

2023-2024 SCHOOL DISTRICT OF AMERY CERTIFIED STAFF COMPENSATION & BENEFITS

This listing of compensation and benefits for certified staff employees is a supplement to the current Certified Staff Handbook. Information within this document is effective as of July 1, 2023.

COMPENSATION

SALARY SCHEDULE

The Board will determine the salary schedule and the availability of level/cell movement for employees based on the financial needs of the District.

LEVEL A - Cells 1-3		
Entry/Level A-1	\$43,000	Move to A-2 after the first successful year of teaching.
Level A-2, A-3	\$44,000	Move through each cell after completing one successful year of teaching. Educators must complete 90 professional development hours (PDHs) to move to Level B.
LEVEL B, C, D, E - Cells 1-3		
Level B-1, B-2, B-3	\$45,400	Move through each cell after completing one successful year of teaching. Educators must complete 90 PDHs to move to the next level. Accelerate movement through Levels B, C, D, and E by jumping a full cell after completing 90 PDHs in two years instead of three. For example, complete 90 PDHs in two years and move from Level B-2 to Level C-1 (skipping B-3), or from Level C-2 to D-1 (skipping C-3).
Level C-1, C-2, C-3	\$48,800	
Level D-1, D-2, D-3	\$52,200	
Level E-1, E-2, E-3	\$55,600	
LEVEL F - Cells 1-10		
Level F-1, F-2, F-3	\$59,600	Move through each cell after completing one successful year of teaching. Educators must complete 90 PDHs to move to Level F-4. Those with a master's degree can jump directly from F-3 to G-1.
Level F-4	\$60,100	Move through each cell after completing one successful year of teaching and completing 30 PDHs annually.
Level F-5	\$60,600	
Level F-6	\$61,100	
Level F-7	\$61,600	
Level F-8	\$62,100	
Level F-9	\$62,600	
Level F-10	\$63,100	
LEVEL G, H - Cells 1-3 (Master's Degree required)		
Level G-1, G-2, G-3	\$63,600	Move through each cell after completing one successful year of teaching. Move to the next level after three years and 90 PDHs.
Level H-1, H-2, H-3	\$66,000	
LEVEL I - Cells 1-8 (Master's Degree required)		
Level I-1	\$70,000	Move through each cell after completing one successful year of teaching and completing 30 PDHs annually.
Level I-2	\$71,000	
Level I-3	\$72,000	
Level I-4	\$73,000	
Level I-5	\$74,000	
Level I-6	\$75,000	
Level I-7	\$76,000	
Level I-8	\$77,000	

1. New employees hired at A-1 will automatically advance to A-2 with no professional development requirement. Professional development requirement to advance to Level B will be 90 professional development hours (PDHs).
2. Employees who have not earned a master's degree may not proceed past Level F, Cell 10 of the salary schedule.
3. In addition to the salary schedule, the following would qualify for **supplemental pay** annually for employees at any level or cell. The degree, certification or license must be earned prior to September 1st and a transcript or other appropriate form of verification must be submitted to the District Office, along with a Certified Staff Payroll Change Form, by September 20th of the school year to be paid out on that same school year's contract. Supplemental pay will be paid by no later than June 30th of the school year in which it was earned. All licenses or certifications must be current (not expired) without stipulations or conditions to be eligible for annual supplemental pay.

Master's Degree*	+ \$2,000
Additional Graduate Degree: Master's, EdS, Doctorate*	+ \$2,000
317 Reading License	+ \$1,500
316 Reading License	+ \$1,000
National Board Teacher Certification	+ \$1,000
National Certification for Counselor/School Psychologist	+ \$1,000
Certificate of Clinical Competency for Speech Pathologist	+ \$1,000
Autism Certification (12 credits)	+ \$1,000
Special Education License (<i>maximum of two licenses, \$2,000 total</i>)**	+ \$1,000

* *In related field of study, earned after July 01, 2013.*

** *Qualifying special education licenses include a license in any area of special education eligibility (SLD, EBD, ID, etc.), early childhood special education, cross categorical special education, school psychologist, speech pathologist, occupational therapist, and physical therapist.*

4. The following qualify for **credit reimbursement** from the District. Transcripts verifying credits and a Certified Staff Payroll Change Form must be submitted to the District Office. The credit reimbursement will be paid by no later than June 30th of the school year in which the credits were earned. Credit reimbursement is limited to six credits/\$500 per school year per type of license. (e.g. if nine credits are earned one year and three the next, \$500 will be paid each of the two years.)

