

PERSONNEL

ADMINISTRATIVE-CONFIDENTIAL EMPLOYEES

EMPLOYMENT AND BENEFIT POLICY

Positions Covered:

- Secretary to the Superintendent
- Secretary to the Director of Human Resources
- Accounting and Audit Specialist
- Payroll Specialist

Appointment

Applications for administrative-confidential employee positions will be submitted to the Assistant Superintendent, Business/Personnel Services. The Assistant Superintendent, Business/Personnel Services and the appropriate supervisor will screen the applicants and will interview the applicants selected for the interview process. The candidate selected will be recommended to the Board of Education by the Assistant Superintendent, Business/Personnel Services.

Qualifications

Candidates must have the necessary training and skills as may be required to successfully carry out the requirements of the assignment. The Assistant Superintendent, Business/Personnel Services and the appropriate supervisor will screen the applications by evaluating previous experience and training, checking references and conducting tests, if appropriate.

Equal Employment Opportunity Policy

It is the policy of the Board to recognize competence and ability when hiring new employees and to provide genuine opportunities for careers within the school system. All positions with the district shall be filled on the basis of skill and ability. Except as required by applicable state and federal law, no consideration shall be given to race, color, national origin, ancestry, creed, age, sex, disability, arrest or conviction record, marital status, sexual orientation, military status and use or nonuse of lawful products away from work.

Duties

The duties and responsibilities of all personnel shall be in job description form. This job description is to be prepared by the Assistant Superintendent, Business/Personnel Services in consultation with the immediate supervisor. Each employee shall discuss with their immediate supervisor the exact assignment and performance expected. All copies of all job descriptions shall be on file in the Human Resources Office and shall be revised from time to time as deemed necessary.

Probation

New employees will serve a probationary period during the first six (6) months of their employment. Prior to the completion of the probationary period, the employee's supervisor shall submit his/her evaluation of the performance of the new employee and a recommendation concerning continued employment of the employee to the Assistant Superintendent, Business/Personnel Services for appropriate action.

Supervision

All administrative-confidential secretaries are specifically under the supervision of their immediate supervisor. The Assistant Superintendent, Business/Personnel Services will be involved in the supervision/evaluation process when requested by the respective supervisor. The employee will meet with their supervisor in April to discuss their annual evaluation. The employee will receive a written evaluation on their job performance by May 1st of each year and a copy will be placed in their personnel file.

Work Year, Week, Day

The normal work year will be fifty-two (52) weeks, the normal workweek will be forty (40) hours, and the normal workday is eight (8) hours. The normal workday shall be from 8:00 a.m. to 4:30 p.m. during the entire year with one-half (1/2) hour being provided for lunch. These hours can be adjusted by the

immediate supervisor on the basis of need. Overtime may be necessary at times, and the compensation will be by payment at time and one-half, determined by the respective supervisor.

Vacation

The vacation schedule is as follows:

After 6 months	one (1) week vacation
After 12 months	one (1) additional week vacation (totaling two)
After 2 years	two (2) weeks vacation
After 5 years	three (3) weeks vacation
After 12 years	four (4) weeks vacation
After 15 years	four (4) weeks + one (1) extra vacation day
After 20 years	four (4) weeks + two (2) extra vacation days
After 25 years	five weeks vacation

Vacations shall be scheduled in the automated system and require the approval of the employee's supervisor. All vacation time shall be used following the period in which it is earned. In the event of separation from school district employment during the year, vacation benefits listed above shall be prorated based upon the actual service during the year of termination by the employee prior to termination.

Holidays

The normal holidays for administrative-confidential secretaries are: July 4, Labor Day, Thanksgiving Day, Friday after Thanksgiving, Christmas Eve afternoon, Christmas Day, New Year's Eve afternoon, New Year's Day, Good Friday afternoon, Memorial Day and two (2) personal holidays to be taken during each year of service at a time approved by the employee's supervisor.

