

Neenah Joint School District



Employee Policy Manual 2026-2027

Effective July 1, 2026

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Welcome From The Neenah Joint School District

The Neenah Joint School District ("District") is committed to a focus on educational excellence for its students, staff, and our entire community. Our District remains, above all, committed to learning, growing, and finding better ways to provide the finest foundational life experience for our District's students and staff. Our professional educators, support staff members, and administrators are top-notch; talented in their fields and fully committed to excellence in education.

We are so pleased that you have chosen to work here and hope that your professional journey in Neenah is a rewarding one! Go Rockets!

Employee Policy Manual

This Employee Policy Manual is intended to provide employees with information regarding the District's policies, procedures, expectations, and standards. It is not all-inclusive, and employees are expected to be familiar with the policies and procedures applicable to their specific positions. All employees' rights and obligations are governed by applicable laws and regulations, including federal law, the laws of the State of Wisconsin, the Wisconsin Administrative Code, and the policies of the Neenah Joint School District Board of Education ("Board").

This manual is not a contract of employment. The District reserves the right to revise, add to, or delete any part of this manual at its discretion, except for policies related to at-will employment. Any changes will be communicated promptly through written updates or email.

All of the District's employees are employed at-will and employment is not for any definite period, unless otherwise set forth in writing by contract or by statute. In case of a direct conflict between this policy manual, Board-adopted rules, regulations or policies, and any specific provisions of an individual contract, the individual contract shall take precedence.

Nondiscrimination and Equal Employment Opportunity

The District provides equal opportunity employment and advancement opportunities to all individuals. Employment decisions are based solely on merit, qualifications, and abilities. The District does not discriminate on the basis of race, color, national origin, age, sex (including pregnancy, sexual orientation, gender identity or gender status), religion, creed, genetic information, marital status, disability, citizenship status, veteran status or military status, ancestry, arrest or conviction record, lawful off-duty conduct, or any other status protected by law. This policy applies to all aspects of employment, including hiring, job assignment, compensation, discipline, termination, benefits, and training.

The District will provide reasonable accommodations for qualified individuals with known disabilities unless doing so would create an undue hardship.

Policy: 3122 [Professional Staff](#)

Policy: 4122 [Support Staff](#)

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District Expectations

The District expects its employees to produce quality work, maintain confidentiality, work efficiently, and exhibit a professional and courteous attitude toward students, other employees, families and the community. As representatives of the District, employees must be mindful of their actions. The District expects employees to comply with the standards set out in Board policies, this policy manual, administrative regulations, and with any other policies, regulations and requirements. The District reserves the right to impose disciplinary action up to and including termination as may be appropriate in particular circumstances during the term of employment as determined by the District.

Criminal Background Checks

Every applicant for a District position is required to submit to criminal history records checks to be conducted by the District. All offers of employment are contingent upon the results of such checks. The District does not discriminate on the basis of arrest or conviction record as set forth under Wisconsin law.

Pre-Employment Screening

As a condition of employment, all employees will be required to have a physical examination, skin tuberculin screening, and drug screening at the District's contracted occupational health centers, at the District's expense in accordance with the Board requirements.

Physical Examination – See Board Policies

Policy 3160: [Professional Staff](#)

Policy 4160: [Support Staff](#)

Personnel Positions

Administrators (12-month Employee)

Assistant District Administrator(s)
Chief Financial Officer
Principal

Associate Principal
Administrative Director

Certified Staff (School Year Employee)

Teacher
Instructional Library Technology Specialist
Speech and Language Pathologist
Nurse
Occupational Therapist
Mental Health Coordinator

Counselor
Psychologist
Social Worker
Program Support Coordinator
Physical Therapist
Social Emotional Behavioralist

Non-Certified Exempt Staff (12-Month Employee)

Accounting Manager
Activities Director
Student Information Systems Manager

Instructional Systems Manager
Network Operations Manager
Helpdesk Manager

Non-Certified Hourly Staff

All other positions

Licensure

Administrators

The Administrator shall furnish through the life of their contract, a valid and appropriate license as required by the Department of Public Instruction to act as Administrator in the State of Wisconsin as directed by the Board.

Certified Staff

The term "certified staff" means any person who holds a license issued by the Department of Public Instruction (Chapter 118.19 Laws of Wisconsin), as defined in Section 4, or through the State of Wisconsin, and is in a position that requires the license. All other certified positions must hold the proper license. These positions include, but are not limited to nurses, social workers, etc. All contracts shall terminate if and when the licensure terminates.

Evidence of such licensure to work must be filed with the Department of Human Resources before the effective date of contract.

If a certified staff member changes their licensure with the Department of Public Instruction, they should notify the Department of Human Resources in writing by February 1st.

Special Education Assistants

Special Education Assistants are non-certified staff members that must hold a special education aid license issued by the Department of Public Instruction in order to carry out the duties of the position.

Contracts

Administrators

The annual contracted salary shall be paid in equal installments in accordance with the rules of the Board governing payment of all professional staff members in the District. The Board may adjust the annual salary of the Administrator during the term of the individual contract pursuant to a merit plan adopted by the Board. All contracted employees shall be issued a contract on or before May 15th.

No salary adjustment shall be made during the term of the Administrator's contract which would reduce the annual salary unless such decrease is part of the uniform plan affecting salaries of all employees of the District and/or as applicable to a change in assignment, including if that change results in a reduction of hours.

The District Administrator has the authority to assign, change, and/or transfer Administrators

within the District to address District needs.

The District Administrator reserves the right to freeze an employee's salary in response to performance or other issues.

Certified Staff

Certified staff contracts will be issued on or before May 15th. The contracts must be signed and submitted to the Department of Human Resources no later than the last work day for the school year.

The annual contracted salary shall be paid in equal installments in accordance with the rules of the Board governing payment of all professional employees in the District.

The District Administrator has the authority to assign, change, and/or transfer Certified Staff within the Neenah Joint School District to address District needs as determined by the District.

The District Administrator reserves the right to freeze an employee's salary in response to performance or other issues.

Job Descriptions

At a minimum, job descriptions will include the job title, position description, the minimum qualifications, and the essential functions of the position. Employees must be able to perform the essential functions of the job description. The District reserves the right to modify or change any or all of the job description, including duties and qualifications, in whole or in part.

Job Share

Full-time employees may request to participate in job sharing, based on the District's determination of positions available. Job sharing is voluntary, providing two (2) employees the opportunity to share one (1) full-time equivalent position. Job-Share participants are not treated as stand-alone, part-time employees (see Part-Time Employment below). Such participation shall be dependent upon the annual approval of the supervisor and the Director of Human Resources.

To be considered for a job share opportunity, the employee must:

- Both employees must be qualified to perform the duties involved in the shared job.
- Apply in writing to the supervisor and Assistant District Administrator of Human Resources by April 1st prior to the next school year in which the job share is being considered.
- Apply as a "duo" for the opportunity; the District will not seek out a job-share partner for an employee, except under special circumstances.
- Agree to return to full-time status the following school year if one of the participants in a shared job is non-renewed, discharged, resigns or is laid off, or does not wish to

continue in the shared job or if the arrangement for shared time is determined to be unsatisfactory.

Job share guidelines:

- When the job share employees have responsibility for the same students or work, there may be an overlap planning period of a minimum of 15 minutes per day.
- Both employees must attend required meetings (i.e. IEP conferences, professional learning; in-service(s), parent teacher conferences).
- Whenever possible, the scheduled specials (art, music, physical education, etc.) and planning periods for shared positions will be divided equally between the job share duo.

Employees may return to a full-time position when a full-time position vacancy occurs, providing there are no employees on layoff or surplus and the supervisor and the Director of Human Resources approves. In the event that no full-time work is available when the employee wishes to return, they may remain in the job share arrangement contingent upon District approval.

Where applicable, wages, fringe benefits, leave accrual, Other Post Employment Benefits, seniority and all other benefits, unless otherwise specifically noted herein, shall be prorated based on scheduled work hours per week and hire date. Pending the number of hours worked, employees may not be eligible for health or dental insurance.

Part-Time Employment

While the District strives to fill all roles with full-time (e.g. 40 hours/week) employees, there are instances where a job may be offered that is considered part-time or less than full-time. In other instances, a full-time employee may ask for a reduced assignment for a given year. In these instances, the part-time employee is expected to participate in all required activities associated with the position:

- Individuals employed less than 1.0 FTE will be expected to be present in their buildings for the amount of time corresponding to their assigned FTE. For example, an employee hired on a 0.60 FTE assignment would need to be at the workplace for 24 hours or 60% of a full-time work week.
- Participate in all parent-teacher conferences and professional learning day sessions for an amount of time no less than the employee's assigned FTE. For example, if a conference day runs for four (4) hours (from 4:00 p.m. until 8:00 p.m.), the same 0.60 FTE teacher would be expected to participate for 2.4 hours during that time.
- There may be times an Administrator will require attendance for meetings or other instances in order to meet the needs of the District. Those with part-time schedules may be required to attend a full session.

Payroll

All employees will be paid semi-monthly, on the 10th and 25th for each month of work, with the

exception of certified staff that choose to receive twenty (20) payments. Pay dates falling on Saturday or Sunday will be paid on the Friday before. Direct deposit is required for all District employees.

Certified staff may make a selection of either twenty (20) installments semi-monthly with payments beginning September 10th and ending June 25th, or twenty-four (24) installments semi-monthly beginning September 10th and ending August 25th.

The District is required by law to make certain deductions from your pay each pay period. These deductions include:

For Full-Time Employees:

- Federal income tax
- Social Security and Medicare (FICA) taxes
- State income taxes
- WRS employee contributions
- Any other deductions required by law or court order (such as wage garnishments)

For Part-Time Employees:

- Federal income tax
- FICA Alternative (3121)
- Medicare taxes
- WRS employee contributions (when applicable)
- Any other deductions required by law or court order (such as wage garnishments)

Non-Certified hourly staff are paid in accordance with their approved timesheets. Employees are responsible for accurately recording their own hours worked on timesheets. This includes clocking in and out and recording breaks. Employees must ensure that their timesheets are complete, accurate, and submitted on time according to District policies and procedures.

Supervisors are responsible for reviewing and approving timesheets submitted by employees, verifying the accuracy of time entries, and addressing any discrepancies or concerns. Supervisors also provide guidance and support to employees on how to properly complete timesheets and adhere to timekeeping policies.

Wage and Salary Ranges

[See Appendix A: Exempt Employee Salary Ranges](#)

[See Appendix B: Hourly Staff Salary Ranges](#)

[See Appendix C: Certified Staff Salary Ranges](#)

[See Appendix D: Administrative Salary Ranges](#)

All employees may be considered to receive additional pay in the form of salary and/or stipend based on performance.

Mileage Allowance

All requests for mileage reimbursement must be submitted to the Business Office during the

current fiscal year. Cut off for reimbursement requests is June 15.

Out-Of-District Travel

Out-of-District travel must first be approved by the employee's supervisor. Mileage reimbursement for use of a personal vehicle will be the current maximum allowable IRS rate per mile and shall be submitted as part of their travel reimbursement.

In-District Travel

Employees required to travel between buildings as part of their work assignment (per District schedule) shall be reimbursed at the maximum allowable IRS rate per mile. Employees must submit a request for travel reimbursement to the Business office.

