Monday, August 8, 2022
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 Clara Kopplinger, at kopplingerclar@aasd.k12.wi.us or (920) 832-6126, at least 24-hours in advance of the meeting.

1. Meeting Opening

Subject	**A. Roll Call**
Meeting	Aug 8, 2022 - Board of Education Work Session
Category	1. Meeting Opening
Type	Procedural

2. Employee Handbook Updates

Subject	**A. 2022-2023 Employee Handbook Revisions - for Discussion**
Meeting	Aug 8, 2022 - Board of Education Work Session
Category	2. Employee Handbook Updates
Type	Discussion, Information

File Attachments
HANDBOOK REVISIONS 2022-23 - (Final)8-8-22.pdf (1,031 KB)
IFC Employee Handbook Revisions (2022-23) (8-8-22).pdf (137 KB)

3. Adjourn

Subject	**A. Adjournment of Meeting**
Meeting	Aug 8, 2022 - Board of Education Work Session
Category	3. Adjourn

Type	Information, Procedural

HANDBOOK REVISIONS (2022-2023)

KEY:

Clarification

Move or Combination

Change / Additions

1. **Attendance / Reporting Absences / Unauthorized Absence p. 16**

Addition: In order for schools to operate effectively, employees are required to be punctual and present for work. Employees who are unable to report to work or to work on time shall follow the applicable procedures for reporting absences by entering the absence in the absence management system. For same day absences, the employee is required to contact their supervisor. Failure to report an absence in a timely manner or to report to work, leaving work during scheduled hours without permission, excessive absences, unacceptable patterns of absence, and/or habitual tardiness will be subject to appropriate disciplinary action, up to and including discharge.

SECTION 11: EMPLOYEE LEAVES OF ABSENCE (Paid) p. 39

- Sick Leave (Non-Serious Health Conditions)
- In order to be granted sick leave, an employee must:
  - Register with the absence management system and update any changes in employee information or employment status (i.e. changes in schedule, school location, FTE, etc.).
  - Report the absence records the Report absence at least one (1) hour prior to the start of each workday in the absence management system.
  - If an employee has a same day absence, the employee is required to contact the supervisor.
  - Keep their supervisor informed of their condition and an anticipated return to work date.

*****Length of Service p. 13 (moved to Post-Retirement Benefit section p. 53)***

2. Breach of Contract (Administrators /Educators)- Change as to be reflected in 23-24 contracts **p. 16**

Should a contracted employee voluntarily breach his/her contract by resigning during its term, unless for "good reason", a liquidated damage fee in the respected amount set forth below and reflected in the individual's contract shall be paid or forfeited by the employee. If the resignation occurs during July or August, the liquidated damage fee must be submitted with the signed resignation letter. Notice of resignation is defined as the date the resignation letter is received by the Human Resources Department. Upon receipt of the resignation letter and payment, the recommendation for release of contract will be made to the Board of Education at a formal meeting. Upon approval, the employee will receive a release of the contract letter.

"Good reason" includes physical or mental incapacity to do the work, serious illness or death in the immediate family, spousal job relocation where it would be impractical for the employee to fulfill his/her contract, or for

similar hardship situations. Decisions regarding the payment of liquidated damages will be made by the Superintendent or his/her designee.

Administrators

- Administrators shall provide adequate notice of resignation or the following liquidated damages shall be due:
- $1,000 ~~$500~~ if written notice is submitted to Human Resources after June 1
- $1,500 ~~$1,000~~ if written notice is submitted to Human Resources after June 30

Educators

- Educators shall provide notice of resignation by June 30 or the following liquidated damages shall be due:
- $1,000 ~~$500~~ after July 1 and up to July 31
- $1,500 ~~$1,000~~ after August 1 or anytime throughout the term of the existing contract.

