plan and pay~~
40 ~~premiums pre-tax through code section §106.~~

41
42 ~~3. Medical Care Expenses. Employees who work 30 hours per week or more are eligible on~~
43 ~~their hire date to enroll in the district's health care flexible spending arrangement (FSA)~~
44 ~~and elect an amount not to exceed the plan's annual maximum as a pre-tax deduction~~

1 from their payroll for reimbursement of medical care expenses not reimbursed by any
2 other plan through code section §105.

3
4 ~~4. Day Care Expenses. Employees who work 30 hours per week or more are eligible on
5 their hire date to enroll in the district's dependent care flexible spending arrangement
6 (FSA) and elect an amount not to exceed the IRS' annual maximum as a pre-tax
7 deduction from their payroll for reimbursement of day care expenses through code
8 section §129~~

9
10 ~~Payments and the designation of amounts to be contributed to the employee's account will be
11 subject to the procedures, rules and regulations of the plan's administrating agency. The
12 provision of this plan shall be contingent upon the continuance of this benefit under the
13 applicable Internal Revenue Code Sections (§105, §106, §125 and §129). The district
14 shall pay the monthly participation fee for each eligible employee who opts to utilize the
15 program.~~

16
17
18 ~~**Article M – Alternative Benefit Plan [ABP] in Lieu of Health Insurance**~~ [\(moved to Article D\)](#)

19
20 ~~1. Implementation of the Alternative Benefit Plan:~~

21 ~~— The Board may, at its discretion, discontinue the cash compensation in lieu of health insurance
22 benefit by providing the participating employees with written notice of not less than sixty (60) days
23 and an "open enrollment" opportunity to enroll in the group health insurance plan.~~

24
25 ~~2. Teachers who are eligible for insurance as defined by the District's health insurance
26 carrier and their employment guidelines may elect through the flexible
27 reimbursement/cafeteria plan, as set forth in Article I, either to be provided with the District's
28 health insurance coverage as described above or to receive additional payment of cash
29 compensation as set forth below. The amount of each additional payment of cash
30 compensation shall be calculated by dividing the District's annual contribution by nineteen (19)
31 pay periods. Where the District employs both spouses, one spouse will be eligible for
32 participation in the ABP.~~

33
34 ~~3. Employees eligible for insurance may annually choose, consistent with the terms of the
35 District's flexible reimbursement/cafeteria plan as set forth in Article J, between:~~

36
37 ~~a. Participation in the District's health plan, with the premium payment specified in Article
38 A or~~

39
40 ~~b. A cash payment equal to the amount listed in Article K, paragraph 4
41 below.~~

1 ~~4. Cash Compensation: The cash contribution dollar amount shall be equal to three~~
2 ~~hundred dollars (\$300.00) per month. Part-time employees who are employed 30 hours per~~
3 ~~week or more who select the cash compensation shall receive a pro-rated amount of the~~
4 ~~District's contribution based upon the part-time employee's percentage of full-time~~
5 ~~employment.~~

6
7 ~~5. The cash compensation amount shall be paid to the employee as additional taxable~~
8 ~~earnings which are not subject to Wisconsin Retirement System (WRS) contributions to~~
9 ~~the extent permitted by WRS rule or law, with the appropriate employee F.I.C.A., state~~
10 ~~and federal taxes deducted from the employee's payroll check.~~

11 ~~6. Where the employee chooses cash, the District shall facilitate the deferral of cash to a~~
12 ~~403(b) plan.~~

13
14 ~~a. An employee electing taxable cash in lieu of health insurance is deemed to~~
15 ~~request the District to pay the employee cash unless the employee requests in writing to~~
16 ~~have the cash paid to a 403(b) vendor. The employee shall be permitted to change the~~
17 ~~403(b) amount or vendor pursuant to Part VI, Article I.~~

18
19 ~~b. The District shall pay the cash to the 403(b) vendor according to the number~~
20 ~~of pay periods you selected. Amounts received as additional compensation, and~~
21 ~~deferred to a 403(b) vendor, shall be subject to all applicable payroll taxes, including~~
22 ~~FICA and Medicare.~~

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

29
30 ~~7. Beginning Eligibility Date for Alternative Benefit Plan Payments:~~

31 ~~a. New Employees. Payments shall be based on the employee's eligibility date. For~~
32 ~~new employees, this constitutes the employee's first day of active service. Employees not~~
33 ~~electing health coverage must enroll in the cafeteria plan prior to or on the employee's first day~~
34 ~~of active service. Thereafter, an annual election must be made prior to the beginning of each~~
35 ~~cafeteria plan benefit year. The plan year shall be January 1 — December 31st June 30.~~
36 ~~However, the district shall use the same rule for contributions as for health insurance payments;~~
37 ~~if the employee's first date of active service is after the 15th of the month, no ABP contribution~~
38 ~~is required in that month. If the employee's first date of active service is on the 1st through the~~
39 ~~15th of the month, the District will contribute the payment.~~

