



Supplement to the Employee Handbook

Appendix B: Support Staff

Working Conditions, Benefits, and Salary Information

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SECTION B1. Employment Categories

A. A twelve (12) month employee is defined as working 260-261 days per year.

1. Full-time

A full-time employee is defined as an employee who works twelve (12) months at eight (8) hours per day or forty (40) hours per week.

2. Part-time

A part-time employee is defined as an employee who works twelve (12) months at less than eight (8) hours per day or forty (40) hours per week.

B. An eleven (11) month employee is defined as working 213 to 225 days per year.

1. Full-time

a. An eleven (11) month full-time employee is defined as an employee who works eleven (11) months of the year, but less than twelve (12) months, at eight (8) hours per day or forty (40) hours per week.

2. Part-time

a. An eleven (11) month part-time employee is defined as an employee who works eleven months of the year, but less than twelve (12) months, at less than seven (7) hours per day or thirty-five (35) hours per week.

C. A school year employee is defined as follows:

Tutor.....	165 to 195 days per year
Teacher Assistant	165 to 195 days per year
Food Service	165 to 190 days per year
Secretarial	165 to 198 days per year

1. Full-time

a. A school year full-time employee is defined as an employee who works the school year, but less than twelve (12) months, at seven (7) hours per day or more or thirty-five (35) hours per week or more.

2. Part-time

a. A school year part-time employee is defined as an employee who works the school year, but less than twelve (12) months, at less than seven (7) hours per day or thirty-five (35) hours per week.

3. Limited Term Employment (LTE)

- a. A limited term employee is a person hired to fill a position for a period of no more than a year as a result of a leave of absence by a regular employee or in the event of a temporary position that is less than one year in length.

4. Substitute Employee

- a. A substitute employee is hired to fill a position during a short or long-term absence.

D. Work Year Calendar

1. Secretaries

- a. The work year for all school year secretaries would include all student contact days, non-student contact days arranged with their supervisor on or before August 15 and includes some teacher in-service days, and three (3) holidays. (Please see the specific year calendar).
- b. The work year for eleven (11) month secretaries would include the above listed days plus an additional twenty (20) or twenty-five (25) days depending on assignment beyond the school year secretaries, arranged with their supervisor on or before August 15.
- c. The District reserves the right to adjust the non-student contact days based on District need.

2. Tutors

- a. Tutors will follow the teacher calendar. (Please see the specific year calendar).
- b. The District reserves the right to adjust the non-student contact days based on District need.

3. Teacher Assistants

- a. The work year for school year teacher assistants would include all student contact days, three (3) holidays, and five (5) in-service days. (Please see the specific year calendar).
- b. The District reserves the right to adjust the non-student contact days based on District need.

3. Food Service Workers

- a. The work year for school year food service workers would include all student contact days, some in-service days and three (3) holidays. Food service staff will follow the TA calendar. (Please see the specific year calendar).
- b. The District reserves the right to adjust the non-student contact days based on District need.

4. Seasonal Employee

- a. Seasonal employees are those employees who are hired for a specific period of time related to the seasonal needs of the District.

SECTION B2. Work Schedules

In the event that a public health emergency necessitates a disruption to the regular schedules of the District, changes in work days/times/expectations will be made as needed to respond to the environment at any given point in time and to meet the needs of the District resulting from the present emergency. Such changes will be timely communicated and will be in effect until revised by the District.

A. Schedule of Hours

The schedule of hours for each individual employee shall be determined at the building level by the employee's supervisor.

1. Lunch Breaks

- a. An unpaid duty-free lunch break of thirty (30) minutes shall be offered to all employees who are scheduled to work six or more hours per day. The time is to be arranged by the building principal and/or immediate supervisor so that each work area is continuously covered during the entire work day.

2. Breaks

- a. Full-time employees will generally, depending on operational needs, receive one ten (10) minute break during each four (4) hour work period. Employees working four (4) or more hours, but less than full-time per day, shall normally receive one such break.