Six credits completed toward a 316 or 317 Reading License	\$500
Six credits completed toward a Special Education License	\$500

5. If a staff member is on an improvement plan, they will not advance to a new cell. If a staff member is on an improvement plan a second consecutive year, they will move to the lowest cell in their level. If there is not marked improvement, steps toward termination of their employment will begin.
6. All professional development requests must be pre-approved by the administrative team. Pathways to professional development include:
 - a. **College Credits:** Courses taken at a technical school or university.
 - b. **District-approved Professional Development:**
 - i. In District – Classes offered in district taught by staff or subject matter experts.
 - ii. Out of District – Classes, workshops, conferences offered outside of the district.
 - c. **Action Research Project:** Independent research-based project focused in an area of interest that aligns with district goals.

Certified Staff Members may accumulate professional development hours (PDHs) and use them in the following ways:

- 1) Twenty (20) PDHs may be traded in for a personal day off. one day of paid time off (PTO)
- 2) Ten (10) PDHs may be traded in for ½ a personal day off a half day of paid time off (PTO)
- 3) PDHs may be traded for movement on the Certified Staff Salary Schedule.

Refer to the Certified Staff Professional Development Guide for more information.

CONTRACTS AND CONTRACT NONRENEWAL

Employment contracts will be issued in accordance with Wis. Stats 118.2(2). The District will process contract non-renewals in accordance with Wis. Stats. 118.22(3). Non-renewal of an employment contract is not considered to be termination.

DEDUCTIONS FROM PAYROLL

It is the Employer's policy to comply with applicable wage and hour laws and regulations. If you have any questions or concerns about your salaried status or believe that any deduction has been made from your pay that is inconsistent with your salaried status, you should immediately raise the matter with the Director of Personnel who can assist you in understanding the information that is required in order to investigate the matter.

The District is committed to investigating and resolving all complaints as promptly, but also as accurately, as possible. Consistent with the U.S. Department of Labor's policy, any complaint will be resolved within a reasonable time given all the facts and circumstances. If an investigation reveals that you were subjected to an improper deduction from pay, you will be reimbursed, and the District will take whatever action it deems necessary to ensure compliance with the salary basis test in the future.

DIRECT DEPOSIT PAYMENT METHOD

Direct deposit statements are available via Skyward Employee Access on each pay day. Direct deposit changes may be made after giving notice in writing. Each employee shall, with each electronic payroll deposit slip, receive information on the employee's salary received. In addition to the above, each employee shall have access to electronic records indicating the number of accumulated days of leave remaining to the employee's credit.

EMPLOYEE PAYROLL DATA

Employees are expected to contact their supervisor and/or the District Office if any changes occur in their name, home address, telephone number(s), marital status, name or number of dependents, number of tax exemptions, insurance classification, beneficiary changes, or individuals to be contacted in case of emergency. This information is necessary as it may affect your compensation, dependents' eligibility for medical insurance, and other important matters.

FLEXIBLE SPENDING ACCOUNT (FSA)

The District will provide an Internal Revenue Service authorized cafeteria plan/flexible spending account (FSA) under applicable sections of the Internal Revenue Code (§ 105, § 106, § 125 and 129) for eligible employees. Eligibility is available to employees scheduled to work thirty (30) or more hours per week and have worked for the District for at least six (6) months. Payments and the designation of amounts to be contributed to the employee's account will be subject to the procedures, rules and regulations of the plan's administrating agency. The provision of this plan shall be contingent upon the continuance of this benefit under the applicable Internal Revenue Code Sections (§ 105, § 106, § 125 and § 129). Funds remaining in individual plans at the end of a period of three months after the last day of the plan year will be returned to the District.

