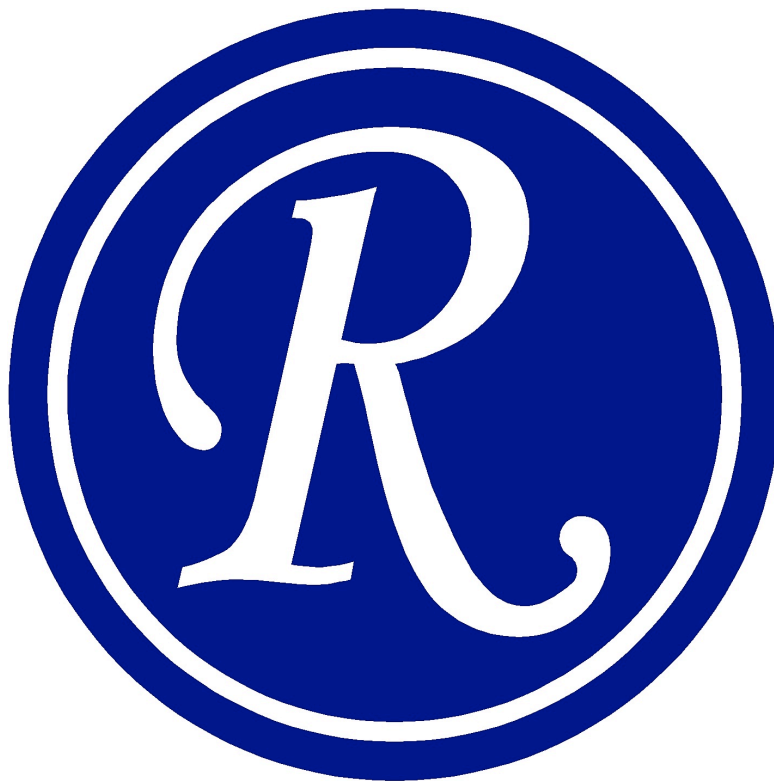


# **SCHOOL DISTRICT OF REEDSBURG**

## **EMPLOYEE HANDBOOK UPDATE MAY / JUNE 2015**

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**The School District of Reedsburg is an equal opportunity employer.**

# Employee Handbook - Updates May 18, 2015

## 1. Page 16

### PAYROLL PROCESSING

#### Pay Periods:

All Employees shall be paid on or the weekday nearest to the first (1<sup>st</sup>) and fifteenth (15<sup>th</sup>) day of each month. For hourly employees the payroll on the first (1<sup>st</sup>) day of the month will reflect hours worked from the sixth (6<sup>th</sup>) day of the preceding month through the twentieth (20<sup>th</sup>) day of the preceding month. The payroll on the fifteenth (15<sup>th</sup>) day of the month will reflect hours worked from the twenty first (21<sup>st</sup>) day of the preceding month through the fifth (5<sup>th</sup>) day of the present month. ***For hourly employees the payroll on the first (1<sup>st</sup>) day of the month will reflect hours worked from the first (1st) day of the preceding month through the fifteenth (15th) day of the month. The payroll on the fifteenth (15th) day of the month will reflect hours worked from the sixteenth (16th) day of the preceding month through the end of the prior month.***

## 2. Page 17

#### Extra-curricular stipend:

Activity assignments will be offered to the individual who, in the sole discretion of the District, is the most qualified applicant. The District has the right to determine the compensation for extra-curricular activity assignments. The stipend for extra-curricular activities shall be specified in the individual extra-curricular supplemental agreement by either a stated percentage of \$35,958 **\$36,000** or a specified flat dollar amount.

## 3. Page 29 - Administrators

### POST EMPLOYMENT BENEFIT

***Please see Addendum #2 at the end of this Handbook.***

For the 2014-2015 school year, administrators who have completed twenty (20) years of service with the District and/or ten (10) years of service as an administrator with the District, who will be age fifty five (55) by June 30, 2015, and who apply for retirement under the Wisconsin Retirement System are eligible for this post employment benefit. Eligible administrators must submit a written application for the post employment benefit by January 31, 2015.

Upon retirement, the District will continue to contribute toward the monthly health insurance premium cost up to a maximum of \$126,000 for family coverage and \$58,000 for single coverage for up to ten (10) years OR Medicare eligibility (typically at age sixty five (65)), whichever occurs first. The benefit is determined by the type of coverage (family or single) the retiree had in place on June 1, 2015.

Upon the death of the retiree, any remaining post employment benefit will be available to the surviving spouse, if any, under the same terms and conditions as the retiree. Any remaining balance of the benefit upon the conclusion of the post employment benefit period up to ten (10) years OR Medicare eligibility (typically at age sixty five (65)), whichever occurs first, will be forfeited.

#### 4. Page 29 - Administrators

##### LONG-TERM CARE INSURANCE

The District shall contribute ~~eighty-eight percent (88%)~~ **\$91.44 toward** the cost of the monthly long-term care insurance premiums. Regular Part-time employees will have the District's long-term care insurance contribution pro-rated.

