WAUSAU SCHOOL DISTRICT

2026-2027
EMPLOYEE HANDBOOK

The District does not discriminate on the basis of the Protected Classes of race, color, national origin, age, sex (including transgender status, change of sex, sexual orientation, or gender identity), pregnancy, creed or religion, genetic information, handicap or disability, marital status, citizenship status, veteran status, military service (as defined in 111.32, Wis. Stats.), ancestry, arrest record, conviction record, use or non-use of lawful products off the District's premises during non-working hours, declining to attend an employer-sponsored meeting or to participate in any communication with the employer about religious matters or political matters, or any other characteristic protected by law in its employment practices. See Nondiscrimination Notice for details of how to file complaints.

Approved by BOE on 6/9/2026

WAUSAU SCHOOL DISTRICT MISSION STATEMENT

It is the mission of the Wausau School District to advance student learning, achievement, and success.

WAUSAU SCHOOL DISTRICT STRATEGIC PLAN 2026-2031



EMPLOYEE HANDBOOK ACKNOWLEDGEMENT

I hereby acknowledge notification and availability of the Wausau School District Employee Handbook, that can be accessed online on the District website. My electronic signature is signified by completing this SafeSchools Training course and indicates I agree to abide by the standards, policies and procedures defined or referenced in this document.

It is also important to know that there are additional regulations, policies and laws that affect my employment, including the policies set forth in the Wausau School District Board Policy Manual, job descriptions, and other state and federal laws. The Wausau School District Board Policy Manual can be located on the District's website.

I understand that this Employee Handbook includes the policies and procedures in effect at the time of publication. The information in this Employee Handbook is subject to change, which will be done consistent with the manner in which changes are made to board policy. I understand that changes in District policies may supersede, modify or eliminate the information summarized in this Employee Handbook. As the District provides updated policy information, I accept responsibility for reading and abiding by the changes.

I understand that this Employee Handbook does not constitute a guarantee of future employment, future benefits, or a binding contract with the District for employment or benefits or for any other purpose or alter my status as an at-will employee. I understand that nothing in this Employee Handbook is intended to confer a property interest in my continued employment with the District. I also accept responsibility for contacting my supervisor or Human Resources if I have any questions, concerns, or need further explanation. If any written contract between the District and an employee (or group of employees) conflicts with any provision of this Employee Handbook, the contract shall govern with respect to that issue.

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Contact Information

Topic of Question	Contact	Department	Phone/Location
ADA (Americans with Disabilities Act)	Tabatha Gundrum	Human Resources	715-261-0521
Change of Address	Laxa Her	Payroll	715-261-0544
Contract -Teachers	Melissa Ladika	Human Resources	715-261-0523
Contract - Administrators	Jennifer Holcomb	Human Resources	715-261-0520
Employee Handbook	Tabatha Gundrum	Human Resources	715-261-0521
Insurance (Health and Dental)	Nanlued Thao	Payroll	715-261-0544
Employee Discrimination/ Sexual Harassment	Tabatha Gundrum	Human Resources	715-261-0521
Family Medical Leave (FMLA)	Certified Staff - Nanlued Thao Support Staff - Laxa Her	Payroll	715-261-0545 715-261-0544
Frontline - Absence Management	Jennifer Holcomb	Human Resources	715-261-0520
HIPAA	Tabatha Gundrum	Human Resources	715-261-0521
Leave Requests (personal illness)	Certified Staff - Melissa Ladika Support Staff - Jen Winter	Human Resources	715-261-0523 715-261-0522
Long-term Disability Insurance	Nanlued Thao	Human Resources	715-261-0545
Name Change	Janet Tews	Payroll	715-261-0546
New Employee Orientation	Jen Winter	Human Resources	715-261-0522
Pay, Direct Deposit, Withholding	Janet Tews, Laxa Her	Payroll	715-261-0546 715-261-0544
Retirement System	Janet Tews	Payroll	715-261-0546
Short-Term Disability Insurance	Nanlued Thao	Human Resources	715-261-0545
Skyward - Employee Access System	Randy Lewandowski	Human Resources	715-261-0519
Skyward - TrueTime	Randy Lewandowski	Human Resources	715-261-0519
Teacher Student Loan Forgiveness	Tabatha Gundrum	Human Resources	715-261-0521
Substitute Process and System	Jennifer Holcomb	Human Resources	715-261-0520

Support Staff - Maintenance & Custodial, AES, Nutrition Services, Municipal	Jen Winter	Human Resources	715-261-0522
Teacher Compensation	Randy Lewandowski	Human Resources	715-261-0519
Teacher Licensing	Melissa Ladika	HR or DPI (Dept of Public Instruction)	715-261-0523 or http://dpi.wi.gov/tepdl
TimeSheets	Nanlued Thao Laxa Her	Payroll	715-261-0545 715-261-0544
Time Off Records	Randy Lewandowski	Employee Access Human Resources	Skyward System 715-261-0519
Vector Solutions	Randy Lewandowski	Human Resources	715-261-0519
Wellness Program	Tabatha Gundrum	Human Resources	715-261-0521
Workers' Compensation	Report to: Nurse Hotline Laxa Her	MedCor Human Resources	855-736-9482 715-261-0544

District Emergency Procedures

When it is necessary to close, delay the opening of school, or release early, one of the plans listed below will be followed. School closing or delay information will be sent to staff and families via School Messenger® (the District's electronic notification system), staff email, and the district website and social media sites. The district will also announce over the following radio and television stations:

WSAU (AM) 550	Wausau	WOZZ (FM) 94.7	Wausau	WSPT (FM) 97.9	Wausau
WIFC (FM) 95.5	Wausau	WDEZ (FM) 101.9	Wausau	WJMT (AM) 730	Merrill
WRIG (AM) 1390	Wausau	WSAU (FM) 99.9	Wausau	WMZK (FM) 104.1	Merrill
WXCO (AM) 1230	Wausau	WSPT (AM) 1010	Stevens Point	TV Channel 7, 9 & 12	Wausau/ Rhinelander
WHDG (FM) 97.3	Rhinelander	WRLO (FM) 105.3	Northwoods	WRHN (FM) 100.1	Northwoods
WMQA (FM) 95.9	Minocqua	WOBT (AM) 1240	Northwoods	WLKD (AM) 1570	Northwoods

Emergency Plans

Plan for SCHOOL CLOSING

Media Announcement - *ALL WAUSAU PUBLIC SCHOOLS WILL BE CLOSED TODAY*

1. Schools **WILL NOT** be open for instruction.
2. Students **ARE NOT** to report in person.
3. Custodians and maintenance staff are to report to their respective work areas, or as assigned by the Director of Facilities, as soon as safety allows.
4. Support staff working in Nutrition, Para and Office positions may engage in work from home that has been assigned and supported by their supervisor/administrator.
5. The status of all extra-curricular and evening activities will be shared out directly once determined.

Plan for VIRTUAL LEARNING DAY

Media Announcement - *ALL WAUSAU PUBLIC SCHOOLS WILL HAVE VIRTUAL LEARNING TODAY*

1. Schools **WILL NOT** be open for instruction in person – Instruction will switch to virtual modality and will be communicated in the Media Announcement.
2. Students **ARE NOT** to report in person – Based on the virtual modality, students will connect virtually for instruction.
3. Teachers, secretaries and aides (who work less than calendar year) **MAY** report to their respective schools in person if safely able to do so. Those with instructional responsibilities will engage in virtual instruction.
4. School nutrition staff **MAY** opt to report to their respective schools in person to work on projects identified by the Nutrition Services Director for paid work time.
5. Custodians and maintenance staff are to report to their respective work areas, or as assigned by the Director of Buildings and Grounds, as soon as safety allows.
6. Calendar year staff assigned to the following locations will report to work as soon as safety allows: Longfellow Administration Center, East and West High Schools, Horace Mann and John Muir Middle Schools, and Maintenance and Operations Building (MOB).
7. All extra-curricular and evening activities will be evaluated and a determination will be announced once a final decision has been made.
8. Support staff not able to work their complete hours due to lack of work, or if they do not want to come in for work that is available for the day, may supplement their time by utilizing Personal Leave or Vacation (if allocated) in lieu of time off without pay.

PLAN FOR YELLOW BUS DELAY

Media Announcement - ***WAUSAU PUBLIC SCHOOLS WILL BE OPEN AT THEIR REGULAR TIME. FIRST STUDENT (YELLOW BUSES) WILL BEGIN THEIR ROUTES ONE (1) OR TWO (2) HOURS LATE. ALL 4K AND EARLY CHILDHOOD CLASSES ARE CANCELED.***

1. All 4K and Early Childhood classes are canceled. Teachers and support staff will report.
2. **ALL STAFF WILL REPORT** to their respective schools/buildings at the regular time.
3. Metro Ride (Express) buses will run routes at their regular time.
4. Students will report to their respective schools at the regular time unless they are riding a yellow bus.
5. Breakfast and school lunches will be served at the regular time.
6. School dismissal will be at the regular time.

PLAN FOR EMERGENCY DISMISSAL

1. Weather or mechanical breakdown may sometimes call for early or emergency dismissal. Each parent should be sure that their child is instructed where to go in case it is necessary for the child to arrive home from school early.
2. District-wide emergency dismissal information will be announced via School Messenger® and on the radio and television stations listed above.
3. A mechanical breakdown in one school will not affect regular dismissal of the remaining schools in the District.

ANY ANNOUNCED SCHOOL CLOSING IS FOR THAT DAY ONLY.

District Schools and Sites

ELEMENTARY SCHOOLS

4K & EC PROGRAM

720 South 6th Avenue

Wausau, WI 54401

Kara Rakowski, Principal

Jessica Napiwocki, Admin Asst

715-261-0265

FRANKLIN ELEMENTARY

1509 North 5th Street

Wausau, WI 54403

Katelyn Xiong, Principal

Winter Kostyn, Admin Asst

715-261-0000

G.D. JONES ELEMENTARY

1018 South 12th Avenue

Wausau, WI 54401

Jen Davidson, Principal
Phil Beck, Asst Principal

Danielle Kutil, Admin Asst

715-261-0950

JOHN MARSHALL ELEM

1918 Lamont Street

Wausau, WI 54403

Matt Schilling, Principal

Jennifer Seliger, Admin Asst

715-261-0060

MAINE ELEMENTARY

5901 North 44th Avenue

Wausau, WI 54401

Laura Simonson, Principal

Erin Pempek, Admin Asst

715-261-0250

RIB MOUNTAIN ELEMENTARY

150801 Robin Lane

Wausau, WI 54401

Rachel Jean, Principal

Amanda Shuda, Admin Asst

715-261-0220

RIVERVIEW ELEMENTARY

4303 Troy Street

Wausau, WI 54403

Sarah Budny, Principal

Patty Knapp, Admin Asst

715-261-0030

SOUTH MOUNTAIN ELEM

224700 Bittersweet Road

Wausau, WI 54401

Deb Heilmann, Principal

Kristi Stroik, Admin Asst

715-261-0235

STETTIN ELEMENTARY

109 North 56th Avenue

Wausau, WI 54401

Kyle Sackett, Principal

Kailey De Jong, Admin Asst

715-261-0205

THOMAS JEFFERSON ELEM

500 West Randolph Street

Wausau, WI 54401

Megan Koroch, Principal

Erica Taylor, Admin Asst

715-261-0175

SECONDARY SCHOOLS

HORACE MANN MIDDLE SCHOOL

3101 North 13th Street

Wausau, WI 54403

Rob Phelps, PhD, Principal

Robbie Grzadzielewski, Asst Principal

Amie Olson, Admin Asst

715-261-0725

JOHN MUIR MIDDLE SCHOOL

1400 West Stewart Avenue

Wausau, WI 54401

Angela Rodgers, Principal

Hope Cameron, Asst Principal
Angela Diener, Asst Principal

Heather Kessler, Admin Asst

715-261-0100

EAST HIGH SCHOOL

2607 North 18th Street

Wausau, WI 54403

Lucas Barth, Principal

Susan Holster, Asst Principal
Jason Sinz, Asst Principal

Kendall Misoni, Admin Asst

715-261-0650

WEST HIGH SCHOOL

1200 West Wausau Avenue

Wausau, WI 54401

Curtis Richardt, Principal

Jason Foster, Asst Principal
Allie Libby, Asst Principal
Yumiko Okabe, Asst Principal

Amelia Kalien, Admin Asst

715-261-0850

CHARTER SCHOOLS

RED GRANITE CHARTER SCHOOL

150801 Robin Lane

Wausau, WI 54401

Maud Mangin, Principal

Jean Miller, Admin Asst

715-261-0220

WAUSAU AREA MONTESSORI CHARTER SCHOOL

3101 North 13th Street

Wausau WI 54403

Andrew Reiche, Head of School

Kris Busch, Admin Asst

715-261-0795

JUVENILE DETENTION CENTER	SCHOOL FOREST
7025 Packer Drive	218735 Highway KK
Wausau, WI 54401	Mosinee, WI 54455
Wendy Cartledge, Dir of Spec Education & Pupil Services	Chris Nelson, Coord of Environmental Education
715-261-1771	715- 261-0275

School Calendar

Please select the following link for the current Wausau School District calendar:

26-27 School Calendar

District Map

Please select the following link for the current Wausau School District map:

District Map

PART I

PROVISIONS APPLICABLE TO ALL EMPLOYEES



PREAMBLE

The Board of Education and Administration are committed to building a positive and effective working relationship with all employees. As a District, we acknowledge and celebrate our differences and diversity because they enrich our possibilities. We stand united in deeper purposes and shared beliefs. We believe that a strong and effective school district depends on the ability of everyone to work well together, and we further believe that a strong and effective system of communication and shared accountability is critical for the preservation and improvement of public education in Wisconsin.

To support the work environment and working relationships of and between all employees, and to advance the District's Mission and Shared Key Interests, this Handbook strives to promote the following:

- Respect for all employees
- Value the contributions of every employee
- Communication with respect and honesty
- Encourage employee professional growth and development
- Recognize the varying needs and interests of our employees
- Presume positive intent
- Focus on the future and embrace the opportunities it presents

ABOUT THIS HANDBOOK

Employees Covered:

This *Handbook* is provided as a reference document for the Wausau School District's (hereinafter referred to as "District") employees.

For purposes of this handbook, employee means any regular full-time and part-time clerical employees, instructional support staff, bookkeepers, administrative assistants (i.e., Administrative and Educational Support employees), Nutrition Services employees, technology department staff, and all other exempt and nonexempt employees with and without an individual contract. Employee excludes all seasonal, temporary, limited-term, or casual employees.

Disclaimer: The contents of this *Handbook* are presented as a matter of information only. The provisions described are not conditions of employment. The District reserves the right to modify, revoke, suspend, terminate, or change any or all such provisions in this Handbook, in whole or in part, at any time, which will be done consistent with the manner in which changes are made to Board policy. The language which appears in this *Handbook* is not intended to create, nor is it to be construed to constitute, a contract between the District and any one or all of its employees or a guarantee of continued employment. Subject to any applicable employment contract, Board policy, or Handbook provision, employment is at will and may be terminated at any time for any reason, with or without cause.

DEFINITIONS

A. Administrative Employees: "Administrative Employee" is defined as a person who is required to have a contract under §118.24, Wis. Stats. and other supervisory administrative personnel designated by the District.

B. Casual Employees: "Casual Employee" is defined as a person who is not scheduled to work on a regular basis and/or a student employee whose employment will terminate with the loss of his/her student status.

C. Regular Employees: "Regular Employee" is defined as employees whom the District considers continuously employed, working either a fiscal or school year, until the district, at its discretion, changes the status of the employee.

1. 12-month Full-time Employees – "12-month Full-time Employee" is defined as an employee who is regularly scheduled to work at least 35 hours per week on a twelve-month (12-month) basis.

2. School Year Full-time Employee – "School year Full-time Employee" is defined as an employee who is regularly scheduled to work at least 35 hours per week for less than twelve (12) months per year.

3. Regular, Part-time Employee – "Regular, Part-time Employee" is defined as an employee who is regularly scheduled to work for at least nine (9) months per year and is regularly scheduled to work less than 35 hours per week.

E. Seasonal/Summer School Employees: "Seasonal Employee" is an employee who is hired for a specific period of time usually related to the seasonal needs of the District. A "summer school employee" is defined as an employee who is hired to work for the District as part of the summer school session. Summer school session is defined as the supplemental educational program offered for District students pursuant to Department of Public Instruction rules and regulations.

1. If seasonal/summer school session employment is available, the District may offer seasonal/summer school employment to the applicable qualified regular school year employees. The District is free to use outside providers to perform such work.

2. The terms and conditions of employment for seasonal/summer school session shall be established by the District at the time of hire. Unless specifically set forth by the District at the time of hire, work performed by a regular employee during a seasonal or summer school session shall not be used to determine eligibility or contribution for any benefits, length of service or wage/salary levels.

F. Substitute Employees: "Substitute Employee" is defined as a person hired to replace a regular employee during the regular employee's absence.

G. Supervisor: The District will identify the individual employee's supervisor on the employee's job description. Supervisors include administrators and other managers designated by the District who have responsibility for the supervision and evaluation of assigned employees.

H. Teachers: "Teacher" is defined as a person hired under a contract under § 118.21, Wis. Stats.

I. Temporary Employees: "Temporary Employee" is defined as a person hired for a specific project or position for a specific length of time. A temporary employee has no expectation of benefits and continued employment.

Employee Conduct, Ethics and Work Guidelines

Employees of the Wausau School District are expected to follow the guidelines of conduct and ethics that protect the interests and safety of all students and employees. Employees are also expected to maintain an attitude and a personal appearance that strengthens public respect for the District. Examples of expected ethical conduct are listed below:

- Use of the school properties and equipment for officially authorized activities only.
- Refrain from accepting gifts, free services or anything of value for or because of any act performed or withheld that is within the range of services expected of the person as an employee of the District.
- Refrain from using his/her position to promote partisan politics, sectarian religious views, or selfish propaganda of any kind, or for personal, or non-monetary gain.
- Shall not use his/her office or position in a way that produces or assists in the production of a substantial benefit, direct or indirect, for the employee, members of his/her immediate family or an organization with which the employee is associated.
- Adhere to all ethical standards for public employees and officials required by state law.