HEALTH EXAMINATIONS

Health examinations required by the state of Wisconsin and/or District shall be conducted at the at a medical provider of their choice with the actual cost to the employee being paid by the District. Actual costs for health examinations will be reimbursed by the District upon submission of original invoice or insurance explanation of benefits.

PAYROLL DATES

Payrolls will be issued bi-monthly, on or before the 5th and 20th of each month, beginning in September and continuing through June or August, depending upon the payroll cycle selected by the employee. If the 5th or the 20th falls on a weekend or a holiday, pay will be issued on the workday prior to the weekend or holiday. There is no guarantee of the time of day a payroll deposit will occur at the employee's bank other than it will happen sometime on the designated payroll date.

SALARY DEFERRALS

TAX SHELTERED ANNUITIES (TSA)

The District will maintain a TSA program without regard to the employee's current or former employee's contribution amounts. Employees shall have the opportunity to participate in the District's Internal Revenue Service (IRS) Code 403(b) Savings Program and invest their money through salary deferral in annuities and other qualifying IRS Code 403(b)(7) investment vehicles (collectively referred to as an —Investment Vehicle). The purchase of the annuity will be optional for the individual employee.

WDC (WISCONSIN DEFERRED COMPENSATION) 457 PROGRAM

Deferred compensation (457 programs allow eligible employees to save and invest before tax and after tax (Roth) dollars through voluntary paycheck contributions, supplementing any existing retirement/pension benefits.

VOLUNTARY DEDUCTIONS

Employees who voluntarily wish to have deductions from their pay may do so in accordance with established District guidelines.

SUMMER SCHOOL COMPENSATION

Certified staff who teach summer school will be compensated at \$30.00 per hour.

WAGES & OTHER FORMS OF COMPENSATION

Certified staff will be compensated for additional duties (i.e. curriculum writing, meetings, training, etc.) beyond the scheduled time and outside the school calendar. The hourly rate will be \$30.00.

BENEFITS

INSURANCES

1. **HEALTH INSURANCE & COBRA** - The Board will provide health insurance to eligible employees. Eligibility is available to certified staff who are contracted for 75% FTE. The insurance carrier(s), program(s), and coverage will be selected and determined by the Board in accordance with applicable state and federal regulations. The employee contribution will be:

Tier 1: Certified staff contracted for 75% FTE or more will pay 12% of the premium. Under state law and the Federal Consolidated Omnibus Budget Reconciliation Act of 1985 ("COBRA") and subsequent amendments to the Act, employees covered under an employer's group health care plan are eligible for continuation of health care coverage under the group plan upon the employee's termination (except for gross misconduct) or reduction in hours. COBRA regulations also allow the employee's spouse and covered dependents to elect continuation coverage upon the employee's death, divorce or legal separation, an employee's entitlement to Medicare, a dependent's loss of dependent status under family coverage, or the employer's filing of a bankruptcy proceeding. For additional details regarding coverage and premium contributions, contact the District Office.

2. **HEALTH SAVINGS ACCOUNT**

The District will contribute to the employee's health savings account. The District will make a contribution of \$1,200 for a single insurance plan and \$2,400 for a family insurance plan. The employee may make contributions of their own. The total contribution to a health savings account is capped at a maximum set by the Internal Revenue Service (IRS). Please note that the District contribution to the employee health savings account is determined by whether the employee is full-time or part-time. A part-time employee will receive a prorated amount.

3. **HEALTH INSURANCE – "PAYMENT IN LIEU OF"**

Employees who are eligible to participate in the District's health insurance plan, and who voluntarily waive coverage for the school year, are eligible to receive a \$4,000 benefit credit in lieu of health insurance (prorated for the employee's work schedule, based on an 8-hour day). The payment will be made via payroll no later than July 5th of the school year for which coverage was waived, and the payment will be subject to normal income taxes. If for any reason the employee does not complete the full school year of employment, or the employee elects to participate in the "payment in lieu of" health insurance plan after October 1st of the school year, the contribution will not be provided by the District at the end of that school year. An employee who is covered by another employee's District-provided health insurance plan is not eligible for the "in lieu of" payment.

