



# **EMPLOYEE HANDBOOK**

**Our mission is to prepare our students  
for the future, instill a sense of  
respect and a passion for learning.**

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

## EMPLOYEE ACKNOWLEDGEMENT

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To be signed by employees at the time of hire and submitted to the Human Resources Department.

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I hereby acknowledge that I have read the *School District of Reedsburg Employee Handbook*, which can be accessed online on the District's website.

My signature below indicates that I have read the *Handbook* and that I understand that I am expected to abide by the standards, policies and procedures defined or referenced in this document. It is also important to know that there are additional regulations, policies and laws that affect my employment, including the policies set forth in the School District of Reedsburg Board Policy Manual, job descriptions, and other state and federal laws. The *School District of Reedsburg Employee Handbook* can be located throughout the District in school libraries, in various supervisors' offices, and on the District's website at <http://www.rsd.k12.wi.us>. I understand that this Handbook includes the policies and procedures in effect at the time of publication. The information in this *Handbook* is subject to change, which will be done consistent with the manner in which changes are made to Board Policy. I understand that changes in District policies may supersede, modify or eliminate the information summarized in this *Handbook*. As the District provides updated policy information, I accept responsibility for reading and abiding by the changes. I understand that this *Handbook* does not constitute a guarantee of future employment, future benefits, or a binding contract with the District for employment or benefits or for any other purpose. I understand that nothing in this *Handbook* is intended to confer a property interest in my continued employment with the District. I understand that I have an obligation to inform my supervisor of any changes in my personal information, such as phone number, address, etc. I also accept responsibility for contacting my supervisor if I have any questions, concerns or need further explanation. If any written contract between the District and an employee (or group of employees) conflicts with any provision of this *Handbook*, the contract shall govern with respect to that issue.

I understand that I must sign and date a copy of this receipt and return it to the Human Resources Department, and my employment status with the District is not complete without a signed acknowledgement form. Failure to provide a signed acknowledgement may result in termination of employment.

Name (*please print*): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

***(This page will be maintained in the employee's personnel file. After the employee ceases employment with the District, the District will maintain this record pursuant to its records retention schedule, or if none, for a period of no less than seven (7) years.)***

# **PART I**

## **Provisions Applicable to All Employees**

## PREAMBLE

The Board of Education and Administration are committed to building a positive and effective working relationship with all employees, students, parents, guardians, and our community. We believe that a strong and effective school district depends on the ability of everyone to work well together, and we further believe that a strong and effective communication system and shared accountability is essential for the continued improvement of our school district.

To support the work environment and working relationships of and between all employees, and to advance the District's Mission and goals, this Handbook strives to promote the following:

- Respect for all employees and students
- Value the contributions of every employee
- Communication with respect and honesty
- Encourage employee professional growth and development
- Recognize the varying needs and interests of our employees
- Focus on the future and embrace the opportunities it presents
- Student centered decision making
- Fiscal responsibility

## **ABOUT THIS HANDBOOK**

This *Handbook* is provided as a reference document for the School District of Reedsburg's (hereinafter referred to as "District") employees. For purposes of this *Handbook*, employee means any regular full-time and part-time administrative, professional (including teachers), instructional support staff employees, clerical employees, support staff, bookkeepers, administrative assistants, custodial employees, food service employees, maintenance employees, school bus drivers, school bus mechanics, technology department staff, and all other exempt and non-exempt employees (excludes all seasonal, temporary, substitute, limited-term, replacement, or casual employees).

The language, which appears in this *Handbook* is not intended to create, nor is it to be construed to constitute, a contract between the District and any one or all of its employees or a guaranty of continued employment. Subject to any applicable employment contract, Board Policy, or *Handbook* provision, employment will follow the good and sufficient reason standard of employment.

This *Handbook* is intended to provide employees with information regarding policies, procedures, ethics, expectations, and standards of the District; however, this *Handbook* should not be considered all-inclusive. The rights and obligations of all employees are governed by all applicable laws and regulations, including, but not limited by enumeration, the following: Federal laws and regulations, the laws of the State of Wisconsin, Wisconsin State Administrative Code and the policies of the School District of Reedsburg Board of Education.

- A. Disclaimer: The contents of this *Handbook* are presented as a matter of information only. The provisions described are not conditions of employment. The District has the right to modify, revoke, suspend, terminate, or change any or all such provisions in this *Handbook*, in whole or in part, at any time, which will be done consistent with the manner in which changes are made to Board Policy.

- B. If any provision or section within this *Handbook* is held to be invalid by operation of law, the remainder of this *Handbook* shall not be affected thereby. Any change in the law will impact the operation and enforcement of the provisions of this *Handbook* by modifying the provisions to conform to the law.
- C. The District has the right to interpret and apply the provisions of this *Handbook* in its discretion and as it deems appropriate as an essential management right and to determine whether specific circumstances require deviation from its terms.

## DEFINITIONS

- A. Administrative Employees: A person who is required to have a contract under Wis. Stat. § 118.24, and other supervisory administrative personnel designated by the District.
- B. Bus Driver: A school bus driver as defined in Wis. Stat. § 121.52(2)(a)
- C. Calendar Year Employee: An employee scheduled to work year round during the fiscal year (July 1 to June 30).
- D. Casual Employee: A person who is not scheduled to work on a regular basis and/or a student employee whose employment will terminate with the loss of his/her student status.
- E. Day: A day when the Central Office is open, unless otherwise specified herein.
- F. Regular Employees: Employees whom the District considers continuously employed, working either a calendar or school year, until the District, at its discretion, changes the status of the employee. Upon hire, a Regular Employee will be notified of his/her status as a Regular Employee and his/her classification in one of the following categories:

Administrator  
 Teacher  
 Custodial & Maintenance  
 Paraprofessionals (Teaching Assistants)  
 Food Service  
 Bus Drivers & Bus Mechanics  
 Secretaries & Bookkeepers

1. Regular Full-time Employee: An employee is assigned to work thirty (30) hours or more per week in a school year or more.
2. Regular Part-time Employee: An employee who is assigned to work a school year or more, but less than thirty (30) hours per week.
3. Exclusions: A regular full-time or regular part-time employee does not include casual, substitute, or temporary employees as defined in this Section.
4. For purposes of hours assigned to work per week for the employee's classification as a Regular Part-Time or Regular Full-Time Employee, only those hours worked in the employee's regular position with the District will be counted. Thus, if an employee also works in a casual, substitute or temporary capacity or in an extra-curricular assignment in addition to his/her regular position with the District, the additional hours worked will not change the employee's classification from Regular Part-Time Employee to Regular

Full-Time Employee. If an employee has a question about his/her classification, the employee must contact the Director of Human Resources.

- G. School year employee: An employee scheduled to work the school year.
- H. Seasonal/Summer School Employees: An employee who is hired for a specific period of time usually related to the seasonal needs of the District. A “summer school employee” is defined as an employee who is hired to work for the District as part of the summer school session. “Summer school session” is defined as the supplemental educational program offered for District students pursuant to Department of Public Instruction rules and regulations.
1. If seasonal/summer school session employment is available, the District may offer seasonal/summer school employment to the applicable qualified regular school year employee. The District is free to use an outside provider to perform such work.
  2. The terms and conditions of employment for seasonal/summer school session shall be established by the District at the time of hire. Unless specifically set forth by the District at the time of hire, work performed by a regular employee during a seasonal or summer school session shall not be used to determine eligibility or contribution for any benefits, length of service or wage/salary levels.
- I. Substitute Employees: A person hired to replace a regular employee during the regular employee's absence. A substitute employee has no expectation of benefits and continued employment.
- J. Supervisor: Administrators and other managers designated by the District who have responsibility for the supervision and evaluation of assigned employees. The District will identify the individual employee’s supervisor on the employee’s job description.
- K. Teachers: A person hired under a contract under Wis. Stat. § 118.21.
- L. Temporary Employees: A person hired for a specific project or position for a specific length of time. A temporary employee has no expectation of benefits and continued employment.
- M. Non-Exempt (Hourly) Employees: A person paid by the District for his/her work on an hourly basis and who satisfies the definition of non-exempt as used by the Fair Labor Standards Act.
- N. Exempt (Salaried) Employees: A person paid by the District for his/her work on a salaried basis and who satisfies the definition of exempt as used by the Fair Labor Standards Act.

## EMPLOYEE CONDUCT, ETHICS AND WORK GUIDELINES

Employees of the School District of Reedsburg are expected to follow guidelines of conduct and ethics that protect the interests and safety of all students and employees. Employees are also expected to maintain behavior that strengthens public respect for the District. Examples of expected ethical conduct are listed below:

- Use the school properties and equipment for officially authorized activities only.
- It is the policy of the Board that professional staff members may accept gifts of nominal value from students or parents as described in Board Policy 3214 & 4214 - *Staff Gifts*.
- Shall not use his/her position to promote partisan politics, sectarian religious views, or selfish propaganda of any kind, or for personal, or non-monetary gain.
- Shall not use his/her office or position in a way that produces or assists in the production of a substantial benefit, direct or indirect, for the employee, members of his/her immediate family or an organization with which the employee is associated.
- Adhere to all ethical standards for public employees and officials required by state law and/or promoted by professional organizations.

It is not possible to list all the forms of behavior that are considered unacceptable in the workplace, but the following are examples of unacceptable workplace conduct that may result in disciplinary action:

- Discourteous conduct or poor service to students, parents/guardians, employees, or the public.
- Theft or inappropriate, unauthorized removal or possession of District or coworker's property; use of District equipment or supplies for personal projects.
- Excessive or unauthorized absenteeism or tardiness, giving false reasons for absences from work, or for failing to report absences. (*Ref. Attendance in this Handbook*)
- Falsification of timekeeping records.
- Unauthorized overtime or failure to record overtime worked.
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty, or while operating District owned or leased vehicles or equipment.
- Smoking on District property and/or District vehicles.
- Fighting, intimidation or threatening violence in the workplace.
- Disruptive activity in the workplace.
- Insubordination or other disrespectful conduct.
- Deliberate statements or actions detrimental to the District; knowingly spreading false reports intended to disrupt relationships among employees and/or between employees and the District.
- Improper, careless, negligent, destructive, or unsafe use or operation of equipment or vehicles.
- Violation of rules and/or policies that create health or safety concerns.
- Possession of dangerous or unauthorized materials, such as explosives, weapons, or firearms in the workplace or on the premises.
- Sexual or other forms of harassment. *Ref. Board Policies 3362 & 4362 Employee Anti-Harassment and Board Policy 5517 Student Anti-Harassment.*
- Transmitting, retrieving or storing any documents or communications of a discriminatory, harassing, or pornographic nature.
- Disparaging, abusive, profane, or offensive language.
- Illegal activities including piracy, extortion, blackmail, or copyright infringement.
- Unauthorized use of the telephone/computers/email/internet. *Ref. Board Policy 7540.04 - Staff Network and Internet Acceptable Use and Safety and Board Policy 5136 - Wireless Communication Devices.*
- Unauthorized disclosure of District, employee, or student confidential information.
- Unsatisfactory work performance or conduct; deliberate or excessive waste of materials; poor workmanship or low productivity.
- Violation of *Employee Handbook* provisions and other directives from the Board, District Administrator, or supervisors.