It is not possible to list all the forms of behavior that are considered unacceptable in the workplace, but the following are examples of unacceptable workplace conduct that may result in disciplinary action:

- Discourteous conduct or poor service to students, staff, or the public.
- Theft or inappropriate, unauthorized removal or possession of District or coworker's property; use of District equipment or supplies for personal projects.
- Excessive or unauthorized absenteeism or tardiness, giving false reasons for absences from work, or for failing to report absences. *(Ref. Attendance in this Handbook)*
- Falsification of timekeeping records. *(Ref. Skyward True Time and Time Card Procedure for Hourly Employees in this Handbook)*
- Unauthorized disclosure of District, staff, or student confidential information.
- Unauthorized overtime or failure to record overtime worked.
- Possession, manufacture, distribution, dispensing, or use of alcohol, hazardous inhalants, or any controlled substance (including all illegal drugs), or substances represented as such while on duty, or while operating District owned or leased vehicles or equipment. *Ref.* Board Policy 3122.01 *or* Board Policy 4122.01*, Drug-Free Workplace.*
- Fighting, intimidation or threatening violence in the workplace.
- Boisterous or disruptive activity in the workplace.
- Insubordination or other disrespectful conduct.
- Deliberate statements or actions detrimental to the District; knowingly spreading false reports intended to disrupt relationships among employees and/or between employees and the District.
- Improper, careless, negligent, destructive, or unsafe use or operation of equipment or vehicles.
- Violation of safety or health rules; habitual carelessness.
- Possession of dangerous or unauthorized materials, such as explosives, weapons, or firearms in the workplace or on the premises.

- Sexual or other forms of harassment. *Ref. Board Policy 0145 (Board Member Anti-Harassment), 3362 (Employee Anti-Harassment), or 4362 (Employee Anti-Harassment).*
- Transmitting, retrieving or storing any documents or communications of a discriminatory, harassing, or pornographic nature.
- Disparaging, abusive, profane, or offensive language.
- Illegal activities including piracy, cracking, extortion, blackmail, or copyright infringement.
- Unauthorized use of the telephone/computers/email/internet. *Ref. Board Policy 7540.04 (Staff Technology Acceptable Use and Safety).*
- Unsatisfactory work performance or conduct; deliberate or excessive waste of materials; poor workmanship or low productivity.

Equal Opportunity Employment Notice

Pursuant to applicable state and federal law, the Wausau School District does not discriminate in employment opportunities or practices on the basis of race, color, religion, national origin, creed, ancestry, age, sex, sexual orientation, pregnancy, marital or parental status, arrest or conviction record, military status, use or non-use of lawful products off the employer's premises during non-working hours, physical, mental, emotional, or learning disability, or other basis protected by law.

The Wausau School District will make reasonable accommodations for qualified individuals with known disabilities unless making the reasonable accommodation would result in an undue hardship to the Wausau School District, in accordance with the Americans with Disabilities Act and the Wisconsin Fair Employment Act.

This policy covers all employment practices including but not limited to: selection, job assignment, compensation, discipline, termination, and access to benefits and training. Anyone who believes that the Wausau School District has inadequately applied the principles and/or regulations of any state or federal law pertaining to employment practices may file a complaint with the Director of Human Resources or the Superintendent of Schools at the Longfellow Administration Center, 415 Seymour Street, Wausau, Wisconsin 54402-0359, or by telephone at (715) 261-0500.

Ref. Board Policy 1422 Nondiscrimination and Equal Employment Opportunity, The same policy can be found in Board Policy 3122 for Professional Staff and 4122 for Support Staff.

Equal Opportunity Complaints

The District encourages informal resolution of complaints under this policy. A formal complaint resolution procedure is available, however, to address allegations of violations of the policy in the District.

Ref. Board Policy 1422 Nondiscrimination and Equal Employment Opportunity, The same policy can be found in Board Policy 3122 for Professional Staff and 4122 for Support Staff.

Family and Medical Leave Act

The District provides leave in compliance with state and federal Family and Medical Leave laws. In addition, specific information about the federal law is included below. Any other leaves of absence provided under District policies run concurrently with any leaves taken under state or federal Family and Medical Leave Laws.

The following link to the State of Wisconsin Department of Workforce Development Employee Rights Division website gives a comparison of federal and state Family and Medical Leave Act (FMLA) provisions, including a list of commonly asked questions and answers.

Ref. https://dwd.wisconsin.gov/er/civil_rights/fmla/default.htm

A. Notification of Benefits and Leave Rights: The District posts the text of a required federal notice regarding federal FMLA employee entitlements and obligations in conspicuous places where notices to employees and applicants are customarily placed. A copy of the notice can be accessed at the following link: *http://www.dol.gov/whd/regs/compliance/posters/fmlaen.pdf*. See 29 U.S.C. § 2619(a); 29 C.F.R. § 825.300(a)(1). This notice is posted on bulletin boards at all District sites.

B. Eligibility Notice. When an employee requests FMLA leave, or when the District acquires knowledge that an employee's leave may be for an FMLA-qualifying reason, the District must notify the employee of the employee's eligibility to take FMLA leave within five business days, absent extenuating circumstances. 29 C.F.R. § 825.300(b).

C. Rights and Responsibilities Notice. The District shall provide written notice outlining specific obligations of the employee eligible for federal FMLA that explains any consequences of not meeting those obligations. 29 C.F.R. § 825.300(c). The District uses a form entitled *Notice of Eligibility and Rights and Responsibilities* (FMLA) to provide this information.

D. Designation Notice. The form the District uses to inform employees in writing whether leave requested under the FMLA has been determined to be covered under the FMLA is the *Designation Notice (Family and Medical Leave Act).*

Any questions pertaining to FMLA should be directed to:

Nan Thao (certified staff) or Laxa Her (non-certified staff).

Harassment and Bullying

The District is committed to providing fair and equal employment opportunities and to providing a professional work environment free of all forms of harassment and bullying. The District shall not tolerate harassment based on any personal characteristic, as described in *Board Policy 1422 Nondiscrimination and Equal Employment Opportunity, The same policy can be found in Board Policy 3122 for Professional Staff and 4122 for Support Staff.* Harassment and other unacceptable activities that could alter conditions of employment, or form a basis for personnel decisions, or interfere with an employee's work performance are specifically prohibited. Sexual harassment, whether committed by supervisory or non-supervisory personnel, is unlawful and also specifically prohibited. In addition, the District shall not tolerate acts of non-employees (volunteers, vendors, visitors, etc.) that have the effect of harassing District employees in the workplace. Harassment can occur as a result of a single incident or a pattern of behavior where the purpose or effect of such behavior is to create an

intimidating, hostile or offensive working environment. Harassment encompasses a broad range of physical and verbal behavior that can include, but is not limited to, the following:

A. Unwelcome sexual advances, comments or innuendos;

B. Physical or verbal abuse;

C. Jokes, insults or slurs based on any personal characteristic as described in Board Policy 4300 Unlawful Harassment/Sexual Harassment – Employment. (Such comments are unacceptable whether or not the individual within the protected class is present in the workplace to overhear them and whether or not a member of a class professes to tolerate such remarks);

D. Taunting based on any personal characteristic as described in *Board Policy 0145 Board Member Anti-Harassment.*

E. Requests for sexual favors used as a condition of employment or affecting any personnel decisions such as hiring, promotion, compensation, etc.

All employees are responsible for ensuring that harassment and bullying do not occur. It is the intent of the District to comply with both the letter and spirit of the law in making certain that harassment and bullying do not exist in its policies, regulations and operations. Anyone who believes that he or she has been the subject of harassment or bullying or has knowledge of violations of this policy shall report the matter in accordance with established complaint procedures found in *Board Policy 3362 Employee Anti-Harassment - Professional Staff and Board Policy 4362 Employee Anti-Harassment - Support Staff.*

All reports regarding employee harassment or bullying shall be taken seriously, treated fairly and promptly and thoroughly investigated. Individual privacy shall be protected to the extent possible. There shall be no retaliation against any person who files a complaint under this policy. The District shall take appropriate and necessary action to eliminate employee harassment and bullying. Actions that are determined to be harassment or bullying shall be subject to disciplinary action, up to and including dismissal.

All employees have a duty to report incidents of alleged harassment or bullying to their immediate supervisor or designated equal employment officer. Employees who fail to report incidents of alleged harassment or bullying may be subject to disciplinary action, up to and including dismissal. In addition, supervisory employees who fail to respond to harassment or bullying complaints or to act on their knowledge of violation of this policy will likewise be subject to disciplinary action, up to and including dismissal.

Uniformed Services Leave

Uniformed Services Leave of Absence:

Staff members will be afforded protected leave from employment to perform their obligations to the United States Armed Forces, whether for reserve duty or a call to active duty, and potential deployment. Leave shall be provided in accordance with the law. Absences due to military leave covered by the Uniformed Services Employment and Reemployment Ace (USERRA) shall be unpaid unless the employee elects to use other paid leave available to the employee. Notice as far in advance as possible so the employer can adequately plan for the absence is appreciated. Whenever possible, the request should be accompanied by a copy of the reservist's military orders and submitted to the Director of Human Resources.

Ref. Board Policy 1630.01 Family & Medical Leave of Absence (FMLA)

Wisconsin Retirement System (WRS) Contributions

The Board will contribute the employer's share to the Wisconsin Retirement System for all eligible employees. The employee will pay the employee's contribution to the Wisconsin Retirement System as required by the state retirement benefit plan.

Workers' Compensation Coverage and Reporting Responsibilities

All employees shall be covered by Workers' Compensation Insurance. If an employee sustains a work-related injury or illness, the employee must **immediately** report the accident or illness to their supervisor. After first aid or medical attention, if necessary, the employee must contact the Workplace Injury Reporting Nurse Hotline at 855-736-9482 to provide the necessary information for a claim form to be completed. The claim form is required to be completed for all injuries or accidents even if medical attention is not necessary. Employees are expected to provide their supervisor with additional information about any changes in their work related injury or illness as they occur.

Mandatory Reporting of Child Abuse or Neglect

State statutes mandate that any employee of a school district who has reasonable cause to suspect that a child, seen by the person in the course of his/her employment with the District, has been abused or neglected or who has reason to believe that a child, seen by the person in the course of his/her employment with the District, has been threatened with abuse or neglect, or that abuse or neglect of the child will occur, shall immediately inform, by telephone or personally, the applicable District administrative personnel and Marathon County Child Protective Services or local law enforcement. Abuse or neglect of a child may include physical abuse, emotional abuse, sexual abuse, or failure to provide for the basic needs of a child.

The law prohibits anyone who makes a report in good faith from being fired, disciplined, or discriminated against, and the reporter is protected from civil or criminal liability. In addition, the report is to be kept confidential with no identifying information provided regarding the school employee who makes a report.

Any questions about this mandatory reporting requirement may be directed to a school principal or the Director of Special Education and Pupil Services.

Alcohol And Drug-Free Workplace

In order to protect the health, welfare, and safety of students and employees, no employee shall engage in any of the following conduct in any school building or on school premises*, in any school-owned vehicle, or off-premises at any school-approved activity, event or function where students are under the jurisdiction of the District: possess, manufacture, distribute, dispense, use, or be under the influence of alcohol, hazardous inhalants, any controlled substance (including all illegal drugs), or substances represented as such. The sole exceptions to these prohibitions involve (1) medication prescribed to an employee and used by the employee in accordance with the instructions of the employee's health care provider, and (2) lawful products/ substances that, if misused, are potential intoxicants, but that are possessed and used solely for a lawful and authorized purpose and in accordance with any appropriate safety precautions and manufacturer directions. In addition, the District does not condone the involvement of any employee with illegal controlled substances, even when the employee is not on District premises.

The District may refer employees to law enforcement authorities for prosecution of suspected illegal behavior related to the use, possession, or distribution of drugs or alcohol on school grounds or as a part of any school sponsored activity. Any employee engaged in the performance of a federal grant is

required to notify the Superintendent of Schools or his/her designee of any criminal drug statute conviction occurring in the workplace within five days of such conviction.

Ref: Board Policy 3122.01 and 4122.01 Drug-Free Workplace

Tobacco Use

It shall be a violation of this policy for any professional staff of the District to use, consume, display, promote, or sell any tobacco products, tobacco industry brand, tobacco-related devices, imitation tobacco products, or electronic smoking or vaping devices, regardless of content at any time on school property or at off-campus, school-sponsored events. The Board authorizes the District Administrator to take reasonable measures related to the Board's expectation that the promotion and display of tobacco and related products on school property or at off-campus, school-sponsored events is prohibited.

Ref: Board Policy 3215 and 4215 Use of Tobacco and Nicotine

Personal Appearance/Staff Dress Code

The District believes that its mission to advance student learning, achievement, and success is positively affected by the professional appearance of the District's staff. The professional appearance of employees – which includes dress, accessories and other body adornments, and grooming – not only reinforces their own shared vision of the District and their identity as highly motivated professionals working toward a common mission, but also strengthens their morale, sense of professionalism, dignity and self-worth; the community's attitude toward the District, public schools and the teaching profession in general; and, directly and indirectly, the conduct, morale, and performance of the District's students.

The District expects that all employees are neat, clean, and wear appropriate attire for work that is in good taste and suitable for the job at hand. All employees must exercise good judgment in their choice of professional appearance for work and work-related activities by always appearing in a way that is appropriate to the situation and that will:

- invoke a positive impression from the community,
- provide appropriate role modeling for students,
- promote a working and learning environment that is free from unnecessary disruption,
- be conducive to high student and staff performance.

Examples of appropriate professional attire include but are not limited to: collared shirts, dress slacks, suits, khaki pants, denim pants, sweaters, jackets, skirts, professional dresses, and dress coordinates. School t-shirts are appropriate on designated spirit days. Staff may wear blue jeans that are clean and in good condition.

During the work day and anytime employees attend work-related activities or functions, including activities or functions to which the public or District employees or students are invited or in which the public or District employees or students participate (for example, meetings/conferences with parents, PTO meetings, open houses, school plays and concerts, student competitions, educational or other professional conferences, TV/media appearances, etc.), employees shall appear in a professionally appropriate manner.

Employees are not permitted to wear any clothing, paraphernalia, grooming, jewelry, accessories, or body adornments that are disruptive or potentially disruptive to the educational environment as determined by the Principal. Employees must also comply with the requirements and restrictions specified in Policy 5700 Student Dress Code.

State and Federal Health Codes require all Nutrition Services employees involved with food preparation and serving to wear an effective hair restraint such as a hairnet and/or baseball cap and clean clothing and shoes. Shoes should have a non-skid sole. Maintenance/Custodial and Nutrition Services employees shall not wear open-toed or slip-on shoes during work hours. The District may require Maintenance/Custodial and Nutrition Services employees to wear uniforms provided by the District. Appropriate personal protective equipment shall also be worn at all times, as deemed necessary.

Maintenance/Custodial and Nutrition Services employees should ask their immediate supervisor for additional information pertaining to dress code and personal protective equipment requirements for their respective departments.

Principals and other supervisors are delegated the authority and bear the responsibility for ensuring compliance with this policy and are expected to counsel and/or discipline employees whom they supervise on professional appearance in conformance with this policy. Each principal or supervisor will be given the authority to establish stricter appearance requirements than are required by this Employee Handbook on a temporary or permanent basis as necessitated by the health, safety, discipline, morale, educational, public relations, or other needs of that school/work site, as determined by the principal or supervisor. In addition, a principal or supervisor may deviate from this Employee Handbook temporarily to meet the needs of specific school/work sites for an appropriately specified purpose. The principal or supervisor must approve temporary deviations. The Superintendent or his/her designee must approve long-term or non-temporary deviations.

School Safety – If You See Something, Say Something

The safety of our students and staff is our first and greatest priority -- and a responsibility shared by all employees. Teaching and learning cannot occur in an environment where staff and students do not feel safe and secure. In order to help ensure a safe environment and prevent acts of harm or violence from occurring in our schools it is imperative that every employee be vigilant to signs of potential threats and respond appropriately.

If an employee sees or hears something that does not feel or sound right, he/she has a duty to immediately report the concern to his/her supervisor or any administrator. For example, if an employee finds a note in school with a direct or implied threat of violence, the employee needs to immediately notify his/her supervisor or an administrator. If an employee overhears students, another employee, or anyone else talking about committing a violent act or doing harm to others, the employee must report it immediately. The same applies to information acquired through social media -- if the message or post suggests a threat to our schools, students, or staff the employee must report it to an administrator and/or law enforcement immediately.

Additionally, all of our schools have safety procedures, such as locking classroom and exterior doors, and emergency response procedures, such as hard and soft lockdowns. It is every employee's responsibility to know and follow these procedures. An employee with questions about safety and safety-related procedures should direct them to his/her supervisor.

Using the phrase from the Department of Homeland Security -- If You See Something, Say Something®.

Expectation to Maintain Confidentiality

Through normal job-related activities most employees work with or are exposed to information pertaining to students and/or other staff members that is considered (private, protected, or) **confidential information**. All employees are expected to maintain the appropriate level of confidentiality pertaining to student and staff information.

Confidential information should only be used by or shared with those employees, or other individuals or entities outside of the District, who have a legitimate need for such information in order to perform their official job duties or have a legal right to the information.

Examples of confidential information pertaining to students include but are not limited to: grades, academic performance, behavior, disability, IEP information, health information, family information, attendance, and/or eligibility for free/reduced lunch. Examples of confidential information pertaining to employees include but are not limited to: performance evaluations, disciplinary action, compensation level, health information, disability, participation in insurance benefit plans, and/or utilization of insurance benefits.