3. Resignation p.21

Adequate notice is requested as a professional courtesy in order to provide continuous quality of service to the District's students and families. Adequate notice is defined as follows or a liquidated damages fee may apply (see Breach of Contract) and/or forfeiture of accrued and/unused vacation time (if applicable):

- Administrators – June 1 ~~June 30~~ or earlier
- Educators – June 30 or earlier
  - ASU, Secretaries, Paraprofessionals and Maintenance a minimum of fifteen (15) calendar days prior to the effective date of resignation and work 10 days prior to resignation date

**** Professional Growth - Performance Evaluations p. 26***

- Department or Building Administration will inform all staff who his/her primary supervisor/evaluator will be for the school year by September 20.
- ***Clarification:*** *In the previous version the date was listed for educators; no date for administrators; and at the start of the school year. The date provides consistency and eliminates duplication in the Handbook.*

4. Reimbursement for Content Test Exam-Educators p. 27 (Addition)

Educators requested by administration to complete a content exam to obtain an add-on licensure in another area of direct benefit to the District, now or in the future, are eligible for reimbursement of the cost of the content exam.

5. Tuition Reimbursement - Administrators p.28 (Addition)*

The District will reimburse the cost of undergraduate/graduate credits taken by an administrator for course(s) related to their position limited to a maximum amount equal to three (3) graduate credits per semester with prior approval of the Chief Human Resources Officer. Tuition reimbursement may require the employee to sign an Agreement committing to continued employment for a period of time. The period shall depend on the amount of benefit.

When the District hires an administrator who has not yet completed the administrative license required for their position, the District will reimburse the employee for courses taken to obtain licensure with a continued employment agreement.

6. Tuition Reimbursement/Assistance for Support Staff p. 28 (combined/revised)*

Current: Employees shall be eligible for reimbursement of the cost of tuition and books for courses or training taken for professional improvement which would also have a direct benefit to the District, now or in the future, provided funding is available. Reimbursement will be upon successful completion of the course or training. Such courses must have the approval of the Chief Financial Officer of his/her designee prior to enrollment of the individual. A Request for Reimbursement for Professional Improvement form must be submitted for approval prior to enrollment.

Revision: Employees shall be eligible for reimbursement or tuition assistance for professional development that have a direct benefit to the District, now or in the future, provided funding is available.

- Requests for professional development reimbursement or tuition assistance are required to be submitted by the following dates:
  - February 15 – Summer semester
  - June 30 – Fall semester
  - November 15 – Spring semester

- Requests will be reviewed by the Chief Human Resources Officer or his/her designee. A decision will be communicated to the employee within 15 days following the deadlines above.

- Dependent on the amount of tuition reimbursement or assistance the employee may be required to sign an agreement committing to continued employment for a period of time. The period shall depend on the amount of benefit.

- Reimbursement will be made upon documentation of successful completion of the course, training, or receipt of certification. (Professional Development Guidelines)

7. Postings/Filling Vacancies p. 30

A. Posting of Vacancies:

Current: Vacant positions will be posted after employees who are "without assignment" are placed in the position or certification area and provided there are no layoffs in the vacancy area

Revised: Vacant positions will be posted with consideration to the number of employees who are "without assignment", provided there are no layoffs in the vacancy area.

B. Process for Filling Vacancies:

Current employees may apply for vacant positions, if they are in good standing, defined as not being on an individual program of support. An employee within the first year of employment in the District will not be eligible to apply for vacancies unless designated as "without assignment", requesting a contract change, or are currently assigned to multiple locations.

ADD: Newly hired employees may apply for vacant positons prior to August 1.

8. Personal Leave Additional Personal Leave Requirements (Paraprofessional/ Educators) p. 41-42

a. Personal days must be entered through the Absence Management system. Personal days can be entered for the new school year starting at 6:00 a.m. on the fourth Monday in August (ex: August 22, 2022) ~~first~~

~~contracted day of a school year~~. As a courtesy a Personal Day Calendar (Educator or Paraprofessional) will be updated weekly and accessible for reference.

9. Section 12: Employee Leaves of Absences (Unpaid) p. 44

All written requests for unpaid leaves (educational, medical, child rearing, other) not exceeding twelve (12) months in duration shall be submitted to the Chief Human Resources Officer. The employee will provide the reason for leave and the expected duration for the leave. The request for leave will be reviewed by the Chief Human Resources Officer or his/her designee and shall be granted or denied at his/her sole discretion. An approved leave of absence will begin and end on the dates specified. Any modification to the leave request shall be submitted for consideration to the Chief Human Resources Officer or his/her designee. ~~Should a leave request be denied or the employee requests an extension beyond the (12) twelve months, the leave will be brought to the Personnel Services Committee of the Board of Education for consideration and a decision.~~

***Benefit Updates p. 49-50:** Health Insurance premium differential for employees and spouses not electing to participate in Personal Health Assessments (PHA's) (Board approved with health insurance last year). AFLCA -added benefit.