### EQUAL OPPORTUNITY EMPLOYMENT NOTICE

Pursuant to applicable state and federal law, the School District of Reedsburg does not discriminate in employment opportunities or practices on the basis of race, color, religion, national origin, creed, ancestry, age, sex, sexual orientation, pregnancy, marital or parental status, arrest or conviction record, military status, use or non-use of lawful products off the employer's premises during nonworking hours, physical, mental, emotional, or learning disability, or other basis protected by law.

The School District of Reedsburg will make reasonable accommodations for qualified individuals with known disabilities unless making the reasonable accommodation would result in an undue hardship to the School District of Reedsburg, in accordance with the Americans with Disabilities Act and the Wisconsin Fair Employment Act.

This policy covers all employment practices including but not limited to: selection, job assignment, compensation, discipline, termination, and access to benefits and training. Anyone who believes that the School District of Reedsburg has inadequately applied the principles and/or regulations of any state or

federal law pertaining to employment practices may file a complaint with the Director of Human Resources and Employee Relations or the District Administrator at the Central Office, 501 K Street, Reedsburg, Wisconsin 53959, or by telephone at (608) 524-2016.

*Ref. Board Policy 4200 Equal Opportunity Employment Notice*

### Equal Opportunity Complaints

The District encourages informal resolution of complaints under this Board Policy. A formal complaint resolution procedure is available; however, to address allegations of violations of the Board Policy in the District.

*Ref. Board Policy 4205 Complaint Procedures – Employment*

### PHYSICAL EXAMINATION

Prior to completing the hiring process all new employees are required to have a physical examination, which includes a tuberculin test, and because the positions in the District are safety sensitive in that they supervise and/or interact with minor children, new employees must also pass a test for controlled substances the result of which must indicate there is no evidence of non-prescribed (illegal) drug use. Any individual who refuses to submit to or fails to pass the post-offer, pre-employment drug test shall be rejected for hire and shall be disqualified for hire in the future. The District shall pay for the physical exam, tuberculin test, and drug test. The District will contract with a provider identified by the District personnel office for the physical, TB test, and drug test. If the physician prescribes a chest x-ray, the District shall pay for it. The physician will furnish the District with the results of the exam, tuberculin test and/or chest x-ray, and drug test.

*Reference: Board Policies 3160 & 4160 - Physical Examination.*

### FAMILY AND MEDICAL LEAVE ACT

The District provides leave in compliance with state and federal Family and Medical Leave laws. In addition, specific information about the federal law is included below. Any other leaves of absence provided under District policies run concurrently with any leaves taken under state or federal Family and Medical Leave Laws.

Additional information on FMLA is available at [www.rsd.k12.wi.us/staffresources](http://www.rsd.k12.wi.us/staffresources).

Any questions pertaining to FMLA may be directed to the Human Resources Department.

*Ref. Board Policy 3430.01 & 4430.01 - Family Medical Leave Act (FMLA).*

### HARASSMENT AND BULLYING

The District is committed to providing fair and equal employment opportunities and to providing a professional work environment free of all forms of harassment and bullying. The District shall not tolerate harassment based on any personal characteristic, as described in *Board Policy 3122 & 4122 Non-Discrimination and Equal Employment Opportunity*. Harassment and other unacceptable activities that could alter conditions of employment, or form a basis for personnel decisions, or interfere with an employee's work performance are specifically prohibited. Sexual harassment, whether committed by supervisory or non-supervisory personnel, is unlawful and also specifically prohibited. In addition, the District shall not tolerate acts of non-employees (volunteers, vendors, visitors, etc.) that have the effect of harassing District employees in the workplace. Harassment can occur as a result of a single incident or a pattern of behavior where the purpose or effect of such behavior is to create an intimidating, hostile or offensive working environment. Harassment encompasses a broad range of physical and verbal behavior that can include, but is not limited to, the following:



- A. Unwelcome sexual advances, comments or innuendos;
- B. Physical or verbal abuse;
- C. Jokes, insults or slurs based on any personal characteristic as described in Board Policy 3362 & 4362 Employee Anti-Harassment. (Such comments are unacceptable whether or not the individual within the protected class is present in the workplace to overhear them and whether or not a member of a class professes to tolerate such remarks);
- D. Taunting based on any personal characteristic as described in Board Policy 3362 & 4362 Employee Anti-Harassment; and/or
- E. Requests for sexual favors used as a condition of employment or affecting any personnel decisions such as hiring, promotion, compensation, etc.

All employees are responsible for ensuring that harassment and bullying do not occur. It is the intent of the District to comply with both the letter and spirit of the law in making certain that harassment and bullying do not exist in its policies, regulations and operations. Anyone who believes that he/she has been the subject of harassment or bullying or has knowledge of violations of this policy shall report the matter in accordance with established complaint procedures <http://www.sdr.k12.wi.us/policies>. All reports regarding employee harassment or bullying shall be taken seriously, treated fairly and promptly and thoroughly investigated. Individual privacy shall be protected to the extent possible. There shall be no retaliation against any person who files a complaint under this policy. The District shall take appropriate and necessary action to eliminate employee harassment and bullying. Actions that are determined to be harassment or bullying shall be subject to disciplinary action, up to and including dismissal.

All employees have a duty to report incidents of alleged harassment or bullying to their immediate supervisor or designated equal employment officer. Employees who fail to report incidents of alleged harassment or bullying may be subject to disciplinary action, up to and including dismissal. In addition, supervisory employees who fail to respond to harassment or bullying complaints or to act on their knowledge of violation of this policy will likewise be subject to disciplinary action, up to and including dismissal.

*Ref. Board Policy 3362 & 4362 Employee Anti-Harassment*

## UNIFORMED SERVICES LEAVE

### **Uniformed Services Leave of Absence:**

Employees performing duty, whether on a voluntary or involuntary basis, in a uniformed service shall be granted a leave of absence without pay in accordance with the provisions of federal law and state law. Additional leave beyond that required by law for such uniformed services may be granted at the discretion of the Board.

### **Request for Uniformed Services Leave:**

When time permits, the request for a reserve military leave should be as far in advance as possible so the employer can adequately plan for the absence. Whenever possible, the request should be accompanied by a copy of the reservist's military orders. The request shall be submitted to the District Administrator or his/her designee.

## WISCONSIN RETIREMENT SYSTEM (WRS) CONTRIBUTIONS

The Board will contribute the employer's share to the Wisconsin Retirement System for all eligible employees. The employee will pay the employee's contribution to the Wisconsin Retirement System as set forth in state statute.

## WORKER'S COMPENSATION COVERAGE AND REPORTING RESPONSIBILITIES

All employees shall be covered by Worker's Compensation Insurance. If an employee sustains a work-related injury, the employee must immediately report the accident to Secura Insurance Company Nurse Hotline at 1-888-333-3334 after any necessary first aid or medical attention if necessary. The injured employee can call Secura Insurance Company directly. Ideally, the supervisor and injured employee should place the call together. The call shall be made as soon as possible after the injury occurs. Employees are expected to provide their supervisor with additional information about any changes in their work related injury as they occur.

## MANDATORY REPORTING OF CHILD ABUSE OR NEGLECT

State statutes mandate that any employee of a school district who has reasonable cause to suspect that a child, seen by the person in the course of his/her employment with the District, has been abused or neglected or who has reason to believe that a child, seen by the person in the course of his/her employment with the District, has been threatened with abuse or neglect, or that abuse or neglect of the child will occur, shall immediately inform, by telephone or personally, the applicable District administrative personnel and Sauk County Human Services at (608) 355-4200 or local law enforcement. Abuse or neglect of a child may include physical abuse, emotional abuse, sexual abuse, or failure to provide for the basic needs of a child.

The law prohibits anyone who makes a report in good faith from being fired, discipline, or discriminated against, and the reporter is protected from civil or criminal liability. In addition, the report is to be kept confidential with no identifying information provided regarding the school employee who makes a report.

Any questions about this mandatory reporting requirement may be directed to a school principal or the Director of Pupil Services.

## DRUG, ALCOHOL, AND TOBACCO FREE WORKPLACE

The District seeks to provide a safe drug-free workplace for all of its employees.

- A. Prohibited Acts - Drugs and Alcohol: The manufacture, distribution, dispensation, possession, use of or presence under the influence of alcohol, inhalants, controlled substances or substances represented to be such, or unauthorized prescription medication, is prohibited on school premises or at school activities. Employees of the District shall not possess, use, distribute or be under the influence of any illicit drug or alcoholic beverage as defined in Wisconsin Statutes while on school premises or while responsible for students on school-sponsored trips. In addition, the District prohibits employees from engaging in the manufacture, distribution, dispensation, possession, or use of illegal drugs, controlled substances, or unauthorized prescription medication at any time and in any location, even where the employee is not on District premises or on work time. Any employee who violates the District's Drug and Alcohol Policy may be disciplined, up to and including termination. All District employees shall cooperate with law enforcement agencies in investigations concerning any violation of this provision.
- B. Tobacco Products: Employees shall not use tobacco products on District premises, in District vehicles, nor in the presence of students at school or school-related activities. Employees who violate this policy will be subject to disciplinary action, up to and including termination from employment. Wis. Stat. § 120.12(20).
- C. Drug-Free Awareness Program: As required by the Federal Drug Free Workplace Act, the District shall establish a drug-free awareness program to inform employees about the dangers of drug abuse in the workplace, the District's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation and (if applicable) employee assistance abuse programs (Board Policy 3170 – Substance Abuse), and the penalties that may be imposed upon employees for drug abuse violations. 41 U.S.C. § 702(a) (1).