By opting for the in lieu of payment, employees acknowledge that they fully understand the implications of waiving medical coverage and recognize that they will not have another opportunity to enroll in the plan until the annual open enrollment period, unless the employee experiences a qualifying event as defined by the company's health plan documents. Employees who decline coverage for themselves or their dependents (including spouse) because of other medical coverage may in the future be able to enroll themselves or their dependents in this plan, provided that they request enrollment within 30 days after the other coverage ends. In addition, if an employee has a new dependent as a result of marriage, birth, adoption, or placement for adoption, they may be able to enroll themselves and their dependents in the District's health insurance plan provided that they request enrollment within 30 days after marriage, birth, adoption, or placement for adoption.

Employees who opt for the in lieu of payment must have medical insurance coverage from another source and cannot go without medical insurance. As proof of alternate medical insurance, employees must provide a copy of their group medical insurance ID card to the District Office indicating they are covered under another group health program as a spouse or dependent. Payment of the cash in-lieu benefit will not be made until such proof has been provided. Marketplace insurance does not qualify as alternative medical coverage per Affordable Care Act (ACA) guidelines, and such coverage will disqualify the employee from receiving the \$4,000 benefit credit.

4. **DENTAL INSURANCE** - The Board will provide dental insurance to eligible employees. Eligibility is available to certified staff who are contracted for 75% FTE. The insurance carrier(s), program(s), and coverage will be selected and determined by the Board in accordance with applicable state and federal regulations. The employee contribution will be:

Tier 1: Certified staff contracted for 75% FTE or more will pay 12% of the premium.

If premiums are increased because of additional coverage or industry experience after the initial rates are received, employees shall pay the increased costs.

5. **VISION INSURANCE** – The District will provide vision insurance to eligible employees as an employee paid option. Eligibility is available to employees scheduled to work thirty (30) hours or more per week through the school year.
6. **DISABILITY INSURANCE** - Eligibility for long-term or short-term disability insurance is available to employees scheduled to work thirty (30) or more hours per week. The Board will provide long-term disability insurance to eligible employees. Short-term disability insurance is available to eligible employees as an employee-paid option.
7. **LIFE INSURANCE** - The District will pay 40% of the premium for eligible employees. Eligibility is available to employees scheduled to work thirty (30) hours or more per week. Plans to provide additional life insurance are also available at employee cost.
8. **LIABILITY INSURANCE** – The District will pay the full cost of employee liability insurance. *Ref: SDA § 780*
9. **WORKER'S COMPENSATION COVERAGE** - All employees shall be covered by Worker's Compensation Insurance. Any employee who is injured on the job shall report the injury to the business office and building administrator prior to seeking medical attention if at all possible. In the event of an emergency, the employee shall notify his/her immediate supervisor and the Director of Personnel within twenty-four (24) hours after the occurrence of the injury or as soon as practicable. The Director of Personnel will assist the employee in filling out a Worker's Compensation Form if necessary.

If any employee is injured while performing duties for the District, the District shall continue to provide worker's compensation insurance, and the employee will be compensated in the following manner:

- A. The employee will receive his/her worker's compensation payment. No other leaves will be applied to the worker's compensation leave. The employee, subject to the rules and regulations of the carrier, may be eligible for long-term disability leave.
- B. The District shall pay the employee the difference between the Worker's Compensation payment prescribed by law and the regular salary, to the extent and until such time as such employee has used up his/her accumulated Personal Leave Time. Personal Leave Time deductions shall be prorated so as to agree with the portion of the daily rate paid by the District. Any loss of time under which an employee is eligible for Worker's Compensation Insurance and Personal Leave Time, shall not be compensated by the two claims at a rate greater than the employee's actual daily earnings. Any amounts greater than this daily rate received by the individual shall be reported promptly to be considered for payment.

