

SCHOOL DISTRICT OF WHITEFISH BAY
1200 EAST FAIRMOUNT AVENUE
WHITEFISH BAY, WISCONSIN 53217

The Whitefish Bay School District



An Exceptional Place To Learn

ADMINISTRATIVE STAFF
EMPLOYMENT PROVISIONS

2011-12

Revised 6/2011

Note: These revisions reflect administrative practice and School Board policy as of this date. These revisions were first sent to members of the School Board to assure accuracy.

I. INTRODUCTION

This handbook has been prepared for informational purposes only. None of the provisions contained herein constitute a guarantee of any rights or benefits expressed or implied. The provisions set forth in this handbook may be altered, modified, changed, or eliminated at any time by the School Board at its sole discretion with or without notice. This handbook supersedes any and all previous handbooks, statements, policies, procedures, rules or regulations given to administrators, whether verbal or written.

For the purposes of this handbook, the term "administrator" shall apply to the following personnel:

- District Administrator
- Central Office Directors
- Principals
- Associate Principals
- Activities Director
- Director of Special Education

II. INSURANCE

HEALTH INSURANCE

The district will pay the same percent for health insurance as members of the teachers union which currently is 92% of the health insurance premium for health insurance to those administrators who qualify. In general, an administrator must work at least one-half time in order to participate in the health insurance program. Those administrators that are less than full-time will have a portion of the premium paid on a pro-rata basis.

Upon initial employment, the administrator is eligible to participate in the group health insurance plan available. Open enrollment for that administrator (and his/her family) exists only at the time of employment. If you decline coverage when you are initially eligible, your ability to enroll at a later date will be seriously affected unless your late enrollment request involves "Loss of Other Health Coverage" or adding "New Dependents." If the above two circumstances do not apply, you and your eligible dependents will be required to exhaust a 12-month waiting period following your late enrollment application before your coverage is effective. Also, if the administrator or any dependent is disabled at the time of change, it must be noted on the new enrollment form and the new carrier is not obligated to cover that person.

There is one exception to the conditions stated above. If an administrator has a spouse whose coverage includes the administrator, that administrator may elect to receive cash in lieu of health insurance under the term of the district's 125 plan. This benefit is available to full-time employees only. The amount will be the same as the district contributes toward a single insurance plan.

DENTAL INSURANCE

The district provides dental insurance, either on a single or family basis. The policy provides for diagnostic and preventative work paid at 100%; basic services paid at 100%; inlays, onlays, etc. paid at 80%; bridgework paid at 50%; and orthodontics paid at 50%. The policy has a \$2,000 maximum benefit per person per year and a \$1,500 per person lifetime maximum on orthodontics.

The district pays 80% of either the single or family premium (whichever the administrator desires) for all full-time administrators. The administrator must pay the remaining 20%. The portion of the premium paid for part-time administrators is addressed in each master agreement, however, generally it is on a pro-rata basis.

As with the health insurance, the administrator is given the opportunity to participate in the dental insurance program upon initial employment. Should the administrator desire to take the dental insurance at a later date, it is unlikely that the carrier will allow participation without some proof of insurability.

LONG-TERM DISABILITY

The district provides long-term disability insurance at no cost to all of its administrators. The amount of this disability insurance is 90% of the individual salary. Generally, there is a qualifying period of sixty days of continuous total disability required before benefit payments begin.

If a covered administrator becomes totally disabled by an injury or sickness, the National Insurance Services (NIS) will guarantee the administrator's income up to a maximum of 90%. This monthly benefit is integrated with the administrator's retirement benefits, and/or social security benefits.

If the district is unable to purchase the above described 90% benefit plan, the district may substitute a policy which provides 66-2/3% payment of covered salary to age 70, social security freeze, primary only social security offset and a 25% minimum benefit with either a 60 or 90 day waiting period to be selected by the employee prior to the end of the 60 day waiting period.

GROUP TERM LIFE INSURANCE

The district provides group term life insurance based upon 100% of the previous calendar year salary rounded to the next higher \$1,000. This coverage is handled through the State of Wisconsin Employee Plan with Minnesota Mutual Life Insurance Company being the insurer. The premium for this policy is based upon age and is paid for by the administrator. For all administrators, however, the district does pay an additional premium which enables the value of this policy to hold one-fourth of its basic coverage value after retirement as permanent insurance without additional premiums being paid.

The group term life insurance is optional. Generally, the administrator is not eligible until he/she has worked for the district for a period of six months. However, if the administrator has had six months previous experience in the Wisconsin Retirement System, the waiting period is waived.