40 ~~b. Current Employees. Current employees changing to the ABP when permitted by~~
41 ~~applicable Internal Revenue Code section 125 "cafeteria plan" rules are only eligible to waive~~
42 ~~coverage for the health insurance and begin the ABP on the second payroll of any~~
43 ~~month. Absent a mid-year cafeteria section 125 exception [such as an employee getting~~
44 ~~married, loss of spouse coverage, etc.], employees must make a written annual cafeteria plan~~

1 ~~election prior to each January July 1st to permit the election of the cash option in the next~~
2 ~~cafeteria plan year. The plan year shall be July 1 – June 30. Once the employee is eligible to begin~~
3 ~~ABP status, contributions will begin in that month.~~

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

11 12 13 **Article ~~N~~ P – Workers Compensation Coverage and Reporting Responsibilities**

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

22 23 **Benefits While on Worker's Compensation**

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

- 28
29 1. Up to day sixty (60) of Worker's Compensation Leave: The employee will be paid income
30 equivalent to the income the employee would have earned had the employee not been
31 injured. This income will be generated by combining worker's compensation insurance
32 with prorated accumulated sick leave as necessary through a deduction of one-third
33 (1/3) of a day of sick leave for each day while on worker's compensation. This provision
34 will apply up until the sixtieth (60th) consecutive day of leave, or as long as the
35 employee has accumulated sick leave available, whichever occurs first.
- 36
37 2. Day Sixty-One (61) and thereafter of Worker's Compensation Leave: The employee will
38 receive their worker's compensation payment. No other leaves will be applied to the
39 worker's compensation leave. The employee, subject to the rules and regulations of the
40 carrier, may be eligible for long-term disability leave.
- 41
42 3. Injuries Not Covered by Worker's Compensation

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

4
5 A. Injuries because of a self-inflicted wound.

6
7 B. Injuries sustained because of an employee's horseplay.

8
9 C. Injuries sustained while an employee does an activity of a strictly private
10 nature.

11
12 4. Additionally, absence from work during the first three days due to injury or illness
13 allowed under Worker's Compensation shall not be fully charged to the employee's
14 accumulated paid leave.

15
16 5. The district does not make or influence the determination of eligibility for a worker's
17 compensation claim. Our carrier reviews the situation and the medical records to make
18 the decision.

19
20
21 6. Temporary Transitional Duty

22 **Purpose:**

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

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

38
39 **Assignments:**

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

1
2
3
4
5
6
7
8
9

- 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.

1	Part VII
2	BUSINESS/PERSONNEL ISSUES
3	
4	Article A - Pay Dates/Direct Deposits
5	
6	Article B - Personnel Files
7	
8	Article C - Use of Vehicles
9	
10	Article D - Attending School Activities
11	
12	Article E – Criminal Background Checks/Charges/Convictions – Obligation to Report Criminal
13	Record
14	

1
2
3 **Article A - Pay Dates/Direct Deposits**
4

- 5 1. Method of Payment: Payments for the year will begin on September 15th and will end
6 after nineteen (19) regular bi-monthly payments have been made. (15th and 30th). When
7 the fifteenth (15th) or the thirtieth (30th) of the month falls on a Saturday, Sunday or on a
8 bank holiday, payment shall be made on the preceding business day. Teachers will
9 annually have the opportunity to voluntarily choose an alternate 24 payroll cycle. Under
10 the alternate cycle, payments for the year will begin on August 30th and will end on June
11 30th with the last 4 payments coming at the same time.
12
- 13 2. The district shall provide payment via electronic deposit. The district will provide all
14 payroll information electronically.
15

16 **Article B – Personnel Files**
17

- 18 1. A teacher shall have the right, upon request to the Director of Human Resources or
19 designee, and on an appointment basis, to review the contents of their personnel file
20 compiled within the District, and to receive copies at the teacher's personal expense of
21 any documents contained therein. The teacher shall have the right to attach a rebuttal
22 statement to the said document or other District accumulated materials located in their
23 file. All personnel file materials examined by the teacher shall be signed by the teacher.
24 Any document placed in the teacher's personnel file shall be copied to the teacher at time
25 of placement in the file.
26

