

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

Wednesday, May 7, 2025

7:30 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](mailto:district_administrator@waunakee.k12.wi.us) up to one hour before the start of the Board meeting. All comments will be reviewed by the Board members. Emailed comments will be reviewed by the board but not read out loud. Emailed comments sent during any part of the board meeting (Board Development, Closed session, Open session) will be forwarded to the board but may or may not be reviewed by the board until after the board adjourns. Comments must include the commentator's name, address, and must identify their connection to the District (if any) and any group they are representing in order to be considered by the Board.

If you would like to address the Board in-person during the public comments section of the meeting, you will be greeted in the lobby of the building, asked to check in with District personnel when you arrive so that you can be recognized and address the Board when your name is called.

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

**AGENDA**

**I. CALL TO ORDER**

**II. ROLL CALL**

**III. APPROVE AGENDA**

**IV. PUBLIC COMMENTS**

**V. CONSIDERATION OF PAY INCREASES FOR 2025-2026 FOR**

**3**

**ADMINISTRATION, ADMINISTRATIVE SUPPORT,  
ADMINISTRATIVE ASSISTANTS, CLASSIFIED STAFF, CUSTODIAL /  
MAINTENANCE STAFF AND SUPPLEMENTAL PAY FOR  
TEACHERS.**

This action item is to approve wage increases for all non-represented employee groups. Wage increases include the WERC-calculated CPI increase of 2.95% for all groups. Administrative / Administrative Support roles with compensation below the average of peer districts are raised within CatchUp pay. Total cost also involves advancement within

the salary schedule for hourly employees based upon their hire dates. Within the Teacher's group, the costing information includes operation of the Teacher Compensation system as Supplemental Wages.

A 2.95% Base Wage increase for the Waunakee Teacher's Association was tentatively agreed upon at Negotiations on 4/15/2025. Base wage negotiation will be a separate action item for the whole Board on 5/12/2025.

Detailed costing information will be shared at the meeting.

**VI. CONSIDERATION OF ADDITIONAL PAY INCREASES FOR 2025-2026 FOR ADMINISTRATIVE ASSISTANTS, CLASSIFIED STAFF, AND CUSTODIAL / MAINTENANCE STAFF USING OPERATIONAL REFERENDUM FUNDS.** 4

This action item is using the first \$500,000 of Operational Referendum funds to raise hourly employees to a more competitive wage as compared to Dane County peer districts. The goal over two years is to have all employee groups at or above average, compared to peers.

Detailed costing information will be provided at the meeting.

**VII. CONSIDERATION OF THE 25.26 EMPLOYEE GUIDELINES** 6

The three employee guidelines will be attached as drafts prior to the meeting. Additionally, a summary document highlighting language changes or additions will be available. Condensing, clarifying, and formatting changes will not be noted in the summary document. All edits will be highlighted with purple text and language deletions will be 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.”



## STAFF COSTING SALARY & WAGES for 2025-26

For the HR Committee April 2025 (May 6, 2025)

Administrator / Admin Support	CPI INCREASE		Total Cost	% Increase
	Current	2.95%		
Returning Staff + Vacancies + Summer School Coord	\$6,100,489	+ \$179,964	= \$6,280,453	
Catchup Pay & Co-Principal Pay Inc			= <u>\$53,361</u>	
Total Increase			6,333,814	3.82%
<a href="#">25-26 Detail Costing sprdsht 4.17.25 ie</a>				

Hourly Employee Groups	CPI INCREASE		Total Cost	% Increase	Step Movement. OPTION 1 ONE STEP	With step movement
	Current	2.95%				
Give step increase if anniversary date falls: JUL 1 - DEC 31 --> Full year step movement 1st PR of fiscal year JAN 1 - JUN 30 --> Step movement effective Jan 30 PR						
<b>Administrative Assistants</b>						
Returning Staff & Vacancies. 1 Step increase.	\$2,213,155	+ \$65,288	+ \$87,258	= \$2,365,701		6.89%
<a href="#">Budgeted Positions Admin Asst - No Unfilled</a> <a href="#">Detail Costing - 1 Step</a> <a href="#">Salary Matrix 2025-26 2.95% Inc</a>						
<b>Classified Staff / Para Educators / Crossing Guards</b>						
Returning Staff & Vacancies. 1 Step increase.	\$3,685,716	+ \$108,729	+ 152,024	= \$3,946,469		7.07%
<a href="#">Budgeted Positions Classified</a> (unfilled hours/vacancies included above) <a href="#">Crossing Guard &amp; Tech Asst Budgeted Hrs</a> <a href="#">Detail Costing - 1 Step</a> <a href="#">Salary Matrix 25-26 2.95% inc over 24-25</a>						
<b>Custodian / Maintenance</b>						
Returning Staff & Vacancies. 1 Step increase.	\$2,256,621	+ \$66,570	+ 87,501	= \$2,410,692		6.83%
<a href="#">Budgeted Positions 2-8-24</a> (unfilled hours/vacancies included above) <a href="#">Detail Costing- 1 Step apr2025</a> <a href="#">Salary Matrix 25-26 2.95% inc over 24-25</a>						

Teachers	CPI INCREASE		Supplemental Wages	Total Cost	% Increase
	Current	2.95%			
24-25 Teacher Contract Total	28,402,946	+ 837,887		= 29,240,833	
Compensation System Supplemental Wages:					
\$400 Returning Teacher Yr Exp			148,800		
\$750 Prof Dev Points Redeemed			235,937		
\$750 Year 5 Prof Dev Points Redeemed			31,702		
Advance Degree Earners			??		
Estimated Advancement Total				= 416,439	
24-25 Teacher Overloads	15,143	447		= 15,590	
Total Increase				<u>29,672,862</u>	4.47%
<a href="#">Prof Dev Points Redeemable as of Apr 2025</a> <a href="#">24-25 Returning Tchr Ovrloads Openings Apr2025 ie</a>					
Vacancies. Included in above returning staff figures.					

	Hourly Step &			Total Cost
	Current	2.95% CPI	Tchr Points Advance	
Admin/AS Total	\$6,100,489	\$179,964		6,333,814
Hourly Total	\$8,155,492	\$240,587	\$326,783	8,722,862
Teacher Total	28,418,089	838,334	416,439	29,672,862
<b>GRAND TOTAL</b>	<u>\$42,674,070</u>	<u>\$1,258,885</u>	<u>\$743,222</u>	<u>44,729,538</u>
				4.82%



<b>EE Group</b>	<b>Single Step Cost for Group</b>	<b>Proposal #1</b>	<b>Proposal #2</b>	<b>Proposal #3</b>
<b>C&amp;M</b>	\$87,501	\$87,501	\$87,501	\$43,751
Custodians		1 step removal	1 step	.5 step
Head Custodians				
Maintenance				
Trades				
<b>Classified</b>	\$152,024	\$304,048	\$304,048	\$304,048
L1		2 step removal	2 step	2 step
Xing guards				
L2				
Reg Ed para				
LMTC para				
L3				
Health para				
L4				
Spec Ed para				
ELL Para				
<b>Admin Asst</b>	\$87,258	\$174,516	\$87,258	\$174,516
L1		2 step removal	1 step	2 step
Attendance				
HS Stu Services				
MS Stu Services		<b>TOTAL</b>	<b>\$566,065</b>	<b>\$478,807</b>
L2				
Ele Prin (4)				
MS Prin				
HS AP				
HS Prin				
L3				
4k				
athletics				
business				
data/assess				
teach/learn				
build/grounds				
hr				
Personnel/HR support				
stu service				
technology				
L4				
AP				
Superintendent				
Benefits				
Payroll				
Registrar				
Spec Ed				
Grants				



# **WAUNAKEE**

**COMMUNITY SCHOOL DISTRICT**

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## **Teacher Employment Guidelines**

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Purpose

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

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

PREAMBLE

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

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

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

## **Part 1**

### **DEFINITIONS OF STAFF AND RELATED INFORMATION**

Article A - Part Time Teachers

Article B - Job Sharing Assignment

### Article A - Part Time Teachers

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

1. Determination of Contract Percentage/Salary

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

- a. Elementary (K-6) (including specials of art, music, P.E.) (Full time is 315 minutes) Contract Percentage = assigned minutes divided by 315.
- b. Middle school (7-8) (full time is 12 assignments per 3 day rotation Contract Percentage = number of assignments divided by 12/semester
- 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 ~~11(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 ~~11(nine-9)~~ = Additional Compensation

Example

Employee works ninety percent 90% contract

Full time salary amount = \$~~6545,000~~

~~6545,000~~ divided by 188 = \$~~345.74239~~/day

\$~~345.74239~~ x .90 = \$~~311.17215.43~~

\$~~345.74239~~ minus \$~~311.17215.43~~ = \$~~34.5723.57~~ x ~~119~~ = \$~~380.27212.13~~

(adjustment)

3. Full Day/Partial Week Computation

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

Days worked will include parent-teacher conference days, workshop and staff development days. For example: a teacher works Mondays, Wednesdays, and Fridays

and the actual days worked with students total 102 plus the ~~119~~ days above (~~97~~ work/convention days and 2 conference days)  $102 + \del{119} = \del{113} days worked; ~~113~~ days divided by ~~188~~ = 60% contract; 60% x salary = salary.$

Holiday pay would be calculated at the daily rate times contract percentage times three and added to the computed salary. In the example above, for a teacher with a \$45,000 salary, it would be daily rate (~~\$345.74~~) x 60% (~~\$207.44~~) x 3 (holidays) = ~~\$622.33~~

4. ~~11~~Nine Additional Days

The ~~11~~ full time days referenced in subsection (3) above are the ~~nine~~ workshop/staff development days and two (2) parent-teacher conference days

5. Department and Faculty Meetings

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

6. Sick Leave Accumulation

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

7. Fringe Benefits

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

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

8. Job Security

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

## Article B - Job Sharing Assignment

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

- Both teachers understand they are sharing one position and they will split the workload equally
- Both teachers understand that they relinquish the right to a full-time position as a result of the job share
- Both teachers understand that in the event one individual leaves the job share, it ceases to exist
- If one member of the job share substitutes for the other, they will be paid the current daily substitute rate
- Seniority will accumulate at 50% of the full-time rate for each individual
- Each individual will work full days on staff development days and parent-teacher conference days and have their pay adjusted accordingly
- Sick and personal days are based on the contract percentage
- Principals may require both individuals to attend staff meetings
- Each teacher will be responsible for all normal administrative tasks, record keeping, plans, etc.
- Each teacher will be evaluated separately based upon the normal evaluation rotation
- Both teachers will be responsible for providing ongoing and consistent communication regarding students and parents
- After July 1, 2015, language under Part I, Article A-6 applies

## **Part II**

# **GRIEVANCE PROCEDURE**

Article A - Definitions

Article B – Procedures

Article C – Timelines

Article D – Exclusive Remedy

## **Article A - Definitions**

1. 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.
2. 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.
3. 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.
4. "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.
5. "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.
6. "Termination" means discharge from employment. Non-renewals and layoffs (reduction in force) are not considered terminations and are not subject to this procedure.

## **Article B - 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.

### **Article C - 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.

#### **Article D - 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.

**Part III**  
**LAYOFFS, TRANSFERS, NON-RENEWALS**

Article A - Layoff and Recall Procedure

Article B - Vacancies and Transfers

Article C - Non-Renewal/Renewal

Article D - Late Resignations

Article E - Rehired Teachers

## Article A - Layoff and Recall Procedure

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

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

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

5. Recall  
Teachers laid off under the terms of this article will be given priority for such vacancies that occur in their area of certification for a period of two (2) years following the layoff if the employee is certified and qualified for the position as determined by the district. Reinstatements shall be made without loss of credit or accrued benefits from prior years of service in the District. Within ten (10) calendar days after a teacher receives a notice of re-employment, they must advise the district, in writing, that they accept the position offered by such notice and will be able to commence employment on the date specified therein. Any notice shall be considered received when sent by registered letter, return receipt requested, to the last known address of the teacher, question as shown on the district's

records. It shall be the responsibility of each teacher on layoff to keep the district advised of their current whereabouts. Any and all re-employment rights granted to a teacher on layoff shall terminate upon such teacher's failure to accept within said ten (10) calendar days any position for which they are certified, offered to them by the district.

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

### **Article B – Vacancies and Transfers**

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

### **Article C - Non-Renewal/Renewal**

1. In accordance with the provisions of Section 118.22, Wis. Stats., and any successor thereto, at least fifteen (15) days prior to giving written notice of refusal to renew a full-time teacher's contract for the ensuing school year, and not later than the last day in April, the Board of Education, through the District Administrator, shall inform the full-time teacher by preliminary notice, in writing, that the Board is considering non-renewal of the full-time teacher's contract. The full-time teacher shall then be granted either a private or public conference, at the full-time teacher's option with the Board, if he files such notice within five (5) days of receipt of the notice of refusal. At the time of the conference with the Board, the full-time

teacher and the Board may each be represented by one (1) individual of their own choosing. School District Administrator(s) may be present at the conference and represented by one (1) individual of their choosing.

2. Teachers employed in the District are subject to non-renewal on a statutory basis, as prescribed in Section 118.22 of the State Statutes during the first three years of continuous employment in the District. Non-renewals of teachers with three (3) years or less of continuous employment in the school district are at the discretion of the Board of Education.
3. After completing the probationary period, the following procedure for non-renewal shall be followed:
  - a. A non-probationary teacher who has not been placed on a plan of improvement under the District's evaluation procedures for three consecutive semesters will only be non-renewed for just cause.
  - b. A non-probationary teacher who has been placed on a plan of improvement under the District's evaluation procedures for three or more consecutive semesters may be non-renewed for reasons that are not arbitrary or capricious.
4. The action of the Board either to renew or not to renew such full-time teacher's contract, whether or not the full-time teacher has requested a conference, shall not be taken until at least fifteen (15) days following the receipt by the full-time teacher of the written notice provided in Step 1, but, in no event, later than May 15. The action of the Board in following this non-renewal procedure shall not be subject to the grievance procedure.
5. Renewal  
According to Section 118.22 Wis. Stats, full-time teachers are to receive written notice of renewal of contract for the ensuing school year by May 15th and they shall accept or reject in writing such contract no later than the following June 15th.
6. Discharge/Discipline  
Discharge and discipline for non-probationary teachers shall be based on just cause and is subject to the grievance procedure.