Administrators shall be entitled to an annual mileage allowance of \$75 per month. No additional stipend for in-District mileage will be provided.

In lieu of mileage reimbursement for in-District travel, the following positions will receive an annual mileage stipend of \$500: Supervisor(s) of Operations and Network Operations Manager.

All other employees required to use their personal vehicles for District purposes shall be reimbursed at the maximum allowable IRS rate per mile. Employees must submit a reimbursement request for travel reimbursement.

Department Chair And Curriculum Specialist Stipends

The District will support the following stipend pay for Department Chair positions:

[See Appendix E: Department Chair/Curriculum Specialist Stipend Pay](#)

Extracurricular Pay Schedule

The District will support the following stipend pay for Extracurricular positions:

[See Appendix F: Extracurricular Pay Schedule](#)

Work Hours And Schedule

In order for the District 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 an approved absence. Additionally, the District reserves the right to change work hours in order to accommodate needs that may arise and to prevent overtime accrual.

Excessive, habitually repetitive, or other patterns of absences and/or tardiness will result in disciplinary action, up to and including termination.

Employees needing substitutes should enter online requests for leave no later than 7:00 a.m. on the day of the absence. After this hour, employees must telephone their building principal

to ensure that proper supervision is assigned to their students.

The normal work day hours for employees are as follows:

Elementary Schools	7:45 a.m. - 3:45 p.m.
Neenah Middle School	7:30 a.m. - 3:30 p.m.
Neenah High School	7:30 a.m. - 3:30 p.m.
Administration Building	Varies by department

The Board will determine District calendars on a yearly basis. Those calendars are located in [Classlink](#).

Certified Staff

Certain certified positions may be required to work additional days to fulfill their full job responsibilities. These additional days will not result in extra compensation.

Non-Certified Hourly Staff

Non-certified hourly employees are required to take a minimum of a thirty (30) consecutive minute duty free lunch period without pay when working six (6) consecutive hours. Employees may be provided with a one (1) hour duty free lunch period without pay depending on the needs of the District as long as the employee's regularly scheduled hours of work are not reduced.

Recording Time

The District is required by applicable federal, state, and local laws to keep accurate records of hours worked by certain employees. To ensure that the District has complete and accurate time records and that employees are paid for all hours worked, hourly employees are required to record all working time using Skyward.

- Employees must accurately record all of their time to ensure they are paid for all hours worked, and must follow established District procedures for recording hours worked.
- Time must be recorded as follows:
 - Immediately before starting a shift
 - Start of a meal period
 - Completion of a meal period
 - Immediately after finishing a shift
 - Immediately before and after any other time away from a scheduled shift (eg., scheduled appointments)
- Time sheets are to be turned in to supervisors by Monday of the following week.
- Notify your supervisor of any unrecorded or misrecorded work hours, or any involuntarily missed meal or break periods.
- Falsifying time entries is strictly prohibited. Falsifying time entries includes working "off the clock." Falsifying time records, or the time records of co-workers, or working off the clock, may result in discipline up to and including termination. Report to the Director of Human Resources any employee or supervisor who falsifies your time entries or encourages or requires you to falsify your time entries or work off the clock.

Overtime

No overtime eligible employee may perform overtime work for the District without prior supervisory approval. At certain times the District may require you to work overtime. The District will attempt to give as much notice as possible in this instance, however, advance notice may not always be possible. Failure to work overtime when requested or working unauthorized overtime may result in discipline, up to and including termination.

Unless otherwise required or exempted by law, overtime pay of one and one-half times (1.5) your regular rate of pay is paid for any hours worked in excess of forty (40) hours in a workweek. Holidays, vacation days, and sick leave days do not count as time worked for computing overtime.

Two (2) times the employee's regular rate of pay shall be paid on District designated holidays, plus holiday pay if eligible to receive such pay.

Overtime does not apply to salaried positions as determined by the Fair Labor Standard Act.

Flex Time Guidelines

The District will permit hourly, 12-month employees to work flexible hours during the school year.

- Supervisor approval is required for all flex-time.
- Work hours must fall between 7:00 a.m. – 6:00 p.m. (Exception: Operations & Maintenance first shift may begin at 6:00 a.m.).
- Employees must meet their regular weekly hours.
- Lunch is to be taken if you work over six (6) hours.
- Workdays will not exceed ten (10) hours.
- Departments must ensure adequate staffing during operating hours to serve the public.
- No overtime is allowed.

Summer Flex Time Guidelines

- Summer flexible hours start one week after the conclusion of the school year and end one week before staff inservice.
- District Office hours:
Monday-Thursday: 8:00 a.m. – 4:00 p.m.
Friday: 8:00 a.m. – 12:00 p.m.
- School buildings hours:
Open during summer school hours.

Inclement Weather

Employees are not required to report to work, with the exception of Operations and Maintenance employees, in the event that school is canceled due to inclement weather. If applicable, virtual work day schedules will be communicated by the principal or supervisor for employees. Operations and Maintenance employees will be provided guidance from their

supervisor related to their work assignments.

Operations and Maintenance employees that are directed to report during an inclement weather day will be paid at the Call-In rate. Operations and Maintenance employees that are not directed to report during an inclement weather event or are left as optional will need to submit a leave request for their normal working hours or take a day of unpaid leave. Salaried Operational and Maintenance staff will not receive any additional benefits for working during an inclement weather day.

Call-In

The District has a right and a responsibility to call in employees to complete necessary work duties, such as responding to building alarms, snow removal, etc. In the event an hourly employee is called in by their supervisor for work at least one (1) hour outside of their normal work schedule, the below details will apply:

- The employee will be paid a minimum of two (2) hours on-call allowance, at the overtime rate (time and one-half) for this additional work.
- Call-in time is time above and beyond the regular work schedule and shall not be included as time worked in computing their regular weekly hours.
- Employees who are called in to work prior to their regular starting time shall not be permitted to leave work before the end of their normal workday schedule.
- Employees will have the option of choosing between call-in pay or comp time at 1.5 per hour worked.
- An employee may bank up to forty (40) total comp hours at any given time within the same fiscal year. Any unused comp hours at the end of the fiscal year will not be paid out.

Professional Learning Days

Professional Learning Days are from 8:00 a.m. - 4:00 p.m. All building administrators and certified teaching staff are expected to attend professional learning days during the times specified.

Non-certified staff who have not taken an approved leave will be expected to attend professional learning days during the school year based on the District schedule and topics that pertain to their role, which includes the wellness hour.

Supplemental Duties

Supplemental work is defined as work that takes place before or after the scheduled school day and/or school year. Examples of supplemental duties may include, but are not limited to, lesson planning, grading assessments, communication with parents, holiday/music performances, socials, curriculum fairs, student IEP or other meetings, open houses, academic awards, and graduation ceremonies.

Salaried employees may be expected to provide additional hours of work outside of the work day for supplemental activities with no extra pay involved. Any supplemental work by any employee resulting in expected compensation must be approved by the employee's supervisor prior to any work being performed.

Parent-Teacher Conferences

Parent-Teacher Conferences will be held twice a year (usually in November and March) and on an as-needed basis. Conferences are routinely held two (2) nights (4:00 p.m.- 8:00 p.m.) after teaching a full day. To make up for this long day, a conference compensation day is then designated twice each year according to the assigned calendar. Compensation days may not be transferred to a different calendar day.

- Teachers and building administrators may not exercise leave on a scheduled parent-teacher conference day.
- If any time off is taken on a parent-teacher conference night (long-day) resulting in the teacher missing scheduled parent-teacher conferences, the time off will be increased by four hours. Whenever a teacher misses scheduled parent-teacher conferences, it is then the teacher's responsibility to make up conferences on their own time.
- Employees with less than a 1.0 FTE are expected to work a proportion of the conferences according to their assignment (ex. a .5 FTE would only be required to work two (2) hours of each of the four (4)-hour conference nights)
- Conference compensation days are paid to all **certified** employees, regardless of whether they are normally scheduled to work that day. Payment is based on FTE.
- Non-certified employees should reference their specific employee calendar to determine working days.

Employment Practices And Expectations

This section applies to all District employees, unless School Board policy excludes certain classes of jobs.

Attendance

The District requires regular and punctual attendance by employees. You are expected to arrive at the workplace on time and ready to perform your job. Failure to comply with this policy may result in disciplinary action, up to and including termination.

Absences will be considered excused if you requested the time off in accordance with District policies and received the required approval for the absence. Absences will be considered unexcused if you are absent from work during scheduled work hours without permission and do not receive prior approval. This policy applies to all absences, including full- or partial-day absences, late arrivals, and early departures.

Professional Standards of Behavior

When an employee's actions fall short of generally accepted standards of professional behavior, violate a policy or rule, when an employee's performance is not acceptable or the employee's conduct is detrimental to the interests of the District, discipline may result. The

District reserves the right to impose disciplinary action up to and including termination as appropriate in particular circumstances during the term of employment.

Professional Dress Guidelines

Employees are expected to dress in a professional, clean, and appropriate manner for their duties and work environment. Footwear must be safe and appropriate for the employee's role and weather conditions.

Employee Anti-Harassment Policy – See Board Policies

Policy 3362: [Professional Staff](#)

Policy 4362: [Support Staff](#)

Anti-Bullying Policy And Procedures – See Board Policies

Policy 5517.01: [All Staff](#)

Internet Safety and Responsible Use Of Technology for Students and Staff - See Board Policies

Policy 7540.03: [All Staff](#)

Honesty

Honesty is a core value in the District. Employees shall not create any intentional inaccuracies verbally or on official District documents such as timesheets, job applications, student records, report cards etc. Any intentional falsification, lying, or untrue oral, written, or other communication will be considered dishonest behavior. Dishonest behaviors will be considered as violating this expectation of honesty and may result in discipline up to and including termination.

Staff Ethics – See Board Policies

Policy 3210: [Professional Staff](#)

Policy 4210: [Support Staff](#)

Fitness For Duty

A special examination may be requested by the District whenever an employee shows obvious signs of physical or mental health issues that affect work performance. The employee shall be notified of the reason for the special examination and such examination will be arranged for and paid for by the District.

Should an employee's conduct or behavior generate administrative concern regarding the inability to execute the essential duties of the job, the District may require the employee to submit to a fitness for duty or other physical or mental health examination at the District's expense.

Policy 3161: [Fitness for Duty](#) (All Staff)

Drug And Alcohol Testing

The District reserves the right to require an employee to submit to test for the presence of drugs or alcohol pursuant to Board policy. All testing will be done in a fair and respectful manner and in accordance with any applicable federal, state, or local laws. An employee's refusal to take the test or an employee's delay in taking the test is grounds for termination from employment.

The District encourages employees with a drug/alcohol problem to seek professional assistance before such a problem becomes a workplace issue.