Any questions regarding the expectation of confidentiality, or whether certain information is considered confidential, should be directed to the employee's school principal or immediate supervisor. Failure to comply with this expectation may result in disciplinary action.

Sending information home with students

The District recognizes that students provide the strongest communication link between the school and parents. Accordingly, the use of letters, bulletins, newsletters, etc., carried by students to their parents is encouraged. Sending printed information (e.g., newsletters, bulletins, etc.) home with students is limited to information pertaining to the District, or a particular school, or school-sponsored activities. Prior to sending information home with students, teachers should obtain approval from the building principal, the Superintendent of Schools, or designee. Classroom-related information may also be sent home through the teacher's assigned students, with prior approval of the building principal.

Grievance Procedure

Purpose:

The purpose of this Section is to provide for the exclusive internal method for resolving grievances concerning discipline, termination and workplace safety. A determined effort shall be made to settle any grievance at the lowest possible level in the grievance procedure.

Ref. Board Policy 3340 Grievance Procedure for Professional Staff and Ref. Board Policy 4340 Grievance Procedure for Support Staff;

Attendance

The District expects employees to be present for work. Employees are expected to adhere to their assigned schedule. In order for the schools 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 approved leave. Breaks and meal periods may only be taken during times designated by the employee's supervisor/building administrator and as further specified in other parts of this *Handbook*. Any deviation from assigned hours must have prior approval from the employee's supervisor/building administrator.

Employees who are unable to report to work shall follow the applicable procedures (immediately following) for reporting his/her absence. Any time spent not working during an employee's scheduled day must be accounted for in Frontline Absence Management and/or Skyward Employee Access using the appropriate reasons. The District will monitor attendance and absence patterns. Theft of time and/or improper modification of time worked records will be investigated and will result in disciplinary action up to and including termination. Failure to notify the District of an absence and failure to report to work on such day could result in disciplinary action up to and including termination.

Absence Reporting Procedures:

Absence reporting is the responsibility of the employee and must be reported according to District guidelines. Absences must be reported using Frontline Absence Management and/or Skyward Employee Access using the following guidelines:

CERTIFIED STAFF MEMBERS:

For Unplanned Absences such as Sick and Bereavement Leave:

1. Report your absence to your building Principal or Administrative Assistant as per your building protocol.
2. Immediately report your absence into the Frontline Absence Management system either by phone, website, or Frontline mobile app. Preferably the evening prior to the absence, or by 6:00 a.m. the day of the unplanned absence if sooner is not feasible. Early posting provides the best opportunity to secure a substitute when one is needed.
3. DO NOT enter the absence into Skyward Employee Access; a report will be run through Frontline Absence Management and the leave time will populate into Skyward from that report.

For Pre-arranged Absences such as scheduled Sick and Personal Leave:

1. Report your absence to your building Principal or Administrative Assistant as per your building protocol.
2. Enter the absence details into Frontline Absence Management. If you have pre-arranged a substitute, work with your building Administrative Assistant to ensure that substitute can be assigned to your absence.
3. DO NOT enter the absence into Skyward Employee Access; a report will be run through Frontline Absence Management and the leave time will populate into Skyward from that report.

For Professional Development/Other - absence reasons that do not impact your paid time off including professional development, coaching, field trips, IEP meetings, etc.:

1. Request approval for your absence from your building Principal in advance through a C-66 Form when required.
2. Report your absence to your building Administrative Assistant as soon as possible prior to the absence date.
3. Work with your building Administrative Assistant as needed to post the absence in Frontline Absence Management.

For Extended Absences - absences that require a duration <u>more</u> than five days:

1. Notify the Human Resources Department of your leave request.
2. Report your anticipated absence to the building Administrative Assistant as soon as possible prior to the absence date.
3. Building Administrative Assistant or Frontline Administrator will enter the absence details into Frontline, unless you have otherwise been advised.
4. DO NOT enter the absence into Skyward Employee Access; a report will be run through Frontline Absence Management and the leave time will populate into Skyward from that report.

SUPPORT STAFF MEMBERS:

For Unplanned Absences such as Sick and Bereavement Leave:

1. Report your absence to your building Principal or Administrative Assistant as per your building protocol.
2. Immediately report your absence into the Frontline Absence Management system either by phone, website, or Frontline mobile app. Preferably the evening prior to the absence, or by 6:00 a.m. the day of the unplanned absence if sooner is not feasible. Early posting provides the best opportunity to secure a substitute when one is needed.
3. Enter the absence into Skyward Employee Access upon your return to work.

For Pre-arranged Absences such as scheduled Sick and Personal Leave:

1. Report your absence to your building Principal or Administrative Assistant as per your building protocol.
2. Enter the absence details into Frontline Absence Management. If you have pre-arranged a substitute, work with your building Administrative Assistant to ensure that substitute can be assigned to your absence.
3. Enter the absence into Skyward Employee Access .

For Professional Development/Other - absence reasons that do not impact your paid time off including professional development, coaching, field trips, IEP meetings, etc.:

1. Request approval for your absence from your building Principal in advance through a C-66 Form when required.
2. Report your absence to your building Administrative Assistant as soon as possible prior to the absence date.
3. Work with your building Administrative Assistant as needed to post the absence in Frontline Absence Management.

For Extended Absences - absences that require a duration more than five days:

1. Notify the Human Resources Department of your leave request.
2. Report your anticipated absence to your building Administrative Assistant as soon as possible prior to the absence date.
3. Building Administrative Assistant or Frontline Administrator will enter the absence details into Frontline unless you have been otherwise advised.
4. Enter your absence into Skyward Employee Access as directed.

Important Notes:

- Paid time off, including sick leave, bereavement, personal leave, and time off without pay, may be used in increments of no less than 15 minutes.
- After an absence request has been entered into Skyward, the employee will receive an email from his/her supervisor or Human Resources informing the employee that the time off request has been either approved or denied.
- To cancel a leave request in Skyward that has already been approved, the employee must enter a new request with a negative amount (e.g. -8.0 hours) for the same date that was previously approved. To cancel multiple days, each day must be entered individually.
- Any questions about absence reporting procedures should be directed to the employee's supervisor prior to the occurrence of an absence.

Jury Duty

The District shall pay employees their regular salary when required to serve on jury duty. However, upon receipt of pay from the court system, the employee must reimburse the Wausau School District the amount received for jury pay (excluding mileage). Employees shall report to school each day as soon as possible following their release from jury duty. Employees shall notify their administrator as soon as possible each day they are called for jury duty.

- Certified Staff - Immediately report your absence into Frontline Absence Management system either by phone or computer (preferably the evening prior to the time of the absence, or before 6:00 a.m. the same day of the unplanned absence), using Jury Duty as the absence reason.
- Support staff - Immediately report your absence into Frontline Absence Management system either by phone or computer (preferably the evening prior to the time of the absence, or before 6:00 a.m. the same day of the unplanned absence.) Also enter the absence details in Skyward Employee Access the day you return from your absence, using Jury Duty as the Time Off Code.

Children and Family Members at Work

Employees may not bring their children or other family members into the workplace during their regularly scheduled work time without explicit advance permission from their principal and/or immediate supervisor. If permission is granted, the visiting child(ren) and/or family member(s) must follow the building's established visitor sign-in procedure.

Employee Assistance Program

The Wausau School District provides the services of an Employee Assistance Program (EAP) for help with a variety of needs such as relationship conflicts, stress management, alcohol or controlled substance abuse, or depression/anxiety treatment. This confidential service is available to all employees of the District and their dependents and provides up to three visits from September 1 through August 31 each year without charge to the employee. Information regarding how to contact the provider of the EAP for assistance is available on our website link.

Representation

In the event any employee is called to a meeting with representatives of the District for the purpose of investigating circumstances which may lead to discipline or discharge, the District recognizes the employee's right to representation at the meeting. In the event the employee requests to be represented by a union representative or support person at the meeting, the meeting may be delayed, at the discretion of the District, until a union representative or support person may be obtained. Nothing in this provision shall prevent the District from removing an employee from the work place if immediate action is required.

Disciplinary Materials

Copies of any disciplinary material(s) shall be provided to the employee before such material is placed in an employee's personnel file. The employee shall have the opportunity to reply to such materials and affix his/her reply to said material.

Termination of Employment

The employment relationship between the District and any employee is terminated:

A. If the employee is discharged. [Reference *Discipline, Termination, Nonrenewal* section].
B. If the employee quits his/her employment.
C. If the employee fails to return to work on the work day following the expiration of an authorized leave of absence unless unable to notify because of illness or other reasonable basis.
D. If the employee retires.

Information Technology

Acceptable Use of Technology

The District supports access by employees to a wide range of information and communication technologies. It is anticipated that this access will enrich the educational environment. District employees are expected to abide by its policies and rules when using information technology and communication resources.

All district employees will be required to use Multi-Factor Authentication (MFA) for access to district provided devices.

Ref. Board Policy 7540.04 Staff Technology Acceptable Use and Safety

Acceptable Use of Web Tools and Social Media

The District encourages the use of Web tools and applications (e.g., social networks, blogs, wikis, internet-based multimedia applications, collaboration tools, and advanced learning management

applications) for the purposes of (1) engaging in professional development and professional collaboration activities; and (2) enhancing student learning and instruction. District employees are expected to abide by its policies and rules when using Web tools and Social Media.

Ref. Board Policy 7540.04 Staff Technology Acceptable Use and Safety

Ref: Board Policy 7544 Use of Social Media

Maintenance of Data on District Owned Physical Drives

The Wausau School District maintains a robust network for the explicit purpose of storing and providing access to data necessary to the job functions of its employees and to support the educational needs of students. The data residing on the District's servers is the property of the District, and as such, subject to periodic maintenance checks by District Technology Department personnel. District employees have the ability to save/retrieve data to/from physical drives owned and maintained by the District. Storage of data on the District network is for the sole purpose of supporting work related to an employee's role within the District. Under no circumstances should personal or non-work related data be stored on the District network. Storage of personal data increases the risk of security breaches and consumes valuable storage space, which is a direct cost to the District.

District employees will be allocated up to a maximum of 10 Gigabytes of storage on the District Network. This is the sum total of all physical network drives an employee has access to for the storage/retrieval of data related to the employee's job. When an employee utilizes a total of 8 Gigabytes of storage s/he will receive notification of possible suspension of network storage privileges. If the 10 Gigabyte limit is reached, the ability to save data to the District network will be suspended until the employee removes a minimum of 2 Gigabytes of data. The employee will still have the ability to utilize his/her Google Drive to store/retrieve data.

Maintenance of Data of Google Drives Under the wausauschools.org Domain

All regular District employees are provided a District owned Google Account with access to District approved Google Apps in the G-Suite. This account also provides the employee unlimited cloud-based storage for data related to the function of his/her employment. Under no circumstances should an employee's Google Account be used for the storage/retrieval of personal data.

Classification of Teacher Saved Data

All files and data saved by Wausau School District employees and stored on the District Servers and District owned devices and within Google under the domain wausauschools.org are considered "*Records maintained for personal use by a teacher and others required to hold license under Wis. Stat. sec 115.28(7) are not pupil records, if the records are not available to others*." Data/files shared with others and considered to be "Pupil Records" must be stored in the appropriate location and not within an employee's District allocated storage locations. District allocated storage locations will be deleted upon the cessation of employment.

Care and Return of District Issued Equipment

Employees are responsible for the reasonable care and protection of District property and equipment issued to them in the course of their employment. This includes but is not limited to technology related equipment (e.g., devices and peripherals), keys, fobs, uniforms, instructional materials, classroom/office items, etc. Employees shall return all District property upon request or upon

termination of employment or retirement. Each employee is responsible for the value of any District property not returned at the end of his/her employment or damaged due to abuse or misuse. The District will determine the value of the unreturned or damaged property, which may not exceed actual replacement cost. The employee may reimburse the District for the value of the unreturned or damaged property or the District may withhold such amount from the employee's remaining pay. In order to mitigate an employee's financial responsibility, any lost, stolen, or damaged property should be immediately reported to the employee's supervisor.

Termination of Access Upon End of Employment

In order to maintain the security and integrity of Wausau School District data, systems, and networks, it is necessary to limit access to these systems to only authorized District staff. Accordingly, when an employee ends his/her employment with the District, authorization and access to these systems will cease on the last work day or the last contracted work day. This includes access to all networks, databases, email, and building security. Therefore, prior to the last day of employment, staff members are advised to remove personal data/files which they may have saved on the District's system/equipment. IMPORTANT – any data or files considered to be *Educational Records* or containing *Student Personally Identifiable Information* MUST NOT BE transferred or saved to a personal storage location. Only active employees with a 'need-to-know' have legal authorization to view or maintain this information. Please be aware that the last day of employment, which is the date access will be terminated, does not coincide with the employee's last paycheck date. Any exceptions to this rule will be addressed on an individual basis. Please contact the Human Resources Office prior to your last work day if you believe an exception should be considered.

INSURANCES

Liability Insurance

The Board carries liability insurance which provides coverage for the acts of employees performed in accordance with their duties and within their scope of employment. Employees shall be covered for liability in accordance with the terms of the District's liability insurance policy. Employees may inspect the District's liability insurance policy upon request.

Life Insurance

The Board shall provide life insurance to eligible employees. The insurance carrier(s), program(s), benefits, and coverage will be selected and determined by the Board.

1. Eligibility:
   a. Minimum Hours for Any Board Contribution: An employee who qualifies for Wisconsin Retirement System (WRS) benefits is eligible to participate in the District's life insurance plan. Employees who do not qualify for Wisconsin Retirement System (WRS) benefits are not eligible to participate in the District's life insurance plan. Employees whose hours are reduced during the term of the individual contract or letter of assignment shall have their eligibility and contributions based upon the projected hours, as determined by the District, in the first month following the month in which the reduction occurred.
2. Commencement and Termination of Benefits**.** Commencement and termination of Life Insurance coverage are determined on an individual basis. Contact the Payroll and Benefits Department for specific information regarding the commencement and termination of your benefits.

3. Premium Contributions: The District shall pay one-hundred (100) percent of the premium for term life insurance equal to the next highest one thousand dollars ($1000) of each eligible employee's salary.

4. Optional Additional Coverage: The employee may elect to purchase additional term life coverage of up to four (4) times his/her annual salary by paying the full cost of the additional coverage. Additional coverage may be purchased as either one-times annual salary, two-times annual salary, etc., up to four-times annual salary.

Long-Term Disability Insurance

The Board shall provide long-term disability insurance to eligible employees. The insurance carrier(s), program(s), benefits, and coverage will be selected and determined by the Board. (Also see Sick Leave and Long-Term Disability)

1. Eligibility:
    a. Minimum Hours for Board Contribution: An employee whose individual contract or letter of assignment has an assignment of at least six-hundred (600) hours is eligible to participate in the District's long-term disability insurance. Employees whose assignments are for less than six-hundred (600) hours are not eligible to participate in the District's long-term disability insurance plan. Employees whose hours are reduced during the term of the individual contract or letter of assignment shall have their eligibility and contributions based upon the projected hours, as determined by the District, in the first month following the month in which the reduction occurred.

2. Commencement and Termination of Coverage and Benefits**.** Coverage will commence on the employee's first day of employment and shall cease at the end of the month a resignation or termination becomes effective.

    Benefits may begin after the ninetieth (90th) consecutive calendar day of disability. Benefits may continue until the employee is eligible to return to work or to age 65. Payments could be affected by eligibility for Social Security Disability Insurance (SSDI) or Wisconsin Retirement System benefits.

3. Premium Contributions: The District shall pay one-hundred (100) percent of the premium for long-term disability insurance. The benefits will be equal to ninety percent (90%) of the employee's monthly wages.

Optional Short-Term Disability Insurance

The Board shall provide access to short-term disability insurance to eligible employees. The insurance carrier(s), program(s), benefits, and coverage will be selected and determined by the Board.

1. Eligibility:
    a. Minimum Hours for Any Board Contribution: An employee whose individual contract or letter of assignment has an assignment of at least six-hundred (600) hours is eligible to participate in the District's short-term disability insurance. Employees whose assignments are for less than six-hundred (600) hours are not eligible to participate in the District's short-term disability insurance plan. Employees whose hours are reduced during the term of the individual contract or letter of assignment shall have their eligibility and contributions based upon the projected hours, as determined by the District, in the first month following the month in which the reduction occurred.

2. Commencement and Termination of Benefits**.** Commencement and termination of Short-Term Disability Insurance coverage are determined on an individual basis. Contact the Payroll and Benefits Department for specific information regarding the commencement and termination of your benefits.
3. Premium Contributions: The employee shall pay the full premium. The level of benefit is determined by the employee but may not exceed sixty-six and two-thirds (66.66%) percent of the employee's weekly wages. Coverage may begin on the first day of injury or after the third consecutive calendar day of illness and continue until the employee is eligible to work or is eligible for long-term disability.

Part II

PROVISIONS APPLICABLE TO HOURLY (NONEXEMPT) AND SALARIED EMPLOYEES WITHOUT INDIVIDUAL CONTRACTS UNDER § 118.22 OR 118.24, WIS. STATS.



WORK SCHEDULE

Breaks/Rest Periods

To the extent practicable, employees will be provided with breaks/rest periods per the following guidelines. An employee working six (6) hours or more shall receive two (2) paid ten (10) minute rest periods per shift. An employee working four (4) hours but less than six (6) hours shall receive one (1) paid fifteen (15) minute rest period per shift. An employee working less than four (4) hours shall receive one (1) paid ten (10) minute rest period per shift. All breaks shall be set up by the supervisor except as otherwise specifically agreed upon between the employee and his/her supervisor.

Duty Free Lunch

An employee scheduled for a lunch break will be provided with an unpaid duty-free lunch period of not less than thirty (30) minutes. If the employee's 30-minute lunch period is interrupted by work duties authorized by the employee's supervisor, the 30-minute break will revert from an unpaid break to a paid break. When this occurs, the supervisor may opt to make a 30-minute adjustment to the employee's work schedule within the current or following pay period. Alternatively, with the supervisor's approval, the employee may restart his/her lunch period after the work-related interruption in order to receive a 30-minute uninterrupted break.