B. Overtime

1. All overtime or temporary extra hours worked must have prior approval by the employee's immediate supervisor. With prior approval, all hours actually worked over forty hours per week, shall be paid at time and one-half of the employee's regular hourly rate of pay. The District reserves the right to assign overtime as required.
2. The work shall be offered on a rotational basis from most senior employee to least senior employee per group, at the building level. If no building employees volunteer, the work may be offered at the District level. In the event no employee desires to work the overtime, the work will be assigned on a rotational basis from least senior employee to most senior employee. The District reserves the right to assign overtime as required within each building.

C. Building Checks

1. Building checks may be performed on a rotational basis by the custodian(s) assigned to the building when the building is not staffed. In the event the building custodian(s) are unable to perform the building check, a maintenance department employee may be assigned to perform the building check. Building checks will be paid at 1½ times the employee's hourly rate on Saturdays and double the employee's hourly rate on Sundays and holidays. Established times will be allocated for building checks. The district reserves the right to adjust the staffing and allotted hours associated with building checks at any time.

2. Building checks will be conducted before 9:00 a.m. Employees may be assigned specific duties while conducting building checks to fill the time allotment.

D. Call In

1. Call Ins are defined as employees who are called at home and requested to come in to work when it is not regularly scheduled work time for an employee and is outside the time of scheduled employee coverage. Employees who are called in will be paid at time and one half (1½) the employee's regular hourly rate of pay. When called in between the hours of 12:00 a.m. and 5:00 a.m., on Sundays, and holidays, employees will be paid at double the employee's regular hourly rate of pay. Employees will be compensated a minimum of one (1) hour of time.

E. Compensation Time

1. Employees may elect to take compensation time at a rate of one and one-half (1½) hours off for each hour of overtime worked. Compensation time can be accrued up to 24 hours from July 1 through June 15. If not used by June 15th of each year, the remaining hours will be paid on the last payroll in June. Compensation time must be preapproved by the employee's supervisor and shall not be taken on student contact days. Compensation time must be entered into Aesop.

F. Emergency School Closings

1. All eleven (11) and twelve (12) month employees, and any other employees who are required to report to work on a day school is canceled due to inclement weather, are expected to report for work during inclement weather situations. In the event eleven (11) and twelve (12) month employees are unable to report to work, these employees may:
 - a. Take vacation, personal time, sick time, or compensation time.
 - b. Take unpaid leave (this will not count toward the insurance penalty).
2. All eleven (11) and twelve (12) month employees who report late (reasonable delay) as a result of inclement weather shall not suffer any loss in pay. In the event that the employee is sent home prior to the end of his/her normal working day as a result of inclement weather, there shall be no loss in pay. Those unable to report for work should report this inability to their principal or supervisor early on the day of absence and arrange for vacation or personal time or sick time or unpaid leave time to be used (this will not count toward the insurance penalty).
3. All school year employees are not expected or required to report for work during inclement weather/emergency conditions when school is closed or there is a late start. These employees will:
 - a. Make up the missed time only if the District schedules a mandatory make-up day.

- b. In the event there is a late start to the beginning of his/her normal working day, as a result of inclement weather/emergency conditions, there shall be no loss of pay or leave time.
 - c. In the event that the employee is sent home prior to the end of his/her normal working day, as a result of inclement weather/emergency conditions, there shall be no loss in pay or leave time.
 - d. In the event of a traditional snow day or school cancellation, ten (10) month support staff do not report to work and do not receive pay. They may a) take the day unpaid (no insurance penalty) OR b) elect to use a personal day, sick time, or comp time.
4. In the event that the Board of Education determines the lost time shall be made up, the employee shall be paid at the appropriate wage rate of time and one-half if the extended time exceeds the standard work week of 40.
 5. In the rare instance when the entire District is closed, no employees will be expected to report and shall not lose pay or leave time.