27 **Article C - Use of Vehicles**
28

29 Teachers who incur expense, through the authorized use of their private automobile for
30 sanctioned school business, shall be reimbursed from school district funds at the rate equal to
31 that allowed by the Internal Revenue Service (IRS) for business travel per miles traveled.
32 Teachers who drive district or private vehicles must comply with all school transportation state
33 statutes.
34

35 **Article D - Attending School Activities**
36

37 Teachers will be admitted to at-home conference and non-conference events if they present their
38 ID badge. Tournaments and other special events are excluded. The District supports and
39 encourages attendance of the staff at academic, social, athletic, and other school related
40 activities during the school year.
41
42
43

1 **Article E Criminal Background Checks/Charges/Conviction–Obligation to Report Criminal**
2 **Record**

3 1. Job Applicants

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

22
23 2. Current Employees

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

- 1 Failure to report under this section may result in disciplinary action, up to and including
- 2 termination of employment.
- 3 WCSD Policies 522.3, 533.1, 541.1, 751.22, 752
- 4

1	Part VIII
2	EVALUATION
3	
4	Article A – Evaluation
5	

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.

- 1 8. Teachers in their first three years in the profession will be supported in the evaluation
2 process by their mentor for formative feedback and coaching on the process.
3
- 4 9. The evaluator(s) may visit the teacher's classroom for unannounced visits of any duration
5 and frequency at any time. Only visits made and other information gathered prior to the
6 final evaluation conference shall be included in the formal evaluation reports.
7
- 8 10. Teachers may be placed on a plan of improvement (intensive supervision) at any time if
9 the level of performance demands significant improvement. The plan of improvement
10 shall include the following:
11
- 12 • Explanation of what the deficiencies are, including specific examples
 - 13 • Summary of previous discussions about/documentation of deficiencies
 - 14 • Specific and measurable objectives aimed at improvement that are achievable,
15 relevant and time-bound
 - 16 • Details on how often the administrator and teacher will meet to discuss progress
 - 17 • Guidance on what administration will do or provide to assist the teacher in achieving
18 these goals
 - 19 • Clearly stated consequences for not meeting the objectives of the plan
- 20

21 A teacher shall no longer be on a plan of improvement when their performance
22 consistently meets established expectations.
23
24
25
26
27
28
29

5 **Article A – Salary Schedule**
6

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

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

12 3. Points are worth \$3 each. ~~A single year’s professional development points advancement~~
13 ~~is worth up to \$750, based on the number of points a teacher has earned or has available~~
14 ~~in their bank. A teacher will be paid for the number of points earned, if less than the~~
15 ~~maximum. Example: Teacher X has 200 points available and redeems them for a~~
16 ~~professional development points raise of \$600.~~

17 ~~3. —~~

18 4. Teachers will be awarded a \$400 raise at the conclusion of each teaching year ~~due to~~
19 ~~experience.~~

20 a. All teachers who work for the full school year will be granted full experience raise
21 regardless of their FTE. Teachers who work less than a full year will have their
22 experience raise pro-rated.

23 b. If a teacher is placed onto a plan of improvement and does not make appropriate
24 progress to be taken off the plan in a given year they may not receive their experience
25 raise for that year.

26 ~~4. — A full year of experience is worth a salary increase of \$400, regardless of FTE. Teachers~~
27 ~~that work less than a full year will have that amount pro-rated.~~

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

30 6. Points that are not used ~~to move up a step~~ for a professional development raise will be
31 banked.

32 7. Points will be redeemed in a manner that is consistent with the dollar increase that is
33 given. For example, when \$750 is paid, 250 points will be redeemed.

34 8. Upon the enactment* of the salary system at the completion of a teacher’s fifth year of
35 employment with WCSD and upon five year intervals after that, teachers with a points
36 bank balance permitting it, can redeem up to an additional 250 points for an additional
37 \$750 salary increase. Example: Teacher Y has completed their fifth year of employment
38 with WCSD. They have 600 points in their bank. In addition to the annual professional
39 development points raise of \$750 (250 points used) an additional 250 points will be used
40 for another \$750 professional development points raise.
41

1 ~~7-9.~~ The Board will continue to have a goal of honoring the parameters of the compensation
2 system on an annual basis.

3 ~~8-10.~~ If the District finds itself in a financial situation that will allow for payment beyond
4 parameters of the system in any given year, a decision may be made to allow teachers to
5 redeem additional banked points up to an amount that is affordable that year.