***Vacation – combined from addendums p.51** – procedural change allowing vacation to be taken in hours.

10. Holiday Leave p. 52

Current: For those employee groups eligible for holiday pay, the following are recognized holidays:

Employee Group	ADM	PARA	SEC		ASU			CUST / MAINT
	*w/ 260 day contract		12 mo.	10.5 mo.	Cultural / PBIS (236)	Youth Advo. (215)	Adm. Support (260)	
Labor Day	X	X	X	X	X	X	X	X
Thanksgiving Day	X	X	X	X	X	X	X	X
Friday After Thanksgiving	X	N/A	X	X	X	X	X	X
Day Before Christmas	X	X	X	X	X	X	X	X
Christmas Day	X	X	X	X	X	X	X	X
New Year's Day	X	X	X	X	X	X	X	X
Martin Luther King Day	X	X	X	X	X	X	X	X
Good Friday	X	X	X	X	X	X	X	X
Independence Day	X	N/A	X	N/A	N/A	N/A	X	X
Memorial Day	X	X	X	X	X	X	X	X

Revised: All 12 Month (260 day) employees are eligible for seven (7) paid holidays and three (3) floating holidays. The seven holidays include: Labor Day, Thanksgiving Day, Christmas Day, New Year's Day, Martin Luther King Day, Memorial Day, and Independence Day.

All 10.5 Month (235-236 day) employees are eligible for (6) six paid holidays that occur during their scheduled work year (excluding Independence Day) and three (3) floating holidays.

The three floating holidays must be used on student non-contact days (including summer school) with prior approval from the employee's supervisor and be entered in the Absence Management system. Remaining floating holidays will not carryover to new fiscal years and are not payable at time of resignation or retirement. For new hires, floating holidays are prorated (one day per four months worked).

Along with winter and spring break the school calendar will indicate the following days as non-school days for the 2022-23 school year: Day after Thanksgiving, day before Christmas, Friday before Easter and Juneteenth.

(NO CHANGE) - Paraprofessionals are eligible for eight (8) paid holidays as follows: Labor Day, Thanksgiving Day, Day before Christmas, Christmas Day, New Year's Day, Martin Luther King Day, Friday before Easter, and Memorial Day.

(NO CHANGE) - Youth Advocates are eligible for nine (9) paid holidays as follows: Labor Day, Thanksgiving Day, Day after Thanksgiving, Day before Christmas, Christmas Day, New Year's Day, Martin Luther King Day, Friday before Easter, and Memorial Day.

11. Post-Employment Benefit p. 53-54

Post-employment health benefits shall be available to eligible employees covered by this Handbook. An application for benefits under this provision shall be granted if notice of retirement is submitted to the District per the timelines specified in this Handbook. To be eligible for any post-retirement health benefit, the employee must:

- Retire from the Appleton Area School District
- Meet the age requirement noted below'
- Have worked for the Appleton Area School District a minimum of ten (10) ~~consecutive~~ years of employment.

Details regarding the post-retirement health benefit include the following:

- The District will make a defined contribution for all eligible retirees in the form of a "retiree only" Health Reimbursement Account (HRA) and 403(b).
- The maximum annual contribution to a retiree benefit is capped at the level of District health insurance cost/subsidy for actives at the end of the 2015-16 fiscal year.

Accrual ratios and maximum benefits amounts: (converted into chart form)

Employees meeting the eligibility requirements for any post-retirement benefit will receive credit for the number of years worked based on length of service.