SECTION B3. Employment Requirements

A. Notice of Assignment

1. Eleven (11) month and school year employees shall be notified as to whether their employment will be continued and notified of their assignment no later than August 1st. Work year calendars for eleven (11) month and school year employees will be distributed at the same time.

B. Orientation Period

1. All newly hired employees shall be required to complete a 90-day orientation period, which generally consists of the first ninety (90) days of employment with the District. This orientation period is an extension of the recruiting process and provides the supervisor with an opportunity to judge an employee's effectiveness in their new job. During this time, the employee has the opportunity to demonstrate proficient attendance, attitude, and ability in their job performance. During such orientation period, employees may be terminated at any time for reasons that are not arbitrary or capricious.

C. Employee Performance Assessment

1. The primary purpose of the performance assessment is to serve as a vital part of the on-going communication process between supervisor and employee. The assessment form is designed to pinpoint strengths and to identify areas where performance can be improved for the benefit of both the employee and the district.

2. Evaluation Procedure

- a. The district will orient all new employees regarding evaluation procedures at the time of hire.
- b. All new employees will be evaluated in writing by their supervisor a minimum of one (1) time during their orientation period (90 days).
- c. Employees will be evaluated in writing no less than once every other year. *LTE staff will be evaluated no less than once annually.
- d. Employees shall be given a written copy of their evaluation and shall have the right to discuss the evaluation with their supervisor.
- e. The employee has the right to respond to any evaluation and to have his/her response attached to the evaluation form.
- f. Employees shall be informed of any areas adjudged to need improvement and shall be given the opportunity to improve. This provision shall not prevent the District from taking necessary dismissal action where, because of the gravity of the situation, circumstances so dictate.
- g. Complaints to any administrator regarding an employee that may affect the employee's evaluation or continued employment shall be brought to the employee's attention. If the complaint is reduced to writing, a copy shall be given to the employee.

SECTION B4. Vacancy and Transfer

A. Vacancies

1. Vacancies are defined as the specific position vacated by a support staff employee who retires, resigns, dies, transfers, is terminated, or a newly created position.
2. When the District determines to fill a vacancy and post internally, vacancies will be posted electronically. The notice shall include the date of posting, a description of the position available, and a summary of the qualifications required for the position. An internal posting does not guarantee that an internal candidate will be hired to fill the vacancy.
3. Employees may express interest in a vacant position and shall apply in accordance with the posting guidelines.
4. The District retains the right to determine the qualifications needed for any vacant position.

B. Transfer

1. Any support staff member interested in transferring to a specific position based on a specific posting must apply for that vacancy in accordance with the posting guidelines. The

administration will consider all applicants and fill the vacancy with the applicant that is determined to best fit the needs and demands of the position.

C. Involuntary Transfers

The District may assign and transfer employees when the District determines it is in the best interest of the District.

1. When the District determines that an involuntary transfer of an employee is necessary, volunteers may be sought first.
2. No employee will be involuntarily transferred by the District without a conference with the Director of Human Resources.

SECTION B5. Termination of Employment

A. Resignations

1. If it becomes necessary for an employee to resign his/her position with the District, it is requested that the employee provide at least two (2) weeks written notice prior to the effective date of resignation. An employee who resigns and gives such advance notice will be paid for his/her accrued, but unused, vacation at the time of said termination. An employee who voluntarily terminates employment with the District without providing two (2) weeks prior written notice forfeits his/her right to any accrued but unused vacation pay.

B. Layoff

1. When reduction in force and/or layoffs are necessary, the District will make decisions based on its needs. These decisions may be based on, but not limited to, the following factors: job performance and evaluations, qualifications/skills/knowledge, and building/facility needs. In the event of a workforce reduction, the District will provide employees with at least a 30-day notice prior to the effective date. The District is not required to recall employees in any order or to recall any employees at all.