The term insurance referred to above is called the "basic coverage." All administrators have the opportunity to participate in the "additional life insurance plan" if they are participating in the basic plan. The additional plan allows the administrator to purchase an additional policy for up to three units of additional insurance. Each unit is equal to the basic plan amount. The rates are similar to

or lower than those provided by the basic rate. The administrator pays the entire cost of this additional insurance and it does not have any residual permanent benefits at retirement.

SPOUSE AND DEPENDENT LIFE INSURANCE

Those administrators who have elected to participate in the basic group life insurance program are eligible to participate in a life insurance program which covers their spouse and all their dependents. For a minimal premium, the administrator's spouse will be covered for \$7,500 of term life insurance and each dependent will be covered for \$3,750. Two units (i.e., \$15,000 spouse and \$7,500 each dependent) of this coverage may be purchased for twice the premium.

EMPLOYEE ASSISTANCE PROGRAM

The district will provide an Employee Assistance Program for all administrators and their immediate families. The purpose of the program is to provide confidential and free initial assessment and referral services for various personal problems; e.g., family, marital, alcohol, drug, financial, and emotional problems.

The district contracts with Lakeshore Workplace Consultants, a nonprofit United Way supported human service agency, for the service. Lakeshore Workplace Consultants' counselors are very knowledgeable with area treatment resources and can match specific individual needs with a qualified professional or facility for assistance.

Referrals made by Lakeshore Workplace Consultants will be coordinated, when possible, with the administrator's health insurance coverage. They will also help locate affordable community resources for those counseling needs not covered by the administrator's insurance plan.

Confidential help is immediately available by calling Lakeshore Workplace Consultants directly at 414-264-4343. Identify yourself as an administrator or a family member of an administrator of the Whitefish Bay School District and an appointment will be arranged at your earliest convenience.

III. RETIREMENT CONTRIBUTION

The School Board pays the employer portion of the contracted salary as a contribution to the Wisconsin Retirement System (WRS) at the current rate assessed by the WRS. The employee is responsible for the employee portion.

IV. PARTICIPATION IN TAX-DEFERRED ANNUITY PROGRAM

Administrators may participate in any TSA program with a vendor on the approved list as per policy. Proper salary reduction agreement and other forms must be filed with the business office and may be changed in June and January of each year.

V. SICK LEAVE

Administrators shall be eligible for an allotment of twelve (12) days per year sick leave due to temporary disability, personal illness, or serious illness in their immediate family cumulative to

100 days. Sick leave will be pro-rated for administrative contracts less than 241 days.

Once the maximum cumulative days is reached, or if, at the beginning of a contract year, an administrator's annual sick leave allotment would permit accumulation above the maximum, the administrator's annual allotment will be the greater of:

- A. The number of days difference between the administrator's current total of cumulative days and the maximum cumulative days set forth herein; or,
- B. 5 days per year

In the event an administrator is eligible for long-term disability benefits, all sick leave payments pursuant to this policy shall cease immediately.

VI. VACATION

Those administrators employed on a twelve-month contract shall be entitled to twenty days vacation per year. Twelve-month administrators who have completed ten years of service as administrators of the school district shall be entitled to twenty-five days vacation per year. Administrators who have not used allotted vacation days for that school year will be allowed to carry over days up to the beginning of teachers workshops in August/September. At that point, no more than three carryover days can be extended for use during the ensuing contract year.

VII. HOLIDAYS

Administrators employed on a twelve-month basis shall be entitled to the following paid holidays:

- Independence Day
- Labor Day
- Thanksgiving Day
- The day following Thanksgiving
- The last normal work day before Christmas Day
- Christmas Day
- The last normal work day before New Year's Day
- New Year's Day
- Floating Holiday (Date determined annually)*
- Memorial Day

- * The floating holiday will be determined prior to July 1 for the following year by the District Administrator and will be a day when classes and other employees are not scheduled.

VIII. PERSONAL BUSINESS DAYS

Upon the approval of the District Administrator, or his/her designee, an administrator shall be allowed to be absent on personal business two full days per year without loss of pay. Requests for such leave should be made one week in advance. The classification "personal business" is interpreted to include religious observances.

IX. JURY DUTY

An administrator shall be granted time off with pay for reporting for jury duty upon presentation of satisfactory evidence relating to this duty. Compensation received for such duty (exclusive of travel pay or pay for jury duty on non-school days) shall be immediately paid over to the school district.

