



**Monday, August 12, 2024
Board of Education Work Session**

**APPLETON AREA SCHOOL DISTRICT
BOARD OF EDUCATION WORK SESSION
Scullen Leadership Center
131 E. Washington Street, Suite 1A
Appleton, WI 54911
Time: 4:00 PM**

Board of Education Work Sessions are not broadcast via live stream but are open to the public unless otherwise noticed. Any special needs or any requests for accommodations related to accessing the meeting should be sent to Kayla Malott, at malottkayla@asds.k12.wi.us or (920) 852-5300, ext. 60111 at least 24-hours in advance of the meeting.

1. Meeting Opening

Subject	A. Roll Call
Meeting	Aug 12, 2024 - Board of Education Work Session
Category	1. Meeting Opening
Type	Discussion, Information, Report

2. Employee Handbook Updates

Subject	A. 2024-2025 Employee Handbook Revisions
Meeting	Aug 12, 2024 - Board of Education Work Session
Category	2. Employee Handbook Updates
Type	Discussion, Information, Presentation

Chief Human Resources Officer, Julie King will present the 2024-2025 Employee Handbook Revisions.

File Attachments
[Employee Handbook Revisions \(2024-2025\).pdf \(355 KB\)](#)

3. Adjourn

Subject	A. Adjournment of Work Session
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Meeting	Aug 12, 2024 - Board of Education Work Session
Category	3. Adjourn
Type	Information, Procedural

AASD EMPLOYEE HANDBOOK REVISIONS (2024-2025)

In accordance with Operational Expectations Policy (OE-8), the Superintendent will:

“Inform the Board in advance of any deletions of, additions to, or significant modifications of any District policies, instructional programs, or the employee handbook.”

- **Color Coding:** Edits will be noted in **red, italic font** for removals, **green font** for additions, and **blue font** for a re-writes.
- **Reference:** The sections are organized by page number to reference in the current Employee Handbook.

1. **Alcohol-Free and Drug-Free Workplace (p.11)**

The Appleton Area School District is committed to maintaining an **alcohol-free and** drug-free workplace. Therefore, the manufacture, distribution, dispensing, possession, or use of alcohol or a controlled substance by an employee during the workday or while engaged in extra duty assignments, shall be strictly prohibited. All employees shall be required to undergo alcohol and drug testing at any time the administration has reasonable suspicion to believe the employee has violated the District’s policy concerning alcohol and other drugs. Such testing may be conducted when there is reasonable suspicion to believe the employee has used or is using alcohol or drugs prior to reporting for duty, or while on duty. Any employee who violates this policy shall be subject to **consequences that may include** disciplinary action up to and including discharge. All employees will abide by the provisions of **Board Policy 522.1 – Alcohol and Drug-Free Workplace**.

*****Note: This revision is to mirror the changes in the amended District policy approved on January 8, 2024.***

2. **Retirement Qualifying for the AASD Post-Retirement Benefit (p.21)**

Retirement Qualifying for the AASD Post-Retirement Benefit

In order for an employee to receive post-employment benefits employees must submit a retirement letter with an original signature to the Chief Human Resources Officer by the following:

- Administrators – No later than February 15
- Educators – No later than February 15 for end of year retirements ***or by October 20 for end of first semester retirements for the 23-24 school year. ****
- ASU, Administrative Assistant, Custodial/Maintenance, and Paraprofessionals - at least a forty-five (45) day notice prior to the last workday

****Beginning with retirements for the 2024-2025 school year, qualifying staff are eligible to retire with benefits by submitting a letter of retirement by February 17, 2025 (Semester retirements do not apply).***

*****Note: This revision removes the transitional language for the change and notation to last school year.***

3. Employee Leaves of Absences (p. 39-40)

Substitution of Paid Leave during FMLA and/or WFMLA

Under WFMLA employees may elect to substitute any type of employer provided paid leave (vacation, personal day, or sick leave) during WFMLA.

Under FMLA, an employee may be eligible to substitute, or the Employer may require that the employee substitute some forms of Employer-provided paid leave during FMLA leave.

The District's FMLA procedures allow employees to use accrued (or earned) sick leave or other paid time, during an approved FMLA leave. ~~Effective May 9, 2023,~~ The amount of paid time that can be substituted for an employee's own serious illness or other approved FMLA absence is up to 12 weeks (60 days) total. ~~Any FMLA absences prior to May 5, 2023 for family member related leave will follow the previous Handbook language.~~ This time is prorated for less than full-time employees determined by FMLA law and will be outlined in your communication with Human Resources for employees who qualify for FMLA.