Employee Group	Ratio of Accrual (as of 7/1/2013) *"Years Worked" is calculated by length of service*	Maximum Benefit **
Administrators	1 year of benefit for 5 years worked	7 years
Educators	1 year of benefit for 5 years worked	7 years
Administrative Support Unit (ASU)	1 year of benefit for 6 years worked	6 years
Maintenance	1 year of benefit for 8 years worked	3 years
Secretaries	1 year of benefit for 8 years worked	3 years
Paraprofessionals	1 year of benefit for 12 years worked	2 years

Administrators and Educators accrued 1 year of benefit for 3 years worked prior to 6/30/2013. The benefit will not accumulate beyond the age of 65 for years worked beyond 2012-13. Support staff accrual was in accordance with each employee group contract prior to 6/30/2013.

***Maximum benefit may be exceeded depending on time earned prior to 6/30/2013 and applicable employee group contract.*

Length of Service:

- **Current:** Service to the District begins with the date of hire which will be the employee's first day of work and will continue to accrue unless there is an interruption to employment. An approved leave of absence or a military leave will not be considered to be an interruption of employment in that the position and accrued benefits will not be lost during the leave. However, no new benefits or accrual of service to the District will be added during the leave.

- **Revised:**

  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).

  - 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 7/1/2022)

  Also noted under "Benefits During Leave"

  - Days toward length of service, service time and time toward personal leave shall not accrue for the employee during a leave of absence in excess of 60 days.

12. Rehired Employee (Addition p. 55)

An employee rehired within 5 years of his/her resignation (not retirement) or at the conclusion of a temporary assignment from the district will receive re-instatement of accrued sick leave days prior to separation and credit for the years of service towards vacation and/or personal day(s) allocation (if applicable).

A rehired employee will received re-instated length of service towards post-employment benefits.

*Overtime /Compensatory Time/Travel Reimbursement – combined from addendums and clarification p.56-57.

CUSTODIAL MAINTENANCE

13. Uniforms Page 65-66

Current: Personal Appearance expectations will not supersede personal protective equipment requirements for any specific tasks. Employees must wear approved, District-issued uniforms according to District standards (including the District issued ID badges). Employees:

- Must ensure the uniform / footwear are sufficient for the tasks they will be performing.
- May wear district approved hats / headgear outdoors or as tasks require.

On contract days:

o Must wear district approved uniform shirt and pants. Below are the uniform standards:

- Shirt may be long or short sleeve with a visible name tag
- Shirt should be tucked into pants (belt recommended)
- Must be clean and serviceable
- Must be worn as outer garment unless outdoors
- May be worn over other garments if applicable

o With the supervisor's approval, employees will be permitted to wear building logo attire on school event days only in lieu of the district uniform.

On non-contract days:

Employees will have the option to wear either the uniform as described above, or district logo attire (t-shirt and/or shorts.)

Revised: The Personal Appearance expectations will not supersede personal protective equipment requirements for any specific tasks. Employees must wear approved uniforms according to District standards (including the District issued ID badges). Employees:

- Must ensure the uniform/ footwear and pants are made from sturdy material (such as denim) and free from rips, tears, holes, stains are sufficient for the tasks they will be performing.
- May wear district approved hats / headgear outdoors or as tasks require.

On contract days

- Must wear district approved uniform (button up) shirts or polos/footwear and pants. Below are the uniform standards:
  - Shirt/Polo may be long or short sleeve with a visible name tag
  - Shirt should be tucked into pants (belt recommended)
  - Must be clean and serviceable
  - Must be worn as outer garment unless outdoors
  - May be worn over other garments if applicable
- With the supervisor's approval, employees will be permitted to wear building logo attire on school event days only in lieu of the district uniform.

14. <u>Overtime</u>: p. 69

Current: Overtime hours for specific buildings will be offered equitably in the following order:

1. Building's staff who are qualified to perform the work
2. Members of the Maintenance Department
3. Engineers on an equitable, rotational basis

Revised: Overtime hours for specific buildings will be offered equitably in the following order:

1. Building's staff who are qualified to perform the work
2. Volunteers -The volunteer closest to the top of the custodial maintenance list at this time is awarded the overtime
3. The employee(s)on the top of the custodial maintenance list

15. Temporary Assignment p. 69-70

Current: If an employee is required to take a temporary job with a lesser rate of pay, the employee will not be required to take a reduction in pay. Any employee who is required to take a temporary job with a higher rate of pay for two (2) hours or more, shall receive the minimum rate of the job to which they are temporarily assigned that provides an increase in wages. Shift differential pay does not apply to employees assigned to a first (1st) shift position in the case of a short-term assignment. This shall apply only where the individual has replaced the regular job incumbent, not where the individual is assisting such incumbent.