- D. Reasonable Suspicion Testing: All employees shall be required to undergo alcohol and drug testing at any time the District has reasonable suspicion to believe that the employee has violated the District's policy concerning alcohol and/or drugs. Reasonable suspicion alcohol or drug testing may be conducted when there is reasonable suspicion to believe that the employee has used or is using drugs or alcohol prior to reporting for duty, or while on duty, or prior to or while attending any District function on or off District property. The District's determination that reasonable cause exists must be based on specific, contemporaneous, accurate observations concerning the appearance, behavior, speech, or body odors of the employee. A trained supervisor must make the observations. Refusal to consent to testing will result in disciplinary action, up to and including termination of employment.
- E. Notification of Conviction: As a further condition of employment, an employee who is engaged in the performance of a federal grant shall notify the District Administrator of any criminal drug statute conviction for a violation occurring in the workplace no later than three (3) days after such conviction. Within ten (10) days of receiving such notice – from the employee or any other source – the District shall notify the federal granting agency of the conviction. After receiving notice from an employee of a conviction for any drug statute violation occurring in the workplace, the District shall either (1) take appropriate personnel action against the employee, up to and including termination of employment, or (2) require the employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health agency, law enforcement agency, or other appropriate agency. This notice complies with notice requirements imposed by the federal Drug-Free Workplace Act (41 U.S.C. 702)].
- F. Consequence for Violation: Employees who violate the District's policies and rules regarding alcohol or drug use shall be subject to disciplinary sanctions, up to and including termination -- from employment with the District, and referral to appropriate law enforcement officials for prosecution. Compliance with the District's policies and rules is mandatory and is a condition of employment. In its sole discretion, the District may allow an employee to undergo evaluation for alcoholism or drug addiction and successfully complete any recommended treatment, in lieu of termination.

*Ref. Board Policy - 3122.01 & 4122.01 Drug-Free Workplace*

### ACCEPTABLE USE OF TECHNOLOGY

The District supports access by employees to a wide range of information and communication technologies. It is anticipated that this access will enrich the educational environment. District employees are expected to abide by its policies and rules when using information technology and communication resources.

*Ref. Board Policy 7540 - Computer Technology Network and Internet Acceptable Use & Safety*

### ID BADGE

The safety and well-being of District students and employees is of the utmost importance. The District expects that an employee will display his/her ID badge in a visible location at all times during normal school hours. Each school/department will issue an ID badge to all new employees. Loss or damage of the ID badge should be reported to your school/department immediately so a replacement badge can be issued. The badge is the property of the District and must be returned upon termination from employment.

### PERSONAL APPEARANCE/STAFF DRESS CODE

The Board of Education believes that professional staff members set an example in dress and grooming for their students to follow. A professional staff member who understands this precept and adheres to it enlarges the importance of his/her task, presents an image of dignity, and encourages respect for authority. These factors act in a positive manner toward the maintenance of discipline. When on duty for the District,

professional educators are role models for students and are expected to dress in a manner that is consistent with the expectations outlined in Board Policy 3216 Staff Dress and Grooming. Business casual is most appropriate. Casual dress is appropriate for field trips, shop experience, lab experiment, or clean-up which would possibly soil clothing. Employees must get approval from their principal or supervisor to wear something other than business casual for their job-related responsibility(ies).

When assigned to District duty, all employees shall:

- Be physically clean, neat and well groomed;
- Dress in a manner consistent with their assigned responsibilities;
- Dress in a manner that communicates to students a pride in personal appearance; and
- Be groomed in such a way that their hairstyle or dress does not disrupt the educational process or cause a health or safety hazard.

*Board Policy 3216 and 4216 - Staff Dress and Grooming*

## GRIEVANCE PROCEDURE

### **Purpose:**

The purpose of this Section is to provide for the exclusive internal method for resolving grievances concerning discipline, termination and workplace safety. A determined effort shall be made to settle any grievance at the lowest possible level in the grievance procedure.

*Board Policies 3340 & 4340 - Grievance Procedure*

## ATTENDANCE

The District expects employees to be present for work. Employees are expected to adhere to their assigned schedule. Professional staff will report fifteen (15) minutes prior to the start of the school day. In order for the schools to operate effectively employees are expected to perform all assigned duties and work all scheduled hours during each designated workday unless the employee has received approved leave. Breaks and meal periods may only be taken during times designated by the employee's supervisor/building administrator and as further specified in other parts of this *Handbook*. Any deviation from assigned hours must have prior approval from the employee's supervisor/building administrator. Professional staff will be expected to attend school related meetings, such as faculty meetings, IEP's, open houses and other events that are part of the functioning of the school. Professional staff will be allowed to sign out of their building(s) during their non-teaching time to attend to decisive personal business, essential school business, or crucial family matters, such as medical or legal appointments.

Employees who are unable to report to work shall follow the applicable procedures for reporting his/her absence. Any absence from the workplace during an employee's scheduled day must be accounted for in Skyward Employee Access using the appropriate reasons. The District will monitor attendance and absence patterns. Theft of time and/or improper modification of time worked records will be investigated and will result in disciplinary action, up to and including termination. Failure to notify the District of an absence and failure to report to work on such day could result in disciplinary action, up to and including termination.

### **Absence Reporting Procedures:**

Absence reporting is the responsibility of the employee; employees are encouraged to report absences as soon as possible, and all absences must be reported according to District guidelines. Absences must be reported using Skyward Employee Access using the following standards:

#### Pre-arranged Absences:

1. Report your absence to the building secretary or to the secretary of the school at which the absence first begins.
2. Immediately enter the absence details in Skyward Employee Access.

#### Short-notice Absences (the night before or early the morning of the absence):

1. Report your absence to your building/department's designated contact.
2. Enter the absence details in Skyward Employee Access the day you return from your absence.

#### Professional Development/Other:

For absence reasons that do not impact your paid time off including: professional development, fieldtrips, and IEP meetings etc., as follows:

1. Request approval for your absence from your building principal in advance.
2. Report your absence to the building / department's designated contact.
3. Enter the absence details in Skyward Employee Access prior to the absence.

#### Extended Absences:

For absences that require a duration of more than three (3) days:

1. Notify Human Resources of your leave request.
2. Notify your building principal in advance of your leave request.
3. Report your absence to the building/department's designated contact where the absence starts prior to the absence date.
4. Enter the absence details in Skyward Employee Access prior to your absence.
5. Extended leaves may qualify for Family Medical Act Leave and other leave.

#### Important Notes:

- Paid time off for hourly employees, including sick leave, serious illness, time off without pay, bereavement, and personal leave may have a minimum amount required and thereafter may be used in increments of no less than fifteen (15) minute increments. Paid vacation may be used in one (1) hour increments.
- Paid time off for salaried employees, including sick leave, serious illness, time off without pay, bereavement, and personal leave may have a minimum amount required and thereafter may be used in increments of no less than one-half (1/2) day.
- After an absence request has been entered into Skyward, the employee will receive an email from her/her supervisor or Human Resources informing the employee that the time off request has been either approved or denied.
- To cancel a leave request in Skyward that has already been approved, please contact the Human Resources department.
- Any questions about absence reporting procedures should be directed to the employee's supervisor prior to the occurrence of an absence.

### JURY DUTY

The District shall pay employees their regular salary when required to serve on jury duty or subpoenaed to testify as part of the employee's official duties of the School District. However, upon receipt of pay from the court system, the employee must reimburse the School District of Reedsburg the amount received for any pay (excluding mileage). Employees shall report to school each day as soon as possible following their release from jury duty. Employees shall notify their administrator as soon as possible each day they are called for jury duty. A request must be submitted in Skyward Employee Access for temporary leave with pay, listing jury duty as the absence reason.

## WORK SCHEDULE

### **Employee Work Schedule**

Administration will determine the parameters of employee's specific work schedules. Supervisors are responsible for setting and communicating specific details of each employee's schedule including start time, lunch schedules, and normal ending times. The employee is responsible for adhering to the established schedule. When the work schedule must be changed due to needs of the organization supervisors will give as much notice as possible. The priority will be to meet the needs of students; however an effort will be made to accommodate the needs and schedule of employees, whenever possible.

### **Overtime:**

Non-exempt (hourly) employees who work more than forty (40) hours in a given week will receive overtime compensation at the rate of one and one-half (1 ½) times the employee's regular hourly rate of pay for all hours worked in excess of forty (40) in the work week. Sick leave, personal leave, bereavement leave, and vacation leave will not qualify as hours worked for overtime. Only a Supervisor, Building Administrator, Department Director, or District Administrator may authorize overtime.

*Ref. Board Policy 6700.*

### **Duty Free Lunch (Hourly employees):**

An employee scheduled for a lunch break will be provided with an unpaid duty-free lunch period of not less than thirty (30) minutes. If the employee's duty free lunch period is interrupted by work duties authorized by the employee's supervisor, the duty free lunch period will revert from an unpaid break to a paid break. When this occurs, the supervisor may opt to make a thirty (30) minute adjustment to the employee's work schedule within the current or following pay period. Alternately, with the supervisor's approval, the employee may restart his/her lunch period after the work-related interruption in order to receive an uninterrupted lunch period.

Employees who do not have a duty-free lunch period while performing supervision on a field trip or outside activity will be paid for services during the lunch period to the extent required by law. There will be no expectation of a schedule adjustment for the paid lunch duty.



## 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 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.

Teachers will have the option to elect nineteen (19) **equal** paychecks starting September 15 ending June 15 OR twenty-four (24) **equal** paychecks starting September 15 ending September 1. To make this choice, a teacher must do so through an affirmative written election. The election form is available in the Forms section in Staff Resources on our website. The election form must be submitted to the Human Resources Department by September 5th, without an election form your election of pay will automatically be nineteen (19) pay periods and will remain that way until a different choice is made at the next election opportunity for the following school year.

### **Payroll Deductions:**

All employees shall have payroll deductions (health insurance, dental insurance, long-term care, flex plan, etc.) deducted on both paychecks on the first and fifteenth.

### **Time Card Procedures for Hourly (Non-exempt) Employees:**

True Time reporting of hours or time cards for nonexempt employees must be submitted immediately following the pay period for which the work was performed. True Time reporting or timecards must be approved by each employee's immediate supervisor and forwarded to the Payroll & Human Resource Department. All staff positions funded with Federal Funds must document monthly or semi-annual Personnel Activity Reports (PARS).

