

School District of Reedsburg

Employee Handbook

Revision Summary

Date: December 15, 2014

1. Payroll Periods - Page 16

- a. We recommend changing payroll periods from the 6th to the 20th and the 21st to the 5th of each month to the 1st to the 15th and the 16th through the end of the month. Check dates will remain the same (1st and 15th). A transition period starting with the May 1 paycheck is outlined in the handbook.

UPDATE - Note: In November we discussed changing school year hourly staff after the school year ends, unfortunately that is not feasible. All hourly employees will be paid the number of days for the payroll periods listed in the Handbook.

Benefits include having the fiscal year end on June 30 without having to do an additional payroll run covering July 1 through July 6 and this change will also allow additional time to process payrolls.

2. Payroll Deductions – Page 16

- a. The change allows Tax Shelter Annuity (TSA) deductions to only be deducted on the 1st payroll of each month.

3. Time Card Procedures – Page 16

- a. Add True Time language to allow for approval of hours worked.

4. Extra-curricular Stipend – Page 17

- a. Change language to reflect that extra-curricular assignments are detailed on a supplemental agreement and payment is based on either a flat dollar amount OR a percentage of the dollar amount stated, which is \$35,958.

5. Add language – Page 16, 20

- a. Change Payroll Specialist to Payroll and Human Resource Department.

6. Post Employment Benefit – Administrators – Page 29

We recommend deleting the last sentence in the second paragraph, allowing a retiree to utilize the up to the maximum funds during the period of the benefit (language change is shown below).

With the uncertainty of the impact of the Affordable Care Act (ACA) on post-employment benefits for health insurance we recommend no change in that language at this time. Individual contracts may differ from the language in the Handbook.

ADMINISTRATION

POST EMPLOYMENT BENEFIT

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 ~~(family \$1308.78 and single \$594.38)~~ in effect at the time of retirement 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. **The maximum**

~~amount the District will contribute is the actual cost of the premium each month limited to the current family premium of \$1308.78 and single premium of \$594.38.~~

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.

7. Post Employment Benefit – Teachers - Page 31

We recommend deleting the last sentence in the second paragraph, allowing a retiree to utilize the up to the maximum funds during the period of the benefit (language change is shown below). We also recommend adding language for payment of unused sick leave.

TEACHERS

POST EMPLOYMENT BENEFIT

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. ~~The maximum amount the District will contribute is the actual cost of the premium each month limited to the current family premium of \$1308.78 and single premium of \$594.38.~~

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.

Add: Unused Sick Leave payment:

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.

8. **Mentoring – Page 33**
 - a. Change mentor compensation from 1.5% of the base salary to a flat \$540 as we no longer have a salary schedule and therefore no base salary.

9. **Summer School Compensation – Page 33**
 - a. Add language for summer school compensation.

10. **Teacher-In-Charge**
 - a. Add language for compensation of Teacher-In-Charge.

11. **Attendance Bonus – Bus Drivers - Page 37**
 - a. Delete emergency and replace with bereavement.

12. **Secretaries & Bookkeepers – page 39 & 40**
 - a. Change group description to include all employee classes in this category to include bus mechanics and dispatchers. Group now includes: Bookkeepers, Bus Mechanics, Dispatchers, and Secretaries.

13. **Contact Information – Page 41**
 - a. Updated page to delete individual names.

14. **Appendix – Page 44**
 - a. Delete cross reference page to old Board Policies.

A Table of Contents and Index will be created following approval of Handbook changes.