Drug And Alcohol Free Workplace – See Board Policies

Policy 3122.01: [Professional Staff](#)

Policy 4122.01: [Support Staff](#)

Criminal Record Reporting (Charges & Convictions)

All District employees shall notify their immediate supervisor or administrator as soon as possible, but no more than five (5) calendar days after any arrest, indictment, conviction, no contest or guilty plea or other adjudication of the employee for:

- Any felony
- Crimes involving immoral conduct as defined by [Wis. Stat. 115.31](#)
- Crimes involving school property or funds
- Crimes that occur wholly or in part on school property or at a school-sponsored activity or that involve other school employees or students enrolled in the District, or
- Crimes that involve the violation of the public trust

Although these reports are necessary, the District shall not use them for employment decisions unless the offense is substantially related to the duties performed for the District as set forth in Wisconsin law.

Paid Time Off (PTO) (School year employees only)

Paid Time Off (PTO) is compensated time away from work provided by the District for employees to use as needed. PTO replaces the former categories of sick leave, personal leave, the Perfect Attendance Award, and the Personal Day Incentive, all of which will be discontinued when the District transitions to PTO.

Use of PTO is subject to supervisory approval and should be requested in advance whenever possible. Approval of PTO requests is not guaranteed and will depend on the needs of the District and the employee's department.

The 2026–27 school year will serve as the initial implementation for the PTO program to allow for evaluation and adjustments that best meet the needs of students, district operations, and staff. Employees are expected to exercise professional discretion when planning and using PTO.

Under this policy, sick days will no longer be separately issued. The district will continue to collect feedback and make refinements to the program in future years.

PTO allocations are front-loaded at the start of employment and at the beginning of each fiscal year. Although PTO is made available for immediate use, should an employee leave before their year is concluded, their number of PTO days will be recalculated.

- PTO will be allocated annually on July 1. If hired after the start of the school year, PTO will be allocated according to hire date and FTE status.
- The District reserves the right to designate or restrict specific dates on which the use of Paid Time Off (PTO) may be limited or unavailable. Such restrictions may be implemented based on substitute staff availability, operational requirements, and the overall needs of the District to ensure the continuity of services and support for students and staff.
- Should an employee leave before their year is concluded, their number of PTO days will be pro-rated.
- PTO will not be paid out in cash directly to the employee upon retirement, resignation, or termination.

Time-off requests are entered in Skyward for dates within the current fiscal year (July 1–June 30). The Human Resources Office will notify employees each July when the system will be open for PTO requests. Employees should avoid making monetary or travel commitments until the request is approved.

Time Off Practices And Procedures

The District places strong emphasis and a high priority on staff development, communication with parents, and establishing relationships with our students. In an effort to maintain these philosophies, absences on staff development days are discouraged.

- In order to properly staff the District's classroom, PTO usage is limited for discretionary reasons in school buildings. Prior to the start of the school year, the central office administration will establish the number of days available for PTO usage and communicate a process for making such days available to staff for the upcoming school year.
- One (1)-Hour Increments Guidelines
 - Employees may request leave for portions of one (1)-hour increments.
 - Requests for leave greater than one (1)-hour and less than four (4) hours shall be made in Skyward at least forty-eight (48) hours prior to the day of the requested leave except in emergency circumstances.
 - If the employee will be away for only a portion of the day, where applicable, sign-out from the worksite and remind the supervisor of the absence.

PTO Allocations

Employees in this category will be allocated ten (10) PTO days, converted to hours as appropriate, each year on July 1 in years 1-9 of their employment. After ten (10) years of employment with the District, employees in this category will be allocated eleven (11) PTO

days per year.

Part-time employees in this category will have PTO days prorated according to their start date and/or FTE of assignment.

Leave Usage

Employees may use up to their annually allocated PTO during that fiscal year.

- PTO days must be used prior to utilizing Accumulated Reserve.
- It is expected that PTO days will be used prior to utilizing unpaid leave time.
- Eligible employees may use no more than five (5) consecutive work days without medical or extenuating circumstances verification during the regular school year (ex. Wednesday, Thursday, Friday, Monday, Tuesday).
- An exception to this may be made in the event that an employee exercises an approved medical leave or for an emergency, upon request.
 - For continuous leave with pay for more than five (5) consecutive work days, the District may require documentation of the health or emergency situation.
 - PTO may be utilized in one (1)-hour increments as provided below.
 - Up to ten (10) days per year may be rolled into the Accumulated Reserve.
 - Any additional PTO awarded but not used will be forfeited.

Accumulated Reserve

Accumulated Reserve time off is accrued paid time off that rolls over annually from unused PTO. Any sick leave that the employee has accumulated under the former time-off policy will automatically become Accumulated Reserve time, effective July 1, 2026.

Accumulated Reserve PTO Accumulation

Unused PTO to a maximum of ten (10) days may be converted to Accumulated Reserve for school-year employees. Employees may not accrue more than sixty (60) days of total Accumulated Reserve.

Accumulated Reserve PTO Leave Usage

All PTO days must be used before accessing the Accumulated Reserve. However, with appropriate medical documentation, up to five (5) Accumulated Reserve days may be used prior to using regularly allocated PTO.

- Accumulated Reserve Leave may be utilized by an employee for the employee's own health-related matters, the employee's immediate family member's health-related matters, for Family and Medical Leave Act-related matters or an approved medical leave.
- All Accumulated PTO Reserve requests entered into Skyward by the employee shall include the necessary medical documentation.
- Immediate family definition for the purpose of the use of Accumulated Reserve is defined as child, spouse, parent, domestic partner, or individual under your primary care. The District reserves the right to request a physician's note for any absence that

generates administrative concern. In some circumstances, the District may direct an employee to visit a physician of its choosing, at its own expense.

PTO And Long-Term Disability

In the event, an employee becomes eligible for benefits under the District's long-term disability insurance program, the employee will no longer be allowed to use PTO or Accumulated Reserve days.

Reporting Procedure - Medical Provider's Certificate

Whenever deemed appropriate by the Human Resources Department, 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 a certificate should 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 discharge employees for excessive absenteeism.

Leave (12-Month Employees Only)

Employees are allocated paid time off in the form of sick, personal, floating, and vacation leave. Leave is allocated upon hire and thereafter annually on July 1st, and prorated based on scheduled work hours per week and hire date.

No unpaid leave will be approved before paid time off is utilized. All employees may take paid time off in 15-minute increments when approved by their administrator.

Sick Leave

Full-time 12-month employees will be allocated hours equivalent to twelve (12) sick days (up to 96 hours) annually. Employees can accumulate up to sixty (60) days of sick leave. An employee with more than sixty (60) days will not receive additional sick leave until their sick leave account is below sixty (60) days.

Sick leave days/hours are allocated annually, in advance, on July 1st. Allocations are prorated based on scheduled work hours per week and/or hire date. Should an employee leave before their year is concluded, their number of sick days will be recalculated. Sick leave may be used for the individual employee, the employee's child, spouse, parent, domestic partner, or individual under your primary care. The District reserves the right to request a physician's note for any absence that generates administrative concern. In some circumstances, the District may direct an employee to visit a physician of its choosing, at its own expense.

Non-emergent medical procedures and surgeries requiring an extended absence from work (i.e. three (3) days or more) must be approved by the Director of Human Resources at least two (2) weeks in advance of the procedure/surgery.

In order to provide continuity of service, it is critical that the employee provide as much advance notice of leave as possible. Employees should make every effort to schedule

discretionary medical appointments during off hours so as to not disrupt services. The District encourages all employees to make use of the District's Health & Wellness Center whenever possible.

Personal Leave

All 12-month employees will be provided with one (1) day (up to 8 hours) of personal leave per school year, allocated annually on July 1st. Employees will not be required to provide a reason for their personal leave request; however, the request should be for a personal reason that cannot be addressed outside of the work day. Allocations are prorated based on scheduled work hours per week and/or hire date.

Employees who have completed ten (10) years of Neenah Joint School District service or more will receive a second personal leave day (up to 8 hours) allocated annually on July 1st.

Vacation Leave

Vacation leave is subject to the supervisor's approval in order to be exercised.

The District will automatically carry over up to five (5) days of unused vacation into the new year. The District will pay up to five (5) days of earned and unused vacation upon resignation or retirement.

Administrators

Vacation time is based on total years of completed service.

Years of Service	Annual Vacation Days
Less than ten (10) years	20
Ten (10) years, but less than twenty-five (25)	25
Twenty-five (25) years and beyond	30

Administrators are not required to report for duty during winter and spring breaks, unless directed by their supervisor.

Administrators may exercise up to five (5) consecutive days of vacation leave while school is in session; however, they may only do this one (1) time per school year while classes are in session.

12-Month Employees

Vacation time is based on total years of completed service, calculated and allocated annually on July 1st.

Years of Service	Annual Vacation Days
Less than one (1) year of service	10
More than one (1) year of service, but less than five (5) years	15
Five (5) years, but less than fifteen (15) years	20
Fifteen (15) years, but less than twenty-five (25)	25

School building-level, 12-month employees may exercise up to one (1) week of vacation (five [5] consecutive days) during student-contact days pending administrator approval; non-consecutive days, or consecutive days less than one (1) week, may be exercised during the school year with administrator approval.

Twelve (12)-month employees will receive credit for each year of service when calculating vacation. Nine (9) month and ten (10) month employees transitioning to a twelve (12)-month position will receive one (1) year credit for each nine (9) or ten (10) months/years of experience.

Other Leaves (All Employee Groups)

Unpaid Leave Of Absence

Unpaid leaves of absence will only be granted in extraordinary circumstances. An employee must request such a leave of absence in writing to the Director of Human Resources. Leaves of absence will not be granted for the purpose of employment in other settings. Unpaid leave of absence will be granted on a case-by-case basis and only for extenuating circumstances.

If the leave request is for thirty (30) work days or less, the leave of absence will begin and end on the dates approved by the Director of Human Resources.

If the request is for thirty-one (31) work days or more, the leave of absence:

- Must be approved by the Board;
- May not exceed 12-calendar months;
- Will begin and end on the dates approved by the Board;
- Will result in the employee participation in benefits to be discontinued. The employee will be offered COBRA;
- Time off will be prorated to reflect the amount of leave time used;
- Will result in no reimbursement for professional growth earned; and
- Will result in eligible OPEB contributions to be prorated accordingly.

An employee returning from an approved thirty-one (31) day or more leave of absence will be given a position within the District, but it may not be the same position they were in when the leave began.

Holidays

The District will pay all 12-month (260 days+) employees the following eight (8) holidays, ten (10) on certain years:

New Year's Day
Martin Luther King, Jr. Day
Memorial Day
Independence Day

Labor Day
Thanksgiving Day
The day after Thanksgiving
Christmas Day

December 24 and 31 are additional paid super days for employees who normally work these days. If you are not normally scheduled to work these days, you will not receive super pay for them. The District will be closed on these days.

The District will provide all 12-month employees (260 days+), three (3) floating holidays and all administrators with two (2) floating holidays. These extra days can be used at any time with prior supervisor approval. Floating days may not be carried over into the next year.

The District will pay all nine (9) month and ten (10) month employees for the following holidays:

Martin Luther King, Jr. Day
Memorial Day
Labor Day

Thanksgiving Day
The Day after Thanksgiving

For employees working Monday-Friday, holidays falling on a Saturday or Sunday shall be observed on the Friday before or Monday after the holiday, unless school is in session.

For employees working irregular schedules, the supervisor in collaboration with Human Resources will determine the date(s) to be observed.