In the event a holiday falls within an employee's vacation period or on a weekend, he/she shall be granted an additional day's vacation.

Sick Leave

Each administrative-confidential employee shall receive twelve (12) days paid sick leave per year to accumulate to a maximum of 120 days. Sick leave may be charged in no less than one-hour increments, and any time of absence for sickness that constitutes less than one (1) hour of the employee's workday will be counted as one (1) hour of sick leave.

Limitations: Sick leave benefits are granted upon sickness of the employee. Additionally, up to five (5) days per fiscal year may be granted for sickness of a spouse or a legally dependent child.

Worker's Compensation

Any employee who receives Worker's Compensation shall receive compensation from the employer amounting to the difference between benefits received under Worker's Compensation and his weekly wage. The amount paid in addition would only apply to the employees who have accumulated sick leave and only up to the amount of accumulation. This would be charged back against the accumulation of sick leave based on the dollars and cents divided by the hourly rate to derive the number of hours paid.

Leave For Funeral or Serious Health Condition

In case of death or serious health condition in the immediate family (spouse, child, grandchild, mother, father, sister, brother, mother-in-law, father-in-law, grandparent, or other relatives with whom the employee lives) the employee will be allowed time off, beginning with the day of death or serious health condition to and including the day of the funeral, but not to exceed three (3) working days, and be compensated at their normal rate of pay. In the event death follows serious health condition in the immediate family, additional time off may be granted and charged against unused sick leave as approved by the Assistant Superintendent, Business/Personnel Services. An employee may be granted one (1) day funeral leave in case of death of employee's relatives who are not in the immediate family as specified above, upon advance approval of the Assistant Superintendent, Business/Personnel Services. Upon advance approval of the Assistant Superintendent, Business/Personnel Services, an employee may be granted two (2) additional days to attend the funeral of a brother-in-law or sister-in-law. Leave for funeral

or serious health condition will not be granted if an employee is on a leave of absence, paid sick leave, or vacation. Leave for funeral or serious health condition will not be cumulative.

Serious Health Condition means "A disabling physical or mental illness, injury, impairment or condition involving any of the following: 1. Inpatient care in a hospital or hospice; 2. Outpatient care that requires continuing treatment or supervision by a health care provider."

Leave of Absence

A leave of absence without pay may be granted by the Board of Education because of sickness or accident. Requests for leave of absence shall be directed in written form to the immediate supervisor who will forward it to the Assistant Superintendent, Business/Personnel Services, who will determine the justification for the leave and notify the employee in writing within three (3) working days following the request of the decision. If denied, reasons will be stated in writing. A general leave of absence is limited to thirty (30) calendar days with extensions of no more than thirty (30) calendar days allowed at the discretion of the Board. The employee may continue under the group health insurance plan only if he/she pays in full for the group health insurance.

Insurance and Retirement Benefits

The School Board will pay the following for insurance coverage:

- 100% of single or family coverage for health insurance.
- 100% of single or family coverage for dental insurance.
- 100% toward the employee's required deposit to the state employee retirement trust fund.
- 100% of the disability program subscribed to by the school district. (The waiting period shall be ninety (90) days.)
- 100% of the insurance specified as basic term life insurance.

Employees hired prior to July 1, 2010, may participate in the District's optional High Deductible Health Plan (HDHP). Employees hired after June 30, 2010, are eligible only for the District's HDHP as their health insurance benefit plan.

Initial Transition for the Current Staff: For those who enroll in the HDHP during the initial open enrollment period in Spring 2010, the Board shall deposit a one-time lump sum contribution of \$950 per single plan, or \$1,900 per family plan, to the HSA of each eligible employee enrolled in the HDHP during July.

Any deductible met by participating employees during the first half of the calendar year under the non-HDHP shall count toward the HDHP deductible. Payments toward the non-HDHP deductible, along with a one-time non-cash deductible credit will be combined to bring the total deductible credit to \$800 per single plan or \$1,600 per family plan. This credit is good only for the calendar year ending December 31, 2010.