Employees who do not have a duty-free lunch period while performing supervision on a field trip or outside activity will be paid for a full lunch period. There will be no expectation of a schedule adjustment for the paid lunch duty.

Work Schedule Revision/Exchange Days

If requested by administration, a school year employee may voluntarily accept a work schedule change requiring a start date earlier than he/she is normally scheduled to begin his/her work year. In such instances, the employee will make an equivalent exchange of work days to his/her work schedule during the school year in which he/she will take a number of work days off without pay equal to the number of days worked prior to his/her normally scheduled start date. An employee agreeing to a work schedule adjustment with exchange days would maintain the same number of actual paid work days during the fiscal/school year as his/her normal work schedule provides. All work schedule revisions will be at the discretion of administration.

Breaks/Lunch Period for Nutrition Services Employees

To the extent practicable, Nutrition Services employees will be provided with breaks/lunch periods per the following guidelines. An employee working seven (7) hours or more shall receive one (1) paid fifteen (15) minute break and one (1) paid twenty (20) minute break. An employee working at least six (6) hours but less than seven (7) hours shall receive one (1) paid ten (10) minute break and one (1) paid fifteen (15) minute break. An employee working at least five (5) hours but less than six (6) hours shall receive one (1) paid twenty (20) minute break. Employees working at least four (4) hours but less than five (5) hours shall receive one (1) paid fifteen (15) minute break.

Nutrition Services employees working less than four (4) hours may choose to eat a free lunch on their own time before or immediately following their scheduled shift. Employees working four (4) hours or more may choose to eat a free meal while on a scheduled break.

Nutrition Services Employees should ask their immediate supervisor for specific break schedules and rules and restrictions pertaining to the daily free meal available to Nutrition Services employees.

Nonexempt employees are expected to accurately clock in and clock out using the True Time Clock Readers, and submit time sheets using Skyward True Time for all regularly assigned hours.

Skyward True Time & Time Card Procedures - Hourly (Non-exempt) Employees

Time worked for nonexempt employees must be submitted immediately following the pay period for which the work was performed. Time worked will be reported using Skyward's True Time system.

Reductions in Positions or Hours

Overview

In the event the Board determines to reduce the number of positions or the number of hours in any position, the provisions set forth in this section shall apply.

Notice of Reduction

The District will give at least two (2) weeks' notice of any reduction. The notice of reduction shall specify the effective date and that it is the responsibility of the employee to keep the District informed in writing of any changes in the employee's address.

Selection for Reduction – Steps

The needs of the District shall be the prime consideration used in determining which employees shall be reduced. In the implementation of staff reductions under this section, individual employees shall be selected for full or partial reduction in accordance with the following steps:

A. Step One - Attrition: Normal attrition resulting from employees retiring or resigning may be relied upon in implementing a reduction.

B. Step Two - Volunteers: Volunteers will be considered for reduction. An employee who volunteers for layoff or reduction in hours under this section will put his/her request in writing. Volunteers will be considered by the District only if, in the District's opinion, the remaining employees in the job category are qualified to perform the remaining work. The District will provide the volunteer(s) with a written notice.

C. Step Three - Selection for Reduction: The District will consider the factors below to select the employee in the affected job category for reduction.

1. Job categories for the purpose of this section shall be defined as:

- Nutrition Services
- Administrative and Educational Support
- Municipal
- Maintenance & Custodial

2. The District shall utilize the following criteria in order of application for determining the employee reduction:

   a. Educational Needs of the District: Will be those needs as identified and determined by Administration through normal channels in accord with its constituted authority.

   b. Qualifications as established by Administration: including, but not limited to specific skills, certification (if applicable), training, District evaluations, etc.

   c. Qualifications of the Remaining Employees in the Classification: Relevant qualifications will be those experiences and training that best relate to the position(s) to be maintained and District' needs as determined by Administration. These experiences may include but not be limited to current and past assignments and practical experience in the area of need.

   d. Performance of the Employees Considered for Layoff or Reduction of Hours: Performance of the employees under consideration as previously and currently evaluated. Greater weight may be given to more recent evaluations.

   e. Years of Service of the Employee: The years of service shall be determined on a prorated basis, calculated on actual hours worked in continuous service to the District (excluding Summer School).

Reduction in Hours

Employees who are reduced in hours shall not lose any benefits they have accrued. Benefits are defined as length of service, sick leave, and vacation earned as an employee. Reduced-in-time employees shall be treated as part-time employees under this Handbook. Any employee who is reduced in hours (partial layoff) may choose to be fully reduced.

Reemployment Period

Reduced employees shall retain the reemployment options set forth herein for a period of twelve (12) months after the employee's last day of work with the District or from the time the employee received the notification of reduction, whichever is later.

Reemployment Procedure

All reduced employees shall have their names placed on a reemployment list. In the event a vacancy occurs or a new position in the category in which the employee was reduced is created while employees are on the reemployment list, the District shall first attempt to fill the position utilizing employees on the reemployment list based on the criteria used for determining reduction. Any position unfilled after considering employees on the reemployment list will be posted in accordance with the terms of this *Handbook*.

Termination of Reemployment Options

Reemployment options shall end if an employee refuses reemployment to a position in the job category, except as provided below. Casual or substitute work with the District during the reemployment period shall not extend the reemployment period. Employees on the reemployment list may refuse reemployment to positions with a substantially different full-time equivalency (FTE), substitute, or temporary positions without loss of the ability to apply to the next available position for which the employee is qualified. Employees on the reemployment list shall not lose reemployment options to an equivalent FTE position(s) if they accept a position with a different FTE level, a substitute appointment, or a temporary appointment with the District.

Accrued Benefits

Employees who are reduced in full shall suffer no loss of sick leave, vacation or other accrued benefits if rehired within one calendar year from their reduction date. Sick leave days, vacation, and length of service time shall not accrue while an employee is not working for the District.

Other Employment

No employee who is reduced in full shall be precluded from securing other employment.

Furloughs

The District may furlough employees for budgetary reasons. The following guidelines apply during furlough periods:

A. Employees shall not receive their wages or salary but are permitted to use accrued vacation, compensatory time (if allowed) or personal leave to receive compensation on furlough days.

B. Employees are prohibited from working.

C. Sick leave, personal leave, etc., shall continue to accrue as if the employees were working.

D. The District shall provide health insurance, dental insurance, etc., at the same level it would have if the employees were working.

ASSIGNMENTS, VACANCIES AND TRANSFERS

Determination of Assignment

Employees will be assigned or transferred by the Director of Human Resources or his/her designee.

Job Posting

When a position becomes vacant as determined by the District or when the District creates a new position, the District will post the position on the Wisconsin Education Career Access Network (WECAN) website. A link to job postings will be available on the Wausau School District website (Human Resource Department "Employment Opportunities"). To the extent practicable, an email notification will be sent to all employees when positions are posted. An employee interested in applying for a posted position may submit a written application through the Wisconsin Education Career Access Network (WECAN) website. The District may temporarily fill posted positions during the posting and selection period. The Director of Human Resources reserves the right to waive a posting for an open position in times of immediacy or due to other unique factors.

Interviews

An employee who applies for a vacant position prior to the end of the posting period may be granted an interview for the position if qualified.

District Ability to Select the Applicant

The District retains the right to select the applicant for any position based upon the needs of the District, including consideration of qualifications of the applicant, any special skills or training by the

applicant, prior performance evaluations of the applicant, and references of the applicant. The term applicant refers to both internal candidates and external candidates for the position.

Involuntary Transfers

The District reserves the right to transfer an employee qualified for a position. No employee will be involuntarily transferred by the District without a conference followed by a written notice from the Director of Human Resources or his/her designee.

Employee Resignations And Retirements

Hourly Employees

Hourly (non-exempt) Support Staff employees must give the District notice of intention to resign or retire. Whenever possible, the Support Staff employee must give such notice at least two (2) weeks prior to the date the employee desires to resign or retire.

Salaried Employees

Salaried (exempt) Support Staff employees must give the District notice of intention to resign or retire. Whenever possible, the Support Staff employee must give such notice at least four (4) weeks prior to the date the employee desires to resign or retire.

Reinstatement

A former Support Staff employee who resigns or retires while in good standing with sufficient notice, may be reinstated through the normal hiring process to an open position, provided that the reinstatement occurs within one (1) year of the date of separation. Upon return, any unused Sick Leave and Personal Leave will be credited to the employee's bank of leave time in Skyward.

Employee Performance Evaluations

Evaluation

The primary purpose of an employee performance evaluation is to provide continuous improvement in the quality of service to the community/students/staff of the District.

Procedures and Instruments

The District will orient employees regarding evaluation procedures and instruments.

Frequency

The frequency of evaluations shall be established at the discretion of the District.

Receipt of Evaluation

Each employee shall receive a copy of his or her evaluation. The employee will be expected to sign his or her evaluation to acknowledge receipt of the same.

Comments, Disputes

The employee may respond in writing with his or her comments attached to the completed evaluation.

Evaluators

The District shall determine whether or not employees shall be evaluated and by which supervisory personnel.

PAID VACATION

Calendar Year Employees

Vacation will be allocated on July 1 to eligible employees who work 52 weeks annually. Vacation allocations will be prorated based on date of hire during the first year of employment. Vacation pay shall be paid at the employee's regular pay rate following the employee's scheduled work hours. If employment terminates during a school year, the employee will reimburse the District for all days paid in excess of those earned.

Municipal Employees hired prior to July 1, 2026

Vacation entitlement begins at the start of the first year listed in the range through the end of the second year in the range.

A. Municipal employees with 0-5 years of service as of July 1 shall be entitled to fifteen (15) days of paid vacation each year.

B. Municipal employees with more than 5 and up to 17 years of service as of July 1 shall be entitled to twenty (20) days of paid vacation each year.

C. Municipal employees with more than 17 and up to 21 years of service as of July 1 shall be entitled to twenty-one (21) days of paid vacation each year.

D. Municipal employees with more than 21 and up to 24 years of service as of July 1 shall be entitled to twenty-two (22) days of paid vacation each year.

E. Municipal employees with more than 24 years of service as of July 1 shall be entitled to twenty-three (23) days of paid vacation each year.

Administrative and Educational Support and Maintenance & Custodial Employees hired prior to July 1, 2026

Vacation entitlement begins at the start of the first year listed in the range through the end of the second year in the range.

A. Administrative and Educational Support and Maintenance & Custodial employees with 0-6 years of service as of July 1 shall be entitled to ten (10) days of paid vacation each year.

B. Administrative and Educational Support and Maintenance & Custodial employees with more than 6 and up to 11 years of service as of July 1 shall be entitled to fifteen (15) days of paid vacation each year.

C. Administrative and Educational Support and Maintenance & Custodial employees with more than 11 and up to 17 years of service as of July 1 shall be entitled to twenty (20) days of paid vacation each year.

D. Administrative and Educational Support and Maintenance & Custodial employees with more than 17 and up to 21 years of service as of July 1 shall be entitled to twenty-one (21) days of paid vacation each year.

E. Administrative and Educational Support and Maintenance & Custodial employees with more than 21 and up to 24 years of service as of July 1 shall be entitled to twenty-two (22) days of paid vacation each year.

F. Administrative and Educational Support and Maintenance & Custodial employees with more than 24 years of service as of July 1 shall be entitled to twenty-three (23) days of paid vacation each year.

All Employee Groups hired on or after July 1, 2026

A. Employees with 0-6 years of service as of July 1 shall be entitled to fifteen (15) days of paid vacation each year.
B. Employees with more than 6 and up to 15 years of service as of July 1 shall be entitled to twenty (20) days of vacation each year.
C. Employees with more than 15 and up to 19 years of service as of July 1 shall be entitled to twenty-one (21) days of paid vacation each year.
D. Employees with more than 19 and up to 24 years of service as of July 1 shall be entitled to twenty-two (22) days of paid vacation each year.
E. Employees with more than 24 years of service shall be entitled to twenty-three (23) days of paid vacation each year.

Scheduling of Vacation

Vacations must be taken during the fiscal year it is allocated and shall be noncumulative unless prior approval has been given by the Director of Human Resources or his/her designee. Requests for the use of vacation time are to be submitted on-line through Skyward Employee Access.

Vacation Increments

Vacation time may be taken in full blocks, or in shorter blocks not less than fifteen (15) minutes as arranged with the immediate supervisor. Requests for vacation time shall normally be made at least five (5) working days prior to taking such leave to the employee's immediate supervisor, however, vacation time requested with less than five (5) working days, notice must be made to the immediate supervisor. The employee's immediate supervisor may schedule vacations on a first-come, first-served basis, and may deny such requests as necessary to accomplish work objectives.

Vacation Carry Over

Vacation time should be used by June 30th of each calendar year. Employees will be allowed to carry over up to eight (8) days of vacation each year through December 31st. Vacation hours beyond the carryover days and not used as of June 30th will be forfeited. All vacation days carried remaining after December 31st will be added to the Support Staff Medical Hardship Donation Program.

Payment upon Retirement, Resignation/Termination, or Transfer to a Position Not Eligible for Vacation

Upon retirement, transfer to a position not eligible for vacation, or resignation/termination, an employee will receive pay for any earned but unused vacation, prorated based on the last date of vacation eligible employment. Vacation may be used after a resignation or retirement notice is submitted, but can not be paid to extend a resignation or retirement date. Compensation for any earned, but unused vacation days will be paid out at the employee's current rate of pay in a lump sum on the final paycheck.

Holidays

Holidays Defined

A paid holiday is a day off with pay for the number of hours the employee normally works. Paid holidays will be provided as follows:

Municipal, Administrative and Educational Support, and Maintenance & Custodial calendar year employees hired prior to July 1, 2026 (who are regularly scheduled to work 52 weeks and at least 700 hours per year) according to the following schedule; and to school year employees (who are regularly scheduled to work less than 52 weeks and at least 500 hours per year) according to the following schedule as marked with an asterisk (*).

*1. January 1
*2. Good Friday
*3. Memorial Day
4. July 4
*5. Labor Day
*6. Thanksgiving Day
*7. Day following Thanksgiving Day
*8. December 24
*9. December 25
*10. December 31

Nutrition Services employees hired prior to July 1, 2026 who are regularly scheduled to work at least 500 hours per year shall be paid six holidays each year according to the following schedule:

1. Labor Day
2. Thanksgiving Day
3. Day following Thanksgiving Day
4. December 25
5. January 1
6. Memorial Day

Employees hired on or after July 1, 2026 who are regularly scheduled to work at least 230 days per year will receive the following ten (10) paid holidays. Holidays will be paid based on the standard hours the employee is scheduled to work each day.

1. January 1
2. Friday before Easter
3. Memorial Day
4. July 4
5. Labor Day
6. Thanksgiving Day
7. Day following Thanksgiving Day
8. December 24
9. December 25
10. December 31

Employees hired on or after July 1, 2026 who are regularly scheduled to work at least 170 days per year, but less than 230 days per year will receive the following six (6) paid holidays. Holidays will be paid based on the standard hours the employee is scheduled to work each day.

1. Labor Day
2. Thanksgiving Day
3. Day following Thanksgiving Day
4. December 25
5. January 1
6. Memorial Day

Holiday Pay

Holiday pay shall be paid at the employee's regular rate and for the employee's regularly scheduled number of hours.

If a holiday falls on a day which is not a regular work day for the employee, holiday pay shall be paid for the average number of hours scheduled over a five-day period.

Holidays Falling on Weekends

If one of the above holidays falls on a weekend, the school calendar will determine the day that will be granted off in lieu of the holiday, or employees will receive regular pay for that day.

Holidays Falling on Student Contact Days

If any of the holidays listed above fall on a student contact day, the employees shall work their regular hours that day, and shall instead receive a paid holiday on a date determined by the Administration.

Work on a Holiday

An employee required to work on a holiday shall be paid time and one-half pay for all hours worked in addition to the holiday pay.

Holidays during Vacation

If any of the above holidays fall within an employee's vacation period, the employee shall not need to use a vacation day for the holiday on the calendar.

Eligibility for Holiday

In order to be eligible for holiday pay, an employee must work the employee's scheduled workdays immediately preceding and following the holiday, unless the employee is on an excused absence (for example, FMLA or paid vacation) with pay that has been approved by the Director of Human Resources or his/her designee. Employees on unpaid leave of absence shall not be eligible for holiday pay if the holiday falls during the absence period.

Sick Leave

Sick Leave Provided

Sick leave will be allocated on July 1 to employees who are regularly scheduled to work five hundred (500) or more hours annually. Sick leave allocations will be prorated based on date of hire during the

first year of employment. If employment terminates during a school year, the employee will reimburse the District for all days paid in excess of those earned.

Sick Leave can be used for illness of self or an immediate family member or for medical or dental appointments that cannot be scheduled outside of the employee's regularly scheduled hours. The interpretation of immediate family shall include spouse, parent, domestic partner, adult son, son-in-law, adult daughter, daughter-in-law, brother, sister, grandparent, and grandchild of an employee, or the same relatives of the employee's spouse or domestic partner.

Summer Learning Support Staff may use one (1) Sick Leave day during Summer Learning at the rate of pay said employee receives for Summer Learning.

Sick Leave will be allocated based on the employee's regular scheduled hours per day according to the following schedule:

A. Employees regularly scheduled to work 260 days per year, shall be entitled to twelve (12) days of sick leave per year (prorated based on date of hire) and cumulative to a maximum of one hundred forty (140) days at full pay.

B. Employees regularly scheduled to work less than 260 days per year shall be entitled to ten (10) days of sick leave per year (prorated based on date of hire) and shall be cumulative to a maximum of one hundred thirty (130) days at full pay.

Sick Leave Increments

Sick leave may be allowed in increments of a minimum of 15 minutes.