If an employee is called into work on a District designated holiday, the employee will receive two (2) times their regular rate of pay.

Bereavement Leave

Employees are eligible for up to three (3) days of bereavement leave per loss, with pay, for an absence from work to attend or plan funerals or memorials, or otherwise grieve the death of a loved one.

In extenuating circumstances, requests for any additional bereavement leave must be submitted for approval to the Director of Human Resources.

Military Leave

Employees will not be terminated, discriminated against, or retaliated against for their military service. Absence resulting from a military obligation will be considered as an excused absence. The District complies with applicable federal and state law regarding military leave and re-employment rights. A military leave of absence will be granted to members of the uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA, with amendments) and all applicable state law.

You must submit documentation of the need for leave to Human Resources. When returning from military leave of absence, you will be reinstated to your previous position or a similar position, in accordance with state and federal law. You must notify your Administrators of your intent to return to employment based on requirements of the law. For more information regarding status, compensation, benefits, and reinstatement upon return from military leave, contact Human Resources.

If the duty date is during the school year, the employee must submit, through the appropriate military chain of command, a request for a change in duty to a non-school period of time. The request and the military's reply shall be submitted to the Director of Human Resources. If the request is denied by the military, the Administration shall grant the leave.

For each day of work missed up to a maximum of ten (10) days per school year, the employee will be able to substitute accrued leave for pay or be docked pay for all or part of the entire leave. If the employee elects to substitute leave, once leave is exhausted or the military leave exceeds ten (10) days within a school year, the District will dock the employee for any remaining military leave days.

The District will continue to provide insurance coverage for up to one (1) year while an employee is on active military assignment. During that time, the employee will continue to qualify for Wisconsin Retirement System (WRS) benefits.

Jury Duty

Employees required to serve jury duty shall be paid by the District. The employee is required to remit to the Business Office any amount in excess of mileage pay received by a Wisconsin or federal Court for jury duty.

The District encourages staff members to fulfill their civic duties related to jury duty. If you are summoned for jury duty, notify your Administrators as soon as possible to make scheduling arrangements. The District reserves the right to require staff members to provide proof of jury duty service to the extent authorized by law. The District will not retaliate against staff members who request or take leave in accordance with this policy.

Attendance Stipends (12-month Employees)

Employee attendance plays a key role in successful work performance and our students' success.

Perfect Attendance Day Incentive

Perfect attendance can be achieved if you use your personal day(s) or vacation days, however, you will not be considered eligible if you use sick leave, bereavement leave, jury duty, unpaid leave or dock in pay, not otherwise provided under the state and federal FMLA laws.

12-month employees with perfect attendance during the school year can choose between a \$300 stipend or a Perfect Attendance day that must be used within the following fiscal year, with prior supervisor approval. Employees not returning for the following school year will receive a \$300 perfect attendance stipend.

Perfect attendance days and stipends are prorated based on scheduled hours worked per week and hire date.

Personal Day Incentive

Employees who do not use their personal day(s) during the year will receive a \$150 stipend per day. You will not be eligible if you use unpaid leave or dock in pay, not otherwise provided

under the state and federal FMLA laws.

Family Medical Leave – See Board Policies

Policy 1630.01: [Administrative Staff](#)

Policy 3430.01: [Professional Staff](#)

Policy 4430.01: [Support Staff](#)

Employees on continuous FMLA leave are not permitted to work, including on required virtual workdays. If an employee wishes to return to work (including virtually), they must provide appropriate medical certification releasing them to return, and the day will no longer count as FMLA leave.

Accommodations

The District complies with the Americans with Disabilities Act (ADA), the Pregnancy Discrimination Act, and all applicable federal, state, and local fair employment laws. The District is committed to providing equal employment opportunities to qualified individuals with disabilities, including those related to pregnancy, childbirth, and related conditions.

In support of this commitment, the District will provide reasonable accommodations to qualified employees to enable them to perform the essential functions of their positions, unless doing so would create an undue hardship on District operations.

Employees who require an accommodation must notify their supervisor. When the need for an accommodation is not obvious, the employee may be asked to provide appropriate supporting documentation.

The District will engage in an interactive process with the employee to determine a suitable accommodation. While the District will make every effort to accommodate requests, accommodations may be limited if they would impose an undue hardship. Factors considered include the nature and cost of the accommodation, the District's financial resources, and the impact on operations, including safety and efficiency.

If leave is granted as a reasonable accommodation, it may run concurrently with leave available under the Family and Medical Leave Act (FMLA) or other applicable leave laws, as permitted.

The District strictly prohibits discrimination or retaliation against any employee for requesting or using reasonable accommodation.

Religious Accommodations

The District recognizes the diversity of religious beliefs and is committed to providing equal employment opportunities to all employees, regardless of their religious beliefs and practices or lack thereof.

Consistent with this commitment, the District complies with Title VII of the Civil Rights Act of 1964

and all applicable state and local laws that prohibit employment discrimination on the basis of religion. The District will reasonably accommodate the sincerely held religious beliefs of employees if the accommodations would resolve a conflict between the individual's religious belief or practice and a work requirement, unless doing so would create an undue hardship.

Nursing Mothers

The District will provide nursing mothers reasonable break time to express milk for their infant child for up to one (1) year following the child's birth. If you are nursing, you will be provided with a space, other than a restroom, that is shielded from view and free from intrusion from coworkers and the public.

Expressed milk can be stored in District refrigerators, refrigerators provided in the lactation room or other location. Sufficiently mark or label your milk to avoid confusion for other employees who may share the refrigerator. You may also bring a personal cooler for storage.

Break time should, if possible, be taken concurrently with any other break time already provided. If you are an hourly employee, clock in and out for any time taken that does not run concurrently with normally scheduled rest periods. Break time may be unpaid where permissible by applicable law.

The District will make every reasonable effort to accommodate requests for nursing mothers.

Policy 8700: [All Staff](#)

Meal And Rest Periods

The District strives to provide a safe and healthy work environment and complies with all federal and state regulations regarding meal and rest periods. The District requests that employees accurately observe and record meal and rest periods. If you know in advance that you may not be able to take your scheduled break or meal period, let your supervisor know; in addition, notify your supervisor as soon as possible if you were unable to or prohibited from taking a meal or rest period.

Active Employee Benefits

The District shall determine all insurance policies and plan designs of such policies. The District may modify, add or eliminate any such insurances or benefits at its discretion unless otherwise prohibited by prior commitments as set forth herein.

Insurance plans and related benefits are effective from January 1st through December 31st of each year.

Detailed information on our employee benefit package can be obtained from Classlink or by reaching out to the Human Resources Department. For more information, see the [NJSD Benefits Guide](#).

Eligible Employees

Benefit eligible employees are those who are scheduled to work an average of at least thirty

(30) hours per week.. Full-time and eligible part-time employees (30-40 hours per week) will pay the same employee share of insurance premiums. Part-time employees working 20-30 hours per week may be eligible to opt for the optional employee-paid benefits (short-term disability, voluntary worksite benefits, etc.).

If elected, all insurance coverages begin on the first date of employment. Once benefit elections become effective, they remain in effect until the end of the plan year or until separation from employment. Employees may only change coverage within thirty (30) days of a qualified life event. Employees may enroll a legal spouse and eligible dependents in medical, dental and/or vision coverage once they are eligible.

Open Enrollment

The District will hold an open enrollment period each year typically in October or November. During this time, any eligible employee or eligible retiree may newly enroll, terminate, or make changes to any of the available District insurance plans. Elections made during this period will be effective January 1st of the following year.

Medical Insurance

The District offers a choice of medical plan options so that employees can choose the plan that best meets their needs. The District's contribution percentage to the premiums may vary by medical plan, therefore the employee's contribution percentage also varies by plan.

The District will place two married employees on individual "single" coverage, if there are no additional dependents for the employees to insure. For more information on medical insurance benefits, see [NJSD Benefits Guide](#).

Dental Insurance

The District will provide group insurance coverage in a dental insurance plan. The District will pay a portion of the dental plan premium.

Insurance Buy-Out

The District offers a Health and Dental Insurance buy-out option to eligible employees. The buy-out allows those eligible to elect a monetary allowance in lieu of a group medical and/or dental insurance for the calendar year. Under the terms of the buy-out program, eligible District employees who have credible non-District group coverage may waive or cancel their Neenah Joint School District medical and/or dental coverage.

Below are the maximum annual buy-out rates.

Rates prorated based on total scheduled hours per week	Medical & Dental Buy Out	Medical Only Buy Out	Dental Only Buy Out
Single	\$1,000	\$950	\$50

Family	\$2,000	\$1,900	\$100
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The buy-out will be payable through payroll over the elected number of pay periods. The amount an employee receives is prorated based on total scheduled hours per week and will reflect the months an employee will not have coverage through the District.

This voluntary program will be offered on an annual basis at the District's discretion.

Wellness Incentive

The District is committed to our employees' well-being. The goal of the Wellness Program is to help employees adopt and maintain healthy behaviors.

Employees, retirees, and spouses enrolled in a District medical plan may qualify for reduced medical insurance premium rates by completing an Annual Physical Exam. The Annual Physical Exam Certificates will be accepted from September 1st through August 31st to qualify for the following Plan Year Incentive.

New employees should note that their insurance premiums begin at the lower, wellness rate. Failure to meet the goals of the program will result in an adjustment to the higher, non-wellness rate after the applicable deadline. Moving from the wellness rate to the non-wellness rate will result in an increase of employee-paid premiums. For more detailed information please see [ClassLink](#).

Health And Wellness Center

All employees, their spouses, and their eligible dependents are encouraged to access the District Health and Wellness Center as of their first day of employment. The Center provides medical care at a reduced rate compared to outside providers. Qualified participants will incur costs for services received based upon the fee schedule of the Health and Wellness Center. In most cases, routine appointments and service at the Wellness Center represent approximately an 80% savings versus using a private healthcare provider.

Wellness Program

The District offers employees a comprehensive employee wellness program. The Wellness Coordinator and Wellness Champions provide a variety of resources in the areas of physical, emotional, financial and social well-being. Many of these services are also available to District family members and retirees. An hour of wellness is provided for employees at each Professional Learning and Development day.

Employee Assistance Program (EAP)

Employee Assistance Program (EAP) counseling is designed to help employees manage personal and workplace challenges, including life-work assistance like financial planning, legal counseling and concierge services. EAP helps in the prevention, identification and resolution of

many problems and concerns. Employees and dependents may participate in six (6) EAP counseling sessions per incident; EAP is completely confidential and at no-cost to the employee. You can find information on accessing the EAP by consulting the Human Resources webpage.

Policy 3170.01: [Professional Staff](#)

Policy 4170.01: [Support Staff](#)

Vision Insurance

The District will offer group vision insurance at 100% of the employee's expense.

Short-Term Disability Insurance

The District will offer group short-term disability insurance but the employee must voluntarily enroll and pay 100% of the cost of the coverage. Short-term disability coverage provides a cash payment of approximately 60% of the employee's weekly income/earnings when the employee is unable to work due to a carrier-approved accident, illness or other exigency. This coverage extends for a period of up to twelve (12) weeks.