6 ~~9-11.~~ The Board and parameters of the salary system will determine the number of points that
7 will be paid out in any given year. Teachers may not individually determine the number
8 of points they will redeem.

9 ~~12.~~ Teachers who earned an advanced degree (Masters, Ed. Specialist, Doctorate, National
10 Board Certification/re-certification, or Wisconsin Master Educator (WMEAP)
11 Certification/re-certification) during that year may redeem points for an additional
12 professional development points raise corresponding to that degree or certificate.

13 ~~13.~~ The base salary for a teacher with a bachelor's degree and zero (0) experience is XXXXX.

14 ~~14.~~ -Staff Compensation Preamble

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

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

19 Objective

20 Predictable

21 Equitable

22 Easy to understand and user friendly

23 Values both professional growth and experience

24 System is fiscally sustainable

25
26 Professional development must be applicable in some way to the teacher's employment with the
27 district. Teachers should attempt to achieve a reasonable balance between co-curricular and
28 classroom related staff development activities.

1
2
3 **Article B – Extended School Year**
4

- 5 1 Extended contracts – School Counselors will be based on one hundred percent (100%) of
6 the per diem salary.
7
8 2 Extended School Year (ESY) and Student Services Student Evaluations completed during
9 the summer will be based on one hundred percent (100%) of the per diem salary, paid
10 on an hourly basis by ~~timecard~~timesheet.
11

12 **Article C - Curriculum Planning Project and Summer School Pay Plan**
13

- 14 1. Curriculum projects shall be paid at the rate of thirty dollars (\$30.00) per hour. The length
15 of time and maximum number of hours for completion of the project shall be jointly
16 determined by the staff member and Director of Instruction. Disagreements would be
17 appealable to the District Administrator. The per person compensation above will be paid
18 when the project has been completed and approved by the Director of Instruction.
19
20 2. Summer school teachers shall be compensated according to the following schedule.
21

POSITION	HOURLY WAGE
Teachers/Coordinators - Enrichment class	\$30.00 <u>\$31.41</u>
Teachers/Coordinators - Remedial class/Summer School	\$35.00 <u>\$36.65</u>
<u>Substitute Teachers</u>	<u>\$31.41</u>
<u>Classified Staff – Administrative support</u>	<u>\$16.49</u>
<u>Para-Educators – Regular Education and Substitutes</u>	<u>\$16.49</u>

- 22
23 3. Other projects approved by the District Administrator (or designee) shall be paid at the
24 curriculum projects rate.
25

26 **Article D - Department Chairs**
27

- 28 1. The district will have designated department chairs and building coordinators as
29 determined and designated by administration. Individuals for these positions will be
30 selected by administration from staff members that apply. The department chairs will
31 coordinate department business and tasks. Department chairs are responsible to the
32 Director of Instruction. These positions will be posted annually for review by interested
33 staff.
34
35 2. Compensation for Department Chairpersons/Building Coordinators
36

- 1 a. Department chairpersons shall be compensated at the rate of two thousand five
2 hundred dollars (\$2,500.00) per year. This compensation will include payment for
3 two days during the summer as assigned by administration.
4
- 5 b. Building Coordinators shall be compensated at one thousand two hundred fifty
6 dollars (\$1,250.00) per year, which will include two (2) days during the summer as
7 assigned by administration.
8
- 9 c. Additional summer work for department chairpersons, building coordinators, or
10 department members to complete department business will be compensated at
11 the summer curriculum per hour rate. Scheduled work hours and activities will be
12 reviewed and approved by the Director of Instruction prior to any work
13 commencing.
14
- 15 3. Evaluations of department chairs will be done yearly by the administration. These
16 evaluations will not be combined with their regular classroom evaluations.
17

18 **Article E – Advancement**

19
20 Any teacher on a plan of improvement will not receive a salary increase until they receive a
21 satisfactory evaluation.
22

23 **Article F - National Emergency**

24
25 The Board of Education reserves the right to exceed the provisions of the daily schedule when a
26 national emergency is declared.
27

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

29
30 Whenever a teacher is asked by their supervisor (principal) to cover a class assignment for an
31 absent teacher or para educator they shall be reimbursed at the rate of twenty five dollars
32 (\$~~25~~30.00) per hour. Grade 7-12 teachers may substitute during their scheduled prep
33 time. Grade K-6 teachers may substitute during non-supervisory and non-teaching times, for
34 up to 2 hours per day. Teachers called into action as part of an established Emergency
35 Response Team during non-supervisory and non-teaching time may also submit a
36 ~~timecard~~timesheet. The teacher shall submit a ~~timecard~~timesheet with the actual hours
37 assigned to the nearest quarter (1/4) hour to the principal. The absent teacher must be on sick
38 or other approved leave. (not the informal “quid pro quo” arrangements some teachers
39 currently make with administrative knowledge.)
40