A. Definitions: the following definitions apply under this section:

1. Child: means a natural, adopted, foster or treatment foster child, a stepchild or a legal ward who is less than eighteen (18) years of age or the individual is eighteen (18) years of age or older and cannot care for himself or herself because of a serious health condition.
2. Parent: means a natural parent, foster parent, treatment foster parent, adoptive parent, stepparent or legal guardian of an employee, or the same relative of an employee's spouse or domestic partner.
3. Spouse: means an employee's legal husband or wife.
4. Serious Illness: means a disabling physical or mental illness, injury, impairment or condition involving any of the following:
   a. Inpatient care in a hospital, nursing home, or hospice.
   b. Outpatient care that requires continuing treatment or supervision by a health care provider.
5. Domestic Partner: means a relationship between two (2) individuals that satisfies all of the following:
   a. Each individual is at least eighteen (18) years old and otherwise competent to enter into a contract.
   b. Neither individual is married to, or in a domestic partnership with another individual.
   c. The two (2) individuals are not related by blood in any way that would prohibit marriage under § 765.03, Wis. Stats.
   d. The two (2) individuals consider themselves to be members of each other's immediate family.
   e. The two (2) individuals agree to be responsible for each other's basic living expenses.

f. The two (2) individuals share a common residence. Two individuals may share a common residence even if any of the following applies:
   1) Only one of the individuals has legal ownership of the residence.
   2) One or both of the individuals have one or more additional residences not shared with the other individual.
   3) One of the individuals leaves the common residence with the intent to return.

Sick Leave and Long-term Disability

In the event an employee is aware in advance that sick leave benefits of an extended nature will be needed, it shall be the duty of the employee to notify the Human Resources Office in writing as far in advance as possible of the anticipated time and duration of such leave and the reason for requesting such leave. Medical certification verifying the employee's inability to perform his/her normal work functions must be submitted as soon as practicable. At that time, it will be determined if the employee is eligible for Family Medical Leave.

An employee shall use his/her accrued sick leave, if available, until the time at which he/she may become eligible for long-term disability leave (contact the Payroll and Benefits Department for details on long-term disability coverage). The employee shall return to work at such time as his/her doctor certifies he/she is medically capable of returning to work. In the event an employee on sick leave, Long-Term Disability, or leave of absence fails to return to work when medically released to perform his/her assigned duties, he/she may be deemed to have resigned his/her position with the District.

The District may require a certificate from a physician of the District's choosing that an employee on sick leave is medically unable to perform normal duties. The District may require such medical certification from time to time until the employee returns to normal duties.

In the event an employee exhausts all accumulated sick leave and is medically unable to resume normal duties, the employee may be placed on unpaid leave of absence, either as required by law or at the discretion of the Board, for a period not to exceed twelve (12) months. Following exhaustion of an employee's eligibility for Family Medical Leave (when eligible for such leave), no fringe benefits shall be paid to or accrued by an employee on an unpaid leave of absence.

An employee on an unpaid leave of absence or long-term disability leave may continue insurance coverage, if eligible to receive coverage under the insurance plan, during such leave by paying the full cost of all premiums as they become due. However, if an employee on long-term disability has paid sick leave available, he/she may apply the per diem value of the sick leave to pay for his/her employee portion of the District's group health insurance premium.

At the expiration of an unpaid leave of absence or long-term disability leave the employee shall be entitled to be reinstated at the current salary to the same or equivalent position in which the employee was employed at the time the leave was granted. Applicable step movement will occur if the leave lasts less than six months.

Reporting Procedure - Doctor's Certificate

If at all possible, each employee shall be required to inform his/her supervisor prior to his/her normal daily starting time of his/her need to be absent due to illness. Whenever the supervisor deems such verification appropriate, 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 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.

Holidays during Sick Leave

In the event that a paid holiday falls within a period when an employee is on accumulated sick leave, it shall be charged as a paid holiday and not deducted from the employee's earned sick leave.

Donation of Leave for Medical Hardship

In the event an employee has exhausted all paid vacation, sick, or personal leave prior to qualification for long-term disability coverage, and/or in the event of a serious medical hardship, as determined by administration, the donation of up to two personal or vacation days from other employees in his/her employee category (e.g., Municipal, Administrative & Educational Support, Nutrition Services, Maintenance & Custodial) to be used by said employee in place of paid sick leave, may be approved by the Director of Human Resources or his/her designee. The donated Personal or Vacation leave will not exceed 30 days per employee per year due to the serious illness of an employee, and will not exceed 10 days due to the serious illness of a spouse or child. The recipient of donated leave will be paid at his/her current hourly rate. Requests for donated leave must be submitted in writing to the Director of Human Resources. Donated days will be deducted from each donor's Skyward account after receiving an authorization form.

An employee retiring at the end of the school year may donate up to two (2) days of unused personal leave or paid vacation. The donated leave will be transferred to the appropriate Medical Hardship Account (e.g., Municipal, Administrative & Educational Support, Nutrition Services, Maintenance & Custodial), and will be drawn upon for future approved requests for donated leave before asking for additional donated personal leave or vacation days from active employees. Retiring employees wishing to donate unused personal leave and/or vacation days must notify Human Resources in writing two weeks prior to their scheduled date of retirement.

Any Leave days that would be scheduled for forfeit will be added to the appropriate Medical Hardship Account similar to the above paragraph.

Bereavement Leave

Bereavement Leave

In the event of a death, each employee is allotted five (5) Bereavement Leave days per year for regularly scheduled calendar year employees and three (3) Bereavement Leave days per year for all other employees who are regularly scheduled to work five hundred (500) or more hours annually. Bereavement Leave allocations will be prorated based on date of hire during the first year of employment. If employment terminates during a school year, the employee will reimburse the District for all days paid in excess of those earned.

Additional Bereavement Leav

If all allotted Bereavement Leave has been used by an employee, additional Bereavement Leave may be requested through Human Resources. Requests must be made in writing to the Director of Human Resources, or designee. If approved, additional hours will be transferred by Human Resources from the employee's accumulated sick hours into Bereavement Leave hours.

Bereavement Leave Increments

Bereavement leave may be allowed in increments of a minimum of 15 minutes.

Personal Leave

Personal Days Provided

One (1) day of Personal Leave will be allocated as of July 1 to all non-teaching employees who are regularly scheduled to work five hundred (500) or more hours annually. All Personal Leave days may be accrued without limit for non-teaching staff. The Principal/Supervisor should be given three (3) workdays notice, whenever possible, and has the right to deny Personal Leave requests based on District and student needs. Personal Leave allocations will be prorated based on date of hire during the first year of employment. If employment terminates during a school year, the employee will reimburse the District for all days paid in excess of those earned.

Reasons for and Timing of Personal Leave

Personal Leave is paid leave from work for reasons other than illness or vacation taken at the employee's discretion for needs that are personal. Personal Leave is provided by the District to meet the needs of each individual employee. The Wausau School District understands that an employee's reason for using Personal Leave is personal. At the same time, the Wausau School District seeks to ensure the timing of Personal Leave preserves our interest in advancing student learning, achievement, and success. Any Personal Leave that would be scheduled for forfeit will be added to the Support Staff Medical Hardship Donation Program.

Personal Leave Restrictions

Personal Leave days shall not be used to extend a holiday, vacation, or school recess period. Personal Leave will not be granted during the week prior to the start of school, the first week of school, and during the last two weeks of the school year. Exceptions may be granted solely at the discretion of the Principal.

Personal Leave Increments

Personal Leave may be allowed in increments of a minimum of 15 minutes.

Unpaid Leave of Absence

Leave of Absence

A. Application Procedures: All requests for unpaid leave of absence, other than emergencies, must be submitted in writing to the District at least thirty (30) days prior to the anticipated beginning of the leave. Such application will be reviewed and processed by the Director of Human Resources or his/her designee, and shall be granted or denied at the District's discretion. The unpaid leave of absence may not exceed six (6) months. Unless provided otherwise in this Handbook, unpaid leaves of absence will be handled as set forth in this section.

B. Benefits During Leave:

1. Length of service and other benefits shall not accrue during such leave.

2. The employee may continue health and dental insurance during the leave of absence by remitting the full premium amounts to the District. The continuation of health and dental insurance at the employee's expense may be contingent upon the health insurance carrier allowing such a benefit. If the premium is not received by the first of the month, the employee's insurance coverage may be terminated.

3. During the unpaid leave, the employee shall retain accumulated paid leave, but shall not accrue any additional paid leave.

C. Placement Upon Return from Leave: An employee to whom a leave of absence has been granted shall be entitled, at the expiration of the time stated in such leave, to be reinstated to the position in which the employee was employed at the time the leave was granted at the current hourly rate. If the employee cannot return to normal duty at the expiration of such leave, their employment will be terminated.

Short-Term Leave of Absence

An employee may request up to five (5) workdays without pay for special circumstances with the approval of his/her supervisor/principal. An employee requesting a short-term leave of absence must exhaust all Personal Leave and paid vacation prior to the date of requested time off without pay. Short-term leave of absence will not be used in the proration of insurance benefits.

PART III

PROVISIONS FOR EMPLOYEES WITH INDIVIDUAL CONTRACTS UNDER § 118.22, WIS. STATS, AND PROFESSIONAL/ EXEMPT NON-SUPERVISORY EMPLOYEES



PROFESSIONAL WORK HOURS/WORK DAY

Normal Hours of Work

Education and teaching is a professional occupation. Although professionals' work is not limited to any specified number of hours or days per week, the "normal" hours of work for full-time employees in positions authorized as "40 hours per week" are considered to be eight (8) hours per day Monday through Friday. The actual workday for each building shall be established by the Board. Buildings will maintain an eight (8) hour schedule. If a teacher accepts a voluntary assignment during his/her duty free lunch period, he/she may include such time as part of his/her eight (8) hour work day.

Administratively-Called Meetings

Staff Meetings: Teachers may be required to attend administratively-called staff meetings. Administratively-called meetings may begin before the normal workday begins or go later than the end of the normal workday. The administration will attempt to provide reasonable notice of all such meetings and the anticipated duration of the meeting.

Other Administratively-Called Meetings

In addition to staff meetings, teachers may be required to attend other administratively called meetings, including meetings of individual educational plan teams, parent-teacher conferences, department meetings, or activities of similar nature, which are normally conducted at other times. Teachers may be required to attend such events regardless of the date, time or duration of said meetings. Teachers required to attend staff meetings or other administratively-called meetings will not receive additional remuneration above their regularly paid salaries for attending such meetings.

Attendance at School Events

Teachers may be required to attend mandatory school events. These events, though not limited by enumeration, may be an open house, music program, art show and/or other District or building events that occur after the normal workday. Whenever possible, teachers shall be given no less than thirty (30) calendar days' notice of such events. Teachers who have a co-curricular conflict or have pre-approved coursework to attend may be excused at the discretion of the building administrator or his/her designee. Such conflict should be communicated to the applicable administrator as soon as possible before the date of the school event.

Consultation with Parents

Each teacher shall consult with parents so that parents recognize the important role they play in shaping the attitudes of their children and assume greater responsibility for the performance of their children and for the excellence of our schools. Such consultation may be in the form of phone contacts, home visitations, progress reports, in-person appointments, etc., in addition to the scheduled parent/teacher conferences.

Professional Hours

A. The concept of professional hours means that a teacher and his/her appropriate supervisor(s) will determine the teacher's hours based upon the completion of his/her duties and the needs of his/her student(s).

B. Teachers are responsible for the completion of their duties as set forth in the teacher job description and those other duties specific to each teacher's position. Professional hours do not abrogate the teacher's duty to supervise pupils as assigned outside of these hours.

C. Professional work hours are governed by the following:
   1. The normal work day will be eight continuous hours.

   2. Teachers may be required to attend administratively-called meetings and all meetings set forth in the *Administratively-Called Meetings* section.

   3. The teacher and his/her appropriate supervisor(s) will determine the employee's hours based upon the completion of his/her duties and the needs of his/her students. Teachers will be evaluated based upon the completion of their duties rather than on adherence to a fixed time schedule. An example of this would be as follows: An employee has a preparation period from 10:35 a.m. to 11:20 a.m., Monday through Friday. The employee would be free to take professional hours for the time period between 10:35 a.m. and 11:20 a.m. unless an administratively-called meeting was designated during that time period. The employee is free to work during that forty-five (45 minute) period as regularly scheduled or he/she is free to take those forty-five (45) minutes off from employment provided he/she has completed his/her regularly assigned duties and has met the needs of his/her student(s).

D. It is not the intent of the Professional Hours section to require more or fewer meetings and conferences, nor is it the intent to have teachers present only in the classroom during instructional time and disregard their normal teaching responsibilities.

Emergency School Closures

In the event the District is closed or an individual building(s) is closed, full or partial day closures may be made up at the discretion of the District. The District shall, at a minimum, make up all days/hours necessary to guarantee the receipt of state aid and/or necessary to meet the minimum annual school year requirements (days and hours) of the State of Wisconsin. Teachers shall not receive additional compensation in the event the District requires such day(s)/time to be made up with or without pupils.

School Calendar

The school calendar shall be determined by the Board. For the 2026-2027 school year, the calendar shall consist of one hundred and eighty-nine (189) scheduled work days. The determination of the structure of the days, e.g. instructional, in-service, workdays, etc., shall be at the discretion of the Board.

Collaboration and Instructional Planning Time

Teachers will receive regularly scheduled collaboration and instructional planning time each week without student contact and within the regularly scheduled student day. Teachers shall spend this time performing professional duties. Teachers who lose this time due to special school activities shall not receive compensation for the lost time. All other time within the regular scheduled workday may be assigned by the Administration. The 30-minute duty free lunch period shall not be counted as collaboration and instructional planning time.

Reduction in Force, Positions and Hours

Reduction in Force

At times it may be necessary to reduce the number of staff employed by the District. In the event that the District, in its sole discretion, determines that it is necessary to reduce the number of positions or the number of hours in any position, the provisions set forth in this section shall apply.

Notice of Reduction

The District will provide full-time teachers with a notice of nonrenewal for purposes of reduction in accordance with the timelines set forth in section §118.22, Wis. Stats. The nonrenewal notice shall specify the effective date of the nonrenewal, the right to a private conference under section 118.22, Wis. Stats. and will refer the employee to the Reduction in Force provision in this Handbook. Part-time teachers are not subject to 118.22, and will only be provided a notice of reduction on or before May 30.

Procedure for Reduction

The needs of the District shall be the prime consideration used in determining which employees shall be reduced. In the implementation of staff reductions under this section, individual employees shall be selected for full or partial reduction in accordance with the following steps:

A. Step One - Attrition: Normal attrition resulting from employees retiring or resigning will be relied upon to the extent that it is administratively feasible in implementing staff reductions.

B. Step Two - Volunteers: Volunteers will be reduced next. Requests for volunteers will be sent to employees within each grade level, departmental and certification area. An employee who volunteers to be reduced under this section will put his/her request in writing. Volunteers will only be accepted by the District if in the District's opinion the remaining employees in the department/certification area are qualified to perform the remaining work. Volunteers will be treated as a District directed reduction under this section of the Handbook.

C. Step Three - Selection for Reduction: The elimination of a position does not necessarily mean the teacher occupying the position will be dismissed. When determining who will be reduced as part of a Reduction in Force, the District will consider the following criteria:

1. Educational Needs of the District: Will be those needs as identified and determined by administration.
2. Qualifications: Including, but not limited to specific skills, certification [if applicable], training, etc.
3. Qualifications of the Remaining Employees in the Grade Level, Department or Certification Area: Relevant qualifications will be those experiences and training that best relate to the position(s) to be maintained and District needs. These experiences shall include but not be limited to current and past assignment and practical experience in the area of need.
4. Performance of the Employees: Performance of the employees under consideration as reflected in previous and current District evaluations.
5. Length of Service of the Employee.

Although length of service in the District will be considered when reducing employees, it will not be the sole deciding factor in any decision regarding who will be reduced. Employees, who are reduced, do not have any right to displace or “bump” another employee.

Reduction in Hours

Employees who are reduced, and such reduction results in a reduction in hours, shall not lose any benefits they have accrued. Benefits are defined as length of service and sick leave earned as an

employee. Reduced in time employees shall be treated as part-time employees under this Handbook and shall accrue additional benefits accordingly based on their part-time status.

Reemployment

The hiring of employees shall be determined based on the need for the most qualified candidate. An employee who has been reduced by the District may apply for any open position for which he/she is qualified, but he/she does not have any right to be recalled to a position.

In calculating an employee's length of service to the District, any time allocated to a reduction will not be included.

Reduced employees shall suffer no loss of sick leave or other accrued benefits if rehired within three (3) years.

Teacher Assignments, Vacancies and Transfers

Determination of Assignment

Teachers will be assigned or transferred by the Superintendent or his/her designee.

Job Posting

When the District determines that there is a vacancy to be filled through the posting process, notice of such available position shall be posted on the District's website (through WECAN) for a minimum of five (5) days. The District may temporarily fill vacant positions at its discretion during the posting and selection period. The notice shall include the date of posting, the deadline for submitting application, the level and license/certification required, the anticipated start date, and any other qualifications required for the position. The Director of Human Resources has the ability to waive a posting period in times of urgency or when a similar position is posted or has recently been posted to facilitate hiring efficiencies.

Process for Filling Vacancies

An employee who applies for a vacant position, prior to the end of the posting period, may be granted an interview for the position. The District will attempt to select the most qualified applicant for any position based upon stated job descriptions (this does not prohibit the District from considering qualifications that are related to the position and exceed those minimum qualifications listed in the job description) and the right to determine when to consider outside applicants. The term "applicant" refers to both internal candidates and external candidates for the position.

Involuntary Transfers

When the District determines that an involuntary transfer of an employee is necessary, the District may, at its discretion, transfer any employee in the District qualified for the position. An employee who is involuntarily transferred shall suffer no loss of wages or other fringe benefit as a result of such transfer. An employee who is involuntarily transferred and chooses to resign his/her position shall not be assessed liquidated damages. The employee must submit a written resignation to the Director of Human Resources within 15 calendar days of receipt of the involuntary transfer notice.