Long-Term Disability Insurance

At the District's expense, it will offer a group, long-term disability insurance policy that provides income replacement at sixty-six (66) and two-thirds ($\frac{2}{3}$) percent of the employee's weekly earnings. This benefit is considered "post tax" and will extend for a period of up to five (5) years. The coverage requires the employee's absence from work for a period of ninety (90) calendar days before benefits are payable. Employees must file a claim and have the carrier approve it before benefits are paid out.

Life Insurance

The District will provide term life insurance in an amount equal to one (1) time the employee's salary. The District will pay 100% of the premium from the first day of employment. The District will offer a buy-up optional life insurance option if the employee voluntarily enrolls and pays 100% of the premium for the additional coverage.

AD&D (Accidental Death And Dismemberment) Insurance Coverage

At the District's expense, it will offer a group, AD&D policy. The policy covers accidental loss of life, and other losses. The coverage is one (1) times the employee's base Annual Earnings rounded to the next higher \$1,000 not to exceed \$175,000. In certain instances, this insurance coverage will pay a benefit in addition to what life insurance provides. Employees may voluntarily enroll in additional AD&D coverage, provided that they pay 100% of the premium for this extra coverage.

Worksite Benefit - Health Insurance Participants

At the District's expense, every person enrolled in the District's health insurance program will have critical illness, hospitalization and accident coverages provided to them and their eligible

dependents. This is considered a post-tax benefit. The District may end this coverage at its discretion.

Worksite Benefit - All Full-Time (0.75+) Employees

All employees of the District are provided a critical illness insurance policy in the amount of \$5,000. This policy will also provide a benefit payout for employees' dependents who are under 26 years old. This is considered a post-tax benefit. Age-eligible children of the employee will have coverage of \$1,250. The District may end this coverage at its discretion.

Worksite Benefit - Voluntary

Any full-time employee (0.75 FTE or greater) of the District (regardless of participation in the District health insurance plan) may choose to purchase additional work site benefits for him/herself and/or dependents. The coverages available include additional critical illness, hospitalization, and accident policies. The District may end this option at its discretion.

COBRA (Extension of District Health Plan Participation)

The Consolidated Omnibus Budget Reconciliation Act (COBRA) provides the opportunity for eligible District employees and their beneficiaries to continue health insurance coverage under the District health plan when a "qualifying event" could result in the loss of eligibility. Qualifying events include resignation, termination of employment, death of an employee, reduction in hours, a leave of absence, divorce or legal separation, entitlement to Medicare, or where a dependent child no longer meets eligibility requirements.

Wisconsin Retirement System (WRS) Contributions

The District shall contribute the employer's WRS share. The employee shall pay the employee's required WRS contribution as required by state statute.

[Click here to go to the WRS Website](#)

Health Savings Account (HSA)

Employees utilizing health insurance through the District are eligible for a Health Savings Account (HSA) set up through Associated Bank or the financial institution the District selects. The District will open this account automatically and contribute up to \$1,000 for single coverage employees and \$2,000 for family plan employees per plan year. Contributions are prorated based upon scheduled work hours per week and hire date. A partial amount of the total contribution will be distributed in equal payments on a per paycheck basis. Employees may also contribute to their HSA. Employees should consult with IRS materials to determine their maximum allowable contribution.

Flexible Spending Accounts

Flexible Spending Accounts (FSA) are pre-tax, payroll deduction accounts that allow the employee to set aside funds, subject to the limitations set forth in the Internal Revenue Service (IRS) code for additional medical, dental or vision expenses not covered by insurance. There

are three types of FSA's from which employees may benefit:

- Regular Health Care FSA: This account is only available to employees who do not participate in the District's health insurance plan. If an employee has health coverage through a parent or spouse, it is important to confirm whether it is an HSA-eligible plan; if so, the employee may not access this type of FSA.
- Limited Health-Purpose FSA: Employees who participate in the District's health Insurance program, may open one (1) of these accounts. Eligible expenses include most dental and vision care expenses that are not covered by the employee's health plan; for example, copayments, coinsurance, deductibles, eyeglasses and doctor-prescribed over-the-counter medications.
- Dependent Care FSA: This account is for dependent care expenses such as daycare, before/after school care programs or elder care. The annual contribution limit is \$5,000 or \$2,500 if married and filing separate tax returns. Employees can participate in this FSA regardless of their enrollment in the District's health insurance.

Typically, the plan year for deductions follows the calendar year. Employees have until March 31 of the year following the end of the plan year to submit for reimbursement. Employees who leave the District's employment (e.g. retirees, those accepting other employment) must have services provided before their termination date in order to be reimbursed. Contact the Benefits Specialist with any questions you may have.

Tax-Sheltered Retirement Investment Accounts (TSA's)

Retirement savings/investment plan(s) will be available to employees in accordance with the District administrative policies and IRS regulations.

- Employees have an opportunity to contribute to a TSA that includes a 403(b) and/or a 457 plan. All contributions are pre-taxed amounts. Employees who will start work on or after July 1, 2024 will be automatically enrolled in the District's 403(b) plan with a contribution level of 1% of base salary or wages. Employees have the opportunity to opt out of this deduction or to change the level of contribution at any time.
- Employees also have the option of contributing to a designated Roth plan within the 403(b) and/or the 457 account. Designated Roth contributions provide employees the ability to contribute funds on a post-tax basis, in addition to, or instead of, pre-tax contributions to their employer-sponsored retirement plan. In general, designated Roth contributions provide an opportunity to receive tax-free retirement savings returns when withdrawing the funds.

Vandalism Insurance

The District will provide employees with up to a maximum of \$500 each academic year to be used for the payment of the uninsured portion of claims resulting from loss, damage or destruction of an employee's clothing or other personal property while on duty in a school or on the school premises, as a result of a vandalism prank, assault or theft.

Claims should be submitted to the Chief Financial Officer. Payment of individual claims will be authorized after June 30th of each year. The funds will be distributed on a prorated and percentage basis relative to the total number and dollar amount of claims.

Workers' Compensation

The District will provide workers' compensation coverage. The District will follow the rules and provisions enumerated in the Workers' Compensation Act of Wisconsin.

Pet Insurance

At the employees' expense the District offers pet insurance for medical eligible employees. This reimburses you for the eligible costs of accidents and illnesses. Coverage includes emergency treatments, surgeries, medications, laboratory services and more.

Professional Learning And Dues

Administration

The District Administrator may support and provide professional learning and professional dues for Administrators. Administrators may be provided full reimbursement for tuition courses taken if pre-approved by their immediate supervisor and District Administrator.

Certified And Non-Certified Staff

The District Administrator may support and provide professional learning opportunities and/or compensation as deemed appropriate.

Reimbursement Policy

Administrative approval is required prior to the beginning of a course.

For a course to be approved, it must be directly and substantially related to one (1) or more of the licenses held and/or enhance professional competence (e.g. adding another license area). The course must be taken at the undergraduate or graduate level, and it must be earned at a baccalaureate or graduate degree-granting college or university that is accredited by an agency recognized by the U.S. Dept. of Education. Credits completed at two (2)-year UW System campuses are also acceptable. Credits earned in courses offered by Wisconsin Technical College System schools are acceptable for reimbursement only if acceptable for transfer to a four (4)-year accredited institution.

If an employee pays the tuition of an approved course, the District will reimburse the employee at the rate of \$150 for each semester hour of graduate or undergraduate credit or the cost per credit, whichever is less.

Employees may not receive reimbursement for more than a total of twelve (12) graduate or undergraduate credits in any calendar year. Effective July 1, 2026, any employee who voluntarily separates from employment with the District within three (3) years after completing their coursework will be required to repay the District on a prorated basis for the reimbursed

tuition.

Reimbursement for graduate or undergraduate credits will be made upon completion of the approved courses with a grade of B (or equivalent) or higher and submission of the proper documentation to the Department of Human Resources. All credits and reimbursement requests are counted within a fiscal year (July 1 - June 30). The completed reimbursement form approved by the Administration will be submitted to the Department of Human Resources for record keeping purposes.

National Board Certification (Initial)

Upon completion of twenty-four (24) documented hours in the process, the District will reimburse the employee the initial payment of \$500 toward the assessment fee.

Technology support will be provided to the employee in the form of taping video for the digital evidence piece. If there are additional technology needs, the employee may request additional support. The employee will work with the Department of Human Resources to determine specific dates, times and needs of the employee.

If more than four (4) employees engage in this experience, the District will work with the group to assist in providing additional support during this process.

Upon successful completion of the initial certification, the employee will receive a one (1)-time reimbursement of twelve (12) credit hours at \$150 per credit for a total of \$1,800.

Resignation

All employees are required to give a 30-day resignation notice in writing to the Director of Human Resources prior to the effective date of the resignation. Failure to provide a 30-day notice will result in a liquidated damages fee as described below. The District has the discretion to waive or reduce the associated liquidated damages fees in extenuating circumstances.

A voluntary resignation that results in a break in service will cause the employee to forfeit eligibility for any benefits available at the time of resignation. Employees who are later rehired by the District will be eligible for benefits in accordance with the program in effect on their date of re-employment. Prior years of service will not be credited for purposes of benefit eligibility.

Administrators

Should an Administrator elect to voluntarily break the employment contract and provide less than a 30-day notice, the District shall be entitled to liquidated damages in the amount of \$3,000.

Benefits coverage ends the last day of the month following employment termination date.

Certified Staff

Should a Certified Staff member elect to voluntarily break their contract, the District shall be entitled to liquidated damages per the following:

- The last day to resign as a certified staff member and avoid liquidated damages fees is June 14.
- If the resignation occurs on or after June 15th, but before June 30th, the employee will pay \$1,000; the employee may avoid the liquidated damages fee by working the first 30 days of the upcoming school year
- If the resignation occurs on or after July 1st, but before July 31st, the employee will pay \$2,000; the employee may avoid the liquidated damages fee by working the first 30 days of the upcoming school year.
- If the resignation occurs on or after August 1st, but before the last day of the following school year the fee is \$3,000. Resignation from a certified position after August 1 will require the teacher to work in the role to start the year and provide 30-days notice in order to avoid liquidated damages fees.
- If the resignation is effective at the conclusion of the school year, benefits will continue through the end of August.

Non-Certified Staff

Should a Non-Certified Exempt employee provide less than a 30-day notice, the District shall be entitled to liquidated damages in the amount of \$2,000.

Should a Non-Certified Hourly employee provide less than a 30-day notice, the District shall be entitled to liquidated damages in the amount of \$1,000.

Benefits coverage ends the last day of the month following employment termination date.

Notice Of Retirement

Employees are encouraged to submit their intention to retire as soon as possible.

Employees wishing to exercise the legacy OPEB benefits upon retirement must submit a notice of retirement by 5:00 p.m. February 1 of their proposed final year of work.

Employees who are eligible for the current retirement program must make their notice of retirement or resignation by 5:00 p.m. February 1. Failure to submit by this date and time will delay your OPEB benefits until July of the following year.

By WRS regulations, retiring employees will be required to separate from service for a minimum of 75 calendar days after their last day of work. After the required break in service, the former employee may return to District employment as a substitute teacher or coach, for example. Please note that none of the District's employees can discuss a potential return to employment until the 75-day break in service is over.