Revised: If an employee is required or selected through an interview process (a notification of the temporary assignment will be emailed/communicated to all maintenance employees) to take a temporary position with a higher rate of pay, the employee shall receive the step 1 hourly wage for the temporary position for the hours and duration the work is performed only for assignments of (10) or more full days worked. This shall apply only where the individual has replaced the regular position incumbent, not where the individual is assisting such incumbent. If an employee is required to take a temporary job with a lesser rate of pay, the employee will maintain their current rate of pay.

If a Day Steward assumes the full responsibilities of a Building Engineer position for long-term substituting of (10) or more work days, the individual will be paid the differential between their rate of pay and level 1 of the building engineer rate.

Shift differential pay does not apply to employees assigned to a first (1st) shift position in the case of a short-term assignment

Every effort will be made to rotate temporary assignments to qualified employees by the Executive Director of Operations or designee.

16. License Stipends p. 70

Current: All employees that complete district approved engineer training, obtain a pesticide license or obtain a certified pool operator's license shall receive a one hundred dollar ($100) stipend on their December 15 paycheck provided a copy of their license is on file with the Human Resources Department.

Revised: All employees required by the district that complete district approved engineer training, obtain a pesticide license or obtain a CPO (Certified Pool Operator License) shall receive a renewal stipend of $750 upon successful completion of the pesticide training or $500 for the CPO License for the 5 year renewals.

PARAPROFESSIONALS

17. Adjustment of Work Schedule p. 72

Addition: An employees' work schedule may be revised after Assignment Letters are issued, if mutually agreed upon by the employee and supervisor. Such an adjustment will not include an increase or decrease of hours. In such situations, the supervisor will notify the Human Resources Director or Chief Officer of the revised work schedule prior to it being in effect.

18. Licensure / Certification - Paraprofessionals p. 76

Current: DPI licenses are required of Special Education Paraprofessionals, DHH Interpreters and COTA/CPTA employees. When a paraprofessional's assignment requires certification / licensure to comply with the regulations of the Department of Public Instruction (DPI) or other agencies, the employee will pay twenty-five dollars ($25) of the licensing fee and the District will pay the remaining balance.

Revision: DPI licenses are required of Special Education Paraprofessionals, DHH Interpreters and COTA/CPTA employees. When a paraprofessional's assignment requires certification / licensure to comply with the regulations of the Department of Public Instruction (DPI) or other state agencies, the District will pay the cost. Paraprofessionals are to contact Human Resources prior to license renewal.

EDUCATORS

19. Job Sharing p. 78

Job sharing is a voluntary program to provide the opportunity for two current elementary professional educators to share one full-time equivalent position. The sharing of duties and responsibilities will be determined and agreed upon by the job share partners and the building principal prior to entering into the job share agreement. Due to scheduling priorities necessary to meet the instructional needs of the students, it may not be possible to provide equitable prep time for each professional educator.

Current: A job sharing request form must be submitted to the appropriate building principal for initial approval and then forwarded to the Chief Human Resources Officer no later than April 15. Administration will review the request and, if satisfactory, will recommend that the Board of Education approve the request. Both professional educators are expected to attend all student contact days, workdays, professional development days, open houses, parent- teacher conferences, staff meetings and any other professional activity related to their duties.

Revised: A job sharing request form must be submitted to the appropriate building principal for initial approval and then forwarded to the Chief Human Resources Officer no later than April 15. Administration will review the request and, if satisfactory, will recommend that the Board of Education approve the request. Both professional educators are expected to attend staff orientation days, professional development days, open houses/Meet and Greets, and parent-teacher conferences. Attendance at staff meetings and any other professional activity related to their duties (such as IEP meetings and PLC/Late Start meetings) will be determined and agreed upon by the job share partners and the building principal.

