

2023-2024

SCHOOL DISTRICT OF AMERY

SUPPORT STAFF COMPENSATION & BENEFITS

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

COMPENSATION

The Board will determine the salary schedule and the availability of level movement for employees based on the financial needs of the District. With Board approval, employees in the Clubhouse, Custodian, School Nutrition, Paraeducator, Van Driver, and Secretary categories who are in good standing will move one level annually on July 1st. Bus Drivers will also move levels on July 1st if eligible based on the years of service listed below.

Employees moving from one job category to another will be placed at a wage in their new category that is not less than their current wage. From that point forward, movement for employees in good standing will move according to the wage tables below.

Clubhouse, Custodian School Nutrition, Paraeducator, Van Driver	
Level A	\$15.50*
Level B	\$16.00
Level C	\$16.50
Level D	\$17.00
Level E	\$18.00
Level F	\$18.25
Level G	\$18.50
Level H	\$18.75
Level I	\$19.00
Level J	\$19.25
Level K	\$19.50
Level L	\$19.75
Level M	\$20.00
Level N	\$20.25
Level O	\$20.50
Level P	\$20.75
Level Q	\$21.00
Level R	\$21.25
Level S	\$21.50
Level T	\$21.75
Level U	\$22.00
Level V	\$22.25
Level W	\$22.50
Level X	\$22.75
Level Y	\$23.00
Level Z	\$23.25
Level AA	\$23.50
Level BB	\$23.75
Level CC	\$24.00
Level DD	\$24.25

Secretary	
Level A	\$17.00
Level B	\$17.50
Level C	\$18.50
Level D	\$20.00
Level E	\$20.50
Level F	\$20.75
Level G	\$21.00
Level H	\$21.25
Level I	\$21.50
Level J	\$21.75
Level K	\$22.00
Level L	\$22.25
Level M	\$22.50
Level N	\$22.75
Level O	\$23.00
Level P	\$23.25
Level Q	\$23.50
Level R	\$23.75
Level S	\$24.00
Level T	\$24.25
Level U	\$24.50
Level V	\$24.75
Level W	\$25.00
Level X	\$25.25
Level Y	\$25.50
Level Z	\$25.75
Level AA	\$26.00
Level BB	\$26.25
Level CC	\$26.50
Level DD	\$26.75

Bus Driver	Per Route	Per Day	Mileage
Level 1 (entry level)	\$38.00	\$76.00	x .35 / mile
Level 2 (after 1 year)	\$39.00	\$78.00	x .35 / mile
Level 3 (after 2 years)	\$40.00	\$80.00	x .35 / mile
Level 4 (after 4 years)	\$41.00	\$82.00	x .35 / mile
Level 5 (after 5 years)	\$42.00	\$84.00	x .35 / mile
Level 6 (after 10 years)	\$43.00	\$86.00	x .35 / mile
Level 7 (after 15 years)	\$44.00	\$88.00	x .35 / mile
Level 8 (after 20 years)	\$45.00	\$90.00	x .35 / mile
Level 9 (after 25 years)	\$46.00	\$92.00	x .35 / mile

Additional Bus Driver Pay Information:

Bus Driver Sub Pay: \$47.00 per route (includes mileage)

Extra Driving Pay: \$18.00 per hour

Meal Reimbursement for Extra Driving: \$12.00

Training/Meetings Pay: \$16.00 per hour

Position Pay Differentials:

The following positions will receive additional hourly pay as indicated.

School Nutrition - Cook: \$0.50/hour

School Nutrition - Lead Cook: \$1.00/hour

Clubhouse - Lead Teacher: \$0.75/hour

Support Staff Longevity Pay

Longevity pay for support staff (all job categories including bus drivers) is based on total years worked in the District with a contract or letter of appointment, regardless of job category. Once employees qualify for longevity pay, they will receive a payment annually no later than June 20th following each completed year worked.

10 years = \$50
15 years = \$100

20 years = \$150
25 years = \$200

* Clubhouse staff without the required early childhood coursework will have a starting wage of \$14.50 and will be eligible to increase to \$15.50 upon completion of the training.

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 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. 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.

POSITION PAY DIFFERENTIAL

Lead Cooks will be paid an additional \$1.00 per hour and Cooks will be paid an additional \$.50 per hour immediately upon their appointment to these positions. Clubhouse Lead Teachers will be paid an additional \$.75 per hour. The immediate Supervisor retains the right to assign these positions.

An employee who temporarily assumes a position due to the absence of another employee who receives a position pay differential shall, after two (2) weeks in this responsibility position, receive the pay differential for that position for the remainder of the temporary assignment.