Teacher Absence and Substitutes

When a teacher is to be absent from school, it is the responsibility of the teacher to enter the absence into Frontline Absence Management to report their absence and to secure a substitute. Please refer to the Attendance Procedures, found HERE.

Summer Learning Assignments

When possible, summer learning subjects should be made known on or before May 15. All current teachers in the District may apply for summer learning positions. Employees teaching summer classes shall be given a summer learning session contract, in accordance with section *§118.22, Wis. Stats*.

Extended Contracts

Additional contract days may be added to the contracted school calendar for each teacher at the discretion of the District. Teachers shall be compensated for said days at their individual contracted per diem rates of pay for each of the extended contract days. Days may be scheduled in full or partial day increments.

Employee Resignations

A. The teacher's individual contract shall be considered binding on both parties. If for any reason a teacher asks for release from the contract, it is understood that the following conditions for release shall apply:

1. The teacher must give the District notice that he/she intends on severing his/her contract with the District. Whenever possible, the teacher must give such notice at least sixty (60) calendar days prior to the date the employee desires the severance to occur.

2. It is agreed that liquidated damages are due to the District with the sixty (60) calendar day notice of resignation as follows:
    a. One thousand dollars ($1,000) if the employee's resignation is effective on or before June 30th.
    b. Two thousand dollars ($2,000) if the employee's resignation is effective July 1 through July 31st.
    c. Three thousand dollars ($3,000) if the employee's resignation is effective August 1 through the final contract day of the current contract year.

3. Liquidated damages and the sixty (60) calendar day notice requirement would not apply to teachers who do not return their contracts by June 15th, or whose resignation is tendered and effective after the end of the school year, but before June 16st.

4. The employee may choose to have liquidated damages deducted from the employee's last paycheck(s) or the employee shall submit a check for the liquidated damages amount at the time of resignation.

B. The Board in its discretion may waive the liquidated damages for the following reasons:

1. Employment transfer of spouse or domestic partner;

2. Illness of employee;

3. Other reasons as determined by the Board of Education.

In the event the District chooses to waive the liquidated damages, the District shall return any damages submitted with the resignation notice to the employee.

C. An employee who is involuntarily transferred and chooses to resign his/her position shall not be assessed liquidated damages. The employee must submit a written resignation to the Director of Human Resources within 15 calendar days of receipt of the involuntary transfer notice.

D. An employee who is involuntarily called into service by the United States government for military duty shall not be assessed liquidated damages under this Article.

The Board is not precluded from seeking and recovering the actual amount of damages from a breach of individual contract.

Reinstatement

A former Certified Staff employee who resigns while in good standing with sufficient notice, may be reinstated through the normal hiring process to an open position, provided that the reinstatement occurs within one (1) year of the date of separation. Upon return, any unused Sick Leave and Personal Leave will be credited to the employee's bank of leave time in Skyward.

Discipline, Termination, and Nonrenewal

Standard for Nonrenewal for Full-Time Teachers

Newly employed full-time teachers and other professional or certified staff will be evaluated and assessed to determine if the teacher has the skills, abilities and talents to successfully teach in the Wausau School District. Generally, this process will span an introductory period of three complete teaching years. However, all teachers and other professional or certified staff are expected to continue to demonstrate these skills, abilities and talents throughout their careers.

In the event that a full-time teacher shall be non-renewed based on performance, subject to the provisions of section *§118.22, Wis. Stats*, such action shall be taken only after the direct observation and evaluation of the teacher. Efforts will also be made to offer guidance to correct identified teaching deficiencies.

Standard for Discipline and Termination

A teacher may be disciplined or terminated during the term of the individual contract. Such discipline or termination shall be subject to the District's Employee Grievance Policy and Procedure.

A teacher may be disciplined or terminated if there is a factual basis for the discipline or termination. The factual basis must support a finding of employee misconduct in which the District has a disciplinary or termination interest.

Note: Refer to *Part 1 – General Employment Practices and Expectations* in this Handbook for "*Representation*", "*Disciplinary Materials*", and "*Termination of Employment*" sections.

TEACHER SUPERVISION AND EVALUATION

General Provisions

The Wausau School District seeks to attract, retain, and develop a high quality, diverse, creative, and innovative workforce of leaders. As such, teacher supervision and evaluation is viewed as a continuing process for the purpose of improving instruction and assessing individual performance of staff members. To support this goal a performance evaluation system will be utilized.

All formal evaluations will include direct observation of teacher performance. Evaluations will be conducted utilizing processes and instruments adopted by the District (i.e., Wisconsin Educator Effectiveness System). Copies of the formal evaluation process and instruments are available from building principals and the Education Department.

Evaluators

Every teacher in the District will be supervised and evaluated by an administrator and/or his/her designee. The administrator may be a certified building principal, assistant principal, or District administrator. The administrator may be a District employee or a non-District employee who is a certified administrator.

Intensive Support

Intensive support is the supervision and evaluation procedure applied to teachers whose performance has not met expectations as of the most recent evaluation conference. Intensive support is designed to improve the overall performance of a teacher whose overall performance has not met expectations. Teachers whose overall performance has not met expectations may, at the discretion of the District, receive intensive support or may be non-renewed pursuant to §118.22, Wis. Stats. If in the District's discretion intensive support is offered, the process shall be as follows:

1. Goal of Intensive Support: The goal of intensive support is for the teacher to meet expectations. The intensive support plan will be designed to meet the specific needs of the teacher and the performance expectations of the District.
2. Content of Intensive Support: It may include a description of the teacher's goals for improvement, a description of appropriate performance, a plan to help the teacher develop required skills, a schedule of formal and informal observations to be conducted during the school year, and a target date by which time the teacher will perform satisfactorily. The plan is not limited to, but might include the following interventions: any means of professional development, observations and/or support by experts outside the District, and/or peer coaching or mentoring.

Professional Development of New Teachers

New-to-the-District teachers may spend up to the hourly equivalent of three work days, some prior to the beginning of school, without additional compensation preparing professional and curriculum materials and lesson plans (in addition to being oriented to the District, evaluation practices and general expectations for their assignments).

Initial Educator Professional Development

The individual teacher who holds an Initial Educator License is responsible for developing a Professional Development Plan (PDP). The PDP must demonstrate increased proficiency and

professional development based on the Wisconsin Educator Standards. The Initial Educator is also responsible for initiating an annual review of the PDP by the Initial Educator's Review Team (IERT) that is convened by the Initial Educator.

Mentor Program

1. An initial educator will be provided a mentor by the District. Any teacher interested in being considered for serving as a mentor must submit a letter indicating interest by June 1 of each year to the Human Resources Department. When mentors are selected by the District, volunteers will be considered first. If the District deems that a suitable match cannot be made from the list of volunteers, the District may contact other teachers who are qualified mentors. The District reserves the right to use qualified persons who are not District employees or continuing teachers.
2. If a teacher is selected as a mentor, he/she shall be paid a stipend for the period served as a mentor for an initial educator. Mentoring responsibilities and approximate time commitment are as follows, and may be revised at the District's discretion:
   - Attendance at seven initial educator induction/training sessions (14 hours total);
   - Weekly communication with the initial educator. A minimum of three hours per month (40 minutes per week) of meeting time is required (24 hours total);
   - Six (6) hours observation in the initial educator's classroom. Post observation conference discussions may be counted toward the required monthly meeting time (noted above);
   - Documentation: Mentors must maintain a contact log which will include the date, time, and topic or purpose of the meeting/contact, e.g., observations, post conferences, meetings, etc. and submit to Human Resources in order to receive compensation. Compensation may be prorated based on total hours documented.
   - Compensation for mentoring a first year initial educator is $900.00, and for second year initial educator, $600.00.
3. A teacher serving as a mentor may request that the District assign him/her to a different initial educator and/or be relieved completely from mentor responsibilities. The request must be in writing to the Director of Human Resources or his/her designee. The Director of Human Resources or his/her designee will respond to the request in a timely manner. The Director of Human Resources or his/her designee will grant the request if in his/her discretion, a qualified replacement mentor is available. The teacher will serve as the mentor until such time as the suitable replacement is found. In the event a mentor is replaced, compensation will be prorated for the period served as a mentor.
4. The initial educator receiving mentoring may request the District to provide a different mentor. The request must be in writing to the Director of Human Resources or his/her designee. The Director of Human Resources or his/her designee will respond to the request in a timely manner.
5. The District will make a good faith effort to assign an individual mentor for each initial educator; however, a mentor may elect to work with more than one employee.

Sick Leave

Sick Leave Provided

Each teacher shall be entitled to ten (10) days of paid Sick Leave per year cumulative to a maximum of one hundred and thirty (130) days. Part-time teachers will receive prorated sick days based on the percentage of time they work.

Sick leave allocations will be prorated based on date of hire during the first year of employment. Sick Leave can also be used for medical or dental appointments that cannot be scheduled outside of the employee's regularly scheduled hours. If employment terminates during a school year, the employee will reimburse the District for all days paid in excess of those earned.

Summer Learning teachers may use one (1) Sick Leave day while teaching Summer Learning at the rate of pay said teacher receives for Summer Learning.

Sick Leave Increments

Sick leave may be allowed in increments of a minimum of 15 minutes.

Serious Illness of an Immediate Family Member

Sick Leave can be used for illness of self or an immediate family member or for medical or dental appointments that cannot be scheduled outside of the employee's regularly scheduled hours. The interpretation of immediate family shall include spouse, parent, domestic partner, adult son, son-in-law, adult daughter, daughter-in-law, brother, sister, grandparent, and grandchild of an employee, or the same relatives of the employee's spouse or domestic partner.

A. Definitions: the following definitions apply under this section:
    1. Child: means a natural, adopted, foster or treatment foster child, a stepchild or a legal ward who is less than eighteen (18) years of age or the individual is eighteen (18) years of age or older and cannot care for himself or herself because of a serious health condition.
    2. Parent: means a natural parent, foster parent, treatment foster parent, adoptive parent, stepparent or legal guardian of an employee, or the same relative of an employee's spouse or domestic partner.
    3. Spouse: means an employee's legal husband or wife.
    4. Serious Illness: means a disabling physical or mental illness, injury, impairment or condition involving any of the following:
        a. Inpatient care in a hospital, nursing home, or hospice.
        b. Outpatient care that requires continuing treatment or supervision by a healthcare provider.
    5. Domestic Partner: means a relationship between two (2) individuals that satisfies all of the following:
        a. Each individual is at least eighteen (18) years old and otherwise competent to enter into a contract.
        b. Neither individual is married to, or in a domestic partnership with another individual.
        c. The two (2) individuals are not related by blood in any way that would prohibit marriage under § 765.03, Wis. Stats.
        d. The two (2) individuals consider themselves to be members of each other's immediate family.
        e. The two (2) individuals agree to be responsible for each other's basic living expenses.
        f. The two (2) individuals share a common residence. Two individuals may share a common residence even if any of the following applies:
            1) Only one of the individuals has legal ownership of the residence.
            2) One or both of the individuals have one or more additional residences not shared with the other individual.
            3) One of the individuals leaves the common residence with the intent to return.

Sick Leave and Long-term Disability

In the event an employee is aware in advance that sick leave benefits of an extended nature will be needed, the employee shall notify the Human Resources Department in writing as far in advance as possible of the anticipated time and duration of such leave and the reason for requesting such leave. Medical certification verifying the employee's inability to perform his/her normal work functions must be submitted as soon as practicable. At that time, it will be determined if the employee is eligible for Family Medical Leave.

An employee shall use his/her accrued sick leave, if available, until the time at which he/she may become eligible for long-term disability leave (contact the Payroll and Benefits Department for details on long-term disability coverage). The employee shall return to work at such time as his/her doctor certifies he/she is medically capable of returning to work. In the event an employee on sick leave, Long-Term Disability, or leave of absence fails to return to work when medically released to perform his/her assigned duties, he/she may be deemed to have resigned his/her position with the District.

The District may require a certificate from a physician of the District's choosing that an employee on sick leave is medically unable to perform normal duties. The District may require such medical certification from time to time until the employee returns to normal duties.

In the event an employee exhausts all accumulated sick leave and is medically unable to resume normal duties, the employee may be placed on unpaid leave of absence, either as required by law or at the discretion of the Board, for a period not to exceed twelve (12) months. Following exhaustion of an employee's eligibility for Family Medical Leave (when eligible for such leave), no fringe benefits shall be paid to or accrued by an employee on an unpaid leave of absence.

An employee on an unpaid leave of absence or long-term disability leave may continue insurance coverage, if eligible to receive coverage under the insurance plan, during such leave by paying the full cost of all premiums as they become due. However, if an employee on long-term disability has paid sick leave available, he/she may apply the per diem value of the sick leave to pay for his/her District's group health insurance premium.

At the expiration of an unpaid leave of absence the employee will be entitled to be reinstated to the same or equivalent position in which the employee was employed at the time the leave was granted when a position is available. Applicable step movement will occur if the leave lasts less than six months.

Reporting Procedure - Doctor's Certificate

If at all possible, each employee shall be required to inform his/her supervisor prior to his/her normal daily starting time of his/her need to be absent due to illness. *(Refer to "Absence Reporting Procedures" in this Handbook).* Whenever the supervisor deems such verification appropriate, the employee may be required to furnish the District with a certificate of illness signed by either a licensed physician, a nurse practitioner, or a physician assistant. Such 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.

Holidays during Sick Leave

In the event that a paid holiday falls within a period when an employee is on accumulated sick leave, it shall be charged as a paid holiday and not deducted from the employee's earned sick leave.

Donation of Leave for Medical Hardship

In the event an employee has exhausted all paid sick or personal leave prior to qualification for long-term disability coverage, and/or in the event of a serious medical hardship, as determined by administration, the donation of up to two personal days from other employees in his/her employee category (e.g., Certified Staff) to be used by said employee in place of paid sick leave, may be approved by the Director of Human Resources or his/her designee. The donated personal leave will not exceed 30 days per employee per year due to the serious illness of the employee, and will not exceed 10 days due to the serious illness of a spouse or child. The recipient of donated leave will be paid at his/her current hourly rate. Requests for donated leave must be submitted in writing to the Director of Human Resources. Donated days will be deducted from each donor's Skyward account after receiving an authorization form.

An employee retiring at the end of the school year may donate up to two (2) days of unused personal leave. The donated leave will be transferred to the Teachers and Certified Staff Medical Hardship Account and will be drawn upon for future approved requests for donated leave before asking for additional donated personal leave from active employees. Retiring employees wishing to donate unused personal leave must notify Human Resources in writing not later than June 1st.

Any Personal Leave that would be scheduled for forfeit will be added to the Teachers and Certified Staff Medical Hardship Account.

Sick Leave Conversion

Sick Leave Conversion

Staff members will be allowed to convert available sick leave days to personal leave days when needed according to the following guidelines:

After 5 years of service – 1 day per year may be converted
After 10 years of service – 2 days per year may be converted
After 15 years of service – 3 days per year may be converted
After 20 years of service – 4 days per year may be converted
After 25 years of service – 5 days per year may be converted

To enact a request to convert sick leave to personal leave, the staff member must complete the form for Human Resources.

Bereavement Leave

Bereavement Leave

In the event of a death, each employee is allotted five (5) Bereavement Leave days per year for regularly scheduled calendar year employees, and three (3) Bereavement Leave days per year for all other employees who are regularly scheduled to work five hundred (500) or more hours annually. Bereavement Leave allocations will be prorated based on date of hire during the first year of employment. If employment terminates during a school year, the employee will reimburse the District for all days paid in excess of those earned.

Part-time teachers will receive a prorated bereavement leave based on the percentage of time they work. If a part-time teacher's schedule is such that he/she works one or more full-time days within a week and bereavement leave is taken on one of the full-time days, bereavement leave shall be used in accordance with the prorated portion of the day taken off. The part-time teacher will be expected to

work the balance of that day (if applicable) or receive a payroll deduction for that portion of the day not covered by bereavement leave. (Example: A .50 FTE teacher receives 3 one-half days of bereavement leave each year. He/she is scheduled to work a full day on Tuesday and Wednesday and a half-day on Thursday. He/she is granted bereavement leave for the entire day on Tuesday and half of the day Wednesday. The three allotted bereavement days will be used. And the other half-days will be deducted as time off without pay.)

Additional Bereavement Leave

If all allotted Bereavement Leave has been used by an employee, additional Bereavement Leave may be requested through Human Resources. Requests must be made in writing to the Director of Human Resources, or designee. If approved, additional hours will be transferred from the employee's accumulated sick hours into Bereavement Leave hours.

Bereavement Leave Increments

Bereavement leave may be allowed in increments of a minimum of 15 minutes.

Personal Leave

Personal Days Provided

Teachers working at least five hundred (500) or more hours annually will be allocated two (2) days of Personal Leave each year as of July 1. Teaching staff will be limited to forty (40) hours of Personal Leave accrual each year. The Principal should be given three (3) workdays notice, whenever possible, and has the right to deny Personal Leave requests based on District and student needs. Personal Leave allocations will be prorated based on date of hire during the first year of employment. If employment terminates during a school year, the employee will reimburse the District for all days paid in excess of those earned.

Personal Leave Restrictions

Personal leave days shall not be used to extend a holiday, vacation, school recess period, or on an in-service day. Personal leave shall not be used during parent-teacher conferences, except in a stated emergency. Personal leave will not be granted during the first five days of school or after May 1, without a stated reason. Exceptions may be granted at the discretion of the Principal.

Personal Leave Increments

Personal Leave may be allowed in increments of a minimum of 15 minutes.