#### 5. Page 30 - Administrators

##### SICK DAYS

Administrators are eligible for twelve (12) sick days per year with an accumulation of up to ~~eighty (80)~~ **one hundred (100)** sick days.

#### 6. Page 31 – Teachers

##### POST EMPLOYMENT BENEFIT

**Please see Addendum #2 at the end of this Handbook.**

~~For the 2014-2015 school year, teachers who have completed twenty (20) years of service with the District, who will be age fifty-five (55) by June 30, 2015, and who apply for retirement under the Wisconsin Retirement System are eligible for the post employment benefit. Eligible teachers must submit a written application for the post employment benefit by January 31, 2015. Upon retirement, the District will continue to contribute toward the monthly health insurance premium cost (family \$1308.78 and single \$594.38) in effect at the time of retirement up to a maximum of \$79,000 for family coverage and \$36,000 for single coverage for up to seven (7) years OR Medicare eligibility (typically at age sixty-five (65)), whichever occurs first. The benefit is determined by the type of coverage (family or single) the retiree had in place on June 1, 2015.~~

~~Upon the death of the retiree, any remaining post employment benefit will be available to the surviving spouse, if any, under the same terms and conditions as the retiree. Any remaining balance of the benefit upon the conclusion of the post employment benefit period up to seven (7) years OR Medicare eligibility (typically at age sixty-five (65)), whichever occurs first, will be forfeited. Upon eligibility for the Post Employment Benefit (or death while under contract), all unused sick leave shall accrue to the credit of the teacher or his/her estate, at the rate of \$40 (forty) dollars per day, to a maximum of \$2,500 (two thousand five hundred). The \$2,500 (two thousand five hundred) shall be paid into a 403b Tax Shelter Annuity (TSA) upon retirement.~~

#### 7. Page 31 - Teachers

##### LONG-TERM CARE INSURANCE

The District agrees to contribute ~~eighty-eight percent (88%)~~ **\$91.44 toward** the cost of the monthly long-term care insurance premiums. Regular Part-time employees will have the District's long-term care insurance contributions pro-rated.

## 8. Page 32 - Teachers

### CONTINUING EDUCATION

1. The District reserves the right to require employees to pursue certain coursework (at District expense).
2. The District may provide reimbursement for the voluntary pursuit of coursework. Voluntary coursework reimbursements must be:
  - a. Substantially related to the position held.
  - b. Pre-approved (at the sole discretion of the District Administrator – may be denied for any / no reason).
- ~~3. For each university or college credit approved by the district administrator/designee, the Board of Education will reimburse at actual cost, not to exceed \$100 (one hundred) for each undergraduate credit and actual cost, not to exceed \$150 (one hundred fifty) for each graduate credit for the contract year if the teacher earns a grade of “B” or higher. Teachers must be employed by the district the following year to receive reimbursement. Vocational school credits will be reimbursed at actual cost, not to exceed \$100 (one hundred) for each credit. Quarter credits will be counted at two-thirds (2/3) value of semester credits.~~
- ~~4. The District will reimburse for up to ten (10) graduate, undergraduate or vocational credits in any year (September 1 – August 31). The maximum reimbursement in any year (September 1 – August 31) is \$1,000.00. A transcript or grade report shall be filed at the district office no later than September 1. Reimbursement will be made on October 1.~~

## 9. Page 34 – Custodians

### VACATION

Paid vacation for Custodial and Maintenance employees will include:

1 Year	1 Week
2 Years	2 Weeks
<del>5 Years</del>	
7 Years	3 Weeks
<del>12 Years</del>	
15 Years	4 Weeks
15 Years	4 Weeks & ½ day per year over 15 years

**NOTE: Staff that have earned beyond the new schedule of vacation time will be grand-fathered at their present level or until the new schedule allows for a change.**

## 10. Page 37 – Food Service

### SICK DAYS

Food Service employees are eligible for ten (10) sick days per year with an accumulation of up to ~~seventy (70)~~ **one hundred (100)** sick days.

## 11. Page 38 & 39 – Bus Drivers

### SICK LEAVE COMPENSATION

1. If no sick leave days are used the year after ~~the maximum~~ forty (40) days is accumulated, a bonus of \$50.00 shall be paid to the driver on July 1.
2. If no more than three (3) sick days are used the year after ~~the maximum~~ forty (40) days is accumulated, a bonus of \$30.00 shall be paid to the driver on July 1.
3. If no more than four (4) sick days are used the year after ~~the maximum~~ forty (40) days is accumulated a bonus of \$20.00 shall be paid to the driver on July 1.

### SICK DAYS

Bus Drivers are eligible for nine (9) sick days per year with an accumulation of up to ~~seventy (70)~~ **one hundred (100)** sick days.