#### **Article D - Late Resignations**

1. Teachers who request a release from their teaching 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:
  - a. Five hundred dollars (\$500) after June 15 but before July 15 of a newly contracted year.
  - b. Seven hundred and fifty dollars (\$750) after July 15 but before the first day all teachers report for a newly contracted year.
  - c. One thousand five hundred dollars (\$1,500) after the first day all teachers report for a contract year.
2. A release from a teaching contract is at the discretion of the Board of Education as the teacher is expected to honor their contract to teach in the district except in

cases where the circumstances are beyond the teacher's control. The Board may waive or reduce the above fees at their discretion in such cases. The Board will not consider reducing or waiving the late resignation fee unless a specific written request is submitted by the teacher.

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

### **Article E - Rehired Teachers**

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

**Part IV**  
**TEACHING LOAD AND WORKDAY**

Article A - Normal Teaching Load

Article B - Workday

Article C - Calendar Clarification

## 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. A normal middle school teaching load shall consist of 12 periods over a three day cycle. The teacher will be assigned the equivalent of one period per three day cycle of supervision responsibilities with no additional compensation. If a teacher is assigned an additional class in a semester, they shall be compensated an additional 8.15% per additional class over a three day cycle, as part of their normal monthly salary (ex. If a teacher were asked to teach 14 periods over a three day cycle, then their additional compensation would be  $8.15\% \times 2$  additional classes = 16.3%). 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 ~~special education teachers~~ ~~teachers of children with disabilities~~. Personnel in those roles are expected to use the inherent flexibility in daily schedules of that

nature to provide for the preparation of the activities required therein and should create a schedule accordingly that includes a 30 minute duty free lunch. **Prep times for those individuals should be structured similarly to like grade level peer teachers**

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

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

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

Middle School (MS) to High School (HS):	Ten (10) minutes
Intermediate School (IS) to Heritage Elementary (HE):	Ten (10) minutes
MS/HS to HE/IS:	Twenty (20) minutes
MS/HS to Prairie Elementary (PE):	Twenty (20) minutes
PE to HE/IS:	Twenty (20) minutes
Arboretum Elementary (AE) to IS/HE/PE/MS/HS:	Twenty (20) minutes

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

Example: Travel from Arboretum Elementary to Heritage Elementary for an Art teacher. Travel time allotment divided by full time instructional minutes = contract percentage  
 $20 \text{ minutes travel} / 300 \text{ daily instructional minutes} = 0.0667 = 6.7\%$  of the assigned teacher's contract

## Article B – Workday

1. The normal workday for all teachers shall be a continuous eight hours. The actual workday for each building shall be established by the Board. Elementary: 7:15 am - 3:15 pm; Grades 5 - 12: 7:45 am - 3:45 pm. Teachers may leave fifteen minutes earlier, but not before the student release time, on Fridays and days preceding a holiday.
2. All faculty and department meetings will be held during normal working hours except that two staff meetings per month may begin fifteen (15) minutes before the normal workday begins or go fifteen (15) minutes later than the end of the normal workday.
3. The provisions of Paragraph 2 above do not include nor shall they apply to meetings of IEP teams, the preparation of individual education plans, parent-teacher conferences, or activities of similar nature, which are normally conducted at other times.
4. Department meetings will be held on workshop days and early release days as defined below.
5. Individual teacher workdays may be altered from the continuous eight-hour day described above with mutual agreement of the teacher and District Administrator.
6. Professional Hours
  - a. The starting and dismissal times for students will be established by the Board (paragraph 1), provided, however, that no change in the present schedule will increase the length of the teacher's work day.
  - b. Teachers are professional employees as defined by the federal Fair Labor Standards Act and the Wisconsin Municipal Employee Relations Act, section 111.70(1)(L), Wis. Stats.
  - c. The concept of professional hours means that a teacher and their appropriate supervisor(s) will determine the teacher's hours based upon the completion of their duties and the needs of their student(s).
  - 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.

- iii. 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.
- iv. 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-eight ~~seven~~ dollars and eleven cents (\$~~28.11~~~~27.00~~) 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.

**Article C – 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.

**Part V**  
**LEAVES**

Article A - Absences with Pay

Article B - Absences without Pay

Article C - General Provisions for Absences with Pay and without Pay

## Article A - Absences with Pay

### 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 hired after July 1st or after the school year begins will be allocated 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.

Full-time (100% FTE) Teachers: paid time off is allocated based on eight (8) hours per day. If you will be absent the entire day, including prep time, you must submit eight (8) hours of time off. **Any absence that requires substitute coverage of any increment must be submitted into Skyward Employee Access and include the full duration of the absence, including any prep or lunch time.**

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 **of 1.75 hours or less requiring a substitute request are submitted to the building office via the shared communication plan administered by the building substitute coordinator/office staff. less than two (2) hours substitute requests are submitted to the building office.**

## 1. Sick Leave

- a. New Teacher Eligibility: A new teacher to the district must teach at least one day in the district in order to be eligible to use sick leave.
- b. 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.
  - i. Eight(8) days of sick leave are allocated each year.
  - ii. For each experienced teacher entering the school system, five (5) additional days of sick leave shall be granted per semester for the first year of teaching in the system if the individual has accumulated ten (10) days of sick leave in another system. If these additional days are not used, they shall be added to their accumulation of their first year of teaching in the system. Teachers are responsible for obtaining proof of ten (10) unused sick days from another school district and emailing it to the Director of Human Resources by Jan. 1st. If the other school district paid for these unused sick days, they will not be accepted.
- c. Use: Sick leave may be used for:
  - i. Personal illness.
  - ii. Doctor and/or dentist appointment for self that cannot be scheduled outside of normal work hours.
  - iii. Immediate family\* member illness, or doctor and/or dentist appointment that cannot be scheduled outside of normal work hours.
  - iv. Care for a child in their immediate family that cannot safely be left alone in a situation of canceled or closed childcare.
  - v. Funeral or wake of a friend or a relative that is defined as an immediate family\* member.
  - vi. If an employee exhausts all available sick leave, they must use any available personal leave prior to requesting unpaid sick leave. There may be certain exceptions under the State and Federal Family and Medical Leave Laws.

\* 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.
- d. Sick leave benefits include the base contract plus fringe benefits. Sick leave

benefits exclude co-curricular and/or special services and extended school year assignments.

## 2. Family and Medical Leave

- a. 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.

## 3. Bereavement Leave

- a. Bereavement leave shall be provided for death in the immediate family for up to three (3) days per occurrence. These days will 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, grandparent-in-law, aunt or uncle.

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

## 4. Personal Leave

- a. Allocation Amounts: Each employee will be credited with four(4) days of personal leave per year. These days are separate from sick leave and are allocated as personal leave.
- b. Use:
  - i. Personal days can be used for anything.
  - ii. Unused personal leave is added to accrued sick leave at the end of each school year, which is accumulative to 188 days (1,504 hours), 120 days (960 hours) of which can be applied toward retirement.
  - iii. Teachers may request to be paid out for up to four (4) unused personal days per year rather than use them or roll them over as sick leave. Unused personal leave is paid out at the current daily external substitute teacher rate.

Requests must be submitted electronically via Skyward-Employee Access, following the same process used in requesting time off, with

the following information in the description area of the request:  
“unused personal leave payout request.”

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

c. Restrictions on Use:

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

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

- ii. Personal leave should be submitted forty-eight (48) hours in advance of the actual absence date whenever possible.
- iii. Personal leave may not be used before or after an unpaid break or holiday.
- iv. Personal leave may not be used on the last ten (10) school days of the year.
- v. Personal leave may not be used during the first week of school.
- vi. Personal leave may not be used for parent-teacher conference time.

- 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 a [TalentEd/PowerSchools](#) form. Log into your TalentEd/PowerSchools account to submit an Employee Special Time Off Request Form (Not extended leave).

6. Professional Leave

- a. Professional leave is defined as release from classroom duties for the purpose of attending professional meetings, seminars, workshops, conferences, conventions, institutes, and others of a similar nature. In order to be considered professional, a meeting must meet one or more of the following requirements:
  - i. It must be in one's teaching field or in the general field of education.
  - ii. It must be designed to increase knowledge, skills, and understanding of subject or related educational matters.
  - iii. It must be designated to update knowledge in rapidly changing fields.
  - iv. It must be designed to improve teaching methods which will, in turn,

improve instruction of students.

- b. Professional leave may be granted upon request to the Building Principal or Supervising Administrator. The request will, if possible, be submitted at least three (3) weeks prior to the date of leave to allow for processing. Principals will create a rotation schedule for professional days to allow all teachers opportunities to use professional days. The Board may reimburse the teacher for all reasonable expenses incurred as defined in Policy 671.2.
- c. Professional visit: Each faculty member may be granted one (1) day each year to visit a related professional department in another school. The request must be submitted in advance to the appropriate administrator. A report of such a visit is to be made to that administrator and department head within one week of the teacher's return to their own school.

## 7. Military Leave

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

## 8. Pregnancy Leave

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

## 9. Jury Duty

The District Administrator shall grant leave for any teacher who is summoned for jury duty on a scheduled workday. The District Administrator shall determine the difference between base salary paid by the district and the per diem paid by the

court and establish the share to be assumed by the district.

## Article B - Absences without Pay

### 1. Personal Leave Without Pay

- a. Eligibility: A teacher shall be able to take up to one (1) unpaid leave day after completing five (5) full years of employment in the district. Once eligible, teachers are able to take one unpaid day per year and those days do not carry over.
- b. Use:
  - i. 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.
  - ii. Applicable paid time off should be exhausted prior to requesting unpaid leave.
  - iii. 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. Pre-approval 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).
  - iv. The allowance for unpaid leave days will be on a first come, first served basis with each building.
- c. Restrictions on Use:
  - 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.
  - v. Unpaid leave may not be used on the last ten (10) school days of the year.

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 1<sup>st</sup> 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

- a. An unpaid child rearing leave shall be provided to teachers who have completed at least one contract year with the District subject to the application requirements in subsection c-i.
- b. The unpaid child rearing leave of absence shall be for up to eighteen (18) weeks duration. The date for the commencement of the unpaid child rearing leave is either:
  - i. The date of the commencement of the teacher's pregnancy leave under Part V, Article A, Section 8, if the child rearing leave is to run consecutive to the teacher's pregnancy leave or
  - ii. The date of the commencement of the teacher's family leave request under the applicable State and/or Federal family and medical leave acts if the child rearing leave is not going to run consecutive to the teacher's pregnancy leave.
- c. Leave for child rearing purposes will be granted according to the following process:
  - i. To be granted such leave, a teacher must make a written application at least forty-five (45) days prior to the effective date of such leave. The leave must be requested within twelve (12) months of the birth or adoption of the teacher's child.
  - ii. The teacher shall notify the Director of Human Resources of the teacher's intent to return to work at least forty-five (45) days prior to the expiration of the leave. This notification may be given in the initial application by indicating the expected date the teacher intends to return to their position. If the teacher does not provide such notice they will be deemed to have resigned from their position with the

District as of the expiration date of the leave. Teachers returning from leave shall be subject to the layoff policy as contained in Part III, Article A of these guidelines, if applicable.

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

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

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

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

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

## **Part VI BENEFITS**

Article A - Health Insurance

Article B – Annual Health Assessment Incentive

Article C – Health Savings Account (HSA)

Article D – Alternative Benefit Plan (ABP)/Cash in Lieu of Health Insurance

Article E - Family Reimbursement Account (FRA) with Alternative Benefit Plan (ABP) /  
Health Reimbursement Account (HRA)

Article F- Dental Insurance

Article G- Vision Insurance

Article H- COBRA Continuation Insurance

Article I- Flexible Spending Account (FSA) Cafeteria Plan

Article J- Long-Term and Short-Term Disability

Article K- Life Insurance

Article L- Wisconsin Retirement System WRS (Retirement Fund)

Article M- Retirement Eligibility Notification and Retiree Benefits

Article N- Retirement Health Reimbursement Account (HRA)

Employees Hired before April 1, 2008 – Retirement (HRA) Benefits

Employees Hired on or after April 1, 2008 – Retirement (HRA) Benefits

Article O- 403(b) Employee Savings Plan and Universal Availability Notice

Article P- 457(b) Deferred Compensation Plan

Article Q- Workers Compensation Coverage and Reporting Responsibilities

Article R - Admission to Home Athletic Events

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, and vision insurance will end on the last day of month of employment with the district, during the school year or on the 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 working with the district.

### Article A - Health Insurance

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, the Director of Human Resources who shall serve as the chairperson and either the Director of Business Services 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.
2. Employees who work 30 or more hours per week shall be eligible to enroll in district health insurance. The district makes a substantial contribution toward the cost of each eligible employee's medical coverage. Medical plan rates and summaries on insurance plans offered to employees and employer contribution rates approved by the Board of Education may be obtained from the Human Resources Department. The employer provides HMO, POS and HDHP health plans. 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 (HDHP) 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.~~

3. ~~The employer monthly health insurance contribution below represents no health assessment participation. 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. HMO and HDHP health insurance employer percent contribution is paid based on~~

~~an employee's weekly work hours over a five (5) day work week.~~

~~4.~~

Teacher	Plan	Single Coverage	Family Coverage
8 hours (100% FTE)	HPHP HMO & POS	\$518.93 <del>82%</del> \$690.67	\$1167.58 <del>82%</del> \$1554.01
7+ hours (88% - 99% FTE)	HPHP HMO & POS	\$485.79 <del>77%</del> \$649.56	\$1093.02 <del>77%</del> \$1454.78
6+ hours (75% - 87% FTE)	HPHP HMO & POS	\$452.65 <del>72%</del> \$602.46	\$1018.46 <del>72%</del> \$1355.54

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 ~~contribution 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 ~~family percentage district paid of the HMO Plan premium~~).

Family plan employer <del>contribution percent paid</del> 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	Plan	Family Rate
Neither spouse participating in ABP	HDHP HMO & POS	\$1316.69 <del>92%</del> \$1752.48
One spouse eligible & elects enrollment in ABP	HDHP HMO & POS	\$1167.58 <del>82%</del> \$1554.01

## Article B – Annual Health Assessment Incentive

The annual health assessment incentive is designed to engage employees, district and insured spouses in identifying health risks and to improve their health and prevent chronic disease. Participation in the program is voluntary. If both the employee and insured spouse 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 at 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.** Single - The individual is required to visit and meet with the ~~staff Physician's Assistant~~ at the district Staff Wellness Clinic. Family - Both the employee and insured spouse are required to visit and meet with the ~~staff Physician's Assistant~~ at the district Staff Wellness Clinic.