Retirement Program (post July 1, 2013 employees)

The District provides post-employment benefits to its retirees on a year-to-year basis as determined by the Board. No District retirement benefit vests, with the exception of the OPEB stipend. An employee must retire from the District to be eligible for retirement benefits.

OPEB Retirement Stipend/Contribution(s)

The District provides an annual 403(b) contribution of \$1,000 to all full-time employees. The District contribution on behalf of employees will be paid out to the employee's District-sponsored 403b account at the end of the employee's fifth school year of service. Employees who have completed this five (5)-school-year vesting period will receive up to \$5,000; thereafter, an annual District contribution of up to \$1,000 will be made to the same 403(b) account. Years of service worked under legacy retirement programs will not increase the amount of the annual District contribution envisioned under this retirement program.

Employees must complete only one (1) vesting period of five (5) years in order to take advantage of this program. Thus, an employee who interrupts service under the current Retirement Program, will resume where they had left off. An employee who interrupts service under a Legacy Retirement Program will carry progress toward vesting with them, but will lose the ability to access other benefits described under the Legacy Program.

Contributions/allocations will be prorated based on scheduled work hours per week and the employee's hire date. A reduced contribution will be made if the employee was on a thirty-one (31) day (or more) leave of absence. The earned amount will be paid at the conclusion of the school year, typically at the end of the month of June.

Health & Wellness Center Access

Employees who resign or retire who are at least 55 years of age, and have provided at least ten (10) years of service to the District may access the District's Health and Wellness Center. The spouse and eligible dependents (up to age 26) will also be provided access to the Health and Wellness Center during the employee's period of eligibility. Qualified participants will incur costs for services received based upon the fee schedule of the Health and Wellness Center.

District Health and/or Dental Insurance

Employees hired after July 1, 2022 will not be eligible to purchase District medical and dental insurance upon retirement. Retirees retain and use any funds in their HSA for eligible expenses on a tax-free basis. Those hired before July 1, 2022, must have provided at least ten (10) years of service to the District in order to exercise this post-retirement benefit.

Legacy Retirement Program (employees prior to July 1, 2013)

Retirees working in the District before July 1, 2013 have an OPEB contribution and continued access to the District's health and dental insurance programs. Retirement enhancements under this program differ (see below) for those whose first day of work was before July 1, 2004 [OPEB - (A)] and those whose first day of work was between June 30, 2004 and June 30, 2013 [OPEB - (B)]. Employees who began work after July 1, 2013 are not eligible for any benefits under these legacy programs.

Employees who are eligible and retire under this Retirement Program will receive:

- A District-paid retirement savings stipend paid out over 5.5 years;
- Designation of a beneficiary which permits continuation of pay-out of any stipend due;
- Health/dental insurance coverage at the employee's own expense (to age 65) under the District policies;
- Access to the District's Health & Wellness Center (to age 65).

Pre-2013 Retirement Program Eligibility

The District will make a commitment to support the below Retirement Program for the period July 1, 2026–June 30, 2028. To the degree that the Retirement Program continues thereafter, such benefits will be determined on an annual basis by the Board. Unless otherwise noted, all employees must meet the following qualifications to be eligible to exercise benefits under this Retirement Program:

- Must be at least 57 years of age, by June 30 of their retirement year;
- Must have a minimum of 20 years of service in the Neenah Joint School District, by June 30 of their retirement year;
- Must in fact retire from the District, by June 30 of their retirement year;
- Must complete the full academic year of their retirement year; and
- Must provide notice of retirement to the Director of Human Resources by 5:00 p.m. February 1 of the year in which retirement will occur.

OPEB - (A) Eligibility

In addition to meeting all the eligibility requirements above, in order to access benefits formula under OPEB - (A), the employee must have been employed by and started work with the District prior to July 1, 2004. A resignation causing an interruption in service will cause the employee to lose eligibility for any benefits listed here; the employee will be eligible to exercise benefits under the retirement program that is in effect on the date of their return to work. Years worked under OPEB-(A), will count toward the stipend calculation of OPEB-(B). Except for the calculation of the vesting period, years worked under OPEB-(A) will not count toward years of service in the current Retirement Program.

OPEB - (B) Eligibility

In addition to meeting all eligibility requirements listed in Section A above, in order to access benefits formula under OPEB - (B), the employee must have been employed by and started work with the District between July 1, 2004 and July 1, 2013. Any time worked under the date of eligibility of OPEB-(A) will count toward the service stipend calculation and the vesting requirement of OPEB-(B). Years worked under OPEB-(B) will have no effect on the calculation of the stipend for the current Retirement Program, but progress toward vesting will be transferrable to this Program.

OPEB Retirement Savings Stipend/District Contributions

Eligible retirees will receive post-employment contributions based upon a formula as determined by the District. The District will contribute this stipend to a Tax-Sheltered Account (TSA), specifically

a 403(b) retirement savings account at the financial institution of the District's choosing. When applying the applicable formula, employment is counted toward years of service (excludes service as a substitute, playground monitor, co-curricular coaching, overload, etc.).

A full year of service for all employees begins on the first day that all certified staff are required to work in August.

Partially worked years (e.g. a less than full-time employee or a thirty-one (31) day or more leave of absence) will be prorated when calculating the minimum thresholds for the Pre-2013 Retirement Program eligibility. Stipends are prorated based on hire date, scheduled hours worked per week, and any Board approved thirty-one (31) days or more leaves of absence. Only full years of employment will generate a stipend under both the OPEB - (A) and OPEB - (B) Formula.

OPEB - (A) Stipend/Contribution

The formula for figuring the stipend that is due for OPEB - (A) eligible employees is as follows:

- Employees will receive \$3,700 for each year of service up to twenty (20) years;
- Employees will receive \$2,500 for each year of service for years twenty-one (21) through thirty (30);
- The maximum OPEB contribution for an eligible retiree with thirty (30) years of District service and at least 57 years of age is \$99,000.

OPEB - (B) Stipend/Contribution

The formula for figuring the stipend that is due for OPEB - (B) eligible employees is as follows:

- Employees will receive a stipend based on their initial years of service:
 - Year 1 - \$1,000;
 - Year 2 - \$1,300;
 - Year 3 - \$1,600;
 - Year 4 - \$1,900;
 - Year 5 - \$2,200;
 - Year 6 - \$2,500
- Employees will receive \$2,500 for each year of service thereafter, up until year 30.
- Years of service earned under OPEB-A will be counted in the final calculation of any stipend due for OPEB-B.
- The maximum OPEB contribution for an eligible retiree with thirty (30) years of District service and at least 57 years of age is \$70,500.

Reduced Stipend/Contribution Options

An employee may retire with reduced OPEB - (A) or - (B) contributions as follows:

- If an employee is 56 years of age and has at least 21 years of OPEB service in the District: 95% of the applicable stipend; or
- If an employee is 55 years of age and has at least 22 years of OPEB service in the District: 90% of the applicable stipend.

OPEB Contributions Paid in Advance

A portion of the total OPEB stipend/contribution has been paid to active employees, beginning with the 2012-13 school year and continuing through their eligible retirement year.

Employees have/will receive an annual District contribution of up to \$1,000 to their 403(b) account. Such contributions are prorated based on hire date, scheduled hours worked per week, and any Board approved thirty-one (31) day or more leave of absence.

Any amount contributed to the employee's 403(b) account during active employment will be subtracted from the total calculated OPEB stipend that is due under OPEB-A or OPEB-B;

Payments have been/will be deposited into the employee's 403(b) account at the financial institution of the employer's choosing, on or about July 1.

Final Pay-out of OPEB Stipends/Contributions

Once earned upon retirement, the OPEB stipend vests and will be paid in full within a five-and-a-half-year (5 ½) period. Stipend payments will begin on or about July 1st following the employee's retirement and will be paid annually on or about July 1st within a five-and-a-half-year (5 ½) period.

Beneficiary

In the event of a retiree's death within their initial five and one-half (5.5) years of retirement, any remaining balance due to the retiree will be paid directly into the retiree's 403(b) account. The beneficiary on file will work with the District's 403(b) provider to establish their rights to the account to the extent provided by law. The beneficiary will receive the remaining benefit in the same manner as the retiree.

OPEB Formula

Post-employment contributions are based upon a formula as determined by the District. Worksheets that yield final contribution amounts are a below:

[See Appendix I - OPEB \(A\) Calculation](#)

[See Appendix J - OPEB \(B\) Calculation](#)

Medical And Dental Insurance (Pre-2013 Employees)

OPEB retirees may be eligible for District insurance based on their date of retirement. An eligible retiree may continue to access the District's medical and dental plan until age 65 if there is no break in coverage. Once there is a break in coverage, the retiree will not be able to access the District's medical and/or dental plan afterward.

Any benefit change for active employees shall also automatically apply to retirees to the extent such insurance remains available to the retiree and/or without further changes to the plan(s) applicable to the retirees. Insurance benefits can be changed for retirees or eliminated as

determined by the Board, unless otherwise stipulated in the retirement agreement.

Below are the eligible retirement classes:

- Employees who retire after July 1, 2012 and before July 1, 2015 are provided access to the District's insurance to the extent offered, and are required to pay 100% of the premium. The Board will determine the plan design and other considerations as provided in their retirement agreement.
- Employees who retire after July 1, 2015 are provided access to insurance provided by the District to the extent offered, and are required to pay 100% of the premium. Such benefits do not vest. The Board will determine the plan design and other considerations related to continued coverage to the extent the Board continues to provide an insurance option to these retirees.

Health & Wellness Center - Pre-2013 Employees

OPEB-A or B eligible retirees may access the District's Health and Wellness Center until the retiree reaches age 65. The spouse and eligible dependents will also be provided access to the Health and Wellness Center during the retiree's period of eligibility. Qualified participants will incur costs for services received based upon the fee schedule of the Health and Wellness Center.

Grievance Procedures

A grievance shall mean a dispute regarding the application of School Board policies regarding an employee's discipline or termination of employment, or a dispute concerning workplace safety. No grievance shall be processed under this policy unless it is in writing and contains all of the following:

- The name and position of the grievant;
- A clear and concise statement of the grievance;
- The issue involved;
- The relief sought;
- The date the incident or alleged violation took place;
- The specific section of the Policy Manual or workplace safety rule alleged to have been violated;
- The signature of the grievant and the date.

Definitions

- The term "days" means work days, other than weekends and holidays. The time within which an act is to be done under this policy shall be computed by excluding the first day and including the last day.
- A "grievant" is a school District employee.
- "Workplace safety" means those conditions related to physical health and safety of employees enforceable under federal or state law, or District rule related to: safety of the physical work environment, the safe operation of workplace equipment and tools, provision of protective equipment, training and warning requirements, workplace

violence and accident risk.

- "Discipline" means oral reprimands (where a written record of the reprimand is placed in the employee's file); written reprimands, suspension and/or demotion. Discipline does not include performance reviews, work plans or corrective actions that do not include a reprimand or other adverse employment action.
- "Termination" means discharge from employment for disciplinary reasons. Non-renewals for non-performance reasons and layoffs (reduction in force) are not considered terminations and are not subject to this procedure.