C. Discipline and Discharge

1. The District shall follow a system of progressive discipline unless the alleged problem is so serious as to require other disciplinary action or dismissal. In these situations where the alleged problem requires other disciplinary action or dismissal, the District reserves the right to discipline the employee without going through any or all of the progressive discipline steps. Any employee may be disciplined or discharged for reasons that are not arbitrary or capricious. Any employee who is terminated shall be notified in writing of the reasons.

D. Suspension Pending Investigation

1. Any employee may be temporarily suspended with pay by the Superintendent (or his/her designee) for reasons which are not arbitrary or capricious. The suspension is to be for such time as may be necessary for the District to complete a thorough investigation.

SECTION B6. Leaves of Absence

A. Unpaid Leaves

1. Daily Benefit Cost

- a. Support staff employees who are absent and do not have any paid leave will reimburse the District the cost of the health, dental, and life insurance if on an approved unpaid leave. The cost will be computed on an hourly basis.
- b. Military leaves shall be granted in accordance with all applicable state and federal laws.
- c. Employees on temporary or long duration leaves shall be permitted to continue, at their own expense, group insurance benefits.
- d. Employees returning from temporary or long duration leaves shall suffer no loss of previously accumulated benefits to date leave began.
- e. The position vacated by a support staff employee will be filled by temporary or limited term appointments. The District reserves the right to ensure that a comparable position is available upon the individual's return.

B. Paid Leaves

1. Paid Leave Days

- a. Employees shall be awarded one (1) paid leave day per month. All paid leave days shall be made available at the beginning of the employee's work year. School year employees may accumulate paid leave days to a maximum of one hundred (100) days, eleven-month employees may accumulate paid leaves to a maximum of one hundred ten days (110), and twelve-month employees may accumulate up to one hundred twenty (120) days.
- b. In the event of termination of employment, paid leave days will be prorated (one per month) for the period of the work year worked. Absences beyond the days allowed will be deducted from the employee's last payroll check.
- c. Absences for reasons listed in this section are deducted from accumulated leave days.
- d. Paid leave days may be used for the following reasons:
 - 1) Sick Leave: Employees may use paid leave days for their own personal illness/disability, medical appointment or illness/disability or medical appointment of a dependent child, Immediate Family Member, FMLA, or WFMLA. Such leave time shall not exceed one (1) day and will require prior approval from the Director of Human Resources. A doctor's note will be required for adult care. All other family related absences must follow FMLA guidelines. NOTE: All other medical appointments for a spouse or other family member are not covered under this leave time, unless approved FMLA or WFMLA paperwork is on file.

- a) The District may request a doctor's excuse for any absences. All absences in excess of three (3) consecutive days will require a medical doctor's Certificate of Health / Fitness for Duty prior to returning to work in order to safeguard the health of the employee, fellow employees, and students.
- b) Employees shall notify their supervisor, as soon as possible, of the need to use sick leave. All employees will report their absences in Aesop.

2. Personal Days

- a. New employees shall be granted two (2) personal days in their first year of employment. Continuing school year employees shall be granted two (2) personal days per year. Continuing eleven (11) and twelve (12) month employees shall be granted one (1) personal day per year.
- b. Continuing employees shall retain all unused personal days. The unused personal days may be accumulated until retirement. At the time of retirement, unused personal days may be redeemed at the rate of \$50 per unused day.
- c. On any given day, a maximum of one (1) computer technician and two (2) support staff employees from each of the other employee groups shall be granted personal days and/or vacation days.
- d. Unused personal days may be used at the discretion of the employee with the following restrictions:
 - 1) May not be used the first or last week of the school calendar;
 - or
 - 2) May not be used on school days scheduled before or after a "schools closed X day" or a holiday (July 4 excluded).
 - 3) The District has the discretion to grant exceptions to these restrictions.