**5% rate savings (3% plus an additional 2% rate savings).** Single - The individual is required to visit and meet with the ~~staff Physician's Assistant~~ at the district Staff Wellness Clinic and the employee is required to be current or have completed all recommended age/gender appropriate screenings. Family - Both the employee and insured spouse are required to visit and meet with the ~~staff Physician's Assistant~~ at the district Staff Wellness

Clinic and both the employee and spouse are required to be current or have completed all recommended age/gender appropriate screenings.

Human Resources will provide employees with the last date to complete the employee and insured spouse 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 **Wellness Clinic staff Physician's Assistant**, is current on age/gender appropriate screenings and a summary report of aggregate data with no identifiable individual data.

### **Article C – Health Savings Account (HSA)**

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 roll over year to year. It is the employee's responsibility to manage their HSA account according to IRS 969 plan regulations.

### **Article D – Alternative Benefit Plan [ABP] in Lieu of Health Insurance**

The Alternative Benefit Plan (ABP) is maintained under the District's IRS Section 125 Cafeteria Plan. If an employee is eligible for health insurance from the District and can demonstrate they have health insurance coverage by a health insurance policy outside of the District, the employee may choose to waive District health insurance coverage. The employee may then choose to accept a "cash in lieu" payment through the Alternative Benefit Plan (ABP). It is the employee's responsibility to enroll with the Human Resources Department for this benefit including: electing cash in lieu (ABP) at the time of employment, when eligible to enroll due to a qualifying event occurring mid-plan year, and annually at the district's annual open enrollment if choosing to maintain the ABP benefit. The cash payment amount for full-time (100% FTE) teachers is ~~\$437~~**400** per month. (66% of the lowest cost plan / the single rate offer for the Federal Affordable Care Act.)

Once an employee opts to enroll in the Article D ABP benefit, the employee forfeits the eligibility to transition between the ABP and FRA benefits. This restriction is in place as the employee would not fulfill the criterion for a health insurance tier level change from being enrolled in district health insurance to waiving it.

## Article E - Family Reimbursement Account (FRA) with Alternative Benefit Plan (ABP) / Health Reimbursement Account (HRA)

If an employee provides proof of enrollment in a non-district qualified health insurance plan, the employee may choose to waive district health insurance at time of employment or reduce district health insurance enrollment at a future date by making a health insurance tier level change (family to waive, single to waive, or family to single). In exchange, the employee is eligible to accept enrollment in the FRA. The FRA has two benefit components:

- A. Cash payment per month amount of either: \$50 single to waive coverage, \$100 family to single coverage or \$150 family to waive coverage. This benefit component is an alternative benefit plan (ABP).
- B. Reimbursement by the district for qualifying out-of-pocket medical expenses incurred on the non-district health insurance plan including in-network deductibles, copays, and prescription expenses. This benefit component is a health reimbursement account (HRA).

The Family Reimbursement Account (FRA) is maintained under the district's IRS Section 125 Cafeteria Plan. It is the employee's responsibility to enroll with the Human Resources Department for this benefit including: electing FRA at time of employment, when eligible to enroll due to a qualifying event occurring mid-plan year, and annually at the district's annual open enrollment.

## Article F - Dental Insurance

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

Teacher Staff	Single Coverage	Family Coverage
8 hours (100% FTE)	<del>\$52.2788%</del>	<del>\$117.1388%</del>
7+ hours (88% - 99% FTE)	<del>\$49.3083%</del>	<del>\$110.4783%</del>
6+ hours (75% - 87% FTE)	<del>\$46.3378%</del>	<del>\$103.8278%</del>

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

## Article G - Vision Insurance

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

## **Article H - COBRA 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).

## **Article I - Flexible Spending Account (FSA) / Cafeteria Plan**

The district maintains medical and dependent care flexible spending plans (FSA) under 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, 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.

## **Article J - Short-Term and Long-Term Disability**

The employer shall offer a voluntary, employee-paid short-term disability policy to teachers working 30 hours or more per week. The employer shall pay for a long-term disability insurance policy for all teachers working 30 hours or more per week. The long-term disability benefit is 90% of salary after 60 calendar days. See the current short-term and long-term policy booklets 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 short-term or long-term disability insurance(s) prior to July 1, 2023 shall be legaced in.

## **Article K - Life Insurance**

The district shall provide a 100% employer premium paid term life insurance policy to teachers working 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 legaced in.

## **Article L - Wisconsin Retirement System WRS (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 M - Retirement Eligibility, Notification and Retiree Benefits

### 1. Notification and Eligibility

Employees who plan to retire shall notify the Human Resources Director 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.

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.

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.

### 2. Benefits

If the employee provides proper retirement notice outlined above in section 1 of this Article, and who has been employed at least one (1) year in the Waunakee School District and who have reached the age of fifty-five (55) on or prior to the last day of school in the year they wish to retire, they shall be eligible to receive retirement benefits as follows.

- a. If permitted by the health care and dental insurance providers, an employee may continue District coverage as a retiree by paying the monthly plan premium directly to the insurance provider(s). The effective retiree insurance date will be the date after active employee insurance(s) end which is outlined in Part VI Benefits. The offer of retiree insurance(s) will be the same insurance plans and coverage the employee was enrolled in on the last day of active employee insurance coverage. The program offered to district employees is subject to change on an annual basis.
- b. District post-retirement HRA contributions are based on when the employee began employment (if hired before April 1, 2008 or hired on or after April 1, 2008). The applicable Retirement Health Reimbursement Account (HRA) post-retirement benefit is outlined in Article ~~NM sections 1 and 2~~.
- c. All Retirement Health Reimbursement Account (HRA) benefits shall be provided based on the vesting/percentage schedule in Article N below, except for those designated ~~in either Article M, Section 1 and 2~~ to vest immediately.

## Article N – Retirement Health Reimbursement Account (HRA)

The HRA provider and plan administrator 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.

The 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 M, 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 M, Sections 1 and 2b & 2c. If eligible, the post-employment district HRA contributions are set forth below and vary according to the date employment began as a teacher in the district.

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.

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.

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.

Active Employment Definitions.

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

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

**Vesting Schedule** - After # Years Teaching Experience in the Waunakee Community School District

After # Years Teaching Experience at WCSD	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%

Post-Employment Definitions.

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

Unused Sick Leave Value. Up to a maximum of 120 sick days (960 hours) can be allocated to this benefit. The total accumulation value cannot exceed \$~~14,160~~~~13,560~~.00.

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

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

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

<p>Active Employment Annual Employer Contribution</p> <p>\$<del>382367</del>.00 Immediate Vesting</p> <p>\$<del>382367</del>.00 + Prorated Years of Service Vesting</p> <p>\$<del>764734</del>.00 = Total Annual HRA Annual Active Employment Employer Contribution</p>
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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 ~~M L section 1 and sections 2b and 2c~~ above.

Post-Employment Employer HRA Contribution Calculation

+\$ Years of Service Value = \$1200 x # Years of service in the district  
 +\$ Sick Leave Value = \$1138 x # Unused sick days on last day of employment  
 +\$ Banked Points Value \_\_\_\_\_ = \$3.00 x # Banked points earned prior to March 15 of the 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

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 15<sup>th</sup> and each January 15<sup>th</sup> following the effective date of the employee’s retirement.

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

**a. Active Employment Employer Annual HRA Contributions and Vesting Schedule.**

The annual District HRA contribution and vesting procedures for employees within this section are set forth below.

Active Employment Annual Employer Contribution

\$ ~~382367~~.00 Immediate Vesting  
 \$ ~~799767~~.00 + Prorated Years of Service Vesting  
 \$~~11811,134~~.00 = Total Annual HRA Annual Active Employment Employer Contribution

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 a post-employment Health Reimbursement Account (HRA) for employees who elect to retire pursuant to and who meet district retiree eligibility requirements outlined in Article ~~ML section 1 and sections 2b and 2c above.~~

Post-Employment Employer HRA Contribution Calculation

+\$ Sick Leave Value = \$~~118113~~ x # Unused sick days on last day of employment  
 +\$ Banked Points Value \_\_\_\_\_ = \$3.00 x # Banked points earned prior to March 15 of the 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

Deposit Schedule by the District in the HRA upon Retirement.

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

#### **Article O- 403(b) Employee Savings Plan and Universal Availability Notice**

1. 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.

#### **Article P - 457(b) Deferred Compensation Plan**

1. The Board of Education maintains an IRS Section 457(b) deferred compensation plan to help employees save for retirement. The 457(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 457(b) deferred compensation plans. It is the employee's responsibility to manage their 457(b) deferred compensation plan participation in accordance with 457(b) rules and regulations.

#### **Article Q - 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 an 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. 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 provided the following conditions are met.
  - a. The district's worker's compensation carrier approves the employee claim as work comp related.
  - b. And, the employee provides the Director of Human Resources with a doctor's note verifying work restrictions, including the dates absence from work is required as a result of the illness or injury.
  - c. Absences meeting a and b above will result in paid leave being added back to the employee's account.
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.

#### **Article R – Admission to Home Athletic Events**

District employees may receive free entry to home athletic events by presenting their employee identification badge. WIAA tournament events are excluded.

**Part VII**  
**BUSINESS/PERSONNEL ISSUES**

Article A - Pay Dates/Direct Deposits

Article B - Personnel Files

Article C - Use of Vehicles

Article D - Attending School Activities

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

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

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

### **Article B - Personnel Files**

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

### **Article C - Use of Vehicles**

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

### **Article D - Attending School Activities**

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

### **Article E - Criminal Background Checks/Charges/Conviction–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, 533.1, 541.1, 751.22, 752

**Part VIII**  
**EVALUATION**

Article A - Evaluation

## Article A – Evaluation

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

9. The evaluator(s) may visit the teacher's classroom for unannounced visits of any duration and frequency at any time. Only visits made and other information gathered prior to the final evaluation conference shall be included in the formal evaluation reports.
10. Teachers may be placed on a plan of improvement (intensive supervision) at any time if the level of performance demands significant improvement. The plan of improvement shall include the following:
  - Explanation of what the deficiencies are, including specific examples
  - Summary of previous discussions about/documentation of deficiencies
  - Specific and measurable objectives aimed at improvement that are achievable, relevant and time-bound
  - Details on how often the administrator and teacher will meet to discuss progress
  - Guidance on what administration will do or provide to assist the teacher in achieving these goals
  - Clearly stated consequences for not meeting the objectives of the plan

A teacher shall no longer be on a plan of improvement when their performance consistently meets established expectations.

## **Part IX**

### **SALARY AND COMPENSATION**

Article A - Salary

Article B - Extended School Year

Article C - Curriculum Planning Project and Summer School Pay Plan

Article D - Department Chairs

Article E - Advancement

Article F - National Emergency

Article G - Substitute Pay for Classroom Teachers

Article H - Extended Supervision/Proctoring

Article I - Special Education Extra Duties

Article J - New Teacher Advisor

## Article A – Salary

1. The District Administrator or his or her designee shall determine the initial compensation plan offered to each teacher upon hire.
2. Starting in the 2022-23 school year and moving into the future, annual salary increases will be determined by the compensation plan enacted by the Board on June 14, 2021 as outlined in Part 1X.
3. Points are worth \$3 each. 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. Teachers will be awarded a \$400 raise at the conclusion of each teaching year due to experience.
  - a. All teachers who work for the full school year will be granted full experience raise regardless of their FTE. Teachers who work less than a full year will have their experience raise pro-rated.
  - b. If a teacher is placed onto a plan of improvement and does not make appropriate progress to be taken off the plan in a given year they may not receive their experience raise for that year.
5. In order to be eligible for a points-related salary increase, teachers must have the points available. Those may be points earned during the year or banked from previous years.
6. Points that are not used for a professional development raise will be banked.
7. Points will be redeemed in a manner that is consistent with the dollar increase that is given. For example, when \$750 is paid, 250 points will be redeemed.
8. Starting with the 2022/23 contracts 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.
9. The Board will continue to have a goal of honoring the parameters of the

compensation system on an annual basis.

10. If the District finds itself in a financial situation that will allow for payment beyond parameters of the system in any given year, a decision may be made to allow teachers to redeem additional banked points up to an amount that is affordable that year.
11. The Board and parameters of the salary system will determine the number of points that will be paid out in any given year. Teachers may not individually determine the number of points they will redeem.
12. Teachers who earned an advanced degree (Masters, Ed. Specialist, Doctorate, National Board Certification/re-certification, or Wisconsin Master Educator (WMEAP) Certification/re-certification) during that year may redeem points for an additional professional development points raise corresponding to that degree or certificate.
13. The base salary for a teacher with a bachelor's degree and zero (0) experience is ~~\$54,171~~ **\$56,329**.
14. 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.

**Annual Advancement Illustrations**

**Teacher A Contract Year 1 \$56,329**

Works for a full contract year + \$400

Has 250 points in their bank available for redemption +\$750

Hypothetical CPI increase, with equal distribution between all teachers \$2525

Contract Year 2 = \$60,004

**Teacher B Contract Year 1 = \$64,320**

Works for a ½ of a contract year +200

Has 120 points in their bank available for redemption +\$360  
 Hypothetical CPI increase, with equal distribution between all teachers \$2525  
 Contract Year 2 = \$67,405

Teacher C Contract Year 5 = \$72,500

Works for a full contract year + \$400  
 Has 250 points in their bank available for redemption +\$750  
 Has 125 additional points available for redemption at 5 year interval + \$375  
 Hypothetical CPI increase, with equal distribution between all teachers \$2525  
 Contract Year 6 = \$76,550

**Article B – Extended School Year**

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

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

1. Curriculum projects shall be paid at the rate of \$~~33.73~~<sup>32.40</sup> per hour. The length of time and maximum number of hours for completion of the project shall be jointly determined by the staff member and Director of Instruction. Disagreements would be appealable to the District Administrator. The per person compensation above will be paid when the project has been completed and approved by the Director of Instruction.
2. Summer school 202~~5~~<sup>4</sup> teachers shall be compensated according to the following schedule.

POSITION	HOURLY WAGE
Teachers/Coordinators - Enrichment class	\$ <del>35.32</del> <sup>33.92</sup>
Teachers/Coordinators - Remedial class/Summer School	\$ <del>41.21</del> <sup>39.58</sup>
Substitute Teachers	\$ <del>35.32</del> <sup>33.92</sup>
Classified Staff – Administrative support	\$ <del>TBD</del> <sup>18.28</sup>
Para-Educators – Regular Education and Substitutes	\$ <del>TBD</del> <sup>18.28</sup>
Para Educators - Special Education and Substitutes	\$ <del>TBD</del> <sup>19.53</sup>

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

**Article D - Department Chairs**

1. The district will have designated department chairs and building coordinators as determined and designated by administration. Individuals for these positions will

be selected by administration from staff members that apply. The department chairs will coordinate department business and tasks. Department chairs are responsible to the Director of Instruction. These positions will be posted annually for review by interested staff.