Some types of injuries suffered while at work may not be covered by worker's compensation insurance. Examples of non-covered injuries suffered at work include, but are not limited by enumeration to, the following:

- A. Injuries because of a self-inflicted wound
- B. Injuries sustained because of an employee's horseplay
- C. Injuries sustained while an employee does an activity of a strictly private nature

RETIREMENT POST-EMPLOYMENT BENEFITS

As of July 1, 2023, all days of accrued sick leave will become accrued paid time off (PTO) and placed in a PTO retirement bank. The conversion from sick days to PTO will be one to one, i.e., one day of sick leave will be converted to one day of PTO.

The following shall apply to employees who are actively employed and retire after reaching the age of 55:

- A. Certified staff members must notify the District of their intent to retire by March 1st of the year in which they plan to retire unless an exception has been granted by the District Administrator. Staff are still eligible to retire after March 1st, however those who declare their retirement to the District after March 1st under this plan will not be paid any of their accrued, unused sick bank.

- B. Employees will be eligible for WRS retirement benefits as authorized by Wisconsin Stats. 40.05.
- C. Retired employees will not be eligible to receive health insurance benefits through the District unless they are covered under a spouse's insurance plan provided by the District.

Retiree-only Premium-only Plan

(For certified staff hired prior to July 1, 2004 who did not choose the Post-employment HRA Plan during the one-time opt-in period.)

The following post-employment benefits shall be available to employees who retire between the ages of 55 and the age of eligibility for Medicare:

1. Employees who have taught at least fifteen (15) years in the District shall be eligible to receive post-employment benefits.
2. Unless otherwise specified, employees shall only be permitted to retire under this policy at the end of a school year following their 55th birthday.
3. An employee who retires pursuant to this section shall be entitled a payment of nine-thousand dollars (\$9,000.00) per year for a maximum of eight (8) years, or until the employee becomes eligible for Medicare, whichever occurs first, directed to a District established Health Reimbursement Arrangement (HRA) named the Retiree-only Premium-only HRA established for the retiree. Two payments of four-thousand five hundred dollars (\$4,500.00) each will be made (on or before July 31st and on or before January 31st) to the retiree's HRA each year this benefit is available. Payments will begin on or before July 31st following retirement.
4. Employees who meet the eligibility requirements and who are retiring with one hundred (100) or more days in their paid time off (PTO) retirement bank shall be credited with \$130 multiplied by the number of days in their PTO retirement bank. Employees who meet the eligibility requirements and who are retiring with between fifty (50) and ninety-nine (99) days in their PTO retirement bank shall be credited with \$65 multiplied by the number of days in their PTO retirement bank. The total amount of credit for PTO will be paid over a period of not more than eight (8) years into the Retiree-only Premium-only HRA established for the retiree in conjunction with the timeline established for payments per # 3 above. Payments will be made to the retiree's HRA on or before July 5th following the completion of the school year.

Post-employment HRA Plan

(For certified staff hired on or after July 1, 2004, or for those hired prior who chose this plan during the one-time opt-in period.)

The following post-employment benefits shall be available to employees who retire at age 55 or later:

1. The District will establish a Health Reimbursement Arrangement (HRA) named the Post-Employment HRA Plan for eligible certified staff. An eligible certified staff member is one who was hired after July 1, 2004 and who is retiring from the District with at least ten (10) years of employment with the District and has reached a minimum age of 55. This HRA is not transportable and remains the property of the District. The District may not spend the monies in this account in any manner that is not in accordance with the provisions outlined in the selected plans for eligible certified staff. If a certified staff member leaves employment with the District before becoming vested, all monies in the individual's plan will be forfeited and redirected to an account with the District's HRA third-party administrator.
2. Upon the death of an HRA-eligible employee, the vesting requirement of 10 years of service and age 55 will be waived. Rather, the HRA will be considered vested upon death provided that the employee has completed at least 5 years of service with the District. The deceased employee's spouse and/or IRS dependents may use these HRA funds to continue medical reimbursements.

If a deceased HRA-eligible employee has not completed 5 years of service, the HRA balance will be returned to the District's HRA trust account. No additional contributions will be made by the District.