Unpaid Leave of Absence

Leave of Absence

Upon recommendation of the Director of Human Resources or his/her designee, a leave of absence may be granted by action of the Board of Education to permit a teacher who has not taken other leave for a full school year in the school year prior to the year of the requested leave of absence under this provision: (1) to be an exchange teacher; (2) to travel; (3) to explore an alternative career; or, (4) for any other reason deemed acceptable to the Board. Written request for a full year leave of absence shall be submitted to the Director of Human Resources or his/her designee no later than April 15 in the year prior to the school year for which the leave would be effective. Requests submitted after

April 15 due to special circumstances will be submitted to the Board of Education at the discretion of the Director of Human Resources or his/her designee. The duration of such leaves will be for an entire school year.

Placement Following Leave of Absence

A teacher on a leave of absence will return at the same base salary as he/she would have been at the beginning of his/her leave of absence. Time spent in study or other approved educational work may, at the sole discretion of the District, be credited to the teacher in determining salary status. The District reserves the right to place a teacher in an appropriate teaching assignment upon return from a leave of absence.

Benefits During Leave

1. Length of service and other benefits shall not accrue during such leave.
2. The employee may continue health and dental insurance during the leave of absence by remitting the full premium amounts to the District. The continuation of health and dental insurance at the employee's expense may be contingent upon the health insurance carrier allowing such a benefit. If the premium is not received by the first of the month, the employee's insurance coverage may be terminated.
3. During the unpaid leave, the employee shall retain accumulated paid leave, i.e., sick leave and personal leave, but shall not accrue any additional paid leave.

Wage &
Benefit Supplement



Wausau Education Association

Wage Schedule 2026-27

STEP	SALARY
101	$49,124
102	$49,893
103	$50,660
104	$51,428
105	$52,441
106	$53,951
107	$55,461
108	$56,973
109	$58,482
110	$59,993
111	$61,396
112	$62,799
113	$64,201
114	$65,604
115	$67,007
116	$68,410

STEP	SALARY
117	$69,813
118	$71,216
119	$72,295
120	$73,374
121	$74,453
122	$75,531
123	$76,610
124	$77,689
125	$78,768
126	$79,848
127	$80,927
128	$82,005
129	$83,085
130	$84,164
131	$85,242
132	$86,321

*Note: Placement on the salary schedule does not align to years of experience. Staff are unable to move beyond Step 118 without a Master's Degree.

Longevity Bonus

A longevity bonus of $500 will be paid to each Certified Staff that reaches their Wausau School District years of service anniversary of five (5) year increments (ie: 5, 10, 15, 20, 25, 30, 35, 40). This payment shall be issued via payroll near the start of the school year after the employee reaches the designated anniversary years of service.

Health and Dental Insurance

Carrier

The Board shall determine the health and dental insurance carriers, programs, and the level of benefits.

Health

The District shall pay 85 percent of the cost of monthly medical insurance premiums for those teachers qualifying for group family or single insurance coverage, provided that the District may lower the premium contribution if it reasonably determines that such a change is necessary to avoid the imposition of any excise tax or similar costs or penalties. For purposes of this provision, teachers beginning work prior to January 1 will be considered to have completed a full year of employment for that year.

Dental

The District shall pay 90 percent of the cost of the monthly insurance premiums for those hired prior to July 1, 2026 who qualify for group family or single dental insurance coverage, provided that the District may lower the premium contribution if it reasonably determines that such a change is necessary to avoid the imposition of any excise tax or similar costs or penalties.

New hires as of July 1, 2026 will receive district contributions of 85% of the cost of the monthly dental premiums prorated for any part time staff members that work at least thirty (30) hours per week and up to full time.

Part-time Employees

Regular part-time employees hired prior to July 1, 2026 shall receive a prorated payment of the Health and Dental insurance as described above based upon their teaching load compared to a full teaching load. (For example, a teacher teaching 60 percent of a full load shall have the Board pay 60 percent of the amount provided for the appropriate insurance program.)

New hires as of July 1, 2026 shall be prorated for any part time staff members that work at least thirty (30) hours per week but less than full time.

Effective Date and Termination Date for Health and Dental Benefits

New employees shall be eligible to receive health and dental benefits from the first day of the month following employment. All continuing employees shall be covered from September 1 through August 31. Any employee terminating his/her employment with the District at the end of the school year who has fulfilled all contractual duties will continue to receive benefits through August 31.

Retirement

Eligibility

Applicants for voluntary retirement must be regular degree-holding teachers, at least 55 years of age and eligible to draw retirement benefits under the Wisconsin Retirement System (WRS) on or before December 31 of the school year following their retirement from the District, as well as must

1. accumulate not less than 15 (fifteen) years of continuous service to be eligible for voluntary retirement.

2. Teachers that are at least age 55 but are not eligible for the district early retirement benefit due to either hire date or other eligibility reasons, will be recognized and honored for retirement by the district provided that they notify the school district prior to December 1 in the year they are planning to resign/retire.

Application

A letter of application for voluntary retirement must be filed with the District no later than December 1 of the school year in which a teacher retires. The effective date for voluntary retirement pursuant to this Article shall be the teacher's last contract day.

Personal Leave Payout

Upon retirement, teachers will receive payment for up to 5 days of personal leave available in their leave account. Payment shall be made at their base per diem rate of pay.

Retirement Benefits for Teachers Hired Prior to January 1, 2011

1. The District shall make the same health insurance premium contributions on behalf of voluntary retirees, to the health insurance plan in effect for teachers, that are made on behalf of all other unit employees in an amount not to exceed $980 per month for family coverage or $400 per month for single coverage, except as provided in Paragraph 5. The Board will make said contributions for a period of 120 months or until any one of the following occur:
   a. the retiree becomes eligible for Medicare at which time he/she is no longer eligible to remain on the health insurance plan;
   b. alternate and comparable coverage, at a comparable cost, is available to the retiree because of other employment;
   c. the retiree drops from the group and therefore is not eligible to rejoin.

2. If the retiree is on a single plan at the time of retirement, he or she must remain on the single plan. If the retiree is on a family plan at the time of retirement, he or she may remain on the family plan until the spouse of the retiree dies or the spouse reaches the age of Medicare eligibility and/or there are no dependents. The subscriber then automatically goes to a single plan for the duration of coverage (i.e., not eligible to go back to the family plan).
   a. In the event the spouse is younger than the retiree, the spouse, if eligible by carrier standards, shall be able to remain in the group health insurance plan until reaching the age of Medicare eligibility.

3. In the event the retiree precedes his or her spouse in death, the spouse shall be able to remain in the health insurance plan, until reaching the age of Medicare eligibility. The Board shall continue to make the same health insurance premium contributions on behalf of the retiree's spouse, to the health insurance plan in effect for teachers that are made on behalf of all other unit employees in an amount not to exceed $980 per month for family coverage or $400 for single coverage. The District's insurance premium contributions for the surviving spouse shall continue for the same number of months that would have been provided to the retiree. If the retiree has dependents at the time of death, the surviving spouse may continue on a family plan until there are no prior dependents of the retiree eligible to continue on the plan, at which time the surviving spouse will convert to a single plan for the duration of coverage (i.e., not eligible to go back to family plan).

4. When two (2) teachers in the District are married to each other, each spouse shall be eligible for voluntary retirement benefits pursuant to this article. In the event both teachers elect to

retire (one may precede the other in retirement), each spouse will be eligible for up to 120 months continued District contributions, as defined above. Benefits may be combined or modified as follows:

a. if both teachers retire at the same time, they may combine their benefits each month whereby the District will pay the full monthly premium for a family plan (or two single plans if a cost/benefit analysis determines it to be mutually beneficial) up to a maximum monthly District contribution equal to the sum of the single and family caps (i.e. $1330).
b. if one spouse retires before the other,
    i. the family's coverage will be transferred to the working spouse and the retiree may opt to use one month of his/her benefit to pay the working spouse's share of the monthly premium for family coverage;
    ii. The caps in effect when the first spouse retires will be in effect for the duration of the couple's retirement;
c. upon reaching Medicare eligibility, the retiree's benefits will terminate; unused months are not transferable to the other spouse.
d. if one spouse reaches Medicare eligibility, the remaining spouse may stay on the plan with a benefit cap of half the sum of the single ($400) and family caps ($980) (i.e. $690).

5. An eligible voluntary retiree at age 54 whose 55th birth date occurs between August 31 and January 1 will be responsible for payment of his/her entire health insurance premium commencing in September until the month he/she reaches age 55. In the event the WRS increases the minimum retirement age above 55 the ages referenced in paragraph A above will be adjusted accordingly to maintain the same intent.

6. Employees who voluntarily retire, pursuant to this article, shall be able to remain in the dental group insurance coverage maintained by the District consistent with past practice.

Stipulation

In the event that an analysis of the cumulative costs/savings for this program depicts costs exceeding savings, the District shall not be obligated to approve that employee's retirement or any additional retirements.

Post-Employment Benefits for Teachers Hired after January 1, 2011

Eligibility: Teachers, inclusive of all certified staff employed under a regular individual teacher contract, hired on/after January 1, 2011 (most recent hire date shall be used) are eligible for this benefit. A regular individual teacher contract includes full and part time teaching positions, but would not include contracts for limited term employment.

Post-Employment Benefit: In July, following the completion of each school year, the District will contribute a defined amount into each eligible teacher's 403(b) account. To participate, all teachers must have an account with WEA TSA Trust. District contributions will be made only to the teacher's WEA TSA Trust account. WEA TSA Trust will serve as the investment provider and record keeper for the District Sponsored 403(b) Plan (The Plan).

Annual Enrollment/Contribution Changes: Each contract year there are three enrollment dates for which teachers can opt to enroll in this plan and begin making or change payroll contributions. These enrollment deadlines are October 1, February 1, and May 1. Annual contributions made before June 30 of each plan year are eligible for the District matching contribution. Contributions shall be based on "includible compensation" as defined in section 403(b)(3) of the Code as modified by IRS regulations and shall be subject to the limitations of section 415(c)(1) of the Code. The district reserves the right to modify the benefit at any time to remain compliant with the Code.

District Contribution: District contributions will be made annually in July after the teacher has completed the school year. Contributions will be prorated based upon the Full Time Equivalent (FTE) in that plan year. For purposes of the following contribution schedule, employment must be continuous.

For years 1- 5, the District will contribute $250 per year

For years 6- 10, the District will contribute $300 per year

For years 11- 15, the District will contribute $350 per year

For years 16- 20, the District will contribute $400 per year

For years 21- 25, the District will contribute $450 per year

For years 26- 30, the District will contribute $500 per year

District 50% Matching Contribution: Starting with the 2017-18 school year, District matching contributions will be made annually in July after the teacher has completed the school year. The annual teacher 403(b)/457 contribution used to determine the district match will be measured in the 12 months preceding June 30 of each year. Contributions to any tax sheltered annuity (403b) account on the district list or a 457 Plan will qualify. Contributions will be prorated in accordance with the FTE applicable to the relevant year of service. For purposes of the following amounts, years of service must be continuous.

For years 1- 5, the District will contribute 50% of the annual teacher contribution, up to $250 per year

For years 6- 10, the District will contribute 50% of the annual teacher contribution, up to $300 per year

For years 11- 15, the District will contribute 50% of the annual teacher contribution, up to $350 per year

For years 16- 20, the District will contribute 50% of the annual teacher contribution, up to $400 per year

For years 21- 25, the District will contribute 50% of the annual teacher contribution, up to $450 per year

For years 26- 30, the District will contribute 50% of the annual teacher contribution, up to $500 per year

Investments: The default investment with WEA TSA Trust will be a Target Date Fund, which is based upon the age and expected retirement year of the teacher. After the initial contribution, teachers may make changes to their investment portfolio with WEA TSA Trust.

Vesting: Vesting of all District contributions shall be 50% after five (5) years, 75% after ten (10) years, and 100% after fifteen (15) years. Any break in service other than a District approved leave of absence will cause the vesting schedule to reset. If a teacher does not complete a minimum of 15 years of continuous service, the unvested funds contributed by the District into the 403(b) account (including any applicable investment earnings or losses) will revert back to the District 403(b) Trust Account.

Retirement Benefits for Married Teachers Both Employed by the District When One Spouse was Hired Prior to and One Spouse was Hired on or after January 1, 2011

1. In the circumstance where both spouses retire at the same time, each retiree shall receive their benefits according to the appropriate sections above.
2. In the circumstance where the spouse employed after January 1, 2011 retires first, each retiree shall receive their benefits according to the appropriate sections above.
3. In the circumstance where the spouse employed prior to January 1, 2011 retires first, the District will allow the retiring spouse to pause the implementation of their retirement benefit until the working spouse retires provided that:
    a. The married couple are on a family insurance plan, and
    b. The family plan continues under the spouse that is continuing to work as the primary insured, and
    c. The retiring spouse continues to remain an active member on the family plan without any coverage interruption.

Exclusion

Retirement benefits shall not apply to any teacher who is discharged or non-renewed.

Compensation for Coaching assignments

HIGH SCHOOL

Individuals performing coaching assignments will be compensated for such assignments according to the Coaching Schedule.

Coaches will accumulate one year of experience for each year of service, on a school year basis, in each sport that they coach.

Years of experience will be accumulated on a per-sport basis, and shall not transfer between different sports with the following exceptions: Boys and Girls Tennis, Boys and Girls Basketball, Boys and Girls Swimming, Boys and Girls Track, Baseball and Softball, Boys and Girls Lacrosse and Boys and Girls Soccer. These listed sports are considered comparable and accumulated years of experience will carry over between the Boys and Girls sports.

Additional compensation for years of experience will be paid to coaches, in addition to the coaching compensation percentages, at the following levels of experience: Five to nine years of experience, .5% of Base; Ten to fourteen years, 1.5% of Base; Fifteen to nineteen years, 2% of Base; Twenty to twenty-four years, 2.5% of Base; Twenty-five to twenty-nine years, 3% of Base; 30-plus years, 3.5% of Base.

Coaches who separate from coaching, and then seek to return to coaching in the same or comparable sport, will be placed in the salary schedule according to their previous years of district coaching experience in that sport or comparable sport.

Coaches may only hold one coaching position per sport season.

MIDDLE SCHOOL

Individuals performing coaching assignments will be compensated for such assignments according to the Coaching Schedule.

Coaches will accumulate one year of experience for each year of service, on a school year basis, in each sport that they coach.

Coaches who separate from coaching, and then seek to return to coaching in the same sport or comparable sport, will be placed in the salary schedule according to their previous years of district coaching experience in that sport or comparable sport.

NUMBER OF COACHES

The District recognizes the number of coaches, identified by sport, as the current maximum number of coaches required to field the existing number of teams in each sport. Additions or reductions of coaches in any sport will be considered under the following conditions:

- If the number of athletes in any sport increases to the point that safety and effective skill instruction is jeopardized, a request for an additional coach is warranted.
- If the number of athletes increases or decreases to cause an addition or reduction in the number of teams in any sport, consideration to add or reduce a coach is warranted.

The District determines the number of coaches to be assigned to each sport.

MANDATORY SCHOOL FOREST PROGRAM

There shall be one teacher on duty per class at all times and not less than two teachers for overnight duty (one male and one female).

Any teacher who is medically unable to participate in the overnight phase of the School Forest Program shall not be required to do so upon presentation of a doctor's statement.

All new 5th and 6th grade teachers hired into the District will be informed that the School Forest Program is a required part of the curriculum.

Teachers who remain overnight at the School Forest will receive an additional one hundred fifty dollars ($150) per night. In the event a teacher wishes to be released from his/her School Forest assignment to perform coaching or other extracurricular duties, he/she must obtain prior approval from the principal. He/she would return to the School Forest upon completion of such duties and would receive fifty dollars ($50) per night for his/her School Forest duty. Persons who replace teachers who have been released to perform coaching or other extracurricular duties shall be compensated with one extra duty payment in the amount of one hundred dollars ($100) for teachers working from 3:30 pm through 9:30 pm at the School Forest after their regular contract day.

Teachers may secure another certified staff member to substitute for them on an overnight requirement with the prior approval of the principal.

Wage & Benefit Supplement



Administrative and Educational Support

2026-27 Employee Handbook Wage & Benefit Supplement

Administrative and Educational Support

CLASSIFICATION	2026-27 HIRING RATE (no experience)
Classification 1	$20.24
Classification 2	$19.11
Classification 3	$17.32
Classification 4	$16.36

- Hiring rate for Special Education and Health Room Paraprofessionals in 2026-27 will be $18.82.

Positions by Classification

Classification I

- Attendance Specialist
- Administrative Technical Assistant
- Out-of-School Enrichment Coordinator
- Student Accounting/Technical Assistant

Classification 2

- Accounting Assistant
- Bookkeeper
- District Level Technical Assistant
- Payroll Assistant
- Print Clerk
- Administrative Assistant-Director
- Administrative Assistant -Coordinator
- Administrative Assistant-Supervisor of Financial Services
- Administrative Assistant - HS Athletic/Activities Director
- Administrative Assistant – Facilities
- Administrative Assistant-Principal
- Administrative Assistant-Assistant Principal
- Administrative Assistant-4K Program
- Administrative Assistant–Attendance - E/W
- Administrative Assistant-Pupil Services
- Administrative Assistant-Programming
- Administrative Assistant-Student Services

Classification 3

- Health Paraprofessional
- Special Education Paraprofessional
- ML Paraprofessional
- Building Level Technical Assistant

Classification 4

- Administrative Assistant-Attendance (Mann/Muir)
- Building Paraprofessional
- Central Receiving Clerk
- Clerical Paraprofessional
- Department Secretary
- Enrollment Paraprofessional
- Library Paraprofessional
- Pool Paraprofessional
- Receptionist
- Resource Center Paraprofessional (East/West)
- Student Supervisor

HEALTH AND DENTAL INSURANCE

The District shall determine the health and dental insurance carriers, programs, and coverage.

The District shall contribute toward the cost of monthly health and dental insurance premiums for group family or single coverage for employees hired prior to July 1, 2026 who are regularly scheduled to work at least one thousand (1,000) hours per contract year. The district shall contribute toward the cost of monthly health and dental insurance premiums for group family or single coverage for employees hired on July 1, 2026 or after who are regularly scheduled to work at least six (6) hours per day (thirty (30) hours per week) in their assignment.