2. Compensation for Department Chairpersons/Building Coordinators

- a. Department chairpersons shall be compensated at the rate of two thousand seven hundred dollars (~~\$2,8122,700.00~~) per year. This compensation will include payment for two days during the summer as assigned by administration.
- b. Building Coordinators shall be compensated at one thousand three hundred fifty dollars (~~\$1,4061,350.00~~) per year, which will include two (2) days during the summer as assigned by administration.
- c. Additional summer work for department chairpersons, building coordinators, or department members to complete department business will be compensated at the summer curriculum per hour rate. Scheduled work hours and activities will be reviewed and approved by the Director of Instruction prior to any work commencing.

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

**Article E - Advancement**

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

**Article F - National Emergency**

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

**Article G - Substitute Pay for Classroom Teachers**

Whenever a teacher is asked by their supervisor (principal) to cover a class assignment for an absent teacher or para educator they shall be reimbursed at the rate of ~~\$33.7332.40~~ per hour. *In lieu of an hourly payment, teachers may instead elect to have an equal amount of time (rounded to the nearest 15 minute increment) added to their own sick time bank by submitting a substitute sick leave allocation request via Skyward - Employee Access Task Manager process.* Grade 7-12 teachers may substitute during their scheduled prep time. Grade K-6 teachers may substitute during non-supervisory and non-teaching times, for up to 2 hours per day. Teachers called into action as part of an established Emergency Response Team during non-supervisory and non-teaching time may also submit a

timesheet. The teacher shall submit a timesheet with the actual hours assigned to the nearest quarter (1/4) hour to the principal. The absent teacher must be on sick or other approved leave. (not the informal “quid pro quo” arrangements some teachers currently make with administrative knowledge.)

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

Whenever a teacher is assigned by their supervisor (principal) to perform extended supervision duties, such as after school detention or “Saturday School” detentions, they shall be reimbursed at the rate of \$~~33.73~~<sup>32.40</sup> per hour. The teacher shall submit a timesheet with the actual hours assigned to the nearest quarter (1/4) hour to the principal. This includes standardized test proctoring outside of the school day.

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

1. Before and after school student transport (van driver) \$~~38.00~~<sup>32.40</sup> per hour
2. Student support at co-curricular activities outside of the school day \$~~33.73~~<sup>32.40</sup> per hour.

### **Article J - New Teacher Advisor**

A new teacher advisor will be hired at each building at a salary of nine hundred dollars (\$900) with an additional one hundred dollars (\$100) to be paid for each additional mentee.

### **Article K - Chemical Hygiene Officer**

A Chemical Hygiene Officer will be hired for the district at a salary of \$1,687.

**Part X**

**PROFESSIONAL EXPERIENCE AND PROFESSIONAL DEVELOPMENT POINTS**

Article A - Experience

Article B - Professional Development Point Accumulation

Article C - New Teachers to the District

Article D - Degrees or Certificates

Article E - Activities for Point Acquisition

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

Article G - Professional Development Points Guidelines and Dates

**Part X**  
**Professional Experience and Development**

**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.

**Article B – Professional Development Point Accumulation**

1. The point acquisition time frame 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 the nearest one-half ( $\frac{1}{2}$ ) hour.
3. Each point is worth \$3
4. Time spent working towards professional development points will be outside of school hours unless a waiver has been granted by the District Administrator.
5. 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.

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

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

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

- |                                       |                     |
|---------------------------------------|---------------------|
| a. Master’s Degree:                   | \$2400/800 points   |
| b. Educational Specialist:            | \$2400 /800 points  |
| c. Doctoral Degree:                   | \$3000 /1000 points |
| d. National Board Certificate:        | \$2400/800 points   |
| i. Renewal                            | \$1200 / 400 points |
| e. Wisconsin Master Educator ( WMEAP) | \$2400 / 800 points |
| i. Renewal                            | \$1200 / 400 points |

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

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

##### **1. Pre-Approved Professional Development Activities -**

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

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

administrative assistant.

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

## 2. Professional Development Activities that Require Pre-Approval

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

### Application Timelines

- 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 1<sup>st</sup> 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. Other activities - Pre-approval in advance of participation and verification of completion by the staff member to be returned to the District Administrator's administrative assistant prior to June 30<sup>th</sup>.

### Activities that Require Pre-Approval

#### a. College Credit

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

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

July 1 - Transcripts, grade sheets or institutional verification of completion of courses or other activities completed by June 14<sup>th</sup> must be submitted to

the District Administrator to be credited for the next contract year.

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

- b. Clinics/Conferences/Conventions/Workshops - Educational gatherings sponsored by educational institutions or organizations that provide information sharing, experiences or instruction that is related to education, teaching assignment or co-curricular assignment. Collective bargaining activities are excluded.
- c. Professional Meetings/Professional Leadership - Formal presentations to educational groups by Waunakee staff. Preparation time will be approved on a one-time basis and will be awarded points equal to two (2) hours for every one (1) hour of presentation. Points will not be awarded for preparation for the second and subsequent presentation of the same program.

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

- d. Evaluation Teams - Serving on an S.E.C., North Central, Career and Technical Education or other evaluation visitation committee. Serving on SEC or similar audit teams will be awarded 100 points.
- e. Work Experience - The work experience must be part of a pre-approved and established work experience program which is related to the teacher's licensure or position within the district to be eligible for points. A teacher will be awarded one (1) point for each one (1) hour and one-half (.5) point for each one-half ( $\frac{1}{2}$ ) hour of approved work experience. Questions about work experience can be directed to the School to Career Coordinator, Curriculum and Instruction Office or Human Resources.
- f. Ad Hoc District-Wide Committee Participation - Participation on ad hoc district-wide committees that meet outside of the school day whose direction or activities have been established by the Board to complete a specific project or initiative may be awarded a stipend or points at the discretion of the District Administrator. Ad Hoc committees will have an established end point and will not be annually recurring.
- g. Editing Professional Publications - Editing for any statewide or nationally recognized professional journal (not union publications). The articles must

pertain to the teacher's teaching or co-curricular assignment. Each teacher shall be able to submit up to a maximum of 10 hours (100 points) for participation in such activities per year. A copy of the publication will serve as verification.

- h. Writing for Professional Publications - An original article, which is published by statewide or nationally recognized professional journals (not union publications). The article must pertain to the teacher's teaching or co-curricular assignment. In order to receive points, the published article must be at least five hundred (500) words in length. Subsequent publications of the same or edited article are not eligible for points. Point value will be based on the following scale: 500-1000 words = 5 hours; 1000-1500 words = 10 hours; over 1500 words = 15 hours. A copy of the publication will serve as verification.
- i. Book Studies - Book studies may be sponsored by educational institutions or organizations related to the field of education, teaching assignment, or co-curricular assignment. PD Points may be earned at the normal rate for group discussion time. Additionally, PD Points may be earned for reading based on the following formula: number of pages/50 pages per hour. Total points = 50 pages/hour + points per hour of discussion.

This pertains to externally sponsored book studies. WCSD-sponsored book studies will be posted within Eduphoria and will use the same formula.

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

### 3. Activities Not Approved for Point Acquisition:

- a. Department Business/Meetings - If a department wishes to provide a workshop that is beyond normal departmental business, it could apply under the "Workshop" provision to the TIERC. Regular department business and meetings are not applicable for points.
- b. Repeat Activities - Under usual circumstances, repeat activities will not be approved.
- c. Curriculum Orientation - Waunakee School District curriculum orientation is the responsibility of the teacher and school district and is not eligible for points.
- d. Travel and Lodging - Travel and lodging itself will not be eligible for points.
- e. Student Field Trips / School Group Trips - These activities are not eligible for

points.

- f. Museums, Athletics, Concert Activities - Visits to museums; attendance at athletic contests, public concerts, or similar activities are generally not applicable for point acquisition.
- g. Sports Clinics/Similar Activities - Working at sports clinics or similar activities are not eligible for points.
- h. Other Basic Information -
  - i. Activities, if taken for points, cannot take place during normal contract hours unless the teacher uses a personal day. Personal days may not be used on scheduled staff development days for the purpose of earning points.
  - ii. The teacher may not receive tuition or registration reimbursement by the district. Points will be granted for the credits when paid for by the district when it is a Board sponsored program.

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

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

#### **Article G - Professional Development Points Guidelines/Dates**

##### **1. Dates of Importance**

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

The school year for professional development points

##### **b. July 1**

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

## 2. Leave or Sabbatical

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

## 3. Application Timelines

- 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 July 1<sup>st</sup> 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 30<sup>th</sup>.

**Part XI**  
**CO-CURRICULAR SALARY SCHEDULE**

Article A - Schedule

Article B - Other Positions

**Part XI**  
**Co-Curricular Salary Schedule**

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

2024-25 base = \$~~56,329~~~~54,171~~. 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 \$~~56,329~~~~54,171~~ X 13% or \$~~7,322.777~~~~042.23~~.

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

Head Lacrosse	9.0	10.0	11.0	12.0	13.0
Assistant Lacrosse	7.0	7.5	8.0	8.5	9.0
<b>Years of Experience</b>	<b>0-1</b>	<b>2-3</b>	<b>4-6</b>	<b>7-8</b>	<b>9+</b>
<b>MOUNTAIN BIKE</b>					
Head Mountain Bike	3.0	3.5	4.0	4.5	5.0
<b>SKI/SNOWBOARD TEAM</b>					
Ski/Snowboard Team	3.0	3.5	4.0	4.5	5.0
Assistant Ski	2.0	2.5	3.0	3.5	4.0
<b>SOCCER</b>					
Head Soccer	9.0	10.0	11.0	12.0	13.0
Assistant Soccer	7.0	7.5	8.0	8.5	9.0
Freshman Soccer	5.0	5.5	6.0	6.5	7.0
<b>SOFTBALL</b>					
Head Softball	9.0	10.0	11.0	12.0	13.0
Assistant Softball	7.0	7.5	8.0	8.5	9.0
Frosh Softball	5.0	5.5	6.0	6.5	7.0
<b>SWIMMING</b>					
Head Swim	9.0	10.0	11.0	12.0	13.0
Assistant Swim	7.0	7.5	8.0	8.5	9.0
<b>TENNIS</b>					
Head Tennis	9.0	10.0	11.00	12.0	13.0
Assistant Tennis	7.0	7.5	8.0	8.5	9.0
<b>TRACK</b>					
Track Coordinator	13.0	14.0	15.0	16.0	17.0
Assistant Track	7.0	7.5	8.0	8.5	9.0
<b>VOLLEYBALL</b>					
Head Volleyball	9.0	10.0	11.0	12.0	13.0
Assistant Volleyball	7.0	7.5	8.0	8.5	9.0
Frosh Volleyball	5.0	5.5	6.0	6.5	7.0
Asst. Frosh Volleyball	3.5	4.0	4.5	5.0	5.5
<b>WRESTLING</b>					
Head Wrestling	13.0	14.0	15.0	16.0	17.0
Assistant Wrestling	10.0	10.5	11.0	11.5	12.0
<b>SPECIAL OLYMPICS</b>					
Coordinator <del>Agency Manager</del>	5.0	5.5	6.0	6.5	7.0
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
<b>ADAPTIVE SPORTS LEAGUE</b>					
Head	2.5	3.0	3.5	4.0	4.5
Assistant	1.0	1.5	2.0	2.5	3.0

## NON-ATHLETICS

Years of Experience	0-1	2-3	4-6	7-8	9+
<b>DRAMA</b>					
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
<b>FORENSICS</b>					
Head Forensics	7.0	8.0	9.0	10.0	11.0
Assistant Forensics	5.0	5.5	6.0	6.5	7.0
<b>MUSIC</b>					
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
<b>OTHER</b>					
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
FCCLA Club	7.0	8.0	9.0	10.0	11.0
Livestream Coordinator	9.0	10.0	11.0	12.0	13.0
Newspaper/Literacy	7.0	8.0	9.0	10.0	11.0
Video Production Coordinator	9.0	10.0	11.0	12.0	13.0
E sports	7.0	8.0	9.0	10.0	11.0
<b>SCIENCE OLYMPIAD</b>					
Head Science Olympiad	7.0	8.0	9.0	10.0	11.0
Assistant Science Olympiad	5.0	5.5	6.0	6.5	7.0

## SENIOR HIGH CLUB ADVISORS

Years of Experience	0-2	3-7	8+
SEE: Students Empowering Each Other	2.5	3.5	5.0
Art Club	2.5	3.5	5.0
Aviation Club	2.5	3.5	5.0
Best Buddies	2.5	3.5	5.0
Black Student Union Club	2.5	3.5	5.0
Conservation Club	2.5	3.5	5.0
Drama Club	2.5	3.5	5.0
ECO Club	2.5	3.5	5.0
Fishing Club	2.5	3.5	5.0
French Club	2.5	3.5	5.0
Future Problem Solvers	3.5	4.5	6.0
Garden of Dreams	2.5	3.5	5.0
Justice League Advisor	2.5	3.5	5.0
Los Sonadores Club	2.5	3.5	5.0
Math Team Advisor	3.5	4.5	6.0
Mental Wellness	2.5	3.5	5.0
Mock Trial	3.5	4.5	6.0
Model United Nations	3.5	4.5	6.0
National Honor Society	2.5	3.5	5.0
Pay it Forward	2.5	3.5	5.0
Robotics Club	3.5	4.5	6.0
Science Club	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

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

**MIDDLE SCHOOL CO-CURRICULARS  
ATHLETICS**

Years of Experience	0-1	2-3	4-6	7-8	9+
M.S. Athletic Coordinator	13.0	14.0	15.0	16.0	17.0
<b>BASKETBALL</b>					
Head Basketball	4.5	5.5	6.5	7.5	8.0
Assistant Basketball	4.0	5.0	6.0	7.0	7.5
<b>CHEERLEADING</b>					
Head Football Cheerleading	4.0	5.0	6.0	7.0	7.5
<b>CROSS COUNTRY</b>					
Head Cross Country	4.5	5.5	6.5	7.5	8.0
Assistant Cross Country	3.5	4.0	4.5	5.0	5.5
<b>DANCE</b>					
Head Dance	4.0	5.0	6.0	7.0	7.5
Assistant Dance	3.5	4.0	4.5	5.0	5.5
<b>FOOTBALL</b>					
Head Football	4.5	5.5	6.5	7.5	8.0
Assistant Football	4.0	5.0	6.0	7.0	7.5
<b>TRACK</b>					
Head Track	4.5	5.5	6.5	7.5	8.0
Assistant Track	3.5	4.0	4.5	5.0	5.5
<b>VOLLEYBALL</b>					
Head Volleyball	4.5	5.5	6.5	7.5	8.0
Assistant Volleyball	3.5	4.0	4.5	5.0	5.5
<b>WRESTLING</b>					
Head Wrestling	4.5	5.5	6.5	7.5	8.0
Assistant Wrestling	4.0	5.0	6.0	7.0	7.5