41 **Article H- Extended Supervision/Proctoring**

42
43 Whenever a teacher is assigned by their supervisor (principal) to perform extended supervision
44 duties, such as after school detention or “Saturday School” detentions, they shall be reimbursed

1 at the rate of ~~twenty five~~thirty dollars (~~\$25~~30.00) per hour. The teacher shall submit a
2 ~~timecard~~timesheet with the actual hours assigned to the nearest quarter (1/4) hour to the
3 principal. This includes standardized test proctoring outside of the school day.
4

5 **Article I – Special Education Extra Duties**

6 1. Before and after school student transport (van driver) thirty dollars (\$30) per hour

7 ~~1.2.~~ Student support at co-curricular activities outside of the school day thirty dollars
8 (\$30) per hour.
9

10
11
12
13
14 **Part X**

15 **PROFESSIONAL EXPERIENCE AND PROFESSIONAL DEVELOPMENT POINTS**

16
17 Preamble

18
19 Article A – Experience

20
21 Article B – Professional Development Point Accumulation

22
23 Article C – New Teachers to the District

24
25 Article D – Degrees or Certificates

26
27 Article E – Activities for Point Acquisition

28
29 Article F - Teacher Incentives and Evaluation Review Committee (TIERC)

30 Article G – Professional Development Points Guidelines and Dates
31
32
33

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.

~~2.1. 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.~~

~~a. 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.~~

- ~~4. Upon the enactment* of the salary system at the completion of a teacher's fifth year of employment with WCSD and upon five year intervals after that, teachers with a points bank balance permitting it, can redeem up to an additional 250 points for an additional \$750 salary increase. Example: Teacher Y has completed their fifth year of employment with WCSD. They have 600 points in their bank. In addition to the annual professional development points raise of \$750 (250 points used) an additional 250 points will be used for another \$750 professional development points raise.~~

6. Time spent working towards professional development points will be outside of school hours unless a waiver has been granted by the District Administrator.
7. Points, once approved by the required administrators, cannot be rescinded unless the teacher does not complete the credit successfully (passing grade) or has failed to meet the reporting and verification procedures outlined in Part X of these guidelines.

Article C – New Teachers to the District

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

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

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

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

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

3

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

5

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

10	i. Master’s Degree	\$2400/800 points
11	ii. Educational Specialist	\$2400 /800 points
12	iii. Doctoral Degree	\$3000 /1000 points
13	iv. National Board Certificate	\$2400/800 points
14	1. Renewal	\$1200 / 400 points
15	v. Wisconsin Master Educator (WMEAP)	\$2400 / 800 points
16	1. Renewal	\$1200 / 400 points

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

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

23 1. Pre-Approved Professional Development Activities -

24 Professional development activities offered by the local district either through the
25 Annual Staff Development Program established by the Curriculum and Instruction office
26 and the Systemwide Curriculum Committee or programs offered as a result of approval
27 by the district. Pre-approved professional development activities are posted within
28 Eduphoria.

29

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

34

35 In lieu of receiving points for local professional development activities offered outside of
36 the regular school day, administration may offer teachers the opportunity to submit
37 ~~timecard~~timesheets for payment at the rate of \$20.00 per hour.

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

5 2. Professional Development Activities that Require Pre-Approval

6 Points approval forms are submitted electronically to a teacher's supervisor. Until a
7 teacher receives approval, points are not guaranteed. Teachers may apply to the District
8 Administrator for points for an activity that is not outlined below. The District
9 Administrator has discretionary authority to grant points for such requests.

10
11 Application Timelines

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

20
21 Activities that Require Pre-Approval

22 a. College Credit

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

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

34 July 1 - Transcripts, grade sheets or institutional verification of completion of
35 courses or other activities completed by June 14th must be submitted to the
36 District Administrator to be credited for the next contract year.

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

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

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

14 WCSD values professional leadership for the improvement of the education
15 profession. Teachers serving in non-paid leadership roles in regional, state or
16 national educational organizations excluding unions can submit for points for time
17 spent preparing for and meeting with those teams. Serving in that type of role
18 will be awarded 100 points.

19 d. Evaluation Teams - Serving on an S.E.C., North Central, Career and Technical
20 Education or other evaluation visitation committee. Serving on SEC or similar
21 audit teams will be awarded 100 points.