Procedures – See Board Policies

Policy 3139: [Staff Discipline](#)

Policy 3140: [Nonrenewal, Resignation, and Termination](#)

Appendix A: Exempt Employee Salary Ranges

Pay Cat.	Job	Min	Mid	Max
X1	Helpdesk	\$44,094	\$57,232	\$72,480
	Manager, Student Information Systems			
X2	Supervisor, Operations	\$48,878	\$63,524	\$80,515
	Manager, Instructional Systems			
	Manager, Systems Deployment			
	Manager, Network Operations			
X3	Manager, Information Systems	\$60,429	\$78,241	\$98,936
X4	Manager, Accounting	\$69,141	\$87,082	\$108,174
	Manager, Business Services			
X5	Director, Athletics & Activities Director	\$71,883	\$92,653	\$116,826

Appendix B: Hourly Employee Wage Ranges

Pay Cat.	Job	Min	Mid	Max
B	Custodian, 2nd Shift	\$13.70	\$17.71	\$22.36
C	Custodian, 1st Shift	\$14.57	\$18.83	\$23.78
	Delivery Driver			
	Educational Assistant - Regular Education			
	Library Assistant			
D	Administrative Assistant 1	\$15.57	\$20.13	\$25.42
	Custodian, Lead - 2nd Shift			
	Custodian, Relief			
	Educational Assistant - English Learners			
	Educational Assistant - Special Education			
	Health Assistants			
E	Administrative Assistant 2	\$16.53	\$21.36	\$26.98
	Groundskeeper			
F	Administrative Assistant 3	\$17.60	\$22.75	\$28.74
	Technician, Helpdesk			
	Theater Assistant			
G	Administrative Assistant 4	\$18.73	\$24.21	\$30.58
	Carpenter			
H	Administrative Assistant 5	\$19.81	\$25.60	\$32.33
	Accounts Payable			
	Mechanic 1			
	Theater Technician			
	Wellness Coordinator			
I	Mechanic 2	\$20.93	\$27.05	\$34.17
J	Administrative Assistant 6	\$23.25	\$30.05	\$37.95
	Interpreter, Sign Language			
	Mechanic 3			
	Specialist (Payroll, Benefits, HR)			

Administrative Assistant 1
- Registrar, MS
- Attendance Clerk, MS
- Counseling (NMS, NHS)
Administrative Assistant 2
- Registrar, HS
- Scheduler, HS
Administrative Assistant 3
- Associate Principal
- Elementary Principal
- Activities HS
- Receptionist/School Psychologist
- Bookkeeper, HS
Administrative Assistant 4
- High School Principal
- Middle School Principal
Administrative Assistant 5
- Business Services
- Instructional Tech
- Pupil Services/Special Education
- HR & Sub Coordinator
- Learning & Leadership
- Operations & Maintenance
Administrative Assistant 6
- Executive Assistant to the District Administrator

Appendix C: Certified Salary Ranges

Pay Cat.	Job	Min	Mid	Max
T	Teachers, Counselors, Psychologists, Social Workers, Occupational Therapists, Physical Therapists, Nurses, Mental Health Coordinators, Social Emotional Behavior Coordinators, Program Support Coordinators, Speech & Language Pathologists	\$48,200	\$70,555	\$95,696

Appendix D: Administrator Salary Ranges

Pay Cat.	Job	Min	Mid	Max
A1	Associate Principal - Middle School	\$93,061	\$103,683	\$117,734
A2	Associate Principal - High School	\$96,403	\$108,319	\$123,842
	Director - Communications			
	Principal - Elementary			
A3	Principal - Middle School	\$111,445	\$123,805	\$140,250
A4	Director - Curriculum, Instruction & Assessment	\$116,487	\$132,024	\$151,987
	Director - Instructional Technology			
	Director - Operations & Maintenance			
	Director - Pupil Services			
	Director - Student Growth & Support			
	Director - Human Resources			
	Principal - High School			
A5	Chief Financial Officer	\$126,529	\$142,510	\$163,246
	Assistant District Administrator			

Appendix E: Department Chair and Curriculum Specialist Stipend Pay

The District will support the following stipend pay for Department Chair positions:

Category	Groups	Annual Stipend
Tier 1	EC-12, K-12, 9-12 Department Chairs	\$5,000
Tier 2	5-12, 5-8 Department Chairs	\$4,000
Groups	Constituents	
EC-12	Library Media, Speech & Language Pathology, Deaf & Hard of Hearing	
K-12	Art, Counseling, Physical Education/Health, Music	
9-12	English, Math, Science, Social Studies, Special Education	
5-12	World Language	
5-12	Family & Consumer Studies, Technology Education	
5-8	English, Math, Science, Social Studies, Special Education	

Appendix F: Extracurricular Pay Schedule - Athletics

Sport	Position	Number of Positions	Pay
Baseball	Coach, Assistant Varsity Boys	1	\$3,600
Baseball	Coach, Junior Varsity Boys	1	\$3,600
Baseball	Coach, JV2 Head Boys	1	\$2,520
Baseball	Coach, Varsity Boys	1	\$4,320
Basketball	Coach, 7th Grade Girls	3	\$2,520
Basketball	Coach, 7th Grade Boys	4	\$2,520
Basketball	Coach, 8th Grade Girls	3	\$2,520
Basketball	Coach, 8th Grade Boys	4	\$2,520
Basketball	Coach, Assistant Varsity Girls	1	\$3,960
Basketball	Coach, Assistant Varsity Boys	1	\$3,960
Basketball	Coach, Junior Varsity Girls	1	\$3,960
Basketball	Coach, JV2 Head Girls	1	\$3,600
Basketball	Coach, JV2 Head Boys	1	\$3,600
Basketball	Coach, Junior Varsity Boys	1	\$3,960
Basketball	Coach, Varsity Girls	1	\$5,400
Basketball	Coach, Varsity Boys	1	\$5,400
Coordinator	MS Athletic/Activities	1	\$5,000
Cross-Country	Coach, 7th & 8th Grade Girls	2	\$2,520
Cross-Country	Coach, 7th & 8th Grade Boys	2	\$2,520
Cross-Country	Coach, Junior Varsity Girls	1	\$3,600
Cross-Country	Coach, Junior Varsity Boys	1	\$3,600
Cross-Country	Coach, Varsity Girls	1	\$4,320
Cross-Country	Coach, Varsity Boys	1	\$4,320
Dance- Fall	Coach, Middle School	1	\$1,440

Dance- Fall	Coach, Varsity	1	\$3,600
Dance- Winter	Coach, Middle School	1	\$1,440
Dance- Winter	Coach, Varsity	1	\$3,600
Football	Coach, 7th Grade Boys	4	\$2,520
Football	Coach, 8th Grade Boys	4	\$2,520
Football	Coach, JV2 Head Boys	1	\$2,880
Football	Coach, Assistant JV2 Boys	1	\$2,880
Football	Coach, Assistant JV2 Boys	2	\$2,520
Football	Coach, Assistant Jr. Varsity Boys	1	\$3,600
Football	Coach, Assistant Varsity Boys	3	\$3,960
Football	Coach, Junior Varsity Boys	1	\$3,960
Football	Coach, Varsity Boys	1	\$5,400
Golf	Coach, Junior Varsity Girls	1	\$3,600
Golf	Coach, Junior Varsity Boys	1	\$3,600
Golf	Coach, Varsity Girls	1	\$3,960
Golf	Coach, Varsity Boys	1	\$3,960
Hockey	Coach, Junior Varsity Boys	1	\$3,600
Hockey	Coach, Assistant Varsity Boys	1	\$3,960
Hockey	Coach, Varsity Boys	1	\$4,680
Lacrosse	Coach, Junior Varsity Girls	1	\$3,600
Lacrosse	Coach, Junior Varsity Boys	1	\$3,600
Lacrosse	Coach, Assistant Varsity Girls	1	\$3,600
Lacrosse	Coach, Assistant Varsity Boys	1	\$3,600
Lacrosse	Coach, Head Girls	1	\$4,320
Lacrosse	Coach, Head Boys	1	\$4,320
Powerlifting	Coach, Head	1	\$3,960
Powerlifting	Coach, Assistant	1	\$2,520
Soccer	Coach, Assistant Varsity Girls	1	\$3,600
Soccer	Coach, Assistant Varsity Boys	1	\$3,600

Soccer	Coach, Junior Varsity Girls	2	\$3,600
Soccer	Coach, Junior Varsity Boys	2	\$3,600
Soccer	Coach, Varsity Girls	1	\$4,320
Soccer	Coach, Varsity Boys	1	\$4,320
Softball	Coach, Assistant Junior Varsity	1	\$2,520
Softball	Coach, Assistant Varsity Girls	1	\$3,600
Softball	Coach, Junior Varsity Girls	1	\$3,600
Softball	Coach, Varsity Girls	1	\$4,320
Swimming	Coach, Assistant Varsity Girls	2	\$3,600
Swimming	Coach, Assistant Varsity Boys	2	\$3,600
Swimming	Coach, Varsity Girls	1	\$4,680
Swimming	Coach, Varsity Boys	1	\$4,680
Tennis	Coach, Junior Varsity Girls	1	\$3,600
Tennis	Coach, Junior Varsity Boys	1	\$3,600
Tennis	Coach, Varsity Girls	1	\$4,320
Tennis	Coach, Varsity Boys	1	\$4,320
Track	Coach, 7th Grade Girls	2	\$2,520
Track	Coach, 7th Grade Boys	2	\$2,520
Track	Coach, 8th Grade Girls	2	\$2,520
Track	Coach, 8th Grade Boys	2	\$2,520
Track	Coach, Assistant Varsity Girls	3	\$3,960
Track	Coach, Assistant Varsity Boys	3	\$3,960
Track	Coach, Varsity Girls	1	\$5,400
Track	Coach, Varsity Boys	1	\$5,400
Volleyball	Coach, 7th Grade Girls	4	\$2,520
Volleyball	Coach, 8th Grade Girls	4	\$2,520
Volleyball	Coach, Assistant Varsity Girls	1	\$2,880
Volleyball	Coach, Assistant Varsity Boys	1	\$2,880
Volleyball	Coach, JV2 Girls	1	\$2,880
Volleyball	Coach, JV2 Boys	1	\$2,880

Volleyball	Coach, Junior Varsity Girls	1	\$3,600
Volleyball	Coach, Junior Varsity Boys	1	\$3,600
Volleyball	Coach, Varsity Girls	1	\$4,320
Volleyball	Coach, Varsity Boys	1	\$4,320
Wrestling	Coach, 7th & 8th Grade Boys	3	\$2,520
Wrestling	Coach, Assistant Varsity Girls	1	\$3,960
Wrestling	Coach, Assistant Varsity Boys	1	\$2,880
Wrestling	Coach, Junior Varsity Boys	1	\$3,960
Wrestling	Coach, Varsity Girls	1	\$5,040
Wrestling	Coach, Varsity Boys	1	\$5,040

