

**2025-2026**  
**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, 2025.

**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 categories of Custodian, School Nutrition, Paraeducator, Van Driver, and Secretary who are in good standing will move one level annually on July 1<sup>st</sup>. Bus Drivers will also move levels on July 1<sup>st</sup> if eligible based on the years of service listed below. Employees who join the district mid-year will be eligible to move one level on July 1<sup>st</sup> as long as their first day of work was prior to March 1st.

Employees changing positions and moving between Wage Scale 1 and Wage Scale 2 will remain at the same pay level, not including any position pay differentials from the previous job category. If the new position includes a pay differential it will be added to the new base wage.

<b>WAGE SCALE 1</b> Custodian School Nutrition, Paraeducator, Van Driver	
Level A	\$15.75
Level B	\$16.25
Level C	\$16.75
Level D	\$17.25
Level E	\$18.25
Level F	\$18.50
Level G	\$18.75
Level H	\$19.00
Level I	\$19.25
Level J	\$19.50
Level K	\$19.75
Level L	\$20.00
Level M	\$20.25
Level N	\$20.50
Level O	\$20.75
Level P	\$21.00
Level Q	\$21.25
Level R	\$21.50
Level S	\$21.75
Level T	\$22.00
Level U	\$22.25
Level V	\$22.50
Level W	\$22.75
Level X	\$23.00
Level Y	\$23.25
Level Z	\$23.50
Level AA	\$23.75
Level BB	\$24.00
Level CC	\$24.25
Level DD	\$24.50

<b>WAGE SCALE 2</b> Secretary	
Level A	\$17.25
Level B	\$17.75
Level C	\$18.75
Level D	\$20.25
Level E	\$20.75
Level F	\$21.00
Level G	\$21.25
Level H	\$21.50
Level I	\$21.75
Level J	\$22.00
Level K	\$22.25
Level L	\$22.50
Level M	\$22.75
Level N	\$23.00
Level O	\$23.25
Level P	\$23.50
Level Q	\$23.75
Level R	\$24.00
Level S	\$24.25
Level T	\$24.50
Level U	\$24.75
Level V	\$25.00
Level W	\$25.25
Level X	\$25.50
Level Y	\$25.75
Level Z	\$26.00
Level AA	\$26.25
Level BB	\$26.50
Level CC	\$26.75
Level DD	\$27.00

Bus Driver	Per Route	Per Day	Mileage
Level 1 (entry level)	\$38.50	\$77.00	+ .35 / mile
Level 2 (after 1 year)	\$39.50	\$79.00	+ .35 / mile
Level 3 (after 2 years)	\$40.50	\$81.00	+ .35 / mile
Level 4 (after 4 years)	\$41.50	\$83.00	+ .35 / mile
Level 5 (after 5 years)	\$42.50	\$85.00	+ .35 / mile
Level 6 (after 10 years)	\$43.50	\$87.00	+ .35 / mile
Level 7 (after 15 years)	\$44.50	\$89.00	+ .35 / mile
Level 8 (after 20 years)	\$45.50	\$91.00	+ .35 / mile
Level 9 (after 25 years)	\$46.50	\$93.00	+ .35 / mile

**Additional Bus Driver Pay Information:**

**Bus Driver Sub Pay:** \$47.50 per route (includes mileage)

**Extra Driving Pay:** \$18.00 per hour

**Meal Reimbursement for Extra Driving:** \$12.00

**Training/Meetings Pay:** \$18.00 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:** \$1.50/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 20<sup>th</sup> following each completed year worked.

**10 years = \$200    20 years = \$400**  
**15 years = \$300    25 years = \$500**

## **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 district payroll staff who can assist you in understanding the information that is required 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, 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. 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 billed to the District.

## **PAYROLL DATES**

Payrolls will be issued bi-monthly, on or before the 5<sup>th</sup> and 20<sup>th</sup> of each month. If the 5<sup>th</sup> or the 20<sup>th</sup> 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 \$1.50 per hour and Cooks will be paid an additional \$.50 per hour immediately upon their appointment to these positions. 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 pay 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.

An employee moving to a new job category will be placed on the wage scale according to their base wage (not including any position pay differentials from the previous job category). If the new position includes a pay differential, it will then be added to the new base wage.