22 e. Work Experience - The work experience must be part of a pre-approved and
23 established work experience program which is related to the teacher's licensure
24 or position within the district to be eligible for points. A teacher will be awarded
25 one (1) point for each one (1) hour and one-half (.5) point for each one-half (½)
26 hour of approved work experience. Questions about work experience can be
27 directed to the School to Career Coordinator, Curriculum and Instruction Office or
28 Human Resources.

29 f. Ad Hoc District-Wide Committee Participation - Participation on ad hoc district-
30 wide committees that meet outside of the school day whose direction or activities
31 have been established by the Board to complete a specific project or initiative may
32 be awarded a stipend or points at the discretion of the District Administrator. Ad
33 Hoc committees will have an established end point and will not be annually
34 recurring.

35 g. Editing Professional Publications - Editing for any statewide or nationally
36 recognized professional journal (not union publications). The articles must pertain
37 to the teacher's teaching or co-curricular assignment. Each teacher shall be able
38 to submit up to a maximum of 10 hours (100 points) for participation in such
39 activities per year. A copy of the publication will serve as verification.

- 1 h. Writing for Professional Publications - An original article, which is published by
2 statewide or nationally recognized professional journals (not union publications).
3 The article must pertain to the teacher's teaching or co-curricular assignment. In
4 order to receive points, the published article must be at least five hundred (500)
5 words in length. Subsequent publications of the same or edited article are not
6 eligible for points. Point value will be based on the following scale: 500-1000
7 words = 5 hours; 1000-1500 words = 10 hours; over 1500 words = 15 hours. A
8 copy of the publication will serve as verification.
- 9 i. Book Studies - Book studies may be sponsored by educational institutions or
10 organizations related to the field of education, teaching assignment, or co-
11 curricular assignment. PD Points may be earned at the normal rate for group
12 discussion time. Additionally, PD Points may be earned for reading based on the
13 following formula: number of pages/50 pages per hour. Total points = 50
14 pages/hour + points per hour of discussion.
- 15 This pertains to externally sponsored book studies. WCSD-sponsored book studies
16 will be posted within Eduphoria and will use the same formula.
- 17 j. On-line Professional Learning – Examples include: live or recorded webinars, on-
18 demand courses, and virtual learning. Certification of completion, when
19 applicable is to be submitted within two weeks of completion.

20 3. Activities Not Approved for Point Acquisition:

- 21 a. Department Business/Meetings - If a department wishes to provide a workshop
22 that is beyond normal departmental business, it could apply under the
23 "Workshop" provision to the TIERC. Regular department business and meetings
24 are not applicable for points.
- 25 b. Repeat Activities - Under usual circumstances, repeat activities will not be
26 approved.
- 27 c. Curriculum Orientation - Waunakee School District curriculum orientation is the
28 responsibility of the teacher and school district and is not eligible for points.
- 29 d. Travel and Lodging – Travel and lodging itself will not be eligible for points.
- 30 e. Student Field Trips / School Group Trips - These activities are not eligible for
31 points.
- 32 f. Museums, Athletics, Concert Activities - Visits to museums; attendance at athletic
33 contests, public concerts, or similar activities are generally not applicable for point
34 acquisition.
- 35 g. Sports Clinics/Similar Activities - Working at sports clinics or similar activities are
36 not eligible for points.

- 1 h. Other Basic Information –
- 2 i. Activities, if taken for points, cannot take place during normal contract
- 3 hours unless the teacher uses a personal day. Personal days may not be
- 4 used on scheduled staff development days for the purpose of earning
- 5 points.
- 6 ii. The teacher may not receive tuition or registration reimbursement by the
- 7 district. Points will be granted for the credits when paid for by the district
- 8 when it is a Board sponsored program.

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

10 If a teacher’s request for points is denied by their immediate supervisor, they may appeal the
11 decision by emailing the pertinent information to the District Superintendent and asking for their
12 review. A denial of a points request by the superintendent may be appealed to TIERC for review
13 as per current guidelines or for possible addition or modification to the guidelines. The TIERC
14 shall consist of five members of the teaching staff and five administrators. The WTA President
15 and District Administrator will be part of the 10-member committee and will co-chair the
16 committee. The TIERC shall have the authority to hear and act on appeals related to point
17 acquisition and review proposed local in-service activities for point acquisition. The authority of
18 this committee does not extend beyond the above and it can act only within the definitions and
19 framework of the salary schedule adopted through negotiations. The activities outlined in Article
20 E entitled "Activities Eligible for Point Acquisition" shall serve as a guide for this committee.
21