3. The District will pay \$2,000 per year into the certified staff's HRA on or before July 5th following the completion of the school year.
4. Certified staff members must notify the District of their intent to retire by March 1st of the year in which they plan to retire. Staff are still eligible to retire after March 1st, however those who declare their retirement to the District after March 1st under this plan will be penalized 3% of the total sum of their contract in the last year of their employment in the District.
5. After a certified staff member completes their 10th year as an employee of the District, a payment of \$5,500 will be paid into the certified staff's HRA. When a certified staff member completes their 15th year as an employee of the District, an additional

payment of \$5,500 will be paid into the certified staff's HRA. These payments will be made on or before the August 1st following the completion of their 10th and 15th years.

6. Each certified staff member will receive a \$2,000 contribution to their HRA for every fifty (50) days of paid time off (PTO) accumulated. This contribution will be made only the first time the fifty (50) day increment is reached. For example, a certified staff member who has worked for the District for 30 years with perfect attendance could accrue 360 PTO and would be paid \$2,000 at each 50-day level, giving them a total of \$14,000 paid into their HRA.
7. No additional health insurance coverage will be provided by the District upon a certified staff's retirement. Retirees will be expected to provide for their own insurance coverage. Retirees may choose to remain with the District's health insurance plan in accordance with COBRA guidelines or elect to obtain alternate coverage, using their designated HRA funds to pay premiums or un-reimbursed medical expenses.
8. The Plan Administrator of the HRA shall be selected via a selection committee comprised of three (3) members of the Administration and/or the Board of Education and three (3) members of Amery certified staff for a total of six (6) committee members. The District shall have the right to change the Plan provider if the new Plan provides equivalent or better benefits and the change is agreed upon by a majority vote of the selection committee.
9. Management fees will be paid by the District.

WISCONSIN RETIREMENT SYSTEM

Employee Contribution: Once eligible for coverage under WRS, coverage is mandatory, and an employee may not "opt out" of WRS. Employers and employees are each required to pay "one-half of the actuarially required contributions." Employee contributions are pre-tax.

LEAVES & ABSENCES

PAID TIME OFF (PTO)

Certified staff are contracted to work a specific number of days each school year. These required days of work include student contact days, in-service days, and days of parent teacher conferences. It is the expectation of the School District of Amery that by signing a contract for employment, certified staff agree to work each of the required days, and failure to do so is a breach of contract.

The district acknowledges that it must account for days of employee and employee family member sickness. Further, the district understands that employees have other personal obligations which cannot be reasonably accounted for outside of the school day. Therefore, each certified staff member is granted paid time off (PTO) to use each school year.

All certified staff shall accrue twelve (12) days of paid time off per school year. Part-time employees will receive paid time off on a prorated basis based on the number of hours they are scheduled to work.

PTO is used to account for all absences from work except for those which qualify for Bereavement Leave.

PTO cannot be used on a day of parent teacher conferences or on a day of teacher in-service. PTO cannot be used the day prior to or the day after scheduled days off in February, March, April, or May. Absences on any of these days require special supervisor and/or district administrator approval and may require a doctor's note. Unapproved absences on these days will be treated as a day of leave without pay.

At the end of each school year, all unused PTO days will be moved into the employee's PTO retirement bank. Handbook language will determine how staff are paid for banked PTO days in retirement. Days in an employee's PTO retirement bank are not available to use for time off unless it is conjunction with an FMLA, a short-term disability, or a long-term disability leave.

No more than 10 PTO requests will be approved for any given day. PTO leave will be granted in the order the Request for Leave/Report of Absence paperwork is received. All PTO beyond the 10th day requires special supervisor and/or district administrator approval and may require a doctor's note. Unapproved absences beyond 10 on a given day will be treated as a day of leave without pay. If a doctor's note is required, the employee has one week to provide it to their supervisor before a leave without pay occurs. If the doctor's note is provided the day of absence will be recorded as a PTO day.

Requests for PTO must be submitted using the "Request for Leave/Report of Absence" form including a supervisor signature. When possible, this form should be submitted in advance of the absence. In the event of an unplanned absence, the form should be completed upon the employee's return to work.