Appendix G: Extracurricular Pay Schedule - Activities

Activity	Position	Number of Positions	Pay
AFS	Advisor, Senior High	1	\$1,080
Art Club	Advisor, Senior High	1	\$1,080
BLAST	Advisor, Middle School	1	\$2,160
BLAST	Advisor, Middle School Assistant	1	\$720
Bowling	Advisor, Senior High	1	\$1,080
Chess Club	Advisor, Senior High	1	\$1,440
Class Sponsor	Advisor, Senior Homecoming	1	\$1,440
Class Sponsor	Advisor, Graduation	1	\$1,440
Class Sponsor	Advisor, Junior Prom	2	\$1,440
Culinary Club	Advisor, Senior High	1	\$1,440
SALT	Advisor, Senior High	1	\$1,080
Debate	Advisor, Senior High	1	\$3,600
Debate	Advisor, Senior High Assistant	1	\$1,440
DECA	Advisor, Senior High	2	\$1,800
ECO Club	Advisor, Senior High	1	\$1,080
Finatics/Fishing	Advisor, Senior High	1	\$1,400
Foreign Lang. Club	Advisor, Senior High - French	1	\$1,080
Foreign Lang. Club	Advisor, Senior High - Spanish	1	\$1,080
Forensics	Advisor, Senior High	1	\$2,880
Forensics	Advisor, Senior High Assistant	1	\$1,440
Forensics	Advisor, Middle School	1	\$2,880
Gaming Club	Advisor, Senior High	1	\$1,080
Gender Sexuality Alliance	Advisor, Senior High	1	\$1,440
National Honor Society	Advisor, Senior High	2	\$2,520
Key Club	Advisor, Senior High	1	\$1,800
Latino Club	Advisor, Senior High	1	\$1,080
Launch	Advisor, Senior High	1	\$2,160
Launch	Advisor, Senior High Assistant	1	\$720

Math Club	Advisor, Senior High	1	\$1,080
Math Club	Advisor, Middle School	1	\$1,080
Newspaper	Advisor, Senior High	1	\$2,160
Newspaper	Advisor, Middle School	2	\$1,080
One Act	Advisor, High School	1	\$1,620
Reach For the Stars	Advisor, High School	1	\$1,080
Rocket Motorsports	Advisor, Senior High	1	\$1,440
SEA Club	Advisor, Senior High	1	\$1,080
Sociedad Honoraria Hispanica	Advisor, Senior High	1	\$900
Sources of Strength	Advisor	1	\$1,440
Special Olympics	Advisor, District	1	\$1,800
Student Council	Advisor, Senior High	1	\$2,880
Student Council	Advisor, Upper Middle School	1	\$1,440
Student Council	Advisor, Elementary	7	\$720
VEX Robotics	Advisor, Senior High	1	\$1,440
VEX Robotics	Assistant Advisor, Senior High	1	\$720
VEX Robotics	Advisor, Middle School	2	\$720
Yearbook	Advisor, Senior High	1	\$3,600
Yearbook	Advisor, Senior High Assistant	1	\$2,880
Yearbook	Advisor, Middle School	1	\$3,240
Yoga	Advisor, Senior High	1	\$1,080

Appendix H: Extracurricular Pay Schedule - Fine Arts

Activity	Position	Number of Positions	Pay
Band, Pep & Marching	Director, High School	1	\$2,160
Band, Pep & Marching	Director, High School	1	\$2,160
Band, Pep & Marching	Director, Middle School	1	\$720
Color Guard	Advisor, Senior High	1	\$500
Drama Club	Advisor, Senior High	1	\$1,080
Drama	Director, HS Musical	1	\$3,240
Drama	Director, HS Musical, Pit Orch.	1	\$1,800
Drama	Director, HS Musical, Vocal	1	\$1,800
Drama	Director, HS Winter Show	1	\$1,800
Drama	Director, HS Spring Show	1	\$1,800
Drama	Director, Middle School	1	\$3,240
Drama	Asst. Director, Middle School	2	\$1,800
Jazz	Director, HS Intermediate	1	\$1,080
Jazz	Director, HS Combo	1	\$1,080
Jazz	Director, Middle School	1	\$1,080
Madrigals	Advisor, Singers	1	\$1,800
Madrigals	Advisor, Players	1	\$720
Pop Strings	Director, HS Touch of Class	1	\$3,240
Pop Strings	Director, MS Fiddle Group	1	\$1,080
Show Choir	Director, Vintage	1	5,400
Show Choir	Director, Act II	1	\$3,240
Show Choir	Director, Vintage Band	1	\$3,240
Show Choir	Director, Act II Band	1	\$1,800
Strings	Director, Suzuki Program	2	\$4,000

Appendix I: Sample OPEB A Calculation

OPEB Benefits Estimate				
for individuals hired prior to July 1, 2004 - Maximum accrual: \$99,000				
Name:				
Employed as:				
School:				
Proposed Retirement:	06/30/2025			
DOH:	08/21/2001	OPEB 1 Eligible?	YES	
DOB:	04/19/1957			
Age at Retirement:	68.20			
Year of Service at RETIRE:	30.000			
Eligible to Exercise Full OPEB?	TRUE	57 yo, plus 20 YoS		
A. Eligible for 95% Reduced OPEB?	TRUE	56 yo, plus 21 YoS		
B. Eligible for 90% Reduced OPEB?	TRUE	55 yo, plus 22 YoS		
BENEFITS ACCRUED				
Benefits, First 20 Years, @	\$3,700	20.00	\$	74,000.00
Benefits, 21-30 Years, @	\$2,500	10.00	\$	25,000.00
Gross			\$	99,000.00
Reduction Applied ?	No		\$	-
TOTAL BENEFITS ACCRUED			\$	99,000.00
PAID to DATE				
	TSA Deposits			
June	2013	\$	(1,000.00)	
June	2014	\$	(1,000.00)	
June	2015	\$	(1,000.00)	
June	2016	\$	(1,000.00)	
June	2017	\$	(1,000.00)	
June	2018	\$	(1,000.00)	
June	2019	\$	(1,000.00)	
June	2020	\$	(1,000.00)	
June	2021	\$	(1,000.00)	
June	2022	\$	(1,000.00)	
June	2023	\$	(1,000.00)	
June	2024	\$	(1,000.00)	
June	2025	\$	(1,000.00)	
June	2026	\$	-	

NET PAID			\$ (13,000.00)		
NET DUE			\$ 86,000.00		
<i>Payment Schedule</i>					
July	2025	\$ (15,636.36)		Year 0	
July	2026	\$ (15,636.36)		Year 1	
July	2027	\$ (15,636.36)		Year 2	
July	2028	\$ (15,636.36)		Year 3	
July	2029	\$ (15,636.36)		Year 4	
July	2030	\$ (7,818.20)		Year 5	
Future Amount PAID OUT			\$ (86,000.00)		
Years of Service Calculation					
School Year Ended	Contractual Days	Days Worked	FTE	Years of Service	
TOTAL				30.000	
1995	190	190	1.00	1.000	
1996	190	190	1.00	1.000	
1997	190	190	1.00	1.000	
1998	190	190	1.00	1.000	
1999	190	190	1.00	1.000	
2000	190	190	1.00	1.000	
2001	190	190	1.00	1.000	
2002	190	190	1.00	1.000	
2003	190	190	1.00	1.000	
2004	190	190	1.00	1.000	
2005	190	190	1.00	1.000	
2006	190	190	1.00	1.000	
2007	190	190	1.00	1.000	
2008	190	190	0.50	0.500	
2009	190	190	0.50	0.500	
2010	190	190	1.00	1.000	
2011	190	190	1.00	1.000	
2012	190	190	1.00	1.000	
2013	190	190	1.00	1.000	
2014	190	190	1.00	1.000	
2015	190	190	1.00	1.000	
2016	190	190	1.00	1.000	
2017	190	190	1.00	1.000	
2018	190	190	1.00	1.000	
2019	190	190	1.00	1.000	
2020	190	190	1.00	1.000	
2021	190	190	1.00	1.000	
2022	190	190	1.00	1.000	

Appendix J: Sample OPEB B Calculation

OPEB 2 Calculation				
Hired between 7/1/2004 & 06/30/2014 - Maximum = \$70,500				
Name:				
Employed as:				
Proposed Retirement:	06/30/2024			
DOH:	05/14/2009	Eligible?	TRUE	
DOB:	10/26/1964			
Age at Retirement:	59.68			
Year of Service at RETIRE:	26.000			
Eligible to Exercise OPEB?	TRUE			
A. Eligible for 95% Benefit	TRUE	60 yo, plus 21 YoS		
B. Eligible for 90% Benefit	TRUE	66 yo, plus 22 YoS		
BENEFITS DUE	Annual Benefit Amount	yrs @ level		
Benefit, Year 1	\$1,000	1	\$	1,000.00
Benefit, Year 2	\$1,300	1	\$	1,300.00
Benefit, Year 3	\$1,600	1	\$	1,600.00
Benefit, Year 4	\$1,900	1	\$	1,900.00
Benefit, Year 5	\$2,200	1	\$	2,200.00
Benefit, Years 6+	\$2,500	21.00	\$	52,500.00
TOTAL			\$	60,500.00
Reduction(s) applied?		None		
Net BENEFITS Earned			\$	60,500.00
PAID to DATE				
June, TSA Deposit	2013	\$	(1,000.00)	
June, TSA Deposit	2014	\$	(1,000.00)	
June, TSA Deposit	2015	\$	(1,000.00)	
June, TSA Deposit	2016	\$	(1,000.00)	
June, TSA Deposit	2017	\$	(1,000.00)	
June, TSA Deposit	2018	\$	(1,000.00)	
June, TSA Deposit	2019	\$	(1,000.00)	
June, TSA Deposit	2020	\$	(1,000.00)	
June, TSA Deposit	2021	\$	(1,000.00)	
June, TSA Deposit	2022	\$	(1,000.00)	
June, TSA Deposit	2023	\$	(1,000.00)	
June, TSA Deposit	2024	\$	(1,000.00)	
NET PAID to DATE			\$	(12,000.00)

NET Amount DUE			\$ 48,500.00	
<i>Payment Schedule</i>				
July	2024	\$ (8,818.18)		Year 0
July	2025	\$ (8,818.18)		Year 1
July	2026	\$ (8,818.18)		Year 2
July	2027	\$ (8,818.18)		Year 3
July	2028	\$ (8,818.18)		Year 4
July	2029	\$ (4,409.10)		Year 5
PAY OUT Amount TOTAL			\$ (48,500.00)	
Years of Service Calculation				
School Year (ended)	Contractual Days	Days Worked	FTE	Years of Service
TOTAL				26.000
1999	190	190	1.00	1.000
2000	190	190	1.00	1.000
2001	190	190	1.00	1.000
2002	190	190	1.00	1.000
2003	190	190	1.00	1.000
2004*	190	190	1.00	1.000
2005	190	190	1.00	1.000
2006	190	190	1.00	1.000
2007	189	189	1.00	1.000
2008	189	189	1.00	1.000
2009	189	189	1.00	1.000
2010	189	189	1.00	1.000
2011	189	189	1.00	1.000
2012	189	189	1.00	1.000
2013	189	189	1.00	1.000
2014	189	189	1.00	1.000
2015	190	190	1.00	1.000
2016	190	190	1.00	1.000
2017	190	190	1.00	1.000
2018	190	190	1.00	1.000
2019	190	190	1.00	1.000
2020	190	190	1.00	1.000
2021	190	190	1.00	1.000
2022	190	190	1.00	1.000
2023	191	191	1.00	1.000
2024	190	190	1.00	1.000