### **Direct Deposit of compensation:**

All employees shall be paid through a direct deposit plan to a financial institution (i.e. bank, credit union, or savings and loan) of the employee's choice.

### **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 \$36,000 or a specified flat dollar amount.

The extra-curricular assignment supplemental agreement shall not be deemed a contract, and individuals holding extra-curricular positions are at-will employees, such that they can be removed from an extra-curricular assignment without the satisfaction of any disciplinary standard set forth herein and without the opportunity to file a grievance over the District's decision regarding the assignment. However, no employee will be removed from an extra-curricular assignment without a conference followed by a written notice from the District Administrator or his/her designee.

## REDUCTIONS IN POSITIONS OR HOURS

### **Overview:**

The Board of Education or its designee has the right to reduce the number of positions, or the number of hours in any particular position, as it determines is necessary, for the continued operation of the District's educational program in an efficient and effective manner.

*Ref. Board Policies 3131 & 4131 Reduction in Staff.*

### **Notice of Reduction:**

The District will give at least two (2) weeks written notice of any reduction. The notice of reduction shall specify the effective date and, whether the reduction is full or partial.

### **Selection for Reduction – Steps:**

In the implementation of reductions under this section, individual employees shall be selected for a reduction in accordance with the following steps:

- A. Step One - Attrition: Normal attrition resulting from employees retiring or resigning may be relied upon in implementing a reduction.
- B. Step Two - Volunteers: Volunteers will be considered for reduction. An employee who volunteers for reduction in hours under this section will put his/her request in writing. Volunteers will be considered by the District only if, in the District's opinion, the remaining employees in the job category are qualified to perform the remaining work. The District will provide the volunteer(s) with a written notice.
- C. Step Three - Selection For Reduction: The District will consider the factors below to select the employee in the affected job category for reduction.
  - a. Educational Needs of the District: Will be those needs as identified and determined by Administration through normal channels in accord with its constituted authority.
  - b. Qualifications as established by Administration: including, but not limited to specific skills, certification (if applicable), training, District evaluations, etc.
  - c. Qualifications of the Remaining Employees in the Classification: Relevant qualifications will be those experiences and training that best relate to the position(s) to be maintained and District' needs as determined by Administration. These experiences may include but not be limited to current and past assignment and practical experience in the area of need.
  - d. Performance of the Employees Considered for Reduction of Hours: Performance of the employees under consideration as previously and currently evaluated. Greater weight may be given to more recent evaluations.
  - e. Other factors in the best interest of the District (for example: years of service, supplemental assignments, etc.).

### **Reduction in Hours:**

Employees who are reduced in hours shall not lose any benefits they have accrued. Benefits are defined as length of service, sick leave, and vacation earned as an employee. Reduced-in-time employees shall be treated as part-time employees under this *Handbook*. Any employee who is reduced in hours may choose to be fully reduced by providing written notice to the District Administrator within five (5) days of receiving notice of reduction in hours.



## ASSIGNMENTS, VACANCIES AND TRANSFERS

### **Determination of Assignment:**

Employees will be assigned or transferred at the discretion of the District Administrator or his/her designee.

### **Job Posting:**

When a position becomes vacant as determined by the District or when the District creates a new position, the District will post the position on the Wisconsin Education Career Access Network (WECAN) website. A link to job postings will be available on the School District of Reedsburg website ("Employment Opportunities"). To the extent practicable, an e-mail notification will be sent to all employees when positions are posted. An employee interested in applying for a posted position must submit a written application through the Wisconsin Education Career Access Network (WECAN) website. The District may temporarily fill posted positions during the posting and selection period.

### **Interviews:**

An employee who applies for a vacant position prior to the end of the posting period may be granted an interview for the position if qualified.

### **District Ability to Select the Applicant:**

The District has the right to select the applicant for any position based upon the needs of the District, including consideration of applicant qualifications, special skills or training, prior performance evaluations, attendance, and references. The term applicant refers to both internal candidates and external candidates applying for the position.

### **Involuntary Transfers:**

The District has the right to transfer an employee qualified for a position. No employee will be involuntarily transferred by the District without a conference followed by a written notice from the District Administrator or his/her designee.

## PAID VACATION

### **Vacation Benefits:**

All vacations are computed as of July 1 of each year. Employment status as of this date determines the amount of paid vacation each calendar year employee shall receive in that year. Only calendar year employees are eligible for vacation benefits. Vacation pay shall be paid at the employee's regular rate and for the employee's regularly scheduled number of hours per day.

As soon as possible each year, vacation eligibility will be made available to employees on-line through *Skyward Employee Access*.

### **Scheduling of Vacation:**

Vacations must be taken during the contract year it is allocated and shall be noncumulative unless vacation rollover is granted in the employee's individual contract or prior approval is given by the Director of Human Resources or his/her designee. Requests for the use of vacation time are to be submitted on-line through *Skyward Employee Access*.

### **Vacation Increments:**

Vacation time may be taken in full blocks, or in shorter blocks not less than one (1) hour as approved by the immediate supervisor. Requests for vacation time shall normally be made at least five (5) days prior to taking such leave to the employee's immediate supervisor. However, vacation time requested with less than five (5) days' notice may be made to either the immediate supervisor or the Director of Human Resources or his/her designee. The Director of Human Resources or his/her designee and the employee's immediate

supervisor may schedule vacations on a first-come, first-served basis, and may deny such requests as necessary to accomplish work objectives.

#### **Payment upon Termination/Transfer to a Position Not Eligible for Vacation:**

Upon separation of employment, the employee will receive pay for any unused earned vacation from the previous or the current contract years. Compensation for any unused vacation days will be equal to the daily wages per accumulated day at the time of the employee's termination and will be remitted on the final paycheck.

### **HOLIDAYS**

#### **Holidays Defined:**

A paid holiday is a day off with pay for the number of hours the employee normally works. Paid holidays for each employee group are listed in Part II - Appendix.

#### **Holidays Falling on Weekends:**

If one of the holidays falls on a weekend, the school calendar will determine the day that will be granted off in lieu of the holiday.

#### **Eligibility for Holiday:**

In order to be eligible for holiday pay, an employee must work the employee's scheduled workdays immediately preceding and following the holiday, unless the employee is on an excused absence with pay that has been approved by the Director of Human Resources or his/her designee. Employees on unpaid leave of absence shall not be eligible for holiday pay if the holiday falls during the absence period.

### **SICK LEAVE**

#### **Sick Leave Provided:**

Sick leave will be allocated on July 1 and is vested only upon completion of the work year, to Regular Full-Time and Regular Part-Time employees. Any employee terminated or resigning will be credited only with those days earned at the time employment is severed. Sick leave allocations will be pro-rated based on date of hire during the first year of employment. If employment terminates prior to completing six (6) months of employment for the District, the employee will reimburse the District for all sick leave days used in excess of those earned.

Sick Leave will be allocated based on the employee's regular scheduled hours per day according to the following schedule:

The allotment of sick leave days, if applicable, is listed in Part II – Appendix for each employee group.

#### **Sick Leave Use:**

- A. Sick leave shall be paid for any absence from work due to the:
  1. Personal illness or injury of the Employee.
  2. Illness or injury of an Employee's child under the age of eighteen (18) or over the age of eighteen (18) if the child has a handicapping condition as set forth in Wisconsin Administrative Code PI 11.02(23) (Examples of a handicapping condition are: cognitive disability, learning disability, autism, etc.)
  3. Serious health condition of a spouse, child, or parent.
  4. Medical or dental appointments for the Employee and/or child that cannot be scheduled outside of the Employee's regularly scheduled work hours.

B. Definitions: the following definitions apply under this section:

1. Child: means a natural, adopted, foster child, a stepchild or a legal ward who is less than eighteen (18) years of age or the individual is eighteen (18) years of age or older and cannot care for himself or herself because of a serious health condition. For the purposes of this section, all definitions in this paragraph apply except for age eighteen (18).
2. Parent: means a natural parent, foster parent, adoptive parent, stepparent or legal guardian of an Employee or an Employee's spouse.
3. Spouse: means an Employee's legal husband or wife.
4. Serious Health Condition: means a disabling physical or mental illness, injury, impairment or condition involving any of the following:
  - a. Inpatient care in a hospital, nursing home, or hospice.
  - b. Outpatient care that requires continuing treatment or supervision by a health care provider.

**Sick Leave Increments:**

Sick leave may be allowed in increments of a minimum of one (1) hour, and in increments of fifteen (15) minutes thereafter for hourly employees. Sick leave may be allowed in increments of a minimum of one half (1/2) day, and in increments of a half (1/2) day thereafter for exempt employees.

**Sick Leave and Long-term Disability:**

In the event an employee is aware in advance that sick leave benefits of an extended nature will be needed, it shall be the duty of the employee to submit a request to the Human Resources Office in writing as far in advance as possible of the anticipated time and duration of such leave and the reason for requesting such leave. Medical certification verifying the employee's inability to perform his/her normal work functions must be submitted as soon as practicable. At that time, the District will determine if the employee is eligible for Family Medical Leave.

An employee shall use his/her accrued sick leave, if available, until the time at which he/she may become eligible for long-term disability benefits (contact the Payroll & Human Resource Department for details on long-term disability coverage). Once an employee is eligible for long-term disability benefits he/she is no longer able to use sick leave. An employee receiving long-term disability benefits may request an unpaid leave of absence pursuant to the Unpaid Leave of Absence Section herein. However, employees are not entitled to an approved leave of absence during the entire period while the employee is receiving long-term disability benefits. In some cases, the District will terminate the employment of an employee who is receiving long-term disability benefits when the employee and his/her health care providers are unable to identify a definitive return to work date.

While the employee is on an approved leave of absence, the employee shall be permitted to return to work at such time as his/her doctor certifies he/she is medically capable of returning to work. In the event an employee on sick leave, Long-Term Disability, or leave of absence fails to return to work when medically released to perform his/her assigned duties, he/she may be deemed to have resigned his/her position with the District. At the expiration of an approved unpaid leave of absence leave, the employee shall be entitled to be reinstated at the current salary to the same or equivalent position in which the employee was employed at the time the leave was granted.