3. General Conditions

- a. Paid leave days and personal days may be taken in 15-minute increments.
- b. Employees working ten (10) hours or more per week shall be eligible for all paid leave days and personal days.
- c. Paid leave days and personal days granted will correspond to the individual's normal work day expressed in hours, i.e. one (1) leave day for a six (6) hour employee is equal to six (6) hours. In the event of uneven daily work week hours, sick leave and personal leave shall be calculated based on the employee's average workday within the work week.

- d. In the event an employee is laid off or reduced in hours to below the benefit level, the employee may carry over his/her accumulated paid leave days and unused personal days during their recall period.
- e. Employees may apply for paid leave, personal time, or vacation time no more than 12 months in advance of the date requested.

SECTION B7. Holidays and Vacations

A. Paid Holidays

1. Twelve (12) Month Employees:

- a. All regular full-time (12-month) and regular part-time (12-month) employees shall be entitled to the following paid holidays:

New Year's Day	Thanksgiving Day
Good Friday	Friday after Thanksgiving
Memorial Day	Christmas Eve Day
Fourth of July	Christmas Day
Labor Day	New Year's Eve Day

- b. All holidays shall be guaranteed. In the event the holiday falls on a shortened work day, one day of the non-holiday days in the work week will be adjusted. In the event the holiday falls on a non-work day, an additional vacation day will be provided or the district will designate which work day will be observed as the holiday.
- c. Holidays falling during an employee's vacation period shall result in an additional day(s) of vacation.
- d. If an employee is on paid leave and a holiday(s) occurs, such day(s) shall not be deducted from the employee's accumulated leave.

2. Eleven (11) Month Employees:

- a. Eleven (11) month employees who work ten (10) or more hours per week shall be entitled to the following paid holidays:

Labor Day	Thanksgiving Day
Memorial Day	Fourth of July

- b. Employees will be paid their hourly rate for the amount of their normal work day hours. If an employee is on paid leave and a holiday(s) occur, such day(s) shall not be deducted from the employee's accumulated leave.

3. School Year Employees

- a. School year employees who work ten (10) or more hours per week shall be entitled to the following paid holidays:

Labor Day

Memorial Day
Thanksgiving Day

- b. Employees will be paid their hourly rate for the amount of their normal work day hours. In the event the holiday falls on a non-work day, an additional vacation day will be provided or the district will designate which work day will be observed as the holiday.
- c. If an employee is on paid leave and a holiday(s) occur, such day(s) shall not be deducted from the employee's accumulated leave.

B. Vacation

Award for Support Staff Hired Prior to July 1, 2020

1. Eleven-Month Employees

- a. Eleven-month employees shall be entitled to annual earned vacation after completion of the following years of service:
 - Less than one year.....Prorated
 - One yearThree days
 - Ten or more yearsTwo additional days

1. Twelve-Month Employee

- a. All regular full-time (12 month) and part-time (12 month) employees shall be entitled to annual earned vacation after completion of the following years of service:
 - Less than one year.....Prorated
 - One yearTwo weeks
 - Six to twenty years.....One additional day for each year
to a maximum of twenty-five (25)
- b. Employees shall be entitled to earned vacation based on their completed years of service as of July 1 of each year. If eleven (11) month or school year full-time or part-time employees voluntarily applies for and becomes a full-time or part-time twelve (12) month employee, he/she will begin full-time or part-time twelve (12) month employment with vacation days credited to his/her vacation account, based on his/her years of service and prorated based on a July 1 start date.
- c. Vacation days are cumulative to a maximum of twenty-five (25) earned days. On July 1 of each year, the vacation day balance, including any newly awarded days, shall not exceed a total of twenty-five (25) days. Any vacation days carried over that cause the July 1 vacation balance to exceed twenty-five (25) days, including any newly awarded days, will be lost. Exceptions will be considered for employees on a case-by-case basis if District responsibilities prevent individuals from using their earned vacation.
- d. Vacation days will be awarded based on the employee's normal work day hours.
- e. Selection of vacation dates must have approval of the building principal and/or immediate supervisor through Frontline. Employees are encouraged to schedule vacation days during

the summer or other school vacation periods. During student contact days, a maximum of one (1) computer technician and two (2) support staff employees from each of the other employee groups shall be granted vacation and or personal days. The District may give consideration to special circumstances that would exceed the limits noted above.