**NON-ATHLETIC CLUBS/ADVISORS**

Years of Experience	0-1	2-3	4-6	7-8	9+
<b>ART</b>					
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
<b>DRAMA</b>					
Head Drama/ Musical	4.5	5.5	6.5	7.5	8.0
Assistant Drama/Musical/Tech	3.0	3.5	4.0	4.5	5.0
One Act Play	4.0	5.0	6.0	7.0	7.5
<b>FORENSICS</b>					
Head Forensics	4.0	5.0	6.0	7.0	7.5
Assistant Forensics	3.0	3.5	4.0	4.5	5.0
<b>MUSIC</b>					
Chamber Orchestra Club	3.0	3.5	4.0	4.5	5.0
Music Solo/ Ensemble	4.0	5.0	6.0	7.0	7.5
Jazz Ensemble	4.0	5.0	6.0	7.0	7.5
Jazz Ensemble - Vocal	3.0	3.5	4.0	4.5	5.0

Years of Experience	0-1	2-3	4-6	7-8	9+
<b>STUDENT COUNCIL</b>					
M.S. Student Council	4.5	5.5	6.5	7.5	8.0
Int. Student Council	2.5	3.0	3.5	4.0	4.5
Asst M.S./Inter. Student Council	2.5	3.0	3.5	4.0	4.5
<b>OTHER</b>					
Head Yearbook	4.0	5.0	6.0	7.0	7.5
Junior Science Olympiad	4.0	5.0	6.0	7.0	7.5
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
Skills USA	4.5	5.5	6.5	7.5	8.0

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

### 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 (\$864) 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) ~~\$22.49/hour~~ Twenty dollars ~~(\$21.60)~~
  - b. Cashiers, ticket sellers and/or takers will be paid ~~\$22.49~~ twenty dollars ~~(\$21.60)~~/hour.
  - c. Scorers, timekeepers, starters, crowd control, before and after school weight room supervision, and statisticians will be paid ~~\$22.49~~ twenty dollars ~~(\$21.60)~~/hour per event (basketball, football - minimum of 2 hours/game).
  - d. Announcers - ~~\$22.49~~ Twenty dollars ~~(\$21.60)~~/per hour - voluntary.
  - e. Lack of participation in a, b, c, or d above shall not be considered in one's evaluation.
3. 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.
4. Payment for items covered in Part XI will be made at the next convenient pay period not to exceed thirty-one (31) days.

~~Part XII~~

~~CALENDAR CLARIFICATION~~

~~Article A - Calendar Clarification~~

~~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.~~

~~7. 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.~~

~~8. 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)~~

~~¶~~

~~9. Paid Holidays~~

~~a. Labor Day~~

~~b. Thanksgiving Day~~

~~c. Memorial Day~~

~~¶~~

~~10. 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.~~

~~11. Parent Teacher Conference Days/Times~~

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

~~¶~~

~~12. 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.~~

# Your Employee Rights Under the Family and Medical Leave Act

## What is FMLA leave?

The Family and Medical Leave Act (FMLA) is a federal law that provides eligible employees with **job-protected leave** for qualifying family and medical reasons. The U.S. Department of Labor's Wage and Hour Division (WHD) enforces the FMLA for most employees.

Eligible employees can take **up to 12 workweeks** of FMLA leave in a 12-month period for:

- The birth, adoption or foster placement of a child with you,
- Your serious mental or physical health condition that makes you unable to work,
- To care for your spouse, child or parent with a serious mental or physical health condition, and
- Certain qualifying reasons related to the foreign deployment of your spouse, child or parent who is a military servicemember.

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

You have the right to use FMLA leave in **one block of time**. When it is medically necessary or otherwise permitted, you may take FMLA leave **intermittently in separate blocks of time, or on a reduced schedule** by working less hours each day or week. Read Fact Sheet #28M(c) for more information.

FMLA leave is **not paid leave**, but you may choose, or be required by your employer, to use any employer-provided paid leave if your employer's paid leave policy covers the reason for which you need FMLA leave.

## Am I eligible to take FMLA leave?

You are an **eligible employee** if **all** of the following apply:

- You work for a covered employer,
- You have worked for your employer at least 12 months,
- You have at least 1,250 hours of service for your employer during the 12 months before your leave, and
- Your employer has at least 50 employees within 75 miles of your work location.

Airline flight crew employees have different "hours of service" requirements.

You work for a **covered employer** if **one** of the following applies:

- You work for a private employer that had at least 50 employees during at least 20 workweeks in the current or previous calendar year,
- You work for an elementary or public or private secondary school, or
- You work for a public agency, such as a local, state or federal government agency. Most federal employees are covered by Title II of the FMLA, administered by the Office of Personnel Management.

## How do I request FMLA leave?

Generally, **to request FMLA leave you must:**

- Follow your employer's normal policies for requesting leave,
- Give notice at least 30 days before your need for FMLA leave, or
- If advance notice is not possible, give notice as soon as possible.

You **do not have to share a medical diagnosis** but must provide enough information to your employer so they can determine whether the leave qualifies for FMLA protection. You **must also inform your employer if FMLA leave was previously taken** or approved for the same reason when requesting additional leave.

Your **employer may request certification** from a health care provider to verify medical leave and may request certification of a qualifying exigency.

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.

State employees may be subject to certain limitations in pursuit of direct lawsuits regarding leave for their own serious health conditions. Most federal and certain congressional employees are also covered by the law but are subject to the jurisdiction of the U.S. Office of Personnel Management or Congress.

## What does my employer need to do?

If you are eligible for FMLA leave, your **employer must:**

- Allow you to take job-protected time off work for a qualifying reason,
- Continue your group health plan coverage while you are on leave on the same basis as if you had not taken leave, and
- Allow you to return to the same job, or a virtually identical job with the same pay, benefits and other working conditions, including shift and location, at the end of your leave.

Your **employer cannot interfere with your FMLA rights** or threaten or punish you for exercising your rights under the law. For example, your employer cannot retaliate against you for requesting FMLA leave or cooperating with a WHD investigation.

After becoming aware that your need for leave is for a reason that may qualify under the FMLA, your **employer must confirm whether you are eligible** or not eligible for FMLA leave. If your employer determines that you are eligible, your **employer must notify you in writing:**

- About your FMLA rights and responsibilities, and
- How much of your requested leave, if any, will be FMLA-protected leave.

## Where can I find more information?

Call **1-866-487-9243** or visit [dol.gov/fmla](http://dol.gov/fmla) to learn more.

If you believe your rights under the FMLA have been violated, you may file a complaint with WHD or file a private lawsuit against your employer in court. **Scan the QR code to learn about our WHD complaint process.**



81 **WAGE AND HOUR DIVISION**  
UNITED STATES DEPARTMENT OF LABOR



## Appendix A

<p>The following items will be reviewed and updated annually based upon the prior school year's July 1 CPI as established by the WERC.</p>	
Item	Location
IEP / 504 meetings	Part IV Art B.7
Annual HRA contributions	Part VI Art N
Sick Leave Value	Part VI Art N
Curriculum Planning / Summer School	Part IX Art C.1&2
Dept Chairs / Coordinators	Part IX Art D.2.a / b
Teacher subs	Part IX Art G
Extended Supervision / Proctor	Part IX Art H
Special Education Extra Duties	Part IX Art I 1 & 2
Chemical Hygiene Officer	Part IX Art K
Other Positions	Part XI Art B.1 & 2
<p>The item below will be an established percentage of the lowest cost plan option as identified for the Federal Affordable Care Act.</p>	
ABP	Part VI Art D

## Appendix B Title IX Notice

The Board of the Waunakee Community School District does not discriminate on the basis of sex in its education program or activity and is required by Title IX and its implementing regulations not to discriminate in such a manner. The requirement not to discriminate in its education program or activity extends to admission and employment. The District's Title IX Coordinator(s) is/are:

Director of Human Resources, Waunakee Community School District. 905 Bethel Circle,  
Waunakee, WI 53597

Brian Grabarski, 608.849.2000, ext. 8167 [briangrabarski@waunakee.k12.wi.us](mailto:briangrabarski@waunakee.k12.wi.us)

Director of Special Education, Waunakee Community School District. 905 Bethel Circle,  
Waunakee, WI 53597

Tiffany Loken, 608.849.2000, ext. 8268 [tiffanyloken@waunakee.k12.wi.us](mailto:tiffanyloken@waunakee.k12.wi.us)

Any inquiries about the application of Title IX and its implementing regulations to the District may be referred to the Title IX Coordinator(s), the Assistant Secretary for the U.S. Department of Education's Office for Civil Rights, or both.

The Board has adopted a grievance process and procedures that provide for the prompt and equitable resolution of student and employee complaints alleging any action that is prohibited by Title IX and/or its implementing regulations. The grievance process and procedures are included in Policy 413/513 Nondiscrimination on the Basis of Sex in Education Programs or Activities, which is available at: <https://www.waunakee.k12.wi.us/board/policies>

The grievance process and procedures specifically address how to report or file a complaint of sex discrimination, how to report or file a formal complaint of Sexual Harassment, and how the District will respond.

*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**

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

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## **Purpose**

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

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

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

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## **1.0 DEFINITIONS OF EMPLOYEE**

### **1.1 Regular Full-Time Employee**

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

### **1.2 Regular Part-Time Employee**

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

### **1.3 Weekend Employee**

A weekend employee shall be defined as an employee who is regularly scheduled to work only Saturdays and/or Sundays. 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 Limited Term Employee**

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.

<b>Hours Worked</b>	<b>Breaks</b>
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 TIMEKEEPING**

- 3.1 A work week consists of Sunday 12:00 a.m. through Saturday 11:59 p.m.
- 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 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 January 1<sup>st</sup> and December 15<sup>th</sup> must be taken by December 15<sup>th</sup> or paid out. A maximum of 48 hours of comp time may be taken during this timeframe; all remaining hours earned shall be paid out.

#### **5.0 PAYROLL, WAGES AND REIMBURSEMENTS**

##### **5.1 Hourly Wages**

Upon hire an employee's starting wage shall be at the discretion of the district administrator or their designee. If an employee changes classification within the district and their prior wage scale was adjusted after their job change, their initial wage placement can be reviewed and adjusted within a period of twelve months.

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

##### **5.2 Paychecks**

Staff will receive paychecks on the 15<sup>th</sup> and 30<sup>th</sup> of each month during the school year. When the fifteenth or thirtieth day of the month falls on a Saturday, Sunday, or on a bank holiday, payment shall be made on the preceding business day. The District shall provide

all payments via electronic deposit, and all payroll information shall be provided electronically.

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

### 5.3 Overused Leave at Time of Termination

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 paycheck.

### 5.4 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.

### 5.5 Building Checks and Call Back - 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.

### 5.6 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.

10-Month, and School-Year Only Employees: Paid time off allocations occur on the first day of July each year. 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.

11-Month and 12-Month, Year-Round Employees: Paid time off allocations occur on hire date anniversaries.

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. Weekend employees are not eligible for time off.

### **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) 1.75 hours are submitted to the building office.

## **6.2 Personal Leave**

A. **Allocation Amounts:** 11 and 12-Month employees will be credited with two (2) days of personal leave per year. 10-month and School-Year only employees will be credited with four (4) 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 11 and 12 -Month 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:**

- a. 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.

- b. Personal leave should be submitted forty-eight (48) hours in advance of the actual absence date whenever possible.
  - c. 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 system found in available forms.
- 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.

### 6.3 Sick Leave

- A. **Allocation Amounts:** Employees shall be **allocated** sick leave as described below, 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: Eight (8) 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.
  - b. Doctor and/or dentist appointment for self that cannot be scheduled outside of normal work hours.
  - c. Immediate family\* member illness, or doctor and/or dentist appointment that cannot be scheduled outside of normal work hours.
  - d. Care for a child in their immediate family that cannot safely be left alone in situations of canceled or closed childcare.
  - e. ~~Funeral or wake of a friend or a relative that is defined as an immediate family\* member.~~ **Staff may request sick leave for attendance at funerals, not covered under bereavement leave. Verification of attendance may be required.**

- f. If an employee exhausts all available sick leave, they must use any available personal leave, vacation, or any other accrued, paid leave prior to requesting unpaid sick leave. There may be certain exceptions under the State and Federal Family and Medical Leave Laws.

\* 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

### **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.

### **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 or grandparent-in-law, aunt or uncle. 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:

- 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. \*See vacation allocation schedule below.
- b. A maximum of ten (10) days of unused vacation may be carried over to the next year.

### C. Use:

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

### D. Restrictions on Use:

- a. 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.

- b. 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.

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 & thereafter
11-Month Full-Time	2 days during first year		
	5 days during 2nd year	10 days during 6th & 7th year	14 days during 14th & 15th year
	6 days during 3rd year	11 days during 8th & 9th year	15 days during 16th year and thereafter
	7 days during 4th year	12 days during 10th & 11th year	
	9 days during 5th year	13 days during 12th & 13th year	

### 6.7 Unpaid Leave Eligibility:

A. After one (1) year of employment, staff shall be able to take one (1) unpaid leave day per year of employment cumulative to a maximum of three (3) days at any time. An employee could take one (1) day per year, or they could choose not to use any for two (2) years and in the third year, they could take three (3) days. No more than three (3) unpaid days can accumulate. Once three (3) unpaid leave days were used, there would be no unpaid leave days available until the following year, when there would be one (1).

**B. 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).

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:**

- a. No more than two (2) staff members per classification per day may use unpaid leave at any time.
- b. Unpaid leave shall be taken in increments of not less than one (1) full day.
- c. Unpaid leave requests must be submitted at least five (5) days prior to the absence date(s).
- d. Unpaid leave may not be used to extend holidays.
- e. 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.

**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

All insurance carriers, programs, and coverages in this 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 June 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.