The District may require a certificate from a physician of the District's choosing that an employee on sick leave is medically unable to perform normal duties. The District may require such medical certification from time to time until the employee returns to normal duties.

In the event an employee exhausts all accumulated sick leave and is medically unable to resume normal duties, the employee may be placed on unpaid leave of absence, either as required by law or at the discretion of the Board. Following exhaustion of an employee's eligibility for Family Medical Leave (when eligible for such leave), no fringe benefits shall be paid to or accrued by an employee on an unpaid leave of absence.

An employee on an unpaid leave of absence may continue insurance coverage, if eligible to receive coverage under the insurance plan as determined, during such leave by paying the full cost of all premiums as they become due. However, if an employee on an approved unpaid leave of absence, but receiving long-term disability benefits, has paid sick leave available, he/she may apply the per diem value of the sick leave to pay for his/her District's group health insurance premium.

#### **Reporting Procedure - Doctor's Certificate:**

If at all possible, each employee shall be required to inform his/her supervisor prior to his/her normal daily starting time of his/her need to be absent due to illness. Whenever the supervisor deems such verification appropriate, the employee may be required to furnish the District with a certificate of illness signed by either a licensed physician or a nurse practitioner. Such certificate must include a statement releasing the employee to return to work and a statement as to whether any limitations or restrictions are placed upon the work, which may be performed. Nothing in this section shall be interpreted as limiting the District's ability to discipline or termination employees for excessive absenteeism.

#### **Emergency Sick Day Transfer**

Donation of Leave for Medical Hardship: In the event an employee has exhausted all paid vacation, sick, or personal leave prior to qualification for long-term disability benefits, and the employee faces a serious medical hardship, as determined by the District's administration, other employees may donate up to two (2) sick, personal, or vacation days to be used by said employee in place of paid sick leave, upon the approval of the Director of Human Resources or his/her designee. No employee will be permitted to receive more than fifteen (15) days of donated sick, personal, or vacation leave per fiscal year (July 1 to June 30). The recipient of donated leave will be paid at his/her current hourly rate or per diem when using the donated sick leave. Requests for donated leave must be submitted in writing to the Director of Human Resources. Upon approval to post the request, the request will be submitted via email to employees for their consideration of donating available days.

### **BEREAVEMENT LEAVE**

#### **Bereavement Leave for a Death in the Immediate Family:**

Funeral Leave for a Death in the Immediate Family: In the event of death in an employee's immediate family, the employee shall be allowed per occurrence up to three (3) days off work with pay. The immediate family shall include the spouse, parent, child, brother, sister, grandchild, grandparent, step-relative of the same relationship as provided herein of the employee and of the same relationship of his/her spouse, i.e. in-laws. All paid bereavement leave will be deducted from available sick leave. If the employee has exhausted all available sick leave, the bereavement leave will be on an unpaid basis.

#### **Bereavement Leave for a Death of an Individual Outside of the Immediate Family:**

Employees shall be granted up to one (1) day with pay per occurrence to attend funerals of aunts, uncles, nieces, nephews, first cousins, or any close relative. All paid bereavement leave will be deducted from

available sick leave. If the employee has exhausted all available sick leave, the bereavement leave will be on an unpaid basis.

#### **Additional Bereavement Leave:**

In extenuating circumstances, additional days of paid leave may be granted by the District Administrator for purposes of bereavement. Such additional days shall be deducted from the Employee's accumulated sick leave.

#### **Bereavement Leave Increments:**

Bereavement leave may be allowed in increments of a minimum of one (1) hour, with fifteen (15) minute increments thereafter for non-exempt employees and one-half (1/2) day increments for exempt employees.

### **PERSONAL LEAVE**

#### **Personal Days Provided:**

The allotment of personal leave days, if applicable, is listed in Part II – Appendix for each employee group.

#### **Personal Leave Restrictions:**

Personal leave days shall not be used to extend a holiday or a school recess period. Personal leave will not be granted during the week prior to the start of school, the first week of school, during the last two (2) weeks of the school year, during an in-service day or on a parent-teacher conference day. Early dismissal Fridays are a key element of our staff development, but will not preclude the use of Personal Leave. Exceptions may be granted solely at the discretion of the District Administrator. The District has the right to limit the number of employees taking personal leave on any given workday. In addition, personal leave shall not be used to engage in job actions such as picketing or demonstrating, or to participate in activities designed to embarrass or discredit the District.

#### **New Employees:**

New employees will be allocated prorated personal leave based on date of hire.

#### **Personal Leave Increments:**

For non-exempt (hourly) employees personal leave may be allowed in increments of a minimum of one (1) hour, with fifteen (15) minute increments thereafter. For teachers, personal leave may be allowed in increments of one-half (1/2) day.

### **UNPAID LEAVE OF ABSENCE**

#### **Leave of Absence:**

- A. **Application Procedures:** All requests for unpaid leave of absence, other than emergencies, must be submitted in writing to the District at least thirty (30) days prior to the anticipated beginning of the leave. Such application will be reviewed and processed by the Director of Human Resources or his/her designee, and shall be granted or denied at the District's discretion. The unpaid leave of absence may not exceed six (6) months. Unless provided otherwise in this *Handbook*, unpaid leaves of absence will be handled as set forth in this section.
- B. **Benefits During Leave:**
  1. Length of service and other benefits shall not accrue during such leave.
  2. The employee may continue health and dental insurance during the leave of absence by remitting the full premium amounts to the District. The continuation of health and dental insurance at the employee's expense may be contingent upon the health insurance carrier

allowing such a benefit. If the premium is not received by the first (1<sup>st</sup>) of the month, the employee's insurance coverage may be terminated.

3. During the unpaid leave, the employee shall retain accumulated paid leave, but shall not accrue any additional paid leave.
- C. Placement Upon Return From Leave: An employee to whom a leave of absence has been granted shall be entitled, at the expiration of the time stated in such leave, to be reinstated to the position in which the employee was employed at the time the leave was granted at the current hourly rate. If the employee cannot return to normal duty at the expiration of such leave, he/she shall be terminated and the job opening may be posted.

#### **Short-Term Leave of Absence:**

An employee may request up to five (5) days per fiscal year (July 1 to June 30) without pay for special circumstances with the approval of his/her supervisor/principal and the Director of Human Resources or his/her designee. An employee requesting a short-term leave of absence must exhaust all Personal Leave and paid vacation prior to the date of requested time off without pay. A request for additional days within the same fiscal year (July 1 to June 30) will require a proration of health and dental benefits.

## **EMPLOYEE PERFORMANCE EVALUATIONS**

#### **Evaluation:**

The primary purpose of an employee performance evaluation is to provide continuous improvement in the quality of service to the community/students/employees of the District.

#### **Procedures and Instruments:**

The District will orient employees regarding evaluation procedures and instruments.

#### **Frequency:**

The frequency of evaluations shall be established at the discretion of the District.

#### **Receipt of Evaluation:**

Each employee shall receive a copy of his/her evaluation. The employee will be expected to sign his/her evaluation to acknowledge receipt of the same.

#### **Comments, Disputes:**

The employee may respond in writing with his or her comments attached to the completed evaluation.

#### **Evaluators:**

The District shall determine which supervisory personnel will evaluate employees.

#### **Discipline:**

Disciplinary action will normally follow a progressive discipline model that is designed to correct inappropriate conduct on the part of employees.

Progressive discipline will generally progress as follows:

- a) Oral Reprimand, with a written record placed in the employee file;
- b) Written Warning;

- c) Suspension, the length of which is determined by the administration to effect the corrective goal of discipline; and
- d) Termination, pursuant to Board Policy 3139 & 4139.

The District Administrator may skip one or all steps in the progressive discipline model when he/she deems that the severity of the offense requires more substantial discipline, or in the case of termination, where the District Administrator determines that the conduct is so egregious as to require the employee's immediate termination consistent with Board Policy 3140 & 4140.

The standard for termination will be good and sufficient reason. Good and sufficient reason is defined as the following:

- A. There is a factual basis for the termination, such that the termination is not wholly frivolous or inconsequential: The factual basis must support a finding of employee action/inaction in which the District has a termination interest, and
- B. Reasonableness of the penalty: The particular termination by the District must not be unreasonable or without a rational basis.

## FRINGE BENEFITS

The Board provides a competitive and comprehensive package of benefits to its eligible full-time and part-time employees. The Board has the final authority to establish, modify, rescind, add, or in any way affect employee benefits. These benefits include health, dental, life, long-term care, long-term disability insurance, flexible spending accounts, and availability to participate in tax-sheltered annuities. Employees of the District are participants in the Wisconsin Retirement System (WRS) if the employee is eligible.

This *Handbook* is intended to provide a general, informative overview of available benefits. Specific information and summary plan descriptions on each benefit can be obtained from the Human Resource Department. Should specific benefit questions arise, the plan documents shall take precedence over the summary information in this *Handbook*.

## WISCONSIN RETIREMENT SYSTEM

Eligibility for the Wisconsin Retirement System (WRS) is defined by state statute and is mandatory for employees who meet the eligibility requirements for coverage under the WRS. Further information on eligibility, vesting, and pension options is available on the WRS website at: <http://etf.wi.gov>. Per state statute the District pays the employer share of the required WRS contributions and employees are responsible for the employee share of the contribution to the WRS. The WRS sets the contribution rates for the employer and employee on an annual basis. The WRS has a minimum requirement of five (5) years of creditable service for employees initially hired by a WRS-participating employer on or after July 1, 2011.

## INSURANCES

### **Health & Dental Insurance:**

The District has the right to select the carrier(s) and to determine the plan benefits including deductibles, co-pays, and other coverage for health and dental insurance. The District has the right to change the structure of the benefit plan, including eligibility, at any time.

Coverage available to eligible employees is single coverage for single employees, family coverage for married employees and single parents with dependent children, and employees where the District employs both spouses will have the choice of one (1) family plan or two (2) single plans. The current health insurance plan offered to eligible employees is a high deductible plan with a health reimbursement account



(HRA). Medical plan summaries on insurance plans offered to employees may be obtained from the Human Resource Department.

In order to obtain coverage, eligible employees must complete enrollment forms within thirty (30) calendar days from the date of hire. Late enrollment is not allowed. Current employees have thirty (30) calendar days from the date of a status change or qualifying event to change their benefits.