Employees on FMLA who exceed the 12 weeks for their own serious health condition, may qualify to continue on a Medical Leave (see p. 43).

*****Note: This revision removes the mid-year change language from last school year.***

4. Employee Leaves of Absence (Unpaid): Medical Leave (p. 43)

An employee with a serious health condition who is not eligible for either state or federal Family Medical Leave (FMLA/WFMLA) or an employee who has exhausted FMLA/WFMLA leave may be eligible for a medical leave. If the employee has accrued leave time (i.e. sick leave, vacation, personal days), the time will be applied consecutively, with exception of intermittent doctor appointments, until paid leave is exhausted. All requests for an unpaid medical leave of absence, other than emergencies, must be submitted to the District at least sixty (60) days prior to the anticipated beginning of the leave or as soon as reasonably possible in emergency situations. A statement from a physician must accompany requests for medically-connected leaves of absence stating the nature of the illness or disability, and a prognosis concerning the physical or mental ability of the employee to return to work. The approved leave will coincide with the doctor's certification of medical incapacity.

*****Note: This revision clarifies current practice and includes emergency situations.***

5. Employee Benefits: Wisconsin Retirement System (WRS) Contributions (p.49)

The District pays the employer contribution to Wisconsin State Retirement for qualifying employees and employees pay the employee contribution as determined by the Department of Employee Trust Funds. The District will withhold the employee's required contribution from the employee's pay on a pre-tax basis.

Effective June 10, 2024, employees who work summer school through AASD will be eligible for WRS contributions at an established rate. Time worked during the summer school programming will not qualify toward benefit eligibility or AASD post-retirement benefits.

*****Note: This addition reflects AASD as the employer for summer school and benefit related clarification for employees.***

6. Vacation (p. 50)

The following groups are eligible for vacation: 260 day administrators, ASU employees working more than 235 days, administrative assistants and maintenance staff.

All eligible support staff, will earn paid vacation based on their daily rate of pay in accordance with the schedule below. *Employee's receive the year's vacation as an advanced allocation on July 1 and earned vacation throughout the year on a weekly basis. For newly hired staff up to (1) year vacation will be prorated from the date of hire to the next July 1 at the rate of one day for each five weeks worked.*

When a Paraprofessional, Educator or ASU staff member (not eligible for vacation) transfers to a position eligible for vacation, concurrent years of experience shall apply to vacation allocations. For re-hired employees, see p. 53 regarding credit from previous AASD employment.

One (1) consecutive year of employment
Five (5) consecutive years of employment
Ten (10) consecutive years of employment
Fifteen (15) consecutive years of employment

Two (2) weeks
Three (3) weeks
Four (4) weeks
Five (5) weeks

**Pro-rated for less than 260-day employees*

All 260-Day Administrators will receive 20 days of vacation or 25 days of vacation with 15 years of service in education or *leadership experience for operational positions*.

For newly hired staff up to one (1) year, vacation will be prorated from the date of hire to the next July 1 at the rate of one (1) day for each five (5) weeks worked. Vacation allotments are awarded on July 1 and advancement on the vacation schedule are calculated from the July 1 closest to the hire date. A maximum of five (5) unused vacation days will be automatically carried over to the next year by Human Resources.

An employee on an unpaid leave of absence shall not be eligible for nor earn vacation, but such leave shall not cancel prior years of employment in the calculation of the number of weeks of vacation he/she would earn while on the job.

Vacations may be taken on any days on which an employee is scheduled to work; however, employees are encouraged to take vacation during non-peak work times. A request to take vacation must be approved by the immediate supervisor prior to the vacation time being taken. Employees are required to report all vacation into the automated substitute system.

Employees eligible for paid vacation who terminate employment for any reason (other than discharge), may ~~shall be~~ paid up to 5 days of accrued vacation. *As vacation is advanced on July 1, vacation will be prorated based on the weeks worked.* Employees who do not give a fifteen (15) day notice of resignation or a forty-five (45) day notice of retirement may forfeit *up to 5 days of* accrued and/or unused vacation time.

*****Note: This revision clarifies the advancement of vacation for eligible employees and how vacation is earned throughout the year. In addition, it includes credit for leadership experience outside the educational field for operational administrative positions.***

7. Length of Service (p. 53)

Service to the District begins with the first day of work as a regular employee and will continue to accrue unless there is an interruption to employment (resignation or one year leave of absence). Services is calculated by days/FTE worked.