### 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 makes a substantial contribution toward the cost of each eligible employee's medical coverage. Medical plan rates and summaries on insurance plans offered to employees and employer contribution rates approved by the Board of Education may be obtained from the Human Resources Department. The employer provides a HMO, POS and HDHP health plans. 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 health assessment process will receive an additional employee premium savings as outlined in the annual health assessment incentive section of this handbook. ~~The rates in the chart below represent no health assessment participation.~~

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

<del>11 &amp; 12 Month Hourly Staff</del>	<del>Single Coverage</del>	<del>Family Coverage</del>	<del>School Year Only Hourly Staff</del>	<del>Single Coverage</del>	<del>Family Coverage</del>
<del>8 hours</del>	<del>82%</del>	<del>82%</del>	<del>8 hours</del>	<del>82%</del>	<del>64%</del>
<del>7+ hours</del>	<del>77%</del>	<del>77%</del>	<del>7+ hours</del>	<del>77%</del>	<del>60%</del>
<del>6+ hours</del>	<del>72%</del>	<del>72%</del>	<del>6+ hours</del>	<del>72%</del>	<del>52%</del>

Employer health insurance contribution rate when both spouses are employed by the district. This paragraph defines employer contribution rates when one family health insurance policy is selected when both spouses are district employees and both are eligible for health insurance. The contribution varies whether at least one of the spouses is eligible for the Alternative Benefit Plan. The ~~percent~~ contribution will be based on the employee enrolled in health insurance. When neither spouse is eligible for the Alternative Benefit Plan, the district ~~contribution 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 ~~family percentage~~ district paid of the HMO Plan premium). When at least one spouse is eligible for and elects to enroll in the Alternative Benefit Plan, the district ~~contribution 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 ~~family percentage~~ district paid of the HMO Plan premium).

<del>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.</del>	<del>11 or 12 Month Hourly Staff Family Rate</del>	<del>School Year Only Hourly Staff Family Rate</del>
<del>Neither spouse eligible ABP</del>	<del>92%</del>	<del>74%</del>
<del>One spouse eligible &amp; elects enrollment in ABP</del>	<del>28%</del>	<del>64%</del>

## 7.2 Annual Health Assessment Incentive

The annual health assessment incentive is designed to engage employees, district and insured spouses in identifying health risks and to improve their health and prevent chronic disease. Participation in the program is voluntary. If both the employee and spouse 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. Family - Both the employee and spouse are required to visit and meet with the ~~staff Nurse Practitioner~~ at the district Staff Wellness Clinic.

5% rate savings (3% plus an additional 2% rate savings). Family - Both the employee and spouse are ~~required to visit and meet with the staff at Physician's Assistant at~~ the district Staff Wellness Clinic and both the employee and spouse are required to be current or have completed all recommended age / gender appropriate screenings.

Human Resources will provide employees with the last date to complete the employee and spouse 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 individuals meet with the ~~Wellness Clinic staff Physician's Assistant~~, is current on age / gender appropriate screenings and a summary report of aggregate data with no identifiable individual data.

## 7.3 Health Savings Account (HSA)

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.

#### 7.4 Family Reimbursement Account (FRA) with Alternative Benefit Plan (ABP)/Health Reimbursement Account (HRA)

If an employee provides proof of enrollment in a non-District qualified health insurance plan, the employee may choose to waive District health insurance at time of employment or reduce District health insurance enrollment at a future date by making a health insurance tier level change (family to waive, single to waive, or family to single). In exchange, the employee is eligible to accept enrollment in the FRA. The FRA has two benefit components:

A. Cash payment per month amount of either: \$50 single to waive coverage, \$100 family to single coverage or \$150 family to waive coverage. This benefit component is an alternative benefit plan (ABP).

B. Reimbursement by the District for qualifying out-of-pocket medical expenses incurred on the non-District health insurance plan including in-network deductibles, copays, and prescription expenses. This benefit component is a health reimbursement account (HRA).

The Family Reimbursement Account (FRA) is maintained under the District's IRS Section 125 Cafeteria Plan. It is the employee's responsibility to enroll with the Human Resources Department for this benefit including: electing FRA at time of employment, when eligible to enroll due to a qualifying event occurring mid-plan year, and annually at the district's annual open enrollment.

Custodial & Maintenance Employee Group Only - See Appendix F

#### 7.5 Dental Insurance

Employees who work 30 or more hours per week shall be eligible to enroll in district dental insurance. The district shall pay premiums as indicated below. If both spouses are employed by the District, and both are eligible for health and dental insurance benefits, the Board shall pay 100% for family dental insurance. If an eligible employee waives health insurance but elects single or family dental insurance, the District will pay 100% of the dental premium. See Appendix G for dental insurance legacied language.

11 & 12 Month Hourly Staff	Single Coverage	Family Coverage
8 hours	88%	88%
7+ hours	83%	83%
6+ hours	78%	78%

School Year Only Hourly Staff	Single Coverage	Family Coverage
8 hours	88%	70%
7+ hours	83%	66%
6+ hours	78%	58%

#### 7.6 Vision Insurance

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

## **7.7 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).

## **7.8 Flexible Spending Plan**

The district maintains medical and dependent care flexible spending plans (FSA) under 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, 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.

## **7.9 Life Insurance**

The district shall provide a 100% employer premium paid life insurance policy to employees working 30 or more hours per week.

\$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 with the district. See Appendix G for life insurance legacy language.

## **7.10 Long-Term Disability (LTD)**

The employer shall pay for a disability insurance plan for all employees working 30 hours or more per week. The benefit is 90% of salary after 60 calendar days. See the current long-term policy booklet for benefit limitations and/or exclusions. See Appendix G for disability insurance legacy language.

## **7.11 Short-Term Disability**

The employer shall offer a voluntary, employee-paid short-term disability policy for support staff working 30 or more hours per week. See the current short-term policy booklet for benefit limitations and/or exclusions. See Appendix G for disability insurance legacy language.

## **8.0 OTHER BENEFITS**

### **8.1 Wisconsin Retirement/Employee Trust Funds**

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.

### **8.2 403(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 employees's 403(b) calendar year annual deposits exceed the IRS standard calendar year maximum, it is the employee'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.

### **8.3 457(b) Deferred Compensation Plan**

The Board of Education maintains an IRS Section 457(b) deferred compensation plan to help employees save for retirement. The 457(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 457(b) deferred compensation plans. It is the employee's responsibility to manage their 457(b) deferred compensation plan participation in accordance with 457(b) rules and regulations.

### **8.4 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 members 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.

### **8.5 Phones (Head Custodians & Maintenance Department)**

The Board of Education shall provide a smartphone device to the Head Custodian and Maintenance employee. The Head Custodian and Maintenance employee is expected to

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

## **8.6 Workers Compensation Coverage and Reporting Responsibilities**

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

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

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

1. Up to day sixty (60) of Worker's Compensation Leave: The employee will be paid income equivalent to the income the employee would have earned had the employee not been injured. This income will be generated by combining worker's compensation insurance with prorated accumulated sick leave as necessary through a deduction of one-third (1/3) of a day of sick leave for each day while on worker's compensation. This provision will apply up until the sixtieth (60th) consecutive day of leave, or as long as the employee has accumulated sick leave available, whichever occurs first.
2. Day Sixty-One (61) and thereafter of Worker's Compensation Leave: The employee will receive his/her worker's compensation payment. No other leaves will be applied to the worker's compensation leave. The employee, subject to the rules and regulations of the carrier, may be eligible for long-term disability leave.
3. Injuries Not Covered by Worker's Compensation. Some types of injuries suffered while at work may not be covered by worker's compensation insurance. Examples of non-covered injuries suffered at work include, but are not limited by enumeration to, the following:
  - a. Injuries because of a self-inflicted wound.
  - b. Injuries sustained because of an employee's horseplay.
  - c. Injuries sustained while an employee does an activity of a strictly private nature.

4. 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 provided the following conditions are met:
  - a. The district's worker's compensation carrier approves the employee claim as work comp related
  - b. And, the employee provides the Director of Human Resources with a doctor's note verifying work restrictions, including the dates absence from work is required as a result of the illness or injury.
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.

8.7 District employees may receive free entry to home athletic events by presenting their employee identification badge. WIAA tournament events are excluded.

## **9.0 RETIREMENT ELIGIBILITY AND DISTRICT RETIREE BENEFITS**

1. 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.
2. If the employee provides proper notice outlined above in item 1 of this Retirement Section, and 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 as follows.
  - a. If permitted by the health care and dental insurance providers, an employee may continue District coverage as a retiree by paying the monthly plan premium directly to the insurance provider(s). The effective retiree insurance date will be the date after active employee insurance(s) end which is outlined in 7.0 Benefits. The offer of retiree insurance(s) will be the same insurance plans and coverage the employee was enrolled in on the last day of active employee insurance coverage. The program offered to district employees is subject to change on an annual basis.
  - b. A District post-retirement HRA employer contribution benefit shall be provided based on the years of service schedule in Section 9.1e below.
3. 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.
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.

### **9.1 Retirement Health Reimbursement Account (HRA)**

1. 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.
2. This HRA account is intended to be accessed during retirement years, subject to the terms and conditions of the HRA provider. 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. All withdrawals and payments from the HRA Plan shall cease when the funds in the plan are exhausted.

3. 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.
4. The retired employee shall pay the distribution fee to access the HRA funds.
5. Post-Retirement Employer Contribution and Retiree HRA Benefit. The district shall fund a post-employment Health Reimbursement Account (HRA) for employees who elect to retire pursuant to and who meet district retiree eligibility requirements outlined in 9.0 Retirement items 1 and 2 above.

Prorated HRA Benefit. Staff must complete a minimum of ten years of service to earn the full HRA benefit value. Employees that have completed less than 10 years of service are eligible for a prorated portion of the HRA benefit following this HRA Vesting Schedule.

HRA Vesting Schedule after # years experience in the Waunakee Community School District

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

Sick Leave Value Definition. The sick leave per day maximum value is based on the employee's per diem salary (hourly rate at time of retirement x hours per day work schedule) and the maximum sick leave value shall not exceed \$~~1431.38~~ per day. The maximum unused sick day credit shall not exceed 120 unused sick days.

Years of Service Definition. The years of service maximum value is \$500 per each full year of service to the district.

Post-Employment Employer HRA Contribution Calculation			
+\$ Sick Leave Value	= Up to \$ <del>1431.38</del>	x # Unused sick on last day of employment	
+\$ <u>Years of Service Value</u>	= \$500.00 x # Years of Service		
= \$ Net Total Post-Employment HRA Value			
x \$ <u>HRA Vesting Schedule Percent</u>	(See Vesting Schedule chart above)		
= \$ Final Total Post-Employment HRA Value			

Deposit by the District in the HRA Upon Retirement. The final total post-employment HRA value is a one-time deposit into the employee's HRA by the District. The payment shall occur on either September 15<sup>th</sup> or January 15<sup>th</sup>,

whichever date occurs first following the effective date of the employee's retirement.

## **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:
  - a. Quits.
  - b. Is discharged.
  - c. Fails to report to work upon expiration of a leave of absence.
  - d. Retires.
  - e. Voluntarily transfers out of a custodial or maintenance position.
  - f. 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.
  - a. 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

- b. 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, 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.
  - a. 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.
  - 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.

## 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/~~Driving Duties~~

Staff that voluntarily accept additional hours to transport students in school vans shall be paid \$~~38.00~~<sup>32.40</sup> per hour.

Staff that voluntarily accept additional hours to supervise and support students in after school co-curricular activities shall be paid \$~~22.49~~<sup>21.60</sup> per hour.

### 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 be via the Accounts Payable office.

# Your Employee Rights Under the Family and Medical Leave Act

## What is FMLA leave?

The Family and Medical Leave Act (FMLA) is a federal law that provides eligible employees with **job-protected leave** for qualifying family and medical reasons. The U.S. Department of Labor's Wage and Hour Division (WHD) enforces the FMLA for most employees.

Eligible employees can take **up to 12 workweeks** of FMLA leave in a 12-month period for:

- The birth, adoption or foster placement of a child with you,
- Your serious mental or physical health condition that makes you unable to work,
- To care for your spouse, child or parent with a serious mental or physical health condition, and
- Certain qualifying reasons related to the foreign deployment of your spouse, child or parent who is a military servicemember.

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

You have the right to use FMLA leave in **one block of time**. When it is medically necessary or otherwise permitted, you may take FMLA leave **intermittently in separate blocks of time, or on a reduced schedule** by working less hours each day or week. Read Fact Sheet #28M(c) for more information.

FMLA leave is **not paid leave**, but you may choose, or be required by your employer, to use any employer-provided paid leave if your employer's paid leave policy covers the reason for which you need FMLA leave.

## Am I eligible to take FMLA leave?

You are an **eligible employee** if **all** of the following apply:

- You work for a covered employer,
- You have worked for your employer at least 12 months,
- You have at least 1,250 hours of service for your employer during the 12 months before your leave, and
- Your employer has at least 50 employees within 75 miles of your work location.

Airline flight crew employees have different "hours of service" requirements.

You work for a **covered employer** if **one** of the following applies:

- You work for a private employer that had at least 50 employees during at least 20 workweeks in the current or previous calendar year,
- You work for an elementary or public or private secondary school, or
- You work for a public agency, such as a local, state or federal government agency. Most federal employees are covered by Title II of the FMLA, administered by the Office of Personnel Management.

## How do I request FMLA leave?

Generally, **to request FMLA leave you must:**

- Follow your employer's normal policies for requesting leave,
- Give notice at least 30 days before your need for FMLA leave, or
- If advance notice is not possible, give notice as soon as possible.

You **do not have to share a medical diagnosis** but must provide enough information to your employer so they can determine whether the leave qualifies for FMLA protection. You **must also inform your employer if FMLA leave was previously taken** or approved for the same reason when requesting additional leave.

Your **employer may request certification** from a health care provider to verify medical leave and may request certification of a qualifying exigency.

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.

State employees may be subject to certain limitations in pursuit of direct lawsuits regarding leave for their own serious health conditions. Most federal and certain congressional employees are also covered by the law but are subject to the jurisdiction of the U.S. Office of Personnel Management or Congress.

## What does my employer need to do?

If you are eligible for FMLA leave, your **employer must:**

- Allow you to take job-protected time off work for a qualifying reason,
- Continue your group health plan coverage while you are on leave on the same basis as if you had not taken leave, and
- Allow you to return to the same job, or a virtually identical job with the same pay, benefits and other working conditions, including shift and location, at the end of your leave.

Your **employer cannot interfere with your FMLA rights** or threaten or punish you for exercising your rights under the law. For example, your employer cannot retaliate against you for requesting FMLA leave or cooperating with a WHD investigation.

After becoming aware that your need for leave is for a reason that may qualify under the FMLA, your **employer must confirm whether you are eligible** or not eligible for FMLA leave. If your employer determines that you are eligible, your **employer must notify you in writing:**

- About your FMLA rights and responsibilities, and
- How much of your requested leave, if any, will be FMLA-protected leave.