Regular Full-time employees (because they are assigned to work thirty (30) or more hours per week) are eligible for health and dental insurance coverage, subject to the rules and regulations of the insurance carrier. The District makes a substantial contribution toward the cost of each employee's health and dental insurance premium. Employees assigned to work forty (40) or more hours per week will pay a minimum of twelve percent (12%) of the cost of the health and dental insurance premium. For employees assigned to work at least thirty (30) hours per week, but less than forty (40) hours per week, the District will pay a prorated amount toward the cost of the health and dental insurance premium.

### **BIOMETRIC SCREENING:**

All employees covered by the District's health insurance plan will be offered a biometric screening provided by our health insurance carrier. Participation is voluntary; however, if an employee and spouse (if applicable) participates in the screening, there will be a three percent (3%) decrease in the employee's premium contribution. For more detailed rules regarding participation in the biometric screening process, the employee should contact the Director of Human Resources.

### **ALTERNATIVE BENEFIT PLAN:**

If an employee is eligible for health insurance from the District and the employee can demonstrate that he/she is covered by a health insurance policy outside of the District or as a result of the employee's spouse enrolling in the District's health insurance, the employee may choose to waive coverage under the District's health plan and instead choose to accept a "Cash in Lieu" payment under the Alternative Benefit Plan (ABP). The District will determine the amount of the ABP payment annually. The District has the right to discontinue the ABP at its discretion. Employees must enroll with the Human Resource Department for this benefit. It is the employee's responsibility to enroll for this benefit. Employees may enroll in the benefit at any point in the year, so long as the employee waives health coverage. [This benefit is only available to administrators, custodians/maintenance, and teachers.]

### **Life Insurance:**

The District shall provide a life insurance program to all employees eligible to participate in the Wisconsin Retirement System (WRS). The insurance carrier(s), program(s), and benefits will be selected and determined by the Board. The current life insurance program is with the WRS administered by the Employee Trust Fund (ETF). To participate, an employee must be classified as a Regular Full-Time or Regular Part-Time employee and have completed six (6) months of covered employment or have previously served six (6) months under the WRS and have not withdrawn the employee's retirement money.

Employees have the option of selecting life insurance coverage up to five (5) times their annual earnings rounded to the next higher \$1,000. Basic Plan coverage is one (1) times annual earnings, the Supplemental Plan is also one (1) times annual earnings, and the Additional Plan allows up to three (3) times annual earnings for a maximum total of five (5) times annual earnings for coverage. The WRS requires all local employers to pay a twenty percent (20%) surcharge of the basic life insurance premium to provide this benefit to employees, which the District pays. The remaining monthly premium and any increase is the employee's responsibility.

### **Long-Term Disability Insurance:**

The Board shall provide long-term disability insurance to Regular Full-Time and Regular Part-Time employees, subject to the rules and regulations of the insurance carrier. The insurance carrier(s),



program(s), benefits, and coverage will be selected and determined by the Board. (Also see Sick Leave and Long-term Disability)

1. **Commencement and Termination of Benefits.** Coverage will commence on the employee's first (1<sup>st</sup>) day of employment. The insurance benefits described in this *Handbook* shall cease at the end of the month the resignation or termination becomes effective.
2. **Premium Contributions:** The District shall pay one hundred percent (100%) of the premium for long-term disability insurance.
3. **Benefits:** The benefits will be equal to ninety percent (90%) of the employee's monthly wages. Coverage shall begin after the thirtieth (30th) consecutive calendar day of disability and continue until the employee is eligible to work or twenty-four (24) months if the employee does not qualify for Social Security Disability Insurance (SSDI).

### **Long-Term Care Insurance:**

The Board shall provide long-term care insurance to Regular Full-Time and Regular Part-Time employees, subject to the rules and regulations of the insurance carrier. The District has the right to select the carrier(s) and to determine the plan benefits for long-term care insurance. The District has the right to change the structure of the benefit plan, including eligibility, at any time. [This benefit is limited to administrators and teachers.]

### **Flexible Spending Account / Cafeteria Plan:**

The District shall establish and provide at its expense a flexible spending account/cafeteria plan within the meaning of the Internal Revenue Code (§105, §106, §125 and §129) to permit employees to choose between:

- a. Payment of insurance premium amounts (IRC §106);
- b. Permitted medical expenses not covered by the insurance plan (IRC §105 & §125) to a maximum of two thousand five hundred dollars (\$2,500) per year, and
- c. Dependent care costs (IRC §129) subject to the limitations set forth in the Internal Revenue Code.

### **Tax Shelter Annuity Plan:**

All employees are eligible to participate in a 403(b) tax deferred annuities plan. The employee will pay the total cost of the 403(b) tax deferred annuity contribution. Employees may select any 403(b) provider from the District approved list. The District has the right to select the tax shelter annuity providers, eligible providers are:

AMERIPRISE FINANCIAL

ASPIRE FINANCIAL

MET LIFE

NEW YORK LIFE

PUTNAM

THRIVENT FINANCIAL FOR LUTHERANS

WEA TRUST

WISCONSIN DEFERRED COMP PLAN-WDC (GREAT WEST RETIREMENT)

# **Part II- Appendix**

**Administration**

**Teachers**

**Custodial & Maintenance**

**Paraprofessionals**

**(Teaching Assistants)**

**Food Service**

**Bus Drivers**

**Bookkeepers, Bus Mechanics,  
Dispatchers & Secretaries**

## ADMINISTRATION

### HEALTH INSURANCE

The District shall contribute eighty-five percent (85%) toward the cost of monthly health insurance premiums for employees assigned to work forty (40) hours per week. The District shall pay a prorated amount toward the cost of monthly health insurance premiums for eligible employees assigned to work less than forty (40) hours per week. Employee and spouse participation in the biometric screening will allow for a three percent (3%) decrease in the employee's premium contribution. Such a reduction shall also be prorated for eligible employees assigned to work less than forty (40) hours per week.

### POST EMPLOYMENT BENEFIT

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

### DENTAL INSURANCE

The District shall contribute eighty-eight percent (88%) toward the cost of monthly dental insurance premiums. The District shall pay a prorated amount toward the cost of monthly dental insurance premiums for eligible employees assigned to work less than forty (40) hours per week.

### LONG-TERM CARE INSURANCE

The District shall contribute \$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.

### VACATION

At hire date	4 Weeks
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### SICK DAYS

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

### HOLIDAYS

Paid holidays for Administrators will include:

New Year's Day, Good Friday, Memorial Day, 4th of July, Labor Day, Thanksgiving, Day after Thanksgiving, Christmas Eve, Christmas, and New Year's Eve.

## WELLNESS PAY

For each employee who has accumulated one hundred (100) sick days, the employee may choose to sell back up to ten (10) sick days from the current contract year's unused sick leave. The rate will be \$40 (forty) per day. This benefit will be paid only if the employee returns to the district the following school year or retires. Payment for this benefit will be included in returning employee's October 1 payroll payment of the following school year.

## TEACHERS

### HEALTH INSURANCE

The District shall contribute eighty-five percent (85%) toward the cost of monthly health insurance premiums for employees assigned to work forty (40) hours per week. The District shall pay a prorated amount toward the cost of monthly health insurance premiums for eligible employees assigned to work less than forty (40) hours per week. Employee and spouse participation in the biometric screening will allow for a three percent (3%) decrease in the employee's premium contribution. Such a reduction shall also be prorated for eligible employees assigned to work less than forty (40) hours per week.

### POST EMPLOYMENT BENEFIT

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

### DENTAL INSURANCE

The District agrees to contribute eighty-eight percent (88%) toward the cost of monthly dental insurance premiums. The District shall pay a prorated amount toward the cost of monthly dental insurance premiums for eligible employees assigned to work less than forty (40) hours per week.

### LONG-TERM CARE INSURANCE

The District agrees to contribute \$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.

### SICK DAYS

Teachers are eligible for ten (10) sick days per year with an accumulation of up to one hundred (100) sick days.

### HOLIDAYS

Paid holidays for Teachers will include: Memorial Day, Labor Day, and Thanksgiving.

### PERSONAL DAYS

Teachers are eligible for two (2) personal days per year [to come from available sick days] with an accumulation of up to three (3) personal days. All personal leave days taken by a teacher shall be charged against and deducted from his/her accumulated sick days. Personal leave will not be granted during the week prior to the start of school, the first week of school, during the last two weeks of the school year, during an in-service day or on a parent-teacher conference day. Early dismissal Fridays are a key element of our staff development, but will not preclude the use of Personal Leave. The District Administrator may waive these limitations. The District has the right to limit the number of employees taking personal leave on any given workday.

## CONTRACT RELEASE PENALTY

The contract release penalty for teachers will be incorporated into the individual teacher contract and assessed at the discretion of the District Administrator per *Board Policy 3140*.

The contract release penalty is:

First day of Summer Break to July 15	1% of salary
July 16 to August 31	2% of salary
September 1 to last student contact day	3% of salary

## 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).

## PAYROLL ELECTION

Teachers will be paid their yearly compensation over the course of 19 **equal** pay periods (coinciding with the weeks of the school year only) unless they elect 24 **equal** pay periods (a full 52 weeks). To make this choice, a teacher must do so through an affirmative written election. The election is available in the Forms section in Staff Resources on our website.

## MENTORING

Every teacher will be provided with a mentor during his/her first year of employment in the district. A mentor will be matched to a mentee through the joint effort of the district administrator and principal of the building at which the mentee is primarily located. The mentor will be compensated at the rate of \$540.00 per school year. Any mentor serving less than a full year will be compensated on a pro-rated basis. If it is necessary for the mentor or mentee to travel between buildings to fulfill the expectations of the program he/she will be paid mileage at the current IRS rate. No mentor will be required to evaluate or have supervisory duties over their mentee. To the extent legally permissible, communication between the mentor and mentee shall remain confidential (i.e. exclusively between them). The mentor will not be required to provide information to support the non-renewal or discharge of the mentee. The initial educator will not be required to have more than one extracurricular assignment per school year during his/her first year in the district.

## PEER SUB

If it is necessary to require a teacher to substitute for another teacher he/she shall be reimbursed at the rate of \$26 (twenty-six) per ninety (90) minute period, \$14 (fourteen) per fifty (50) minute class period, \$12 (twelve) per forty (40) minute class period and \$10 (ten) per thirty (30) minute class period. The reimbursement for peer substituting will take place twice annually on December 1 and June 15.