Eligibility ranges for those hired prior to July 1, 2026, based on annual work schedule, are listed below as Level 1, 2, or 3.

The District's contribution toward the premium for those employed prior to July 1, 2026 for the health and dental plan will be as follows based on hours regularly scheduled for the employee:

1,430 to 1,950 hours – Level 1 - 85% health/90% dental

1,330 to 1,429 hours – Level 2 - 80% health/dental

1,000 to 1,329 hours – Level 3 - 70% health – Single or Family Traditional Plan
70% dental – Single or Family Plan
80% health – Single High Deductible Health Plan

The District shall contribute 85 percent of the cost of the monthly health and 90 percent of the monthly dental insurance premiums for those employees participating in the health and/or dental insurance plans as of January 1, 1996, provided these employees meet the minimum hour requirement noted above. For those employees who were grandfathered as part of an accretion during the 2007-08 school year, they will continue to be grandfathered at their accreted health insurance premium contribution level as long as that contribution rate is no more than the Level 1 contribution rate above (85 percent), and as long as they remain in their original position.

The District's contribution toward the premium for those employed July 1, 2026 or after and assigned to a position working more than 7 hours per day will be 85% health and 85% dental. Regular assignments of at least six (6) hours per day and up to seven (7) hours per day will have the district's premium contribution prorated accordingly.

District employees who have been eligible for health or dental plans, but did not enroll, and then subsequently elect to enroll in one or both plans, will qualify for the benefit based on the annual regular work scheduled for the position, as shown above.

New employees shall be eligible to receive health and dental benefits from the first day of the month following employment. All continuing employees shall be covered from September 1 through August 31. Any employee terminating his/her employment with the District at the end of the school year who has fulfilled all duties will continue to receive benefits through August 31. Any employee terminating his/her employment with the District during the school year and not fulfilling all duties will have benefits discontinued at the end of the month of their last employment date.

RETIREMENT

Upon eligibility, benefits will be paid to persons 57 years of age or older with 20 consecutive years of District experience. Such benefit will be based upon the average scheduled hours for the last three years of employment and will be paid in one lump sum according to the following guidelines:

1,430 to 1,950 average scheduled hours -- $5,500

1,330 to 1,429 average scheduled hours -- $4,500

1,000 to 1,329 average scheduled hours -- $3,500

COMPENSATION FOR SCHOOL FOREST

Travel Time

If an employee leaves school at the end of his/her regular shift and is required to go directly to the School Forest to report for duty, the travel time is compensable and must be recorded as work time.

If the employee leaves school at the end of his/her regular shift and is not required to immediately report to the School Forest, travel time is NOT compensable. Compensable time begins at the time duties are performed upon arrival at the School Forest.

Sleep Time

If work related duties interrupt sleep time, employees performing overnight duty who do not have at least five (5) uninterrupted hours of sleep during the scheduled sleeping period will be compensated for the entire time.

If the uninterrupted sleep period is five (5) hours or more, the total uninterrupted sleep time is to be subtracted from the compensable time reported on the timecard.

Employees will receive a $75 stipend for each overnight stay, in addition to pay for compensable hours worked at the School Forest.

Wage & Benefit Supplement



Municipal

2026-27 Employee Handbook Wage & Benefit Supplement
Municipal

Exempt and Non-exempt Positions

Positions in the Municipal employee group are identified by the District as Exempt or Non-Exempt under the Fair Labor Standards Act, as follows:

EXEMPT	NON-EXEMPT
Audiologist	Accounting/Purchasing Specialist
Finance Manager	Administrative Assistant - Business
Maintenance & Custodial Supervisor	Administrative Assistant - Superintendent
Network Operations Manager	AV/Technical Assistant
Nutrition Services Supervisor	BRIDGE Program Coordinator
Payroll Manager	Career Center Coordinator
Program Coordinator	District Technician
School Nurse	Educational Interpreter
Supervisor of Finance & Accounting	Human Resources Specialist
Volunteer & Community Involvement Coordinator	Network Technician
	Technology Services Dept Asst and Application Implementation Support Spec

When a nonexempt employee is called back to work at a time not continuous with his/her regular schedule, the employee shall receive a minimum of two (2) hours pay at his or her regular rate. The employee must work two (2) full hours on these days before additional time may be submitted for payment.

Health and Dental Insurance

A. The District shall contribute toward the cost of the monthly health and dental insurance premiums for those employees participating in the insurance plans at a contribution rate determined by the position and annual work schedule. Staff members hired prior to July 1, 2026, shall receive employer contributions to health insurance of 95% for full time, contributions to

dental of 90% for full time and part time employees working at least four (4) hours per day will receive a prorated employer contribution according to their scheduled work hours.

The district shall contribute toward the cost of monthly health and dental insurance premiums for group family or single coverage for employees hired on July 1, 2026 or after who are regularly scheduled to work at least six (6) hours per day (thirty (30) hours per week) in their assignment. The District's contribution toward the premium for those employed July 1, 2026 or after and assigned to a position working more than 7 hours per day will be 85% health and 85% dental. Regular assignments of at least six (6) hours per day and up to seven (7) hours per day will have the district's premium contribution prorated accordingly.

B. The District reserves the right to modify, revoke, suspend, terminate or change procedures and practices in regard to insurance carriers, programs, benefits, or coverage at any time with or without notice.

C. The District shall contribute 100 percent of the employee's premium of the group life and long-term disability insurance programs authorized by the Board for those whose work schedule equals 600 or more hours per year.

RETIREMENT

A. Upon retirement, the employee shall receive payment for earned and unused vacation during the year in which the employee's retirement occurs based on the rate of pay at the time of retirement. This vacation will be prorated based on the percent of the fiscal year worked.

B. Employees who are at or over the age of 55 and have the equivalent of 10 or more consecutive years of service will have the value of their accumulated sick leave deposited into a Health Reimbursement Arrangement (HRA) for the eligible retiree to use for health insurance premiums or for qualified eligible medical expenses. Part-time years of service will be prorated based on the full-time equivalency of 1950 hours. The HRA deposit is available for use for up to 10 years following retirement, or the account balance is zero, whichever occurs first.

Wage & Benefit Supplement



Nutrition Services

2026-27 Employee Handbook Wage & Benefit Supplement

Nutrition Services

CLASSIFICATION	2026-27 HIRING RATE (no experience)
High School Manager	$20.97
Middle School Manager	$19.13
Elementary Production Manager	$17.18
Elementary Satellite Manager	$16.81
Assistant Manager, Head Cashier	$16.81
Technical Assistant	$15.61

Certification in the School Nutrition Association (SNA)

All employees certified by the School Nutrition Association will receive an additional twenty- five cents ($.25) per hour for Level 1 certification. To qualify, employees must meet all requirements for certification and be approved by the Director of Nutrition Services. Upon receipt of the certification card from the SNA, employees must submit a copy of their current certification card to the Director of Nutrition Services.

High School and Middle School Nutrition Services Managers will receive an additional fifty cents ($.50) per hour for Level 2 certification, and seventy-five ($.75) cents per hour for Level 3 certification.

High School and Middle School Nutrition Services Managers with SNA Certification and an Associate's Degree plus 5 years or more experience in Nutrition Services administration, will receive an additional $1.50 per hour.

High School and Middle School Nutrition Services Managers with a Bachelor's Degree plus 5 years or more experience in Nutrition Services administration will receive an additional $2.50 per hour.

Upon re-certification, it is the responsibility of the employee to notify the Director of Nutrition Services of renewal. Employees who do not recertify shall no longer qualify for certification compensation and this amount will be deducted from their hourly rate for the next school year following certification lapse. Employees who fail to notify the District may be subject to discipline.

MANDATORY EDUCATION REQUIREMENTS

New employees are required to complete the "Certified Food Handler" sanitation and safety class within the first year of employment. The District pays the tuition and the employee's regular rate of pay for time attending the class.

Current employees are responsible for maintaining an active sanitation certification, and are required to renew the certification upon expiration. The District pays the tuition and the employee's regular rate of pay for time attending the class.

Upon receipt of the certification card, employees must submit a copy to the Director of School Nutrition Services.

Other Compensation

Nutrition Services Employees should ask their immediate supervisor for rules and restrictions pertaining to the daily free meal available to Nutrition Services employees.

The On-Call/Catering pay rate is $15/hour. This rate applies to additional assignments worked outside of the regular school day in the schools or at the School Forest, (such as evenings or weekends). It is for work above and beyond the Monday – Friday regular school schedule.

Should the time worked as On-Call/Catering result in more than 40 hours worked in a one-week pay period, overtime (1.5 times) is paid for any time over 40 hours, in accordance with the Fair Labor Standards Act. The calculation of this overtime is done using a "weighted average". This means that the salary for the regular position, along with the $15/hour for On-Call/Catering work is blended, resulting in a "weighted" average, which is used to calculate the 1.5 overtime rate.

HEALTH AND DENTAL INSURANCE

A. The District shall determine the health and dental insurance carriers, plans, benefits, and coverage.

B. FAMILY COVERAGE - Health

The District shall contribute toward the cost of the monthly health insurance premium for those employees hired prior to July 1, 2026 and qualifying for group family coverage according to the following regularly scheduled hours per school day:

8 hours per day – 80% District-paid premium

7 or more, but less than 8 hours per day – 70% District-paid premium

6 or more, but less than 7 hours per day – 60% District-paid premium

C. SINGLE COVERAGE - Health

The District shall contribute toward the cost of the monthly health insurance premium for those employees hired prior to July 1, 2026 and qualifying for single coverage according to the following regularly scheduled hours per school day:

8 hours per day – 85% District-paid premium

7 or more, but less than 8 hours per day – 75% District-paid premium, 80% HDHP

6 or more, but less than 7 hours per day – 65% District-paid premium, 80% HDHP

D. DENTAL

The District shall contribute toward the cost of the monthly dental insurance premium for those employees qualifying for group family or single coverage according to the following regularly scheduled hours per school day:

8 hours per day – 90% District-paid premium

7 or more, but less than 8 hours per day – 80% District-paid premium

6 or more, but less than 7 hours per day – 70% District-paid premium

The district shall contribute toward the cost of monthly health and dental insurance premiums for group family or single coverage for employees hired on July 1, 2026 or after who are regularly scheduled to work at least six (6) hours per day (thirty (30) hours per week) in their assignment. The District's contribution toward the premium for those employed July 1, 2026 or after and assigned to a position working more than 7 hours per day will be 85% health and 85% dental. Regular assignments of at least six (6) hours per day and up to seven (7) hours per day will have the district's premium contribution prorated accordingly.

E. EFFECTIVE DATE AND TERMINATION DATE OF HEALTH/DENTAL

New employees shall be eligible to receive health and dental benefits from the first day of the month following employment. All continuing employees shall be covered from September 1 through August 31. Any employee terminating his/her employment with the District at the end of the school year who has fulfilled all contractual duties will continue to receive benefits through August 31. Any employee terminating his/her employment with the District during the school year

and not fulfilling all contractual duties will have benefits discontinued at the end of the month of their last employment date.

EMPLOYEE JOB SUBSTITUTION

A regular employee who is required to substitute in a position in a higher classification will be paid at the higher-level position if required to work more than fifteen (15) consecutive work days in the assignment. This long-term substitute pay rate will be retroactive to the first day of this assignment.

Wage & Benefit Supplement



Maintenance & Custodial

2026-27 Employee Handbook Wage & Benefit Supplement

Maintenance & Custodial

CLASSIFICATION	2026-27 HIRING RATE (no experience)
Systems Technician	$34.09
High School Head Custodian	$28.66
Middle School Head Custodian	$26.41
Elementary School Head Custodian	$23.43
Lead Groundskeeper	$27.05
Maintenance	$24.14
Relief Crew	$23.26
Custodian I, Printer, Groundskeeper, Driver	$22.58
Custodian II	$18.83

COMPENSATION

A. An employee, when called back to work at a time not continuous with his/her regular schedule or when required to check school buildings on Saturdays, Sundays and holidays, shall receive a minimum of two (2) hours pay each day. An employee must work two (2) full hours on these days before additional time may be submitted for payment.

B. Overtime is considered to be time worked over forty (40) hours per week. Authorization for overtime will be granted by the supervisor and/or building principal. Overtime pay shall be allowed only for overtime hours actually worked over forty (40) hours per week, excluding hours for which pay is received but no work performed including, but not limited to the following: sick leave, personal leave, vacation, or bereavement leave.

C. Employees who are temporarily transferred into a position of a higher classification for operational purposes shall be paid at the new classification if required to work fifteen (15) or more consecutive workdays in the same job. The pay will be retroactive to the beginning of the assignment.

D. An employee who is promoted to a higher classification shall be placed on the salary schedule of the employee's new classification.

HEALTH AND DENTAL INSURANCE

Carrier

The Board shall determine the health and dental insurance carriers, programs, and the level of benefits.

Full-Time Employees

The employer shall contribute toward the cost of monthly medical or dental insurance premiums for group family or single coverage for full-time employees hired prior to July 1, 2026 who are scheduled to work at least two thousand eighty (2,080) hours per contract year. The District's contribution will equal an amount not less than 90% of the premium for health insurance and not less than 90% of the premium for dental insurance.

The district shall contribute toward the cost of monthly health and dental insurance premiums for group family or single coverage for employees hired on July 1, 2026 or after who are regularly scheduled to work at least six (6) hours per day (thirty (30) hours per week) in their assignment.

The District's contribution toward the premium for those employed July 1, 2026 or after and assigned to a position working more than 7 hours per day will be 85% health and 85% dental. Regular assignments of at least six (6) hours per day and up to seven (7) hours per day will have the district's premium contribution prorated accordingly.

Part-Time Employees

The employer shall contribute a pro-rata share of monthly medical or dental insurance premiums for group family or single coverage for employees hired prior to July 1, 2026, who are scheduled to work at least one thousand forty (1,040) but less than two thousand eighty (2,080) hours per contract year. Employees hired prior to July 1, 2026 working less than one thousand forty (1,040) hours per year are not eligible for health or dental insurance.

District employees who did not participate in medical or dental insurance, although eligible, and elect to enroll in the plan(s) shall qualify for the benefit at the level which corresponds to the annual work schedule for that position based on their hire date.

The district shall contribute toward the cost of monthly health and dental insurance premiums for group family or single coverage for employees hired on July 1, 2026 or after who are regularly scheduled to work at least six (6) hours per day (thirty (30) hours per week) in their assignment. The District's contribution toward the premium for those employed July 1, 2026 or after and assigned to a position working more than 7 hours per day will be 85% health and

85% dental. Regular assignments of at least six (6) hours per day and up to seven (7) hours per day will have the district's premium contribution prorated accordingly. Those hired July 1, 2026 or after and working less than six (6) hours per day will not be eligible for health or dental insurance.

RETIREMENT

Upon retirement from the District, benefits will be paid to persons hired prior to January 1, 2011, who are 57 years of age or older and have 20 consecutive years of District experience. Such benefit will be based upon the number of accrued sick leave days, and paid out according to the rate in the table below. This sum will be paid in one lump sum at the time of retirement.

1,720 to 2,080 regularly scheduled hours -	$45.00 / day
1,360 to 1,719 regularly scheduled hours -	$37.50 / day
1,000 to 1,359 regularly scheduled hours -	$30.00 / day

Upon retirement from the District, benefits will be paid to persons hired prior to January 1, 2011, who are 57 years of age or older and have 10 consecutive years of District experience. Such benefit will be based upon the number of accrued sick leave days, and paid out according to the rate in the table below. This sum will be paid in one lump sum at the time of retirement.

1,720 to 2,080 regularly scheduled hours - $22.50 / day

1,360 to 1,719 regularly scheduled hours - $18.75 / day

1,000 to 1,359 regularly scheduled hours - $15.00 / day

Upon retirement from the District, benefits will be paid to persons hired on or following January 1, 2011, who are 57 years of age or older and have 20 consecutive years of District experience. Such benefits will include a lump sum contribution made by the Board of Education to a retirement account on behalf of the retiree at the time of their retirement. The Board will determine the amount of the annual per-employee retirement contribution that will be used for this benefit calculation. Money in the employee's account will be available upon the employee's retirement.

APPENDIX A

Revisions to the Employee Handbook and Consideration of Individual Exceptions

1. On an annual basis, or more frequently at the request of the Board, Human Resources will bring recommendations for Handbook updates and/or revisions to the Board, including updates to the Wage & Benefit Supplements. Following Board approval, such updates/changes will be incorporated into the next annual edition of the Employee Handbook.

2. Requests or recommendations for Handbook modifications or revisions may be brought to the Director of Human Resources or his/her designee. Such requests will be reviewed by the Superintendent or his/her designee and, at his/her discretion, may also be subject to review by the administrative team, prior to determining if the request will be advanced to the Board of Education as a recommendation. If so, the above procedure (2) would apply.

Individual Exceptions
Requests for individual exceptions to Handbook rules, not including exceptions to the Wage and Benefit Supplements, may be brought by the employee and/or his/her immediate supervisor to the Director of Human Resources or his/her designee. It is the intent of Administration to make decisions regarding requests for individual exceptions in an expedient manner and at the lowest level practicable.

If the request is unusual and/or has precedent-setting potential it will be reviewed by the Superintendent or his/her designee and other members of the administrative team as appropriate, for consideration.

Standard/Guideline for review of requests for individual exceptions
Recognizing that most requests for exceptions have little or no negative impact (i.e., financially or operationally) on the District and its mission, they may be reviewed and decided upon by Administration using the following general guidelines:

1. There are extenuating circumstances that are predominantly outside of the employee's control.
2. The employee could not have reasonably foreseen the need for the exception and thereby taken measures to mitigate the need for an exception.
3. The reason for the requested exception directly relates to the needs/interests of an immediate family member or the health and well-being of the employee.
4. Consistency with past practice and maintenance of a fair and equitable standard.
5. Other applicable reasons or conditions may be taken into consideration.