An employee who receives a position differential in their regular position and temporarily assumes a position without a differential due to the absence of another employee shall retain their differential pay during the temporary assignment.

BENEFITS

HOLIDAYS

- Twelve (12) month employees will be eligible for the following paid holidays at their regular daily earnings: New Year's Eve Day, New Year's Day, Memorial Day, Good Friday, Fourth of July, Labor Day, Thanksgiving Day, Christmas Eve Day and Christmas Day.
- Employees whose Letter of Appointment from the District covers more than ten (10) months will be eligible for the paid holidays listed above, except the Fourth of July.
- Nine (9) and ten (10) month employees will be eligible for the following paid holidays at their regular daily earnings: Labor Day, Thanksgiving Day, Christmas Day, Good Friday, New Year's Day, Memorial Day.

All work performed on a holiday or Sunday will be paid at the rate of time and one-half.

If the above-listed holidays fall on a day when the employee is not regularly scheduled to work, including Saturday or Sunday, the holidays shall be celebrated on the prior Friday, the following Monday, or as determined by the District Administrator. If the regular pay date falls on a weekend or a holiday, paychecks will be deposited on the workday prior to the weekend or holiday.

INSURANCES

1. **HEALTH INSURANCE & COBRA** - The Board will provide health insurance to eligible employees. Eligibility is available to employees scheduled to work 30 or more hours per week. The insurance carrier(s), program(s), and coverages will be selected and determined by the Board in accordance with applicable state and federal regulations. The employee contributions are based on the number of months worked in the District's fiscal year:

Tier 1: Support staff assigned to work 11 months or more per year will pay 12% of the premium.

Tier 2: Support staff assigned to work less than 11 months per year will pay 18% 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 employees scheduled to work 30 or more hours per week. The insurance carrier(s), program(s), and coverages will be selected and determined by the Board in accordance with applicable state and federal regulations. The employee contributions are based on the number of months worked in the District's fiscal year:

Tier 1: Support staff assigned to work 11 months or more per year will pay 12% of the premium.

Tier 2: Support staff assigned to work less than 11 months per year will pay 18% 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.
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.

REIMBURSEMENT FOR LICENSES, CERTIFICATIONS AND TRAININGS

Bus Drivers who have completed one full calendar year of employment with the District will be reimbursed for the cost of the subsequent renewal of their CDL School Bus Endorsement. The District shall be responsible for obtaining and paying any fees associated with a bus driver's driving record abstract.

All employees who are directed to attend approved workshops or required to attend training in their field of work shall be reimbursed for attending these workshops/training for actual costs incurred including meals, lodging, mileage, and registration fees. Compensation for training time may be provided in the form of wages or in professional development hours (PDHs).

EEN Aides who have completed a probationary period will be reimbursed by the District for the cost of their initial DPI certification and each renewal as required by the District to receive State and Federal education aids. Failure to maintain credentials will result in the requirement that the employee pay all fees associated with the reinstatement of those credentials.

RETIREMENT OR SEPARATION OF EMPLOYMENT - PAID TIME OFF (PTO) PAYOUT

Employees who are at least age 55 with at least ten (10) years of service to the District shall be eligible for retirement. Support staff retirees will be paid \$90 per day (prorated for the employee's work schedule, based on an 8-hour workday) for each day of accumulated paid time off (PTO) at the time of retirement.

PTO days may not be used in conjunction with an impending retirement or separation of employment except when PTO days are needed for a certified medical reason. Employees planning to retire shall inform the District at least forty (40) workdays prior to the planned date of retirement. The PTO payout will be paid through payroll and issued to the retiree within thirty (30) days following the date the retirement becomes effective.

In the case of a separation of employment due to a resignation or termination, the employee will forfeit their PTO days.

UNIFORMS

Employees working in the School Nutrition and Custodial departments will be provided with work shirts that are to be worn when on duty. Employees must notify their immediate supervisor if a shirt is damaged and needs to be replaced.

After one year of employment, staff who work primarily outdoors to perform their duties are eligible to be reimbursed up to \$100.00 per school year for the purchase of winter attire. The reimbursement amount may be prorated based on time spent outdoors. Employees requesting this reimbursement must submit a written request to their immediate supervisor for approval by their supervisor and the district administrator. Receipts for qualifying purchases must be presented to the employee's supervisor within 30 days of purchase and within the current school year. Winter attire reimbursements will be paid through payroll and are not considered WRS reportable earnings.

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)

Support staff are required to work a specific number of days each school year. These days of required work include days when there is school and may include days when there is not school. It is the expectation of the School District of Amery that by signing a letter of appointment, support staff agree to work each required day of work, and failure to do so is a breach of the letter of appointment.