Current: The professional educators in a job-sharing arrangement are expected to substitute for one another whenever possible. Payment for substitute work within the job-sharing arrangement will be at the base pay for

the BS or MS degree, whichever reflects the education of the professional educator who is performing the substitute work.

Revised: The professional educators in a job-sharing arrangement are expected to substitute for one another whenever possible. Payment for substitute work within the job-sharing arrangement will be at the employee's rate of pay.

Job shares will be approved for a period of one year. The teachers shall be informed in February if there is an administrative decision not to continue the job share for the following school year. If either of the educators want to discontinue the job sharing arrangement, notice to discontinue for the ensuing school year must be given no later than May 15. If either of the educators or the principal want to discontinue the job sharing arrangement for the ensuing school year, the request will only be approved if a position is/will be available for the educator assigned the status of teacher without assignment. In the instance where a job share partner is awarded another vacancy or resigns after May 15, a replacement job share partner may be secured by the district for one-year. When a job share arrangement is discontinued, staffing assignments for the ensuing school year will be made in accordance with filling vacancies language as stated in this Handbook.

A request for job-sharing is a voluntary reduction in contract. All wages, benefits, and leaves shall be prorated on the basis of the percentage of the full-time equivalent position that the individual job-sharer works.

20. New Employee Salary Determination p. 81

Current: The District, in its sole discretion, will determine the starting salary for a new professional employee. Such determination will take into account, but not be limited to, any prior teaching experience, education, to the extent applicable.

Revised: The District, in its sole discretion, will determine the starting salary for a new professional employee. Such determination will take into account, but not be limited to, any prior teaching or related experience, education, specialized licensures/certification, and internal equity to the extent applicable.

*Compensation Framework p. 81

Initial placement on the Compensation Framework is determined at time of hire. Movement on the Compensation Framework is reviewed annually and is based on a satisfactory evaluation of educator practice~~, the completion of the capacity building professional development focused on improving instructional effectiveness,~~ and the available funding. Educators must work a minimum of one semester to be eligible for a level movement (if applicable) compensation increase.

21. New Educator Induction/Mentoring Program p. 84-88

Orientation

All educators new to the AASD are required to attend two (2) New Educator Orientation and Training. ~~Initial Educators assigned a mentor are required to attend the three (3) day New Educator Orientation and training (includes ½ day with mentor).~~ All other educators not assigned a mentor are required to attend 2~~.5~~ days of the New Educator Orientation and training.

Induction Programs and Seminars

~~Monthly~~ Three seminars are held to enhance the quality of our instructional practices and programs thereby promoting student success. Seminars are designed to address the needs of new educators. Seminars promote a supportive network across the district for new educators. ~~Topics may to include classroom management, communications, assessment, and planning for professional growth.~~

Professional Expectation of New Educators

Educators in their first year of employment with less than three years of experience will:

- be assigned a mentor for (2) years
- Attend two (2) ~~three (3)~~ days of New Educator Orientation (includes ½ day with the mentor).
- meet once per week for at least 45 minutes, face-to-face with their mentor.
- attend a minimum of three (3) ~~seven (7)~~ new educator after-school seminars that are offered.

Educators with a life license with ~~and~~ no experience in their certified area will:

- be assigned a mentor for one (1) year.
- attend two (2) ~~three (3)~~ days of New Educator Orientation ~~(includes ½ day with the mentor).~~
- meet once per week for at least 45 minutes, face-to-face with their mentor. ~~attend a minimum of seven (7) new educator after-school seminars that are offered.~~

ITEM FOR CONSIDERATION

Topic: Employee Handbook Revisions

Background Information: The following recommendations for Employee Handbook revisions include clarifying practices, improving operations, updates based on former Board approval, and enhancing items for the purpose of recruiting and retention of high quality personnel.

Below is a summary of the revisions and attached is a document that provides further details of the revisions with the Employee Handbook page number for reference:

Attendance / Reporting Absences / Unauthorized Absence: Addition: The employee is required to call their supervisor for same day absences.