Beginning in January 2011, and in each January thereafter, the Board shall contribute to an eligible participating employee's HSA, the lump sum contribution of \$1,750 for a single plan or \$3,500 for a family plan

New Hires & Current Employee Transitioning to the HDHP in the Future

During the initial transition period only, new hires and current employees who elect to participate in the HDHP at some future enrollment opportunity, shall receive a prorated contribution to their HSA based on the number of full months remaining in the calendar year divided by 12.

This calculation generates a prorated transition factor that when multiplied by \$1,750 for a single plan, or \$3,500 for a family plan, determines the contribution amount payable to the new enrollee's HSA through December 31st of the first calendar year of participation.

Employees starting the HDHP for the first time on or after July 1st shall receive a one-time non-cash credit of \$800 per single plan, or \$1,600 per family plan, toward their deductible. This credit is good only to the end of their first calendar year of participation in the HDHP.

Beginning in following January, and in each January thereafter, the Board shall contribute to an eligible participating employee's HSA, the lump sum contribution of \$1,750 for a single plan or \$3,500 for a family plan.

Any employee may decline the life insurance benefit provided the waiver form is filed at the time of original employment.

Early Retirement

Employees with at least twenty years of service to the district who have participated in the district's group health plan for the five years immediately prior to retirement may retire after reaching age 59 and have a contribution made by the district toward their monthly district health insurance premium until age 65 on the following basis:

Upon retirement the qualified employee will receive \$550 per month credit toward their district's family policy premium, or \$275 per month credit toward their district's single policy premium, and the retiree is responsible for paying the remaining premium balance. This credit shall be available only for use in conjunction with the district's health insurance plan for those employees choosing to participate under this contract provision and at no time may the credit be paid to the employee in cash. This credit toward the cost of health insurance premium shall terminate at age 65 or upon qualification for Medicare Part A and B, whichever occurs first.

Annual contribution by the District to HSA during early retirement: The same guidelines for participation and contribution outlined in this policy shall be followed while an employee is receiving benefits under the early retirement provisions enumerated in this policy.

Educational Improvement

Employees who wish to attend in-service/courses of study that they believe will upgrade their current job performance may submit a written request to have the district pay the cost of registration/tuition, books and materials, and other reasonable expenses related to the in-service/course. The request must be submitted to the Superintendent or designee prior to attendance. If attendance is approved, the district shall either reimburse the employee for the approved fees, costs, and expenses upon successful completion of the in-service/course, or the employee may request that the district pay the approved fees, costs, and expenses in advance of attendance. However, if the district pays in advance and the employee does not successfully complete the in-service/course, the district may deduct any payments advanced to the employee on a payroll-deduction basis.

Employees who have obtained an Associate's Degree shall receive an additional fifteen cents per hour increase or an additional twenty cent per hour increase for a Bachelor's Degree beginning with the month following completion of the course.

Employees currently not receiving a monthly payment for a degree shall continue to receive the per credit hour compensation they were receiving as of 6/30/2003.

In the event that this area of the policy results in language that is less than what is determined in the E.P.U. contract an adjustment will be made that equals or is better than that contained in the E.P.U. contract.

Health Examination

The district shall provide any physical examinations required as a condition of employment. The district will pay for the exam if conducted by the clinic identified in Board Policy 4114.1. Costs of exams elsewhere shall be borne by the employee.

Wage of New Employees

The wage for a new employee shall be determined on the basis of qualifications, skills, training and experience and shall be within the range established for that position.

Employees will receive the wage increase in July.

Wage Increases

Wage increases will be considered for one or more years.

Manner of Payment

Employees shall be paid on a bi-weekly basis every other Friday by direct deposit.

Policy Adopted: 4/10/84
Policy Revised: 6/2/10
KAG:ems

SCHOOL BOARD
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