An employee who resigns their position or is terminated will forfeit all current year and banked PTO.

The district administrator has the right to approve or deny all requests for paid time off (PTO).

BEREAVEMENT LEAVE

All certified staff are allowed three (3) days of paid bereavement leave each school year to attend to a death in the family. Part-time employees will receive bereavement on a prorated basis based on the number of hours they are scheduled to work.

Bereavement leave may be used for the death of an immediate family member of you or your spouse or domestic partner. Immediate family members include spouse, domestic partner, parent, grandparent, child, brother, sister, grandchild, step-relatives and in-laws. Staff wishing to attend the funeral of someone other than an immediate family member must use paid time off (PTO) for their absence.

Bereavement leave does not carry over or accumulate from year to year. An employee who resigns their position or is terminated will forfeit their bereavement leave days.

PDH TRADE DAYS

Certified staff may trade their earned professional development hours (PDHs) for up to two (2) additional days of paid time off per school year. Twenty (20) PDHs equals one day of paid time off; ten (10) PDHs equals one-half (.5) day of paid time off. PDH trade days may be used in increments of no less than one-half (.5) days.

PDHs required for a PDH trade day request must be already earned at the time the request for leave is submitted; staff may not request a PDH trade day using PDHs they plan to earn in the future.

PDH trade days cannot be used on a day of parent teacher conferences or on a day of teacher in-service. PDH trade days cannot be used the day prior to or the day after scheduled days off in February, March, April, or May. Absences on any of these dates require special supervisor and/or district administrator approval and may require a doctor's note. Unapproved absences on these days will be treated as a day of leave without pay.

Requests for PDH trade days must be submitted using the "Request for Leave/Report of Absence" form including a supervisor signature. When possible, this form should be submitted in advance of the absence. In the event of an unplanned absence, the form should be completed upon the employee's return to work.

The district administrator has the right to approve or deny all requests for PDH trade days.

FMLA – FAMILY/MEDICAL/MILITARY LEAVE

The Family and Medical Leave Act (FMLA) and the Wisconsin Family and Medical Leave Act (WFMLA) provide certain employees with up to 12 weeks of unpaid, job-protected leave per year. They also require that employee group health benefits be maintained during the leave. The District will abide by all current FMLA and WFMLA rules in place.

Eligibility:

- Federal: Employees are eligible if they have worked for a covered employer for at least one year, for 1,250 hours of service over the previous 12 months.
- State: Employees are eligible if they have worked for a covered employer for more than 52 consecutive weeks, for a minimum of 1,000 paid hours.

Basic Leave Entitlements - Family & Medical

- Federal: Up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:
 - For incapacity due to pregnancy, prenatal medical care or childbirth;
 - To care for the employee's child after birth, or placement for adoption or foster care;
 - To care for the employee's spouse, son or daughter, or parent, who has a serious health condition; or
 - For a serious health condition that makes the employee unable to perform the employee's job.
- State: On a calendar year basis, the following unpaid, job-protected leave is available:
 - Up to 6 weeks per 12-month period for the birth or adoption of a child;
 - Up to 2 weeks per 12-month period to care for a child, spouse, parent or parent-in-law, domestic partner or domestic partner's parent who has a serious health condition;
 - Up to 2 weeks per 12-month period for the employee's serious health condition

Basic Leave Entitlements - Military

- Federal: Eligible employees with a spouse, son, daughter, or parent on active duty or call to active-duty status may use their 12-week leave entitlement to address certain "qualifying exigencies".
 - Eligible employees may take up to 26 weeks of leave to care for a covered service member during a single 12-month period.

Any employee who is interested in taking FMLA leave should contact the Director of Personnel for further information about your rights and responsibilities under these laws.

JURY & COURT DUTY

Jury Duty is non-accumulative paid leave for as much time as is required for an employee to serve on a jury for which he or she is summoned by the court when such duty occurs during the employee's work hours. No paid leave will be provided for jury duty that occurs outside of the employee's regular work hours or workdays. An employee must notify his or her immediate supervisor as soon as notice of jury duty is received. Also, the employee is expected to contact his or her immediate supervisor immediately upon termination of jury duty or when temporarily relieved of jury duty.