## WELLNESS PAY

For each employee who has accumulated one hundred (100) sick days, the employee may choose to sell back up to ten (10) sick days from the current contract year's unused sick leave. The rate will be \$40 (forty) per day. This benefit will be paid only if the employee returns to the district the following school year or retires. Payment for this benefit will be included in returning employee's October 1 payroll payment of the following school year.

## LICENSING

Teachers shall maintain any license or certification that is possessed at the time of hire or is acquired during their period of employment. Failure to maintain license or certification may result in consequences up to and including termination.

## SUMMER SCHOOL COMPENSATION

Summer School teaching will be paid on an hourly basis at the rate of \$26.00 per hour. Payments for summer school teaching shall be made within thirty (30) days of service. Leave policies will not apply to summer school teaching.

## TEACHER IN CHARGE

A Teacher in Charge is designated to fill in for the school principal in their absence. Compensation for the Teacher in Charge position is calculated as the total of the following:

- a. A flat dollar amount of \$1,300 plus,
- b. Six (6) days at the individual employee's daily salary (annual salary divided by 190)

## CUSTODIAL & MAINTENANCE

### HEALTH INSURANCE

The District agrees to contribute eighty-five percent (85%) toward the cost of monthly health insurance premiums for employees assigned to work forty (40) hours per week. Employee and spouse participation in the biometric screening will allow for a three percent (3%) decrease in the employee's premium contribution. For employees assigned to work at least thirty (30) hours per week, but less than forty (40) hours per week, the District will pay a prorated amount toward the cost of the health insurance premium.

### POST EMPLOYMENT BENEFIT

For the **2014-2015** school year, employees who have completed twenty (20) years of service with the District, who will be age fifty-five (55), and who apply for retirement under the Wisconsin Retirement System are eligible for the post-employment benefit.

The benefit amount will be determined by the accumulated sick leave days up to the maximum number of accumulated sick leave days multiplied by the employee's pay rate at the time of retirement. Such amount will be paid to the employee upon retirement.

### DENTAL INSURANCE

The District agrees to contribute eighty-eight percent (88%) toward the cost of monthly dental insurance premiums assigned to work forty (40) hours per week. The District shall pay a prorated amount toward the cost of monthly dental insurance premiums for eligible employees assigned to work less than forty (40) hours per week.

### VACATION

Paid vacation for Custodial and Maintenance employees will include:

1 Year	1 Week
2 Years	2 Weeks
7 Years	3 Weeks
15 Years	4 Weeks

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.

### SICK DAYS

Custodians and Maintenance employees are eligible for twelve (12) sick days per year with an accumulation of up to one hundred (100) sick days.



## HOLIDAYS

Paid holidays for Custodial and Maintenance employees will include:

New Year's Day, Good Friday, Memorial Day, 4th of July, Labor Day, Thanksgiving, Day after Thanksgiving, Christmas Eve, Christmas, and New Year's Eve.

## PARAPROFESSIONALS (TEACHING ASSISTANTS)

### HEALTH INSURANCE

The District shall contribute seventy-two percent (72%) toward the cost of family monthly health insurance premiums and eighty-five percent (85%) toward the cost of single monthly health insurance premiums for eligible employees assigned to work thirty-five (35) hours per week. Employee and spouse participation in the biometric screening will allow for a three percent (3%) decrease in the employee's premium contribution. For employees assigned to work at least thirty (30) hours per week, but less than forty (40) hours per week, the District will pay a prorated amount toward the cost of the health insurance premium.

### POST EMPLOYMENT BENEFIT

For the 2014-2015 school year, employees who have completed twenty (20) years of service with the District, who will be age fifty-seven (57) by August 31, 2014, and who apply for retirement under the Wisconsin Retirement System are eligible for the post employment benefit.

The benefit amount will be determined by the accumulated sick leave days up to the maximum number of accumulated sick leave days multiplied by the employee's pay rate at the time of retirement. Such amount will be paid to the employee upon retirement.

### PERSONAL LEAVE

Each employee with less than fifteen (15) years of service shall be entitled to one (1) personal leave day per year. Each employee with fifteen (15) or more years of service shall be entitled to two (2) personal leave days per year. Unused days are not cumulative. Employees may use personal leave time in increments of fifteen (15) minute increments.

### SICK DAYS

Paraprofessional employees are eligible for ten (10) sick days per year with an accumulation of up to one hundred (100) sick days.

### HOLIDAYS

Paid holidays for Paraprofessional employees will include:

New Year's Day, Good Friday, Memorial Day, Labor Day, Thanksgiving, Day after Thanksgiving, Christmas Eve, and Christmas.

## FOOD SERVICE

### HEALTH INSURANCE

The District shall contribute seventy-two percent (72%) toward the cost of family monthly health insurance premiums and eighty-five percent (85%) toward the cost of single monthly health insurance premiums for eligible employees assigned to work thirty-five (35) hours per week. Employee and spouse participation in the biometric screening will allow for a three percent (3%) decrease in the employee's premium contribution. Part-time employees will have the District's health insurance contributions pro-rated. For employees assigned to work at least thirty (30) hours per week, but less than forty (40) hours per week, the District will pay a prorated amount toward the cost of the health insurance premium.

### ATTENDANCE BONUS

Employees will receive an attendance bonus of one hundred dollars (\$100) per semester for perfect attendance with up to three (3) days of emergency leave allowed.

### LONGEVITY BONUS

1. Food Service Personnel employed by the School District of Reedsburg prior to 7/01/91 shall receive longevity pay for each full year of service in the District, commencing with completion of the 3rd year of employment.
  - a. Employees assigned to work eight hundred and forty (840) hours or more per year will receive a longevity payment of \$16 for each full year of employment.
  - b. Employees assigned to work at least five hundred (500) hours, but less than eight hundred and forty (840) hours per year will receive a longevity payment of \$13 for each year of full employment.
2. Food Service Personnel hired by the School District of Reedsburg after 7/01/91 are not eligible for longevity pay as provided for in this provision.

### POST EMPLOYMENT BENEFIT

For the 2014-2015 school year eligible retirees are employees who have completed twenty (20) years of service with the District, who will be age fifty-seven (57) by August 31, 2014, and who apply for retirement under the Wisconsin Retirement System.

The benefit amount will be determined by the accumulated sick leave days up to the maximum number of accumulated sick leave days multiplied by the employee's pay rate at the time of retirement. Such amount will be paid to the employee upon retirement.

### SICK DAYS

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

### HOLIDAYS

Paid holidays for Food Service employees will include:

New Year's Day, Good Friday, Memorial Day, Labor Day, Thanksgiving, Day after Thanksgiving, Christmas Eve, and Christmas.

## BUS DRIVERS

### ATTENDANCE BONUS

1. The following bonuses shall be paid to qualifying drivers:
  - a. Bonus A - Regular bus drivers that physically drive one hundred percent (100%) of their assigned routes shall receive a bonus payment of \$2.00 for each route driven. This would be \$720.00 maximum bonus for one hundred eighty (180) days. Regular bus drivers that physically drive ninety-five percent (95%) of their assigned routes shall receive a bonus payment of \$1.00 for each route driven. This bonus is for regular school year morning and afternoon routes only. Bereavement leave does not affect this bonus.
  - b. Bonus B- Regular bus drivers shall receive a bonus payment according to the schedule below for attending the scheduled bus driver training meetings.
    - Attending 1 = \$ 15.00
    - Attending 2 = \$ 35.00
    - Attending 3 = \$ 65.00
    - Attending 4 = \$100.00
  - c. Bonus C - Regular bus drivers that drive the full school term and hold current First Aid and CPR certification prior to the start of the school year shall receive a bonus payment of \$100.00. Drivers must provide appropriate documentation to verify certification to the Transportation Director.
2. All bonus payments to qualifying drivers shall be made on July 1, following the conclusion of the school year.

### LONGEVITY PAY

1. Longevity pay will be granted on the following basis:
  - a. Regular bus driving personnel must drive a full school year, with not more than three (3) non-paid absences to earn one (1) year of longevity. Longevity earned prior to the 1989-90 contract shall not be affected by this provision.
  - b. Any absence that would normally be a paid absence under the sick or emergency leave provisions of this agreement, but are non-paid absences due to a lack of available leave shall not be counted as a non-paid absence for the purpose of earning a year of longevity or receiving longevity pay.
  - c. A driver must have completed three (3) full years of service to become eligible for longevity pay.
  - d. Longevity pay is \$18.00 for each earned year of longevity.
  - e. When a medical condition causes a driver to retire from bus driving prior to the end of the school year and the driver has fewer than five (5) non-paid absences for the school year, the retiring driver shall receive a longevity payment for years of longevity earned prior to the year of retirement.
2. Longevity payments to qualifying drivers shall be made on July 1, following the conclusion of the school year.

### SICK LEAVE COMPENSATION

1. If no sick leave days are used the year after 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 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 forty (40) days is accumulated a bonus of \$20.00 shall be paid to the driver on July 1.

### POST EMPLOYMENT BENEFIT

For the 2014-2015 school year, employees who have completed twenty (20) years of service with the District, who will be age fifty-seven (57) by August 31, 2015, and who apply for retirement under the Wisconsin Retirement System are eligible for the post-employment benefit.

The benefit amount will be determined by the accumulated sick leave days up to the maximum number of accumulated sick leave days multiplied by the employee's pay rate at the time of retirement. Such amount will be paid to the employee upon retirement.

### SICK DAYS

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

# BOOKKEEPERS, BUS MECHANICS, DISPATCHERS, & SECRETARIES

## HEALTH INSURANCE

The District agrees to contribute eighty-five percent (85%) toward the cost of monthly health insurance premiums for employees assigned to work forty (40) hours per week. Employee and spouse participation in the biometric screening will allow for a three percent (3%) decrease in the employee's premium contribution down to twelve percent (12%). For employees assigned to work at least thirty (30) hours per week, but less than forty (40) hours per week, the District will pay a prorated amount toward the cost of the health insurance premium.

## POST EMPLOYMENT BENEFIT

For the 2014-2015 school year, employees who have completed twenty (20) years of service with the District, who will be age fifty-five (55), and who apply for retirement under the Wisconsin Retirement System.

The benefit amount will be determined by the accumulated sick leave days up to the maximum number of accumulated sick leave days multiplied by the employee's pay rate at the time of retirement. Such amount will be paid to the employee upon retirement.