22 **Article G – Professional Development Points Guidelines/Dates**

- 23 1. Dates of Importance
- 24 a. June 15 - June 14
- 25 The school year for professional development points
- 26 b. July 1
- 27 Transcripts, grade sheets or institutional verification of completion of courses or other
- 28 activities completed by June 14th must be submitted to the District Administrator to be
- 29 credited for the next contract year.
- 30 2. Leave or Sabbatical
- 31 Any teacher who requests a leave or sabbatical must negotiate the point values of any
- 32 activities that will be engaged in while on the leave or sabbatical.
- 33 3. Application Timelines

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29

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

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

1

2 **Part XI**

3 **CO-CURRICULAR SALARY SCHEDULE**

4

5 Article A - Schedule

6

7 Article B - Other Positions

8

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

2022-23 base = \$46,172. 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 \$46,172X 13% or \$6,002.36.

SENIOR HIGH CO-CURRICULARS - ATHLETICS

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

Years of Experience	0-1	2-3	4-6	7-8	9+
MOUNTAIN BIKE					
Head Mountain Bike	3.0	3.5	4.0	4.5	5.0
SKI/SNOWBOARD TEAM					
Ski/Snowboard Team	3.0	3.5	4.0	4.5	5.0
Assistant Ski	2.0	2.5	3.0	3.5	4.0
SOCCER					
Head Soccer	9.0	10.0	11.0	12.0	13.0
Assistant Soccer	7.0	7.5	8.0	8.5	9.0
Freshman Soccer	5.0	5.5	6.0	6.5	7.0
LACROSSE					
Head Lacrosse	7.0	7.5	8.0	8.5	9.0
Assistant Lacrosse	5.0	5.5	6.0	6.5	7.0
SOFTBALL					
Head Softball	9.0	10.0	11.0	12.0	13.0
Assistant Softball	7.0	7.5	8.0	8.5	9.0
Frosh Softball	5.0	5.5	6.0	6.5	7.0
SWIMMING					
Head Swim	9.0	10.0	11.0	12.0	13.0
Assistant Swim	7.0	7.5	8.0	8.5	9.0
TENNIS					
Head Tennis	7.0	8.0	9.0	10.0	11.0
Assistant Tennis	5.0	5.5	6.0	6.5	7.0
TRACK					
Track Coordinator	13.0	14.0	15.0	16.0	17.0
Assistant Track	7.0	7.5	8.0	8.5	9.0
VOLLEYBALL					
Head Volleyball	9.0	10.0	11.0	12.0	13.0
Assistant Volleyball	7.0	7.5	8.0	8.5	9.0
Frosh Volleyball	5.0	5.5	6.0	6.5	7.0
Asst. Frosh Volleyball	3.5	4.0	4.5	5.0	5.5
WRESTLING					
Head Wrestling	13.0	14.0	15.0	16.0	17.0
Assistant Wrestling	10.0	10.5	11.0	11.5	12.0
SPECIAL OLYMPICS					
<u>Agency Manager</u>	<u>2.5</u>	<u>3.0</u>	<u>3.5</u>	<u>4.0</u>	<u>4.5</u>
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

SENIOR HIGH CO-CURRICULARS – NON-ATHLETIC

Years of Experience	0-1	2-3	4-6	7-8	9+
DRAMA					
Accompanist Musical	2.5	3.0	3.5	4.0	4.5
Director–One Act, Play, Musical, Vocal	9.0	10.0	11.0	12.0	13.0
Director Assistant-One Act, Play	5.0	5.5	6.0	6.5	7.0
Director Costume-One Act, Play, Musical	4.0	5.0	6.0	7.0	8.0
Director Tech-One Act, Play, Musical	4.0	5.0	6.0	7.0	8.0
Director Pit, Dance	4.0	5.0	6.0	7.0	8.0
FORENSICS					
Head Forensics	7.0	8.0	9.0	10.0	11.0
Assistant Forensics	5.0	5.5	6.0	6.5	7.0
MUSIC					
Consort	5.0	6.0	7.0	8.0	9.0
Jazz Ensemble	7.0	8.0	9.0	10.0	11.0
Marching Band Co-Dir.	9.0	10.0	11.0	12.0	13.0
Music Solo Ensemble	5.0	6.0	7.0	8.0	9.0
Music Assistant Solo Ensemble	4.0	5.0	6.0	7.0	8.0
Head Pep Band	6.0	7.0	8.0	9.0	10.0
Head Advisor Vocal Jazz Ensemble	6.0	7.0	8.0	9.0	10.0
Head Advisor A Capella Singers	6.0	7.0	8.0	9.0	10.0
Jazz Combo	5.0	6.0	7.0	8.0	9.0
Folk Band	5.0	6.0	7.0	8.0	9.0
Chamber Orchestra	5.0	6.0	7.0	8.0	9.0
Symphony Winds	2.5	3.0	3.5	4.0	4.5
OTHER					
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>FCCLA Club</u>	<u>7.0</u>	<u>8.0</u>	<u>9.0</u>	<u>10.0</u>	<u>11.0</u>
Livestream Coordinator	9.0	10.0	11.0	12.0	13.0
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