- f. Holidays occurring during the vacation period of an employee shall not be charged against earned vacation days.
- g. Vacation time shall only accrue during regular employment or paid leave of absences.
- h. Employees who begin or terminate employment during the school year shall earn, and/or be compensated for earned vacation days on a prorated basis. In the case of the death of an employee, the unused earned vacation days will be paid to the estate of the employee.
- i. Employees may apply for vacation time no more than twelve (12) months in advance of the date requested.
- j. For newly hired staff, vacation will be prorated from the date of hire to the next July 1. For example if hired January 1st they are expected to work 6 months before July 1st so they would receive half of the One Year vacation award upon successful completion of the 90 day probationary/orientation period. In the event of resignation/termination of employment during the year, vacation days for the current year are to be prorated. Used vacation days which were not earned will be deducted from the final paycheck.

Award for Support Staff Hired After July 1, 2020

1. Eleven-Month Employees

- a. Eleven-month employees shall be entitled to annual earned vacation after completion of the following years of service:

Upon successful completion of 90 day
 probationary/orientation periodProrated
 One yearThree days
 Ten or more yearsTwo additional days

2. Twelve-Month Employee

- a. All regular full-time (12 month) and part-time (12 month) employees shall be entitled to annual earned vacation after completion of the following years of service:

Upon successful completion of 90 day
 probationary/orientation periodProrated
 One yearTwo weeks
 Six to twenty years.....One additional day for each year
 to a maximum of twenty-five (25)

SECTION B8. Fringe Benefits

A. Eligibility

1. Support staff hired prior to December, 1999 are classified in the following employment categories.
 - 17.5 to 22.49 hours per week50% employee
 - 22.5 to 29.99 hours per week75% employee
 - 30 or more hours per week.....100% employee

2. Support staff hired after December, 1999, who work less than thirty-five (35) hours per week are not eligible for benefits paid by the District.
 - 0 to 29.99 hours per weekNot eligible
 - 30 to 34.99 hours per week100% paid by employee (only eligible for health insurance)
 - 35 hours or more per week.....Eligible. See the subsequent benefit sections for pay percentages.

3. The effective date of the benefit program shall be the first of the month following date of hire for FTE employee and the first of the month following sixty (60) days of employment for LTE employees.

B. Health

For all full-time twelve (12) month, eleven (11) month, and school year employees, the District contribution amount is determined by participation or non-participation in the Wellness Component, which is an optional Health Risk Assessment/Biometric screening.

For participants in the Wellness Component, the District contribution equals 85% of the total premium associated with the HMO and the HMO-HDHP plans; and the employees pay the remaining 15% of the total premium. For POS and POS-HDHP plans, the District contribution remains at 85% of the total premium associated with the HMO and HMO-HDHP, and the employee pays the remaining balance.

For non-participants in the Wellness Component, the District contribution equals 82% of the total premium associated with the HMO and the HMO-HDHP plans; and the employees pay the remaining 18% of the total premium. For POS and POS-HDHP plans, the District contribution remains at 82% of the total premium associated with the HMO and HMO-HDHP, and the employee pays the remaining balance.

The District shall contribute on a prorated basis for employees who are less than full-time as outlined under eligibility.

C. Dental

For all full-time twelve (12) month, eleven (11) month, and school year employees, the District shall contribute 80% of the monthly premium for family coverage and 85% for single coverage. Employee shall contribute 20% of the premium for family coverage and 15% for single coverage.

The District shall contribute on a prorated basis for employees who are less than full-time as outlined under eligibility.

D. Life

For all full-time and part-time twelve (12) month, eleven (11) month, and school year employees eligible for benefits, the District shall contribute the monthly premium for term life insurance coverage equal to a value of one times an employee's annual salary.