An employee who is unable to report for work because of jury duty will be paid the regular hours he or she is scheduled to work. The employee will provide a copy of the check received from serving on the jury to the District Administrator and/or his/her designee and will keep any travel expenses received. The employee will not suffer any loss of benefits that would be accrued during this time (i.e. sick leave, health insurance, etc.) or loss of any salary adjustment to which the employee is entitled. The time required for any employee to serve on jury or court duty directly related to his/her employment with the District will not be deducted from sick leave or other leave time the employee has earned or will earn in the future.

REMOTE LEARNING DAYS

On days of remote instruction, certified staff are not required to physically report to work. Building administrators will design the remote instructional school day. Certified staff are required to follow instructions on how remote learning will occur from building principals and other supervisors. Certified staff are to be cognizant that the top priority on remote instruction days is the students they instruct during a typical school day.

EMERGENCY CONDITIONS

In conjunction with local health and/or public safety authorities, the School District of Amery may decide to close a work site or take other emergency measures to safeguard the health and welfare of employees and the public and/or because a situation exists affecting the ability of employees to perform their job. Examples of emergency conditions might include power outages, a natural disaster, or a quarantine imposed by health officials. Under such circumstances, the School District of Amery may authorize paid leave status for employees.

WORKDAY APPOINTMENTS

It is the expectation of the School District of Amery that employees will make every effort to schedule appointments outside of their workday. If it is necessary to schedule an appointment during the workday the employee is required to use paid time off (PTO) for their absence. An employee may arrive late up to 8:30 a.m. or leave at 2:45 p.m. for a scheduled appointment with prior approval from their building principal or supervisor. Employees who arrive after 8:30 a.m. or leave before 2:45 p.m. for an appointment are required to use a ½ day of paid time off (PTO).

LEAVE WITHOUT PAY

Employees who have depleted their current year's PTO and their PTO retirement bank, do not come to work, and have not been approved for leave without pay, will not be paid. Further, these employees are in breach of contract and, as such, are subject to reprimand and termination unless formally granted leave without pay through the District.

1 st day of unapproved leave without pay	Docked per diem from salary and given a verbal reprimand
2 nd day of unapproved leave without pay	Docked per diem from salary and given a written reprimand
3 rd day of unapproved leave without pay	Certified staff member is terminated

LEAVE OF ABSENCE

An unpaid leave of absence that may be needed outside of established FMLA/WFMLA guidelines and procedures may be granted for the current school year with no guarantee of re-employment. A request for a leave of absence must be approved by the district administrator. A leave of absence requires the employee to use their PTO for the current school year plus all PTO in their retirement bank. Requests for unpaid leaves of absence shall be made in writing to the District Administrator who may take the request to the Board of Education for consideration. Requests denied by the District Administrator may be brought to the Board of Education for consideration. Requests to extend a leave of absence into the following school year must be submitted in writing to the District Administrator who may take the request to the Board of Education for consideration.

EMPLOYEE ABSENCE AND SUBSTITUTES

When a certified staff member is to be absent from school and a substitute is needed, it is the responsibility of the employee to notify their supervisor and call the District's designated substitute caller. If possible, such notification should be made the evening prior to the time of absence, or before 6:00 a.m. This will help to provide time for obtaining a substitute.

Certified staff are expected to have complete and up to date sub plans ready on any given day for a substitute teacher. Sub plans should be housed in an area which can be accessed by the substitute teacher. Certified staff who are planning a long-term absence should work with their supervisor and their substitute teacher to coordinate job shadowing and lesson plans as needed and agreed upon.

LEAVE RECORDS

Employees may access their leave records via the Skyward Employee Access (ERMA) link on the District website.

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July 17, 2017
July 16, 2018
May 20, 2019
June 22, 2020
August 25, 2020
December 21, 2020
January 18, 2021
April 12, 2021
May 17, 2021
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June 27, 2022
April 17, 2023
June 26 2023