## Where can I find more information?

Call **1-866-487-9243** or visit [dol.gov/fmla](http://dol.gov/fmla) to learn more.

If you believe your rights under the FMLA have been violated, you may file a complaint with WHD or file a private lawsuit against your employer in court. **Scan the QR code to learn about our WHD complaint process.**



WAGE AND HOUR DIVISION  
UNITED STATES DEPARTMENT OF LABOR



## 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-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 - Director of Business Services AA-Summer School District Receptionist/AA-Auxiliary Serv	Accounting Specialist Accounts Payable Specialist AA-Superintendent District Registrar  Employment & Benefits Specialist Payroll Specialist Payroll & Benefits Specialist Grant Specialist Special Ed Compliance Specialist
Minimum	\$19.53	\$22.35	\$25.17	\$28.72
1 Year	\$20.10	\$22.98	\$25.87	\$29.53
2 Years	\$20.66	\$23.60	\$26.58	\$30.34
3 Years	\$21.22	\$24.23	\$27.29	\$31.15
4 Years	\$21.78	\$24.85	\$28.00	\$31.96
5 Years	\$22.34	\$25.48	\$28.71	\$32.78
6 Years	\$22.63	\$25.79	\$29.06	\$33.18
7 Years	\$22.91	\$26.10	\$29.41	\$33.59
8 Years	\$23.19	\$26.42	\$29.77	\$34.00
9 Years	\$23.47	\$26.73	\$30.12	\$34.40
10 Years	\$23.75	\$27.04	\$30.48	\$34.81
11 Years	\$24.03	\$27.35	\$30.83	\$35.21
12 Years	\$24.31	\$27.66	\$31.18	\$35.62
13 Years	\$24.59	\$27.98	\$31.54	\$36.03
14 Years	\$24.87	\$28.29	\$31.89	\$36.43
15+ Years	\$25.16	\$28.60	\$32.25	\$36.84

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

Years of Experience	Custodian Courier	Head Custodian	Maintenance HS Head Custodian	Electrician Plumber
Minimum	\$20.43	\$25.89	\$27.09	\$33.67
1 Year	\$20.74	\$26.48	\$27.84	\$34.61
2 Years	\$21.05	\$27.06	\$28.59	\$35.55
3 Years	\$21.37	\$27.64	\$29.34	\$36.48
4 Years	\$21.68	\$28.23	\$30.09	\$37.42
5 Years	\$21.99	\$28.81	\$30.84	\$38.36
6 Years	\$22.26	\$29.10	\$31.22	\$38.83
7 Years	\$22.53	\$29.39	\$31.59	\$39.29
8 Years	\$22.80	\$29.68	\$31.96	\$39.76
9 Years	\$23.07	\$29.98	\$32.34	\$40.23
10 Years	\$23.34	\$30.27	\$32.71	\$40.70
11 Years	\$23.61	\$30.56	\$33.09	\$41.17
12 Years	\$23.89	\$30.85	\$33.46	\$41.64
13 Years	\$24.16	\$31.14	\$33.84	\$42.11
14 Years	\$24.43	\$31.43	\$34.21	\$42.57
15+ Years	\$24.70	\$31.73	\$34.59	\$43.04

## 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	LMTC Assistant Para Educator-Regular	Health Assistant Technology Assistant	Para Educator-Special Education/ELL	Copy Clerk Crossing Guard
Minimum	\$19.03	\$19.37	\$20.33	\$19.43
1 Year	\$19.53	\$19.87	\$20.83	\$20.01
2 Years	\$20.03	\$20.37	\$21.33	\$20.59
3 Years	\$20.53	\$20.87	\$21.83	\$21.18
4 Years	\$21.03	\$21.37	\$22.33	\$21.76
5 Years	\$21.53	\$21.87	\$22.83	\$22.34
6 Years	\$21.78	\$22.12	\$23.08	
7 Years	\$22.03	\$22.36	\$23.33	
8 Years	\$22.28	\$22.61	\$23.58	
9 Years	\$22.53	\$22.86	\$23.83	
10 Years	\$22.78	\$23.11	\$24.08	
11 Years	\$23.03	\$23.36	\$24.33	
12 Years	\$23.28	\$23.61	\$24.58	
13 Years	\$23.53	\$23.86	\$24.83	
14 Years	\$23.78	\$24.11	\$25.08	
15+ Years	\$24.03	\$24.36	\$25.33	

## Appendix E True Time

### HOURLY STAFF – TRUE TIME

#### Skyward Abbreviated Instructions

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

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

Devices to use to complete this action are:

- A computer
- Skyward Mobile Access (mobile device)

#### **Punch in / out as follows:**

Beginning of Day: In

Lunch Start: Lunch

Lunch End: In

End of Day: Gone

#### **Submit Timesheet at end of each week:**

It is the employee’s responsibility to submit their timesheet to their 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**

The Alternative Benefit Plan (ABP) is maintained under the District's IRS Section 125 Cafeteria Plan. If an employee is eligible for health insurance from the District and can demonstrate they have health insurance coverage by a health insurance policy outside of the District, the employee may choose to waive District health insurance coverage. The employee may then choose to accept a "cash in lieu" payment through the Alternative Benefit Plan (ABP). It is the employee's responsibility to enroll with the Human Resources Department for this benefit including: electing cash in lieu (ABP) at the time of employment, when eligible to enroll due to a qualifying event occurring mid-plan year, and annually at the district's annual open enrollment if choosing to maintain the ABP benefit. The cash payment amount for full-time (8 hours per day) is \$400 437 per month.

Once an employee opts to enroll in either the Section 7.4 ABP benefit or Section 7.5 FRA benefit, the employee forfeits the eligibility to transition between the ABP and FRA benefits. This restriction is in place as the employee would not fulfill the criterion for a health insurance tier level change from being enrolled in District health insurance to waiving it.

## **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.

## Appendix H Title IX Notice

The Board of the Waunakee Community School District does not discriminate on the basis of sex in its education program or activity and is required by Title IX and its implementing regulations not to discriminate in such a manner. The requirement not to discriminate in its education program or activity extends to admission and employment. The District's Title IX Coordinator(s) is/are:

Director of Human Resources, Waunakee Community School District. 905 Bethel Circle,  
Waunakee, WI 53597

Brian Grabarski, 608.849.2000, ext. 8167 [briangrabarski@waunakee.k12.wi.us](mailto:briangrabarski@waunakee.k12.wi.us)

Director of Special Education, Waunakee Community School District. 905 Bethel Circle,  
Waunakee, WI 53597

Tiffany Loken, 608.849.2000, ext. 8268 [tiffanyloken@waunakee.k12.wi.us](mailto:tiffanyloken@waunakee.k12.wi.us)

Any inquiries about the application of Title IX and its implementing regulations to the District may be referred to the Title IX Coordinator(s), the Assistant Secretary for the U.S. Department of Education's Office for Civil Rights, or both.

The Board has adopted a grievance process and procedures that provide for the prompt and equitable resolution of student and employee complaints alleging any action that is prohibited by Title IX and/or its implementing regulations. The grievance process and procedures are included in Policy 413/513 Nondiscrimination on the Basis of Sex in Education Programs or Activities, which is available at: <https://www.waunakee.k12.wi.us/board/policies>

The grievance process and procedures specifically address how to report or file a complaint of sex discrimination, how to report or file a formal complaint of Sexual Harassment, and how the District will respond.

*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**

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## **Administrator & Administrative Support Employment Guidelines**

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## **Purpose**

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

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

## SECTION I Positions

### 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
Director of Business Services	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
Associate High School Principal	238 days
Associate Middle School Principal	238 days
Associate Intermediate School Principal	238 days
Associate Elementary Principal	210 days
Athletic Director	261 days

## Administrative Support Positions

Position	Contracted Days
Aquatics Director	261 days
<del>COTA</del>	<del># of student days</del>
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
Safety & Security Coordinator	238 days
School-to-Career Coordinator	238 days
*Sign Language Interpreter	# of student days
Social Worker	210 days
Special Education Coordinator EC - Grade 6 Special Education Coordinator Grades 6 - 12	210 days
Translation & Interpretation Coordinator	238 days

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

### Compensation Plan

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

Factors used to determine appropriate beginning salaries include:

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

Initial compensation plan placement and future advancement are determined by the Superintendent of Schools, subject to the approval of the Board of Education. Any

part-time employee shall have their salary pro-rated based upon their FTE.

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

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

## I. PART-TIME POSITIONS

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

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

## II. PART TIME SALARY COMPUTATION

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

## SECTION II GUIDELINES FOR SALARY INCREASES

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

- A. At the end of their first year of district employment and at least every third year thereafter, all administrator / administrative support staff evaluations will be reviewed by the appropriate supervisor no later than June 30.
- 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

All insurance carriers, programs, and coverages in this 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 June 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.

### INSURANCE BENEFITS

#### A. Health Insurance

1. Employees who work 30 or more hours per week shall be eligible to enroll in district health insurance. The district makes a substantial contribution toward the cost of each eligible employee's medical coverage. Medical plan rates and summaries on insurance plans offered to employees and employer contribution rates approved by the Board of Education may be obtained from the Human Resources Department. The employer provides a HMO, POS and HDHP health plans. 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 (HDHP) is the lowest cost plan and is the single rate offer for the Federal Affordable Care Act.

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

<del>Staff Person</del>	<del>Single Coverage</del>	<del>Family Coverage</del>
<del>8 hours (100% FTE)</del>	<del>82%</del>	<del>82%</del>
<del>7+ hours (88% - 99% FTE)</del>	<del>77%</del>	<del>77%</del>
<del>6+ hours (75% - 87% FTE)</del>	<del>72%</del>	<del>72%</del>

~~1.~~

Staff Person	Plan	Single Coverage	Family Coverage
8 hours (100% FTE)	HHP	\$518.93	\$1167.58
	HMO & POS	\$690.67	\$1554.01
7+ hours (88% - 99% FTE)	HHP	\$485.79	\$1093.02
	HMO & POS	\$649.56	\$1454.78
6+ hours (75% - 87% FTE)	HHP	\$452.65	\$1018.46
	HMO & POS	\$602.46	\$1355.54

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 ~~contribution 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 ~~family percentage district paid of the HMO Plan premium~~).

Family plan employer <del>contribution percent</del> 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	Plan	Family Rate <del>Family Rate</del>
Neither spouse participating in ABP	HDHP HMO & POS	\$1316.69 \$1752.48 <del>92%</del>
One spouse eligible & elects enrollment in ABP	HDHP HMO & POS	\$1167.58 \$1554.01 <del>82%</del>

- 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.
- 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, district and insured spouses 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 at 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.** Family - Both the employee and spouse are required to visit and meet with the ~~staff Physician's Assistant~~ at the district Staff Wellness Clinic.

**5% rate savings (3% plus an additional 2% rate savings).** Family - Both the employee and spouse are required to visit and meet with the ~~staff Physician's Assistant~~ 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 the employee and spouse 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 ~~Wellness Clinic staff Physician's Assistant~~, is current on age/gender appropriate screenings and a summary report of aggregate data with no identifiable individual data.

### **C. Health Savings Account (HSA)**

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. Family Reimbursement Account (FRA) with Alternative Benefit Plan (ABP) / Health Reimbursement Account (HRA)**

If an employee provides proof of enrollment in a non-District qualified health insurance plan, the employee may choose to waive District health insurance at time of employment or reduce District health insurance enrollment at a future date by making a health insurance tier level change (family to waive, single to waive, or family to single). In exchange, the employee is eligible to accept enrollment in the FRA. The FRA has two benefit components:

1. Cash payment per month amount of either: \$ 50 single to waive coverage, \$100 family to single coverage or \$150 family to waive coverage. This benefit component is an alternative benefit plan (ABP).
2. Reimbursement by the District for qualifying out-of-pocket medical expenses incurred on the non-District health insurance plan including in-network deductibles, copays, and prescription expenses. This benefit component is a health reimbursement account (HRA).

The Family Reimbursement Account (FRA) is maintained under the District's IRS Section 125 Cafeteria Plan. It is the employee's responsibility to enroll with the Human Resources Department for this benefit including: electing FRA at time of employment, when eligible to enroll due to a qualifying event occurring mid-plan year, and annually at the district's annual open enrollment.

### **E. Dental Insurance**

Employees who work 30 or more hours per week shall be eligible to enroll in district dental insurance. The ~~employer monthly dental contribution is district shall pay premiums~~ as indicated below. If both spouses are employed by the District, and both are eligible for

health and dental insurance benefits, the Board shall pay 100% for family dental insurance. If an eligible employee waives health insurance but elects single or family dental insurance, the District will pay 100% of the dental premium.

Staff Person	Single Coverage	Family Coverage
8 hours (100% FTE)	<del>\$52.2788%</del>	<del>\$117.1388%</del>
7+ hours (88% - 99% FTE)	<del>\$49.3083%</del>	<del>\$110.4783%</del>
6+ hours (75% - 87% FTE)	<del>\$46.3378%</del>	<del>\$103.8278%</del>

## F. Vision Insurance

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

## G. COBRA 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).

## H. Flexible Spending Account (FSA) / Cafeteria Plan

The district maintains medical and dependent care flexible spending plans (FSA) under 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, 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.

## I. Life Insurance

The district shall provide a 100% employer premium paid term life insurance policy to employees working 30 hours or more per week. The policy value is \$200,000. See current life insurance policy booklet for benefit limitations and/or exclusions.

Employees 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 legaced in.

## J. Long Term Disability Insurance

The employer shall pay for a disability insurance plan for all employees working 30 hours or more per week. The benefit is 90% of salary after 60 calendar days. See the current long-term policy booklet for benefit limitations and/or exclusions. Employees 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 long-term disability insurance(s) prior to July 1, 2023 shall be legaced in.

**K. Short-Term Disability**

The employer shall offer a voluntary, employee-paid short-term disability policy for staff working 30 or more hours per week.

**L. 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. 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 provided the following conditions are met.
  - a. The district's worker's compensation carrier approves the employee

claim as work comp related.

- b. And, the employee provides the Director of Human Resources with a doctor's note verifying work restrictions, including the dates absence from work is required as a result of the illness or injury.
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.

**M. Wisconsin Retirement System (WRS) (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.

**N. 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 staff person's 403(b) calendar year annual deposits exceed the IRS standard calendar year maximum, it is the staff person'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.

## **P. 457(b) Deferred Compensation Plan**

The Board of Education maintains an IRS Section 457(b) deferred compensation plan to help employees save for retirement. The 457(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 457(b) deferred compensation plans. It is the employee's responsibility to manage their 457(b) deferred compensation plan participation in accordance with 457(b) rules and regulations.