## 12. Page 40 - **BOOKKEEPERS, BUS MECHANICS, DISPATCHERS, & SECRETARIES**

### VACATION (CALENDAR YEAR EMPLOYEES)

Paid vacation for those who are classified as Calendar year Employees will include:

1 Year	1 Week
2 Years	2 Weeks
<del>5 Years</del>	
7 Years	3 Weeks
<del>12 Years</del>	
15 Years	4 Weeks
15 Years	<del>4 Weeks</del> & <b>1/2 day per year over 15 years</b>

**NOTE: Staff that have earned beyond the new schedule of vacation time will be grand-fathered at their present level or until the new schedule allows for a change.**

### 13. Page 46 – Administration

## ADDENDUM #1

### POST EMPLOYMENT BENEFIT

**Refer to individual administrative contract benefit language for post-employment benefit.**

#### Retirement

1. The administrator may retire at age 55 or older, provided he/she has served the district for a minimum of 10 years. If the administrator retires pursuant to this provision, the school district shall continue to pay 100% of the health insurance premium that is in effect on February 1, for a period of 10 years. However, if the administrator is no longer employed by the district, and the district's insurance carrier declines to permit re-enrollment into the district's health care plan, the administrator shall be paid said dollar amount on the same schedule as premiums would ordinarily be paid under this provision. For purposes of this provision, the administrator shall be deemed to have "retired" provided he/she has made a good faith application to receive retirement benefits through the Wisconsin Retirement System and, further, provided that fully paid health insurance is not available to him/her through any other employer by whom he/she is employed; in this regard, the term "retired" shall not be interpreted to preclude subsequent employment by the Administrator.

2. In the event the retired administrator should die during the benefit period, the retiree's spouse may continue to be covered for the remainder of the benefit period. If the administrator is eligible for retirement, but has not retired at the time of the administrator's death, the administrator's spouse may continue to be covered for the remainder of the eligible retirement benefit period.

If the District, in its discretion, determines that the health insurance benefit or retirement benefit described herein results in a negative tax implication for the District, the Board reserves the right to terminate the benefit(s) and replace the benefit(s) with a new benefit(s) as selected by the Board. Before terminating the benefit(s) and replacing the benefit(s) with a new benefit(s), the Board shall meet with the Administrator to engage in meaningful discussions and negotiations with the Administrator concerning the replacement benefit(s). However, in the event that the Board and the Administrator are unable to reach a voluntary agreement concerning the replacement benefit(s), the Board shall have the right to implement a new benefit(s).

## 14. Page 47 – Teachers

### ADDENDUM #2

#### POST EMPLOYMENT BENEFIT 2014-2015 AND 2015-2016

- A.) Any teacher who both meets the qualifying criteria and actually retires at the end of the 2014-15 school year will receive the benefits currently defined in the Employee Handbook for 2014-2015;
- 1.) For the 2014-2015 school year, teachers who have completed twenty (20) years of service with the District, who will be age fifty-five (55) by June 30, 2015, and who apply for retirement under the Wisconsin Retirement System are eligible for the post employment benefit. Eligible teachers must submit a written application for the post employment benefit by January 31, 2015. Upon retirement, the District will continue to contribute toward the monthly health insurance premium cost (family \$1308.78 and single \$594.38) in effect at the time of retirement up to a maximum of \$79,000 for family coverage and \$36,000 for single coverage for up to seven (7) years OR Medicare eligibility (typically at age sixty-five (65)), whichever occurs first. The benefit is determined by the type of coverage (family or single) the retiree had in place on June 1, 2015.
  - 2.) Upon the death of the retiree, any remaining post employment benefit will be available to the surviving spouse, if any, under the same terms and conditions as the retiree. Any remaining balance of the benefit upon the conclusion of the post employment benefit period up to seven (7) years OR Medicare eligibility (typically at age sixty-five (65)), whichever occurs first, will be forfeited.
  - 3.) Upon eligibility for the Post Employment Benefit (or death while under contract), all unused sick leave shall accrue to the credit of the teacher or his/her estate, at the rate of \$40 (forty) dollars per day, to a maximum of \$2,500 (two thousand five hundred). The \$2,500 (two thousand five hundred) shall be paid into a 403b Tax Shelter Annuity (TSA) upon retirement.
- B.) Any teacher who meets the qualifying criteria to retire at the end of the 2014-15 school year, but chooses to retire at the end of the 2015-16 school year will receive the following (alternative) benefit:
- a. A retiring teacher who would have been eligible for family health insurance benefits had he/she retired at the end of the 2014-15 school year, will receive cash contributions equal to \$1300 per month. The calculation of this benefit will include a maximum of 60 months, but will end with the month during which the retiree becomes eligible for Medicare.
  - b. A retiring teacher who would have been eligible for single health insurance benefits will receive cash contributions equal to \$600 per month. The calculation of this benefit will include a maximum of 60 months, but will end with the month during which the retiree becomes eligible for Medicare.
- C.) Nothing about this plan would give any clarity regarding the benefit available to any teacher who does not meet the qualifying criteria at the end of the 2014-15 school year. Additionally, nothing about this plan would give any clarity regarding the benefit available to any teacher who is eligible at the end of the 2014-15 school year, but chooses not to retire at the end of either the 2014-15 or 2015-16 school year.