E. Long-Term Disability

For all full-time and part-time twelve (12) month, eleven (11) month, and school year employees eligible for benefits, the District shall contribute the monthly premium for a long-term disability program.

F. Worker's Compensation

1. When an employee is absent from employment and unable to perform his/her duties as a result of personal injury caused by an accident or assault occurring in the course of his/her school employment and is eligible to receive Worker's Compensation payments for such absence, the following shall prevail:
 - a. An employee will be paid his/her full salary during his/her absence from employment up to a period of forty (40) days, less the amount of any Worker's Compensation award made for the temporary disability due to said injury. No part of such absence shall be charged to his/her annual or accumulated leave.
 - b. When the employee has used up forty (40) days, he/she may continue at full salary, less Worker's Compensation, to the extent of the total leave days he/she has accumulated to his/her credit.
 - c. These provisions shall be effective only if the injury occurred in the course of his/her school employment and if the employee qualified for Worker's Compensation.

G. Liability Insurance

1. The Board of Education shall provide and pay for liability insurance for all employees, to insure liability protection from exposures incurring in the performance of their employment.

H. Tax Sheltered Annuity

1. Board of Education Resolution dated 1963 permits employees to enter into a Tax-Sheltered Annuity Plan with a district approved commercial company.

I. Wisconsin Retirement Fund

1. In accordance with the general policy of eligibility, employees shall be covered under the Wisconsin State Retirement (WRS) Fund. Employees will contribute one-half of the total contribution and the Board of Education will contribute one-half of the required total WRS

Fund contribution. The Board of Education shall also pay the employer's share of Social Security.

J. Retirement

1. Retirement – Minimum Ten (10) Years' Experience

- a. An employee who has worked ten (10) years in the district and is age fifty-five (55) in the school year in which the retirement becomes effective is eligible for retirement. The school year for retirement purposes is defined as July 1 through June 30.
- b. All applicants for retirement with ten (10) years of experience must file a written request with the Director of Human Resources at least ninety (90) days prior to the retirement taking effect.
- c. Any person qualifying for retirement with ten (10) or more years of service shall be eligible to continue with the group hospital/health insurance plan of the District. The ten (10) years of service may not include an interruption of three (3) or more years.
- d. The employee shall pay the premium for the coverage in effect at the time of retirement and will be adjusted each year to the full cost of the premium.

2. Retirement – Minimum Twenty (20) Years' Experience

- a. An employee who has worked twenty (20) years in the district and is age fifty-five (55) in the school year in which the retirement becomes effective is eligible for retirement. The school year for retirement purposes is defined as July 1 through June 30.
- b. All applicants for retirement with twenty (20) years of experience must file a written request with the Director of Human Resources at least ninety (90) days prior to the retirement taking effect.
- c. Any person qualifying for retirement with twenty (20) or more years of service shall be eligible to continue with the group hospital/health insurance plan of the District. The twenty (20) years of service may not include an interruption of three (3) or more years.
- d. The District shall pay 50% of the premium for the coverage in effect at the time of retirement for a maximum of three (3) years. Payment of the premium shall cease when the employee is eligible for Medicare benefits. Please note insurance rates are subject to change annually.
- e. The District's payment of hospital/health insurance premiums shall automatically terminate in the event that the employee files for unemployment compensation benefits following retirement and that claim has a financial impact on the District, or in the event the employee obtains insurance coverage from another employer. In the event the carrier disallows participation of retired employees, the District shall pay the designated premium amount directly to the employee until the employee is eligible for Medicare benefits as stated in paragraph (d) above.

f. This benefit shall not apply to any discharged, terminated, or non-renewed employee.

Validity – If any aspect of this article is found to be discriminatory or violative of the Federal Age Discrimination in Employment Act, the Wisconsin Fair Employment Act, or any other state or federal law by any court of competent jurisdiction, then the entire Section C: Health Insurance shall be considered null and void.