## DENTAL INSURANCE

The District agrees to contribute eighty-eight percent (88%) toward the cost of monthly dental insurance premiums assigned to work forty (40) hours per week. For employees assigned to work at least thirty (30) hours per week, but less than forty (40) hours per week, the District will pay a prorated amount toward the cost of the dental insurance premium.

## 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
7 Years	3 Weeks
15 Years	4 Weeks

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.

## PERSONAL DAYS (School Year Employees)

Bookkeepers, Bus Mechanics, Dispatchers, and Secretaries classified as School Year Employees are eligible for personal days. Each employee with less than fifteen (15) years of service shall be entitled to one (1) personal leave day per year. Each employee with fifteen (15) or more years of service shall be entitled to two (2) personal leave days per year. Unused days are not cumulative. Employees may use personal leave time in increments of fifteen (15) minutes.

## SICK DAYS

Bookkeepers, Bus Mechanics, Dispatchers, and Secretaries classified as Calendar Year Employees are eligible for twelve (12) sick days per year with an accumulation of up to one hundred (100) sick days. Bookkeepers, Bus Mechanics, Dispatchers, and Secretaries classified as School Year Employees are eligible for ten (10) sick days per year with an accumulation of up to one hundred (100) sick days.

## HOLIDAYS

Paid\_holidays for Bookkeepers, Bus Mechanics, Dispatchers, and Secretaries will include:

New Year's Day, Good Friday, Memorial Day, 4th of July(if working), Labor Day, Thanksgiving, Day after Thanksgiving, Christmas Eve, Christmas, and New Year's Eve.

## CONTACT INFORMATION

<b>TOPIC OF QUESTION</b>	<b>DEPARTMENT</b>	<b>LOCATION / PHONE</b>
Change of Address	Payroll	Central Office 608-524-2016 Ext. 2002
Human Resources	Payroll	Central Office 608-524-2016 Ext. 2002
Insurance (Health & Dental)	Payroll	Central Office 608-524-2016 Ext. 2002
Employee Discrimination / Sexual Harassment	Human Resources	Central Office 608-524-2016 Ext.2004
Family Medical Leave	Payroll	Central Office 608-524-2016 Ext. 2002
Leave Requests (personal or serious illness)	Payroll	Central Office 608-524-2016 Ext. 2002
Long-Term Disability Insurance	Payroll	Central Office 608-524-2016 Ext. 2002
Name Change	Payroll	Central Office 608-524-2016 Ext. 2002
Pay	Payroll	Central Office 608-524-2016 Ext. 2002
Retirement	Human Resources	Central Office 608-524-2016 Ext.2004
Skyward Employee Access	Payroll	Central Office 608-524-2016 Ext. 2002
Substitutes	Follow your building / department procedures	
Teacher Licensing	Central Office	Central Office 608-524-2016 Ext. 2030
Time Cards	Payroll	Central Office 608-524-2016 Ext. 2002
Time Off	Payroll	Central Office 608-524-2016 Ext. 2002
Worker's Compensation	Payroll	Central Office 608-524-2016 Ext. 2002

**\*Employees are expected to notify their school/building secretary of any changes to their home phone number, address, and cell phone number.**



## DISTRICT EMERGENCY PROCEDURES

When it is necessary to close or delay the opening of school, one of the plans listed below will be followed to the extent practicable. School closing or delay information will be announced over the Reedsburg radio stations, Reedsburg Utility Commission TV channels, and Madison television stations as early as possible.

<b>WRDB 1400 (AM) Reedsburg</b>	<b>WNFM 104.9 (FM) Reedsburg</b>	<b>WBDL 102.9 (FM) Reedsburg</b>	<b>WCNP 89.5 (FM) Reedsburg</b>
<b>Reedsburg Utility Commission - TV Channels</b>		<b>TV-Channels – Madison: 3, 15, 27, 47</b>	

**School closing:** (ALL REEDSBURG PUBLIC AND PAROCHIAL SCHOOLS WILL BE CLOSED TODAY)

1. Schools **WILL NOT** be open for instruction.
2. Students **ARE NOT** to report.
3. Teachers, food service employees, secretaries/aides (who work less than calendar year) **DO NOT** report to work.
4. Custodian(s) and maintenance employees are to report to their respective work areas, or as assigned by the Director of Buildings & Grounds, as soon as conditions will allow for safe travel.
5. Calendar year employees assigned to the following locations will report to work as soon as conditions allow: Central Office, High School, Webb Middle Schools, Ironton-LaValle, Loganville, Pineview, South, and Westside Elementary Schools.
6. All extra-curricular or evening activities will be canceled with exceptions approved by the District Administrator.

**School Delayed Start / Early Release:** IN THE EVENT OF A DELAYED START / EARLY RELEASE, REEDSBURG PUBLIC AND PAROCHIAL SCHOOLS MAY BE OPEN ONE (1) OR TWO (2) HOURS LATE. BUSES WILL BEGIN THEIR ROUTES ONE (1) OR TWO (2) HOURS LATE. EARLY RELEASE TIMES WILL BE ANNOUNCED.

1. **ALL STAFF WILL REPORT** to their respective schools/buildings fifteen (15) minutes prior to the delayed start time.
2. Four-year-old Kindergarten will be cancelled in the morning with any delay and cancelled in the afternoon with any early release.
3. All Early Childhood classes will be cancelled in the morning with any delay and cancelled in the afternoon with any early release.
4. Students will report to their respective schools at the delayed start time.
5. Breakfast will be cancelled for any delay and school lunches will be served per each school's adjusted schedule.
6. School dismissal will be at the regular time for a delayed start.
7. All parents should be sure that their children are instructed where to go in case it is necessary for them to arrive home from school early.
8. District wide emergency dismissal information will be announced on the radio and television stations listed above.
9. A mechanical breakdown in one school will not affect regular dismissal of the remaining schools in the District.

**ANY ANNOUNCED SCHOOL DELAY / CLOSING IS FOR THAT DAY ONLY.**

**DISTRICT SCHOOLS AND SITES**

<b>Central Office Building</b> 501 K Street Reedsburg, WI 53959-1825	District	Phone: 608-524-2016 FAX: 608-524-6818
<b>Head Start (Renewal Unlimited Inc.)</b> 400 Alexander Ave Reedsburg, WI 53959	4K	Phone: 608-524-2700
<b>My Place</b> 1111 Industrial Street Reedsburg, WI 53959	4K	Phone: 608-524-1915
<b>Sacred Heart Catholic School (p.m. only)</b> 545 N. Oak Street Reedsburg, WI 53959	4K	Phone: 608-524-3611 FAX: 608-524-3831
<b>St. Peter's Lutheran School (p.m. only)</b> 346 N. Locust Street Reedsburg, WI 53959	4K	Phone: 608-524-4066
<b>Ironton-LaValle Elementary</b> 109 River Road LaValle, WI 53941	K-3	Phone: 608-985-7716 FAX: 608-985-7719
<b>Loganville Elementary</b> S5864 Highway 23 Loganville, WI 53943	K-3	Phone: 608-727-3401 FAX: 608-727-2715
<b>Pineview Elementary</b> 1121 8 <sup>th</sup> Street Reedsburg, WI 53959-1399	4K-5	Phone: 608-524-4322 FAX: 608-524-0622
<b>South Elementary</b> 420 Plum Street Reedsburg, WI 53959-1946	K-3	Phone: 608-524-4306 FAX: 608-524-3421
<b>Westside Elementary</b> 401 Alexander Avenue Reedsburg, WI 53959-1509	4K-3	Phone: 608-524-4846 FAX: 608-524-1835
<b>Webb Middle School</b> 707 N. Webb Avenue Reedsburg, WI 53959-1199	6-8	Phone: 608-524-2328 FAX: 608-524-1161
<b>Reedsburg Area High School (RAHS)</b> 1100 S. Albert Avenue Reedsburg, WI 53959-	9-12	Phone: 608-524-4327 FAX: 608-524-1373
<b>Buildings &amp; Grounds</b> 711 N. Webb Avenue Reedsburg, WI 53959	District	Phone: 608-524-4359 FAX: 608-524-9854
<b>Food Service</b> 1121 8 <sup>th</sup> Street Reedsburg, WI 53959	District	Phone: 608-524-2738 FAX: 608-524-0622
<b>Transportation</b> 729 N. Webb Avenue Reedsburg, WI 53959	District	Phone: 608-524-6529 FAX: 608-524-9854

**SCHOOL DISTRICT OF REEDSBURG**  
**TEACHER PAY PERIOD ELECTION FORM**

Wisconsin law now requires teachers to be paid their yearly compensation over the course of 19 pay periods (coinciding with the weeks of the teacher contract year only) unless they elect 24 pay periods (a full 52 weeks). To make this choice, a teacher must do so through an affirmative written election.

This written election is required and will continue until the election is withdrawn or changed for a subsequent school year.

\_\_\_\_\_ **OPTION 1:** I elect **19 equal pay periods** for the school year, beginning **September 15 ending June 15**. I understand that I will **not** receive paychecks for the summer months. Payroll deductions (health insurance, dental insurance, long-term care, tax shelter annuities, flex plan, etc.) will begin on September 15 and every payroll thereafter. The June 1 paycheck deductions may be adjusted for rate changes effective July 1.

\_\_\_\_\_ **OPTION 2:** I elect **24 pay periods** for the school year, beginning **September 15, ending September 1**. I understand that the amount received in each paycheck will be less than it would be if I selected 19 equal pay periods, but I will receive 5 paychecks during the summer months. Payroll deductions (health insurance, dental insurance, long-term care, tax shelter annuities, flex plan, etc.) will begin on September 15 and every payroll thereafter.

I understand that once I sign and submit this form, this is my choice for the current school year and subsequent contract years unless changed by me in writing prior to the next teacher contract year.

**IMPORTANT**  
**PLEASE READ THE FOLLOWING**

**If this form is not returned by September 5, your election of pay will automatically be nineteen (19) pay periods and will remain that way until a different choice is made at the next election opportunity for the following school year.**

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<b>Signature</b>	<b>Print Name</b>	<b>Date</b>
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**Please return this signed form to:**  
**Payroll & Human Resource Department**  
**School District of Reedsburg**  
**501 K Street**  
**Reedsburg, WI 53959**

# ADDENDUM #1

## ADMINISTRATION - 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).

# ADDENDUM #2

## TEACHERS

### 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:

- 1) 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.
- 2) 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.