

# *School District of Reedsburg*

## Employee Handbook Revisions

### **Employee Handbook Updates**

- a. Delete the year 2013-2014 on the cover page.
- b. Change footer to reflect the date changes were Board approved.
- c. Add language referencing a change to equal deductions on both the 1<sup>st</sup> and 15<sup>th</sup> payrolls.
- d. Add language clarifying the use of personal leave on early dismissal Fridays.
- e. Update the year to 2014-2015 in all Post-Employment Benefits sections and delete references to the 2013-2014 school year.
- f. Update all Holiday sections to delete references to the 2013-2014 school year.
- g. Add licensing/certification language to the Teacher Section, directly from the Collective Bargaining Agreement.
- h. Delete the paragraph in the Food Service section referencing the availability of health insurance for those working less than 30 hours per week. Starting in 2014-2015 all staff must work 30 hours to be eligible for health insurance.
- i. Change all Vacation Time sections to delete references to the year 2013-2014 school year.
- j. Change date in the Teacher section to request Post Retirement Benefits from February 15 to January 31.

### **Freezes on Leave Time –**

- A freeze on vacation leave has been implemented effective July 1, 2014. All district personnel eligible for vacation will maintain their current level of vacation time until further notice.
- A freeze on sick leave has been implemented effective July 1, 2014.