- Retention of benefit: No accrued benefits earned prior to the leave will be lost during leave
- Accrual during a leave: No new benefits or accrual of service to the District will be added for days exceeding a 60 day leave of absence (beginning 7/1/22)

Length of service is calculated on FTE during the school year and time worked. Additional length of service does not include summer school assignments.'

*****Note: This revision clarifies the length of service calculation (including exclusion of summer school assignment).***

8. Administrators: Expectations and Practices (p.57)

Workday

Except as is otherwise provided in the administrator's individual contract, administrators shall devote full time to the duties and responsibilities normally expected of the administrator's position or such other duties as may be assigned by the Board of Education. Administrators shall not engage in any pursuit, or accept any other employment, which interferes with the proper discharge of the administrator's duties and responsibilities including AASD paid co-curricular positions.

*****Note: This revision documents current practice.***

9. Grandfathered Language to "legacy staff" (p.62, 69)

Longevity

All employees who have completed ten (10) to fourteen (14) consecutive years of service will receive five hundred dollars (\$500.00) per year. All employees who have completed fifteen (15) or more consecutive years or more of service will receive seven hundred and fifty dollars (\$750.00) per year. Longevity is paid semi-monthly on the employee's paycheck. Effective July 1, 2022, longevity will be discontinued. Employees receiving longevity pay at the time of discontinuation will ~~be "grandfathered"~~ continue to receive longevity pay.

Transition for Current Transportation Paraprofessionals

- Two categories for distinction of classification will be created:
 1. School Transportation Paraprofessionals – Individuals who are benefit eligible and remain under the provisions of the Employee Handbook
 2. Bus Aides – Individuals who are not benefit eligible and not under the provisions for the Handbook and would receive the higher hourly rate.

- The District will offer an option to ~~'grandfather' employees~~ legacy staff in a School Transportation Paraprofessional position at the time of the change who are currently enrolled in benefits.
 - These individuals will receive notice detailing the option to transition to an hourly Bus Aide at a higher rate of pay (not benefit eligible) or remain as a School Transportation Paraprofessional at the current rate of pay outlined in the Handbook (benefit eligible).
 - They will elect their preference on a signed document.
 - Once the ~~grandfathered employee~~ legacy staff discontinues insurance or reduces FTE below required eligibility, he/she will not have the option of re-enrolling in benefits.

○
****Note: This revision reflects a culturally inclusive term.**

10. Paraprofessional (p.65-66)

Paraprofessional Assignment Categories / Program Areas:

Paraprofessional assignments are defined in the following categories and program areas:

Assignment Categories	Program Areas						
Regular Education	Instructional / LMC / Recess	Title I (Pre-School)	4K				
School Transportation	Bus Supervisor						
Special Education	~~EBD~~	~~CD~~	~~SLD~~	~~AUT~~	~~OI~~	Vision/ Brailist	ECSE/ IK/4K
Interpreter	ELL	Title I ELL	DH/H	Bilingual			
Therapy Assistants	COTA	PTA					

Replace with...

Assignment Categories	Program Areas						
Regular Education	Instructional / LMC / Recess	Title I (Pre-School)	4K				
School Transportation	Bus Supervisor						
Special Education	Cross Categorical	IDS	SEBD	Vision/ Brailist	ECSE/ IK/4K	Phono	
Interpreter	ELL	Title I ELL	DH/H	Bilingual			
Therapy Assistants	COTA	PTA					

Notification of Assignments

Paraprofessionals will receive a written notice of their tentative assignment(s) for the ensuing school year no later than the last day of the current school year. *Specific building*

responsibilities such as grade level and daily schedule, will be shared by the building administrator.

Paraprofessionals without Assignment

Staffing allocation reductions or different certification requirements (ESSA) could necessitate the need to designate a paraprofessional(s) either partially/fully without assignment. All paraprofessionals without assignment are assured a position for the ensuing school year.

If there is more than one paraprofessional in the same assignment category and program area, administration will determine the paraprofessionals who will become partially/fully without assignment. Consideration will be given to voluntary requests, current and past assignments, practical experiences, length of service, contributions as a team member and adaptability to other assignments.

When there is only one paraprofessional in an assignment category and program area whose position no longer exists, he/she will be designated as without assignment. If the building has a vacancy, as the result of a retirement or resignation, within the paraprofessional's assignment category and program area, the paraprofessional will be assigned the position. If the building has a vacancy in a different assignment category and program area, the paraprofessional designated as without assignment has the option of applying for the position.

All paraprofessionals assigned the status of without assignment can apply for vacant positions. Individuals who remain without assignment will be placed by Administration.

*****Note: This revision mirrors the change from some categorical assignments to cross-categorical assignments in respect to how assignments are determined.***