K. Termination of Benefits

1. Any employee leaving the District for any reason shall have their benefits terminated on the last day of the month during which the employee terminates employment.

SECTION B9. Compensation

A. Overtime Pay

1. All hours actually worked over forty (40) hours per week, shall be paid at time and one-half (1½) of the employee’s regular hourly rate of pay. Employees who are not regularly scheduled to work on Sunday will be paid double the employee’s regular hourly rate of pay for all hours actually worked on Sunday. All hours actually worked on holidays, will be paid at double the employee’s regular hourly rate of pay.

B. Substitute Pay

1. Employees who are requested to and who work as a substitute in a higher or lower job classification for five (5) days or less shall receive his/her regular rate of pay. Employees who are requested and who work in a higher job classification for more than five (5) days shall be paid the higher rate of pay starting on the sixth day.

C. Longevity Stipend

1. The longevity stipend is a supplemental payment based on years of service in the BDUSD. One-time payment to be paid after a support staff member has completed the last contract day of a milestone year.

Milestone Years of Service	Longevity Stipend
3 years	\$ 250
5 years	\$ 500
7 years	\$ 750
10 years	\$1,000
15 years	\$1,250
20 years	\$1,500
25 years	\$1,750
30 years	\$2,000
35 years	\$2,250
40 years	\$2,500

SECTION B10. Miscellaneous Policies

A. Fair Labor Standards Act - Break Time for Nursing Mothers

1. The District shall provide a reasonable break time for an employee to express breast milk for nursing a child for one year after a child's birth each time such employee has need to express milk and a place, other than a bathroom, that is shielded from view and free from intrusion from coworkers and the public, which may be used by an employee to express the milk.

2023-24 Support Staff Wage Scale

Step	Food Service-1	Custodian
1	\$13.97	\$20.77
2	\$14.32	\$21.42
3	\$14.64	\$22.09
4	\$15.00	\$22.75
5	\$15.35	\$23.48
6	\$15.66	\$24.13

Step	Secretary-1	Secretary-2	Secretary-3	Secretary-4
1	\$17.00	\$17.74	\$18.21	\$18.50
2	\$17.57	\$18.35	\$18.80	\$19.09
3	\$18.20	\$18.96	\$19.40	\$19.69
4	\$18.84	\$19.56	\$20.03	\$20.30
5	\$19.42	\$20.17	\$20.64	\$20.92
6	\$20.03	\$20.77	\$21.25	\$21.55
7	\$20.63	\$21.39	\$21.84	\$22.15
8	\$21.26	\$22.01	\$22.45	\$22.74

Step	Drivers	Maintenance	Computer Tech
1	\$15.91	\$23.40	\$21.34
2	\$16.42	\$24.03	\$22.02
3	\$16.89	\$24.72	\$22.69
4	\$17.35	\$25.43	\$23.37
5	\$17.84	\$26.08	\$24.05
6	\$18.30	\$26.79	\$24.74
7	\$18.78	\$27.50	\$25.41
8	\$19.25	\$28.21	\$26.08

Step	Reg Ed TA	Spec Ed TA	Tutor
1	\$15.64	\$15.91	\$17.00
2	\$16.12	\$16.42	\$17.52
3	\$16.59	\$16.89	\$18.08
4	\$17.07	\$17.35	\$18.62
5	\$17.52	\$17.84	\$19.15
6	\$18.01	\$18.30	\$19.72
7	\$18.48	\$18.78	\$20.24
8	\$18.94	\$19.25	\$20.77

Step	CMA	LPN	ED INT
1	\$14.96	\$16.06	\$24.62
2	\$15.95	\$17.06	\$25.90
3	\$16.95	\$18.05	\$27.19
4	\$17.94	\$19.04	\$28.47
5	\$18.93	\$19.99	\$29.75
6	\$19.88	\$20.94	\$30.99
7	\$20.83	\$21.93	
8	\$21.82	\$22.92	