## **BENEFITS**

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### **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 17% 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 – MEDICAL BENEFIT CREDIT**

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 medical benefit credit option 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 eligible for a \$2,000 medical benefit credit payment.

By opting for the medical benefit credit 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 medical benefit credit 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 with their completed Medical Benefit Waiver Form indicating they are covered under another group health program as a spouse or dependent. Payment of the medical benefit credit 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 District 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 District Office within twenty-four (24) hours after the occurrence of the injury or as soon as practicable. The District Office 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).

Special Education Paraeducators 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 - PERSONAL LEAVE TIME (PLT) 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 personal leave time (PLT) at the time of retirement.

PLT days may not be used in conjunction with an impending retirement or separation of employment except when PLT 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 PLT 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 PLT 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.

### **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**

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### **PERSONAL LEAVE TIME (PLT)**

All employees will receive Personal Leave Time (PLT). Personal Leave Time is to be used for any issues that require an employee to be absent on a scheduled workday and may be used in half- or whole-day increments. Each employee will start the year with the balance of PLT remaining from the previous year and will earn, upon completion of the month worked, one day for each month scheduled for the upcoming school year (i.e. nine-month employees would earn nine days, 12-month employees would earn twelve days), beginning July 1 through June 30 of each year. Employees may not use more than the number of PLT days that have been earned.

Employees may use any PLT or vacation time available for unexpected school closure days (i.e. inclement weather) that will not be made up at a later date and which would result in lost wages.

#### **Separation of Employment**

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

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

**VACATION**

Full-time, 11-month and 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 an eleven (11) or twelve (12) month position in all departments combined.

<b>Number of Full Years Worked</b>	<b>Vacation Days for 12-month Employees</b>	<b>Vacation Days for 11-month Employees</b>
1 Year	5 Days	3 days
2 Years	10 Days	5 days
5 Years	12 Days	6 days
10 Years	13 Days	7 days
12 Years	15 Days	8 days
15 Years	17 Days	9 days
20 Years	20 Days	10 days

All vacation requests must be submitted a minimum of seven (7) 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 within one year of earning them.

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.

**BEREAVEMENT/EMERGENCY LEAVE**

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

A leave day for bereavement 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, aunt, uncle, niece, nephew, 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 personal leave time (PLT) for their absence.

A leave day for an emergency may be used for unforeseen circumstances that require the employee’s immediate attention.

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

**REQUESTS FOR LEAVE**

Requests for PLT, Vacation, and Bereavement/Emergency Leave must be submitted as follows:

Paraeducators & Secretaries: Submit time off requests using the online Time Off Request Form.

Custodians, Bus Drivers, and School Nutrition: Submit time off requests in Skyward.

When possible, time off requests should be submitted in advance of the absence. In the event of an unplanned absence, the time off request should be completed immediately upon the employee’s return to work.

**LEAVE WITHOUT PAY**

Employees who have depleted their PLT, Vacation, and Bereavement/Emergency Days and do not come to work will not be paid during their period of absence. Further, these employees are in breach of their letter of appointment and, as such, are subject to reprimand and termination unless formally granted excused leave without pay through the district.

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|---|---|
| 1 <sup>st</sup> day of unapproved leave without pay | Docked pay for hours missed from paycheck and given a verbal reprimand  |
| 2 <sup>nd</sup> day of unapproved leave without pay | Docked pay for hours missed from paycheck and given a written reprimand |
| 3 <sup>rd</sup> day of unapproved leave without pay | Staff member is terminated  |

## **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 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. If an employee is not chosen as a juror or if the case is settled midday, the employee is expected to notify their supervisor and then return to work for the remainder of the day. An employee who is unable to report for all or part of a workday due to jury duty will be paid their regular wage for the hours missed.

The employee will provide the stipend 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 duty during his/her employment with the District will not be deducted from PLT 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 PLT or vacation.

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 PLT 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 PLT day. All leave requests for appointments during the workday must be approved by the employee's immediate Supervisor.

## **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 PLT for some or all days of their leave of absence. 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 scheduler 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  
                          April 15, 2024  
                          April 21, 2025