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 support staff member is granted the use of paid time off (PTO) to account for all absences from work.

As of July 1, 2023, all days of accrued personal leave time (PLT) will become accrued paid time off (PTO). The conversion from PLT days to PTO

days will be one to one, i.e., one day of PLT will be converted to one day of PTO.

Each employee will start the year with the balance of PTO remaining from the previous year and will earn, upon completion of each month worked in whole or in part, one additional day of PTO (i.e. – nine-month employees would earn nine days per school year, 12-month employees would earn twelve days per school year), beginning July 1 and ending June 30 of the following year. PTO balances carry over from year to year. Part-time employees will receive paid time off (PTO) on a prorated basis based on the number of hours they are scheduled to work. PTO can be used at any time in conjunction with FMLA, short-term disability, or long-term disability leave.

Employees may not use more than the number of PTO days that have been earned. An absence with no PTO available requires special supervisor and/or district administrator approval and may require a doctor’s note. Unapproved absences will be treated as a day of leave without pay and are subject to the conditions outlined under the Leave Without Pay section of this guide. If a doctor’s note is required, the employee has one week to provide it to their supervisor before the day is classified as leave without pay.

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.

Handbook language will determine how staff are paid for their PTO days in retirement. An employee who resigns their position or is terminated will forfeit their PTO days.

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

VACATION

Full-time, 12-month employees scheduled to work 40 hours per week on their Letter of Appointment will accrue vacation per the chart below. Vacation time shall be credited based on the total number of years of District experience in a twelve (12) month position in all departments combined.

Number of Full Years Worked	Number of Vacation Days
1 Year	5 Days
2 Years	10 Days
5 Years	12 Days
10 Years	13 Days
12 Years	15 Days
15 Years	17 Days
20 Years	20 Days

All vacation requests must be submitted, in writing, a minimum of two (2) days prior to the date of the vacation, to the employee’s immediate supervisor or the District Administrator for approval or denial. The District may change vacation requests if it determines that the needs of the District cannot be met without the employee's presence. Vacation days must be used during the school year during which they are earned.

An employee who resigns or retires from their position will be paid for their accrued vacation days at their current rate of pay. Accrued vacation will be paid out through payroll within thirty (30) days following separation from employment. An employee who is terminated will forfeit their vacation days.

PDH TRADE DAYS

Support staff may trade their earned professional development hours (PDHs) for up to two (2) additional days of paid time off per school year. Staff who are scheduled to work 7 or more hours per day can trade twenty (20) PDHs for one day of paid time off; or trade ten (10) PDHs for one-half (.5) day of paid time off. PDH trade days may be used in increments of no less than one-half (.5) days. Staff who are scheduled to work less than 7 hours per day may have a prorated amount of PDHs required for a trade day.

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 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 District Office for further information about your rights and responsibilities under these laws.

JURY & COURT DUTY

Jury Duty is a 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.

INCLEMENT WEATHER DAYS / REMOTE LEARNING DAYS

All custodians are expected to report to work on an inclement weather/remote learning day. All other support staff are not expected to report. Support staff, including custodians, who do not report for part or all of an inclement weather/remote learning day and wish to be paid must use PTO.

If an employee who is not expected to report, and their supervisor, agree that the employee will work a partial or full day during an inclement weather/remote learning day, the employee may work as agreed upon and will be paid for hours worked.

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

Employees must use a PTO day (full or half day) when they are not able to be at work due to an appointment. However, if an employee has an appointment that is thirty (30) minutes or less in length, they may check out to conduct the appointment and work thirty (30) minutes less that shift. Employees are also allowed to combine this 30-minute timeframe with their 30-minute, duty free lunch period to conduct an hour-long appointment without having to use a PTO day. All leave requests for appointments during the workday must be approved by the employee's immediate Supervisor.

LEAVE WITHOUT PAY

Employees who have depleted their paid time off (PTO) and do not come to work will not be paid during their period of absence. Further, employees who have depleted their PTO, are not coming to work, and have not been approved for leave without pay are in breach of their letter of appointment and as such are subject to termination.

1 st day of unapproved leave without pay	Docked per diem from paycheck and given a verbal reprimand
2 nd day of unapproved leave without pay	Docked per diem from paycheck and given a written reprimand
3 rd day of unapproved leave without pay	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. 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 an employee 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 applicable. 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.

LEAVE RECORDS

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

Revised: May 20, 2019
May 18, 2020
August 25, 2020
December 21, 2020
January 18, 2021
April 12, 2021
May 17, 2021
January 1, 2022
May 16, 2022
April 17, 2023
June 26, 2023