Breach of Contract (Administrators/Educators) –To be reflected in 2023-24 contracts. Revision: Adjust liquidated damages amounts for breach of contract to:

- Administrators: $1,000 if written notice is submitted to Human Resources (HR) after June 1 or $1,500 if written notice is submitted to HR after June 30.
- Educators: $1,000 if written notice is submitted to HR after July 1 and up to July 31 or $1,500 after August 1 or during the remaining duration of the contract.

Resignation – Adequate notice for administrators is by June 1 (not June 30) and for support staff include working 10 days prior to resignation date.

Reimbursement for Content Test Exam (Educators) - *Addition:* Educators requested by administration to complete a content exam to obtain an add-on licensure in another area of direct benefit to the District, now or in the future, are eligible for reimbursement of the cost of the content exam.

Tuition Reimbursement Administrators- Defines approval process and the type of credits (undergraduate/graduate) that are eligible for reimbursement up to a maximum amount of three credits per semester. Reimbursement may require an Agreement committing to continued employment for a period of time. In cases where an administrator is hired without the required certification, the employee will be reimbursed with a continued employment agreement.

Reimbursement for Professional Development (Support Staff) - Define a timeline for application and the approval process, increase the amounts previously available, and include an agreement for continued employment based on reimbursement amount.

Posting of Vacancies- Revision: Vacant positions will be posted with consideration to the number of employees who are “without assignment”, provided there are no layoffs in the vacancy area. Addition: Newly hired employees may apply for vacant positons prior to August 1.

Personal Leave – currently our educators and paraprofessionals personal days can be entered starting on the first contract day. Revision: days can be entered earlier on the fourth Monday in August (ex: August 22, 2022).

Employee Leaves of Absences (Unpaid) - *Remove*: Should a leave request be denied or the employee requests an extension beyond the (12) twelve months, the leave will be brought to the Personnel Services Committee of the Board of Education for consideration and a decision.

Holiday Leave**-** Revise from specific dates of nine to ten holidays to six to seven specific holidays and three floating holidays for eligible administrators, secretaries, ASU, and maintenance staff.

Post-Retirement Benefit

- Eligibility: Remove "consecutive" from the minimum of ten (10) years of service.
- Length of Service: currently "no new benefits or accrual of service to the District will be added during the leave." Revised to: "no new benefits or accrual of service to the District will be added for the days exceeding a 60 day leave of absence (effective beginning 7/1/22).

Rehired Employee- *Addition*: An employee rehired within 5 years of his/her resignation (not retirement) or at the conclusion of a temporary assignment from the district will receive re-instatement of accrued sick leave days prior to separation and credit for the years of service towards vacation and/or personal day(s) allocation (if applicable). A rehired employee will received re-instated length of service towards post-employment benefits.

Custodial/Maintenance

- Uniforms – allow for uniform options
- Overtime – allow for volunteers and a defined list
- Temporary assignments – Defined the process and time period qualifying for a higher rate of pay (including day steward's assuming building engineer duties
- License Stipends – changed the amount for pesticide licenses from $100 annual stipend to $750 stipend at time of renewal. Changed the pool operator's license from $100 annual stipend to $500 stipend at the time of a 5-year renewal.

Paraprofessionals

- Assignments, Vacancies and Transfers - Addition: Adjustment of Work Schedule – Allow for revised work schedules when mutually agreed upon by the employee and supervisor.
- Licensure / Certification - Change from paraprofessionals paying $25 of the certification/license fees that they are required to hold for their assignment to the District covering the full cost.

Professional Educator

- Job Sharing - Change the pay amount for educators in job shares covering for their partner from the base pay for the BS or MS degree they hold to their regular rate of pay.
- New Employee Salary Determination - Add factors taken into account to include related experience, specialized licensures/certification, and internal equity to the extent applicable.
- New Educator Induction/Mentoring Program: Revise New Educator Orientation from 2.5/3 days to 2 days and the number of required seminars from 7 to 3.

Fiscal Note: None.

Administrative Recommendation: Approval of the Employee Handbook revisions effective the 2022-2023 school year outlined in this item and as noted in the attached summary and the revised Handbook.

Instructional Impact: Approval as submitted.

Contact Person: Julie King

BOE: August 8, 2022