3
4
5
6
7
8

1
2
3
4

SENIOR HIGH CLUB ADVISORS

Years of Experience	0-2	3-7	8+
Above the Influence	2.5	3.5	5.0
Art Club	2.5	3.5	5.0
<u>Black Student Union Club</u>	<u>2.5</u>	<u>3.5</u>	<u>5.0</u>
Drama Club	2.5	3.5	5.0
ECO Club	2.5	3.5	5.0
FCCLA Club	3.5	4.5	6.0
<u>Fishing Club</u>	<u>2.5</u>	<u>3.5</u>	<u>5.0</u>
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
Mental Wellness	2.5	3.5	5.0
Mock Trial	3.5	4.5	6.0
<u>Model United Nations</u>	<u>3.5</u>	<u>4.5</u>	<u>6.0</u>
National Honor Society	2.5	3.5	5.0
Pay it Forward	2.5	3.5	5.0
<u>Robotics Club</u>	<u>3.5</u>	<u>4.5</u>	<u>6.0</u>
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
WI Civics	3.5	4.5	6.0
Young Conservatives	2.5	3.5	5.0

5 Club advisors are expected to coordinate a minimum of two club sponsored social activities
6 after school hours per year. In addition, clubs are encouraged to sponsor at least one all school
7 social activity after school hours either independently or in conjunction with other clubs.
8
9

10
11
12
13
14
15

1
2
3
4

MIDDLE SCHOOL CO-CURRICULARS

Years of Experience	0-1	2-3	4-6	7-8	9+
Head Football	4.5	5.5	6.5	7.5	8.0
Head Basketball	4.5	5.5	6.5	7.5	8.0
Head Wrestling	4.5	5.5	6.5	7.5	8.0
Head Drama/ Musical	4.5	5.50	6.5	7.5	8.0
Head Dance	4.0	5.0	6.0	7.0	7.5
Head Football Cheerleading	4.0	5.0	6.0	7.0	7.5
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	4.5-4.0	5.50-5.0	6.5-6.0	7.5-7.0	8.0-7.5
Head Cross Country	4.5-4.0	5.50-5.0	6.5-6.0	7.5-7.0	8.0-7.5
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/ <u>Tech</u>	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

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

7
8
9
10

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29

Article B - Other Positions

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

2. Chaperoning, Ticket Sellers, Scorers, etc. Assignments are voluntary.
 - a. Chaperoning, buses, dances (7-12) Twenty dollars (\$20.00)
 - b. Cashiers, ticket sellers and/or takers will be paid twenty dollars (\$20.00)/hour.
 - c. Scorers, timekeepers, starters, crowd control, before and after school weight room supervision, and statisticians will be paid twenty dollars (\$20.00)/hour per event (basketball, football - minimum of 2 hours/game).
 - d. Announcers - Twenty dollars (\$20.00)/per hour - voluntary.
 - e. Lack of participation in a, b, c, or d above shall not be considered in one's evaluation.

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

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

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. 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.

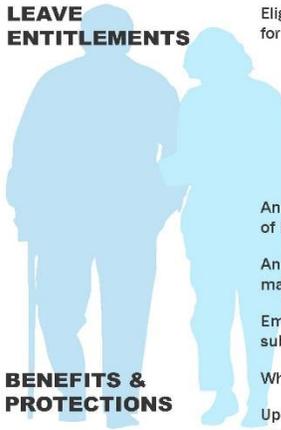
6. Check Out

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

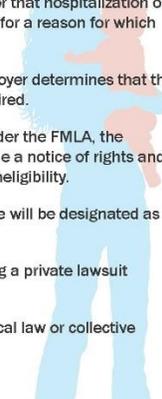
Once an employer becomes aware that an employee's need for leave is for a reason that may qualify under the FMLA, the employer must notify the employee if he or she is eligible for FMLA leave and, if eligible, must also provide a notice of rights and responsibilities under the FMLA. If the employee is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