## **Q. Tuition Reimbursement**

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

Administrators/Administrative Support personnel in the operational areas of Business Services, Facilities, Human Resources, and/or Technology may apply for reimbursement for district role-related certifications provided by accredited schools or reputable industry-related providers. For certifications not identified as credits, 15 hours of certification-related activity is equated to one credit for purposes of the rolling 5-year period. The "B grade" or "pass" standard applies. For Administrative Support personnel without a masters degree, this reimbursement is permissible but may not be used for purposes of earning an initial masters degree.

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

## SECTION V LEAVES

### A. Vacation

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

\* Administrative Support Personnel hired after March 1, 2011 and working less than 238 days are not eligible for vacation.

#### 1. 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”.

### B. 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
Administrative Support Less than 238 days	4 days
Administrator Less than 238 days	2 days

### C. 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 or care for a child in their immediate family that cannot safely be left alone in situations of canceled or closed childcare. Immediate family includes spouse, child, step-child, parent, step-parent, grandparent, grandparent-in-law, grandchild, brother, sister, parent-in-law, brother or sister in law.

238 day contracts	11/120 days
261 day contracts	12/120 days
Administrative Support Less than 238 days	8/120 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.

#### D. 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, grandparent-in-law, aunt or uncle. 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 **or paid leave deducted from sick leave** at their discretion.

#### E. 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

#### F. Comp Time

Because of the many extra hours that administrators / administrative support personnel

put in beyond the normal day, 238 and 261 contract day employees will receive 7 comp days to be taken during Spring or Winter break.

### **G. 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.

### **H. 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.

### **I. 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.

## **SECTION VI BUSINESS AND PERSONNEL ITEMS**

### **A. 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.

### **B. 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.

### **C. 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.

### **D. 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.

### **E. 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.

### **F. Liquidated Damages**

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

A release from an administrative / administrative support contract is at the discretion of the

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

## **G. 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, 533.1, 541.1, 751.22, 752

## **SECTION VII RETIREMENT, ELIGIBILITY, NOTIFICATION AND RETIREE BENEFITS**

### **A. Eligibility**

Administrators / administrative support personnel are eligible for retirement benefits at age 55. 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.

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.

### **Notification**

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

### **B. Benefits**

If the employee provides proper retirement notice and meets the eligibility requirements they shall be eligible to receive retirement benefits as follows:

1. If permitted by the health care and dental insurance provider(s), an employee may continue District coverage as a retiree by paying the monthly plan premium directly to the insurance provider(s). The effective retiree insurance date will be the date after active employee insurance(s) end which is outlined in the Benefit Section. The offer of retiree insurance(s) will be the same insurance plans and coverage the employee was enrolled in on the last day of active employee insurance coverage. The program offered to district employees is subject to change on an annual basis.
2. The following HRA benefits outlined in Section C, 1 a, b and c and Section C, 2 a, b, c and d below are provided to retiring administrators / administrative support personnel in recognition for the years of service provided to 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.

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.

### **C. Retirement Health Reimbursement Account (HRA)**

The HRA provider and plan administrator 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 Health Reimbursement Account (HRA) for administrators / administrative support.. The contribution and vesting procedures for the HRA account are set forth below and vary according to the date employment began as an administrator / administrative support in the District.

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

The 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, 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.

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.

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.

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

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

1. Health Reimbursement Account Retirement Benefit
  - a. Eligibility. The HRA retirement benefit is based on their administrative / administrative support years-experience with the District. The retiree is fully vested after 15 years of service in the District. If less than 15 years of service, the years-experience vesting percentage chart below applies.

## Years-Experience Vesting Schedule

After # Years Administrative Experience in the Waunakee Community School District	Premium Amount Contributed of family HMO 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 11 years	60%	10
After 12 years	70%	10
After 13 years	80%	10
After 14 years	90%	10
After 15 years	100%	10

- b. Post-Retirement Employee HRA Contributions and Value. The post-retirement HRA amount shall be based on the following:

A health employer contribution value set and based on the monthly family HMO health “full premium” rate on last day of employment. For purposes of determining the health benefit, 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.

A dental employer contribution value set and based on the monthly family dental “full premium” rate on last day of employment. 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.

A life employer contribution value, if applicable, shall be a legacy district paid life insurance amount based on the number of contracted days the employee worked their last year of employment as follows: An administrator / administrative support person hired before April 2010 and who elects to retire after their 55th birthday, shall have a legacy district paid life insurance premium amount deposited annually to their HRA for the number of years as detailed above. The premium value shall be based on the number of contracted days the employee worked their last year of employment as follows;

261 day contract \$550 per year

238 day contract \$500 per year

Less than 238 day contract, if hired prior to 97-98 school year. \$250 per year

The following calculation determines the employer contribution to the HRA.

<u>Post-HRA Annual Contribution Value Calculation</u>	
+ \$ Family HMO health monthly full premium at time of retirement	
+ \$ Family dental monthly full premium at time of retirement	
= Net health and dental monthly value	
x <u>12 months</u>	
= Annual subtotal of health and dental value	
+ <u>Life benefit annual amount (if applicable) in chart above</u>	
= \$ Total Employer Annual HRA contribution	

HRA employer contributions will be made for up to 10 years following retirement, or until Medicare eligible. or to the age at which the retired employee is eligible for Medicare, whichever comes first.

- c. Deposit Schedule by the District in the HRA upon Retirement.

Deposits shall be made to the HRA by the district via semi-annual payments on January 15 and September 15.

**FOR ADMINISTRATORS / ADMINISTRATIVE SUPPORT STAFF HIRED ON OR AFTER APRIL 1, 2010 RETIREMENT HEALTH REIMBURSEMENT ACCOUNT (HRA) BENEFIT. EMPLOYER-FUNDED DURING ACTIVE EMPLOYMENT**

1.

- a. Eligibility: The HRA retirement benefit is based on administrative / administrative support years-experience with the District. The retiree is fully vested after 10 years of service in the District. If less than 10 years of service, the years-experience vesting percentage chart below applies.

Years-Experience Vesting 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 7 years	70%	30%
After 8 years	80%	20%
After 9 years	90%	10%
After 10 years	100%	0%

b. Active Employment Employer HRA Benefit Contribution Value.

The District annual contribution is made for the administrator / administrative support while actively working and the value is based on their contracted days as outlined in the chart below.

District annual contribution

# 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

Contributions shall cease when the administrators/administrative support person's employment with the District ends.

District Deposit Schedule to the HRA during employment: The dollar amounts set forth above shall be deposited into the HRA in equal monthly installments.

- c. The employee must complete the contract year in order to receive the benefit
  - 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.
2. All withdrawals and payments from the HRA Plan shall cease when the funds in the plan are exhausted.
  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 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.
  5. 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.
  6. 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.

## Appendix A Title IX Notice

The Board of the Waunakee Community School District does not discriminate on the basis of sex in its education program or activity and is required by Title IX and its implementing regulations not to discriminate in such a manner. The requirement not to discriminate in its education program or activity extends to admission and employment. The District's Title IX Coordinator(s) is/are:

Director of Human Resources, Waunakee Community School District. 905 Bethel Circle,  
Waunakee, WI 53597

Brian Grabarski, 608.849.2000, ext. 8167 [briangrabarski@waunakee.k12.wi.us](mailto:briangrabarski@waunakee.k12.wi.us)

Director of Special Education, Waunakee Community School District. 905 Bethel Circle,  
Waunakee, WI 53597

Tiffany Loken, 608.849.2000, ext. 8268 [tiffanyloken@waunakee.k12.wi.us](mailto:tiffanyloken@waunakee.k12.wi.us)

Any inquiries about the application of Title IX and its implementing regulations to the District may be referred to the Title IX Coordinator(s), the Assistant Secretary for the U.S. Department of Education's Office for Civil Rights, or both.

The Board has adopted a grievance process and procedures that provide for the prompt and equitable resolution of student and employee complaints alleging any action that is prohibited by Title IX and/or its implementing regulations. The grievance process and procedures are included in Policy 413/513 Nondiscrimination on the Basis of Sex in Education Programs or Activities, which is available at: <https://www.waunakee.k12.wi.us/board/policies>

The grievance process and procedures specifically address how to report or file a complaint of sex discrimination, how to report or file a formal complaint of Sexual Harassment, and how the District will respond.

# Your Employee Rights Under the Family and Medical Leave Act

## What is FMLA leave?

The Family and Medical Leave Act (FMLA) is a federal law that provides eligible employees with **job-protected leave** for qualifying family and medical reasons. The U.S. Department of Labor's Wage and Hour Division (WHD) enforces the FMLA for most employees.

Eligible employees can take **up to 12 workweeks** of FMLA leave in a 12-month period for:

- The birth, adoption or foster placement of a child with you,
- Your serious mental or physical health condition that makes you unable to work,
- To care for your spouse, child or parent with a serious mental or physical health condition, and
- Certain qualifying reasons related to the foreign deployment of your spouse, child or parent who is a military servicemember.

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

You have the right to use FMLA leave in **one block of time**. When it is medically necessary or otherwise permitted, you may take FMLA leave **intermittently in separate blocks of time, or on a reduced schedule** by working less hours each day or week. Read Fact Sheet #28M(c) for more information.

FMLA leave is **not paid leave**, but you may choose, or be required by your employer, to use any employer-provided paid leave if your employer's paid leave policy covers the reason for which you need FMLA leave.

## Am I eligible to take FMLA leave?

You are an **eligible employee** if **all** of the following apply:

- You work for a covered employer,
- You have worked for your employer at least 12 months,
- You have at least 1,250 hours of service for your employer during the 12 months before your leave, and
- Your employer has at least 50 employees within 75 miles of your work location.

Airline flight crew employees have different "hours of service" requirements.

You work for a **covered employer** if **one** of the following applies:

- You work for a private employer that had at least 50 employees during at least 20 workweeks in the current or previous calendar year,
- You work for an elementary or public or private secondary school, or
- You work for a public agency, such as a local, state or federal government agency. Most federal employees are covered by Title II of the FMLA, administered by the Office of Personnel Management.

## How do I request FMLA leave?

Generally, **to request FMLA leave you must:**

- Follow your employer's normal policies for requesting leave,
- Give notice at least 30 days before your need for FMLA leave, or
- If advance notice is not possible, give notice as soon as possible.

You **do not have to share a medical diagnosis** but must provide enough information to your employer so they can determine whether the leave qualifies for FMLA protection. You **must also inform your employer if FMLA leave was previously taken** or approved for the same reason when requesting additional leave.

Your **employer may request certification** from a health care provider to verify medical leave and may request certification of a qualifying exigency.

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.

State employees may be subject to certain limitations in pursuit of direct lawsuits regarding leave for their own serious health conditions. Most federal and certain congressional employees are also covered by the law but are subject to the jurisdiction of the U.S. Office of Personnel Management or Congress.

## What does my employer need to do?

If you are eligible for FMLA leave, your **employer must:**

- Allow you to take job-protected time off work for a qualifying reason,
- Continue your group health plan coverage while you are on leave on the same basis as if you had not taken leave, and
- Allow you to return to the same job, or a virtually identical job with the same pay, benefits and other working conditions, including shift and location, at the end of your leave.

Your **employer cannot interfere with your FMLA rights** or threaten or punish you for exercising your rights under the law. For example, your employer cannot retaliate against you for requesting FMLA leave or cooperating with a WHD investigation.

After becoming aware that your need for leave is for a reason that may qualify under the FMLA, your **employer must confirm whether you are eligible** or not eligible for FMLA leave. If your employer determines that you are eligible, your **employer must notify you in writing:**

- About your FMLA rights and responsibilities, and
- How much of your requested leave, if any, will be FMLA-protected leave.

## Where can I find more information?

Call **1-866-487-9243** or visit **doL.gov/fmla** to learn more.

If you believe your rights under the FMLA have been violated, you may file a complaint with WHD or file a private lawsuit against your employer in court. **Scan the QR code to learn about our WHD complaint process.**



**WAGE AND HOUR DIVISION**  
UNITED STATES DEPARTMENT OF LABOR



WH1420 REV 04/23

*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.*

## **Employment Guidelines**

### **Edits incorporated for 25/26**

#### **Teacher**

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#### Part I

PP 6-7 Part time teachers - Pay for extra partial days / monetary amounts

#### Part IV

P 18 Move of calendar info in whole from Part XII

P 18 Sp Ed teaching load and prep clarifications

P 19 Deletion of #8

P 22 Increase for IEPs & 504

P 23 Calendar Clarification info - new location, existing language

#### Part V

P 26 Time off use clarifying language

#### Part VI

P 35-36 Health insurance contribution amounts

P 36-37 Generalized clinic staff

P 37 Updated ABP amount

P 38 Dental insurance contribution amounts

P 40 Corrected section reference

P 42-43 Updated HRA amounts, Points deadline for retirement

#### Part VIII

P 51 Change of eval requirement for new to district teachers with experience

#### Part IX

P 53 New teacher advisor - new location, existing language

P 55 new base salary

PP 55-56 salary advancement illustrations

P 56 Updated hourly rates

P 57 Updated school year rates

New language about subbing for sick hours

P 58 Updated hourly rates - Special note - Driver rate increased beyond 4.12%

New location and new annual rate for New Teacher Advisor

Inclusion of Chemical Hygiene Officer role

#### Part X

P 61 Eduphoria point clarification

## Part XI

- P 68 New base wage / calculation example
- P 69 New job title Special Olympics Coordinator
- P 73 Move New teacher advisor to Part IX  
Change in hourly rates
- P 74 Move Calendar Clarification to Part IV
- P 77 Added Sick Leave Value - correction in location to below HRA language  
Added Chemical Hygiene Officer

## Hourly Employees

### Section 6.3

- P 11 changed language to match Teacher Guidelines

### Section 7.1

- P 17 Removed reference to percent paid to match HR documents and Teacher Guidelines for dollar amounts. Referred staff to HR Department for contributions to prevent confusion of 24 different amounts

### Section 7.2

- P 18 Generalized clinic staff

### Section 9.1

- P 25 Increased value of a sick day by same amount as teachers

### Section 14.0

- P 33 Increased hourly rate of Other Duties by same amount as teachers

Appendices B - D will be updated according to Board action on wages

Appendix F - Increased ABP amount equal to teachers

## Administration and Admin Support

- PP 11-12 Removal of percentages and addition of dollar contributions for health insurance
- P 12-13 Generalized clinic staff
- P 13-14 Removal of percentages and addition of dollar contributions for dental insurance
- P 19 Added language about paid leave to be consistent with other employee groups