

WAGES, HOURS AND CONDITIONS OF EMPLOYMENT  
FOR SUPPORT STAFF COORDINATORSSection I - Operating Provisions

1. Probation: A new employee shall work for a trial period of 12 months from the date of hire. During such twelve-month probationary period, the district may terminate the employment of any such probationary employee, without right of appeal by said probationary employee in any manner.
2. Resignation, Discipline and Discharge: Notification of termination of employment on the part of the employee shall be made in writing and shall specify the date of termination, which shall be no less than ten working days beyond the date of notice. Discipline, including discharge, is recognized as a management right of the district and may be exercised by the district, through its designated representatives, in regard to any employee who does not fulfill his/her responsibilities to the district as an employee or does not comply with district policies now or hereafter in effect. The district shall not discharge or discipline any employee without cause. If, in any case, the district feels there is cause for discharge, the employee will be notified, in writing, that the employee has been discharged and the reasons therefor. The employee shall have the right to respond in writing to the allegations of deficiency within ten days of receipt of said notice from the district. The employee shall further have the opportunity to request and have a fair and impartial hearing before the board regarding alleged deficiencies and shall have the right to at least five days' prior written notice of the time and place of said hearing. Any employee found to be unjustly discharged shall be reinstated with full compensation for all lost time and with full restoration of all other rights and conditions of employment.
3. Retirement: Employee is covered under Social Security and Wisconsin Retirement Fund.
  - a. Retirement Benefit: To be eligible for retirement benefits, the retiree must be the minimum age required for WRS retirement and shall have served the district for fifteen full-time equivalent years, the last five of which must be consecutive as a coordinator. Approved leaves shall not be considered an interruption of continued employment for the purpose of this article.
  - b. Coordinator staff members who elect to retire shall be eligible for the following retirement benefits:

Group 1: Coordinators hired after July 1, 2007:

    - (1) Beginning with the first year of employment, the District will contribute semiannually, in the name of each new unit member, a sum equal to six percent (6%) of the base wages the first year and, thereafter for each year of employment with the District, a sum equal to six percent (6%) of the base wages, into a Health Reimbursement Arrangement (HRA) account. Semi-annual deposits will be made by January 31 and June 30 of each year. The HRA accounts will be managed by the District or the District's third party account management firm.
    - (2) Upon completion of their seventh year with the district, and having retired from the school district, new unit members shall be vested, and become owners of their HRA account.
    - (3) In the event of death of a vested employee, the earned HRA account benefit would be transferable to a qualifying surviving spouse or qualifying dependent children.

(4) A unit member with a full time equivalency (FTE) of less than one (1.0) will have this benefit prorated according to his/her actual annual FTE.

Group 2: Coordinators hired after July 1, 2015, are not eligible for retirement benefits.

5. Vacancies: Vacancies in the Coordinator Unit will be made available to other qualified members of the Coordinator Unit, for possible administrative transfer, prior to being advertised to the general public.

### Section II - Working Conditions

1. Work Time: The position is a hourly position with paid time for holidays
2. Holidays: School year coordinators will not report for the following observed holidays: Memorial Day, Labor Day, Thanksgiving Day, Christmas Eve Day, and Christmas Day. When such holiday falls on a Saturday, the Friday preceding will be the day off; when such holiday falls on Sunday, the Monday following will be the day off.

### Section III - Employee Benefits

Wages and benefits are proportionate to the amount of time scheduled to work.

1. Insurance Benefits:
  - a. Health Insurance: The district shall pay 87.5% of the premium for family or single (as determined by the employee) coverage for the employee for the health insurance program in effect for the district's employees. Coverage will terminate on the last day of the month of employment. Staff who are employed only during the school year and terminate at the end of the school year will have coverage extend through August 31 unless the employee chooses to terminate coverage before August 31. In the event of disability of the employee, the employer shall pay the full premium for family or single (as determined by the employee) coverage for said employee for the health insurance program in effect for the district's employees for up to eighteen months.
  - b. Dental Insurance: The district shall pay 90% of the premium for family or single (as determined by the employee) coverage for the employee for the dental insurance program in effect for the district's employees.
  - c. Life Insurance: The district shall pay 50% of the premium for life insurance for the employee, the insured amount to be not less than the current annual salary of the employee.
  - d. Disability Insurance: The district shall pay the full premium for the employee for the long-term protection insurance program in effect for the district's employees.
2. Leaves:
  - a. Paid Leave: Twenty-five paid leave days per year, accruable to a maximum of 150 days without deduction from wages, may be used for personal illness or illness of employee's spouse, children, in-laws, parents, grandparents, guardians, siblings, or members of the immediate household, death in the family, funerals, legal business and emergency leave. Legal business and emergency leave each shall not exceed two days in any one year.

Emergency shall be defined as a situation over which the employee has no control and which requires immediate attention. Paid sick leave may be used for medical, dental, and

vision examinations where appointments for such examinations must be made at least two days in advance of the examination and shall not exceed two days accumulative per year. The employee's supervisor shall be notified in advance of any such leave. Upon return to work, a report form shall be filed with the supervisor.

- b. Overtime: Overtime shall be awarded in accordance with Section 2.03 of the employee handbook and for such meetings that run longer than the normal workday when the total number of hours in a week will exceed 40 hours. Flex time can be used in a minimum of 1-hour increments with a notice to their supervisor of 24 hours. This leave may be denied if it places undue hardship upon the district. Employees may be allowed to flex their schedules within the 40-hour work week.
  - c. Unpaid Leave: Employee may request up to five days' leave without pay providing such request is made in writing to the immediate supervisor no less than six weeks in advance. Granting of such leave shall be discretionary by the immediate supervisor.
3. Vacation: School year employees shall not accrue vacation
4. Wisconsin Retirement Fund: The district shall pay employer's share of the Wisconsin Retirement Fund contribution. The employee shall be responsible for the Wisconsin Retirement Fund contribution as required by state statutes.
5. Longevity: Employees shall receive the following amounts for time in service:

Years of Service	Longevity Payment
8-12	0.5% of 7/1 to 6/30 total earnings
13-17	1.0 % of 7/1 to 6/30 total earnings
18+	1.5% of 7/1 to 6/30 total earnings

Longevity payments shall be made in the month of December.

6. Mileage: An employee required to drive his/her personal automobile in the course of employment shall be reimbursed at the prevailing IRS rate.
7. Coordinator Salary Rate: See 542.33-Exhibit, Wages for Support Staff Coordinators

Adopted: July 9, 2001

Revised: July 12, 2004  
March 10, 2008  
June 13, 2011  
August 10, 2015  
November 14, 2016

/s/Tammy Schneider  
Clerk