X. LEAVE OF ABSENCE

The School Board may grant, upon the recommendation of the District Administrator, a one-year leave of absence to an administrator for the purpose of rest, travel, professional study, or other appropriate reason. This leave shall be without pay and upon return the District Administrator shall recommend such salary change as he/she may deem appropriate.

It shall be the policy of the School Board to grant a leave of absence to any administrator called to military service for the duration of the period to which such administrator is ordered to serve.

XI. LOST TIME DUE TO ACCIDENT

When an administrator is injured on the job and collecting compensation insurance as well as drawing on his/her sick leave and receiving full salary from the district, his/her salary shall be reduced by an amount equal to the insurance payments and only that fraction of the day's pay not covered by insurance will be deducted from his/her accrued sick leave.

XII. FUNERAL LEAVE

A leave, not to exceed three days, shall be permitted to an administrator for the purpose of attending a funeral when a death occurs to a member of the immediate family as defined by School Board Policy. Up to an additional two days may be granted if the employee is traveling outside of the metropolitan Milwaukee area. Any additional days taken for death in the immediate family shall be charged to the administrator's regular sick leave. Use of the regular sick leave for deaths other than those stated above or additional days may be granted at the discretion of the District Administrator.

XIII. QUARANTINE

If an administrator is quarantined due to a disease he/she contacted as a result of his/her professional responsibilities as an administrator, neither his/her salary nor sick leave shall be affected by his/her absence until he/she has missed fifty contract days.

XIV. EARLY RETIREMENT

A. Description: Early retirement benefits shall be available to administrators who have reached the age of 55 who resign their regular full-time duties and are eligible per the provisions below.

B. Eligibility: If hired after January 1, 2009, an applicant for early retirement benefits must be

a regular full-time administrator who is at least 59 years of age and who has served in the district for not less than fifteen full-time consecutive years. If hired after July 1, 2004, and prior to January 1, 2009 an applicant for early retirement benefits must be a regular full-time administrator who is at least 55 years of age and who has served in the district for not less than fifteen full-time consecutive years. "Age," for the purpose of this policy, is defined as the administrator's age as of the date when the early retirement would become effective. Prior to July 1, 2004 the administrator must have served ten full-time consecutive years.

- C. Application: All applications for early retirement benefits must be filed with the District Administrator no later than February 1st. The District Administrator shall make recommendations to the School Board for approval of the applications for early retirement benefits. The determination of the School Board shall be final.
- D. Limitations: No more than two of the district's regular full-time, degree-holding administrators shall be considered for early retirement benefits in a given year unless a greater number is recommended by the District Administrator and approved by the School Board. It shall not apply to any administrator who is discharged, terminated or non-renewed.
- E. Compensation: Upon early retirement, an administrator shall be eligible to receive a total compensation benefit equaling 60% of his/her base contractual salary during the last year of active employment in the school district. If hired before January 1, 2009, an administrator shall receive a total compensation benefit of 80% of his/her base contractual salary during the last year of active employment in the school district.
- F. Payment Schedule: Deductions, such as state and federal income tax, social security tax, or other taxes, will be made only as required by law. If, after early retirement, an administrator dies before full payment has been made, the balance due and owing shall be paid to a named beneficiary, or, lacking same, to the estate of the deceased.
- G. Insurance: Any administrator hired prior to July 1, 2004 and retiring prior to age 65 but having completed a minimum of ten full-time consecutive years of service with the Whitefish Bay School District and having attained an age of at least 55 years of age, may remain a member of the group health insurance program until age 65 or until the employee is eligible for Medicare with the School Board paying 92% of the premium. Administrators hired July 1, 2004 or after must complete a minimum of fifteen years of service to attain insurance coverage at the above rate and meet the eligibility requirements described in Section B.
- H. Unused Sick Leave: Upon retirement, an administrator shall be paid one day's pay for every twelve days of unused sick leave, up to a maximum of nine days.

XV. EVALUATION

Administrator performance will be evaluated annually by the immediate supervisor. The appraisal outcome will be used as a factor in the salary determination process.

XVI. ATTENDANCE AT PROFESSIONAL MEETINGS

The District Administrator has the authority to approve requests submitted by administrators to attend professional meetings at the state, local, and national levels provided that budgeted funds are available.

XVII. SABBATICAL LEAVE

Upon the recommendation of the District Administrator, the School Board shall consider an administrator's request for a sabbatical leave at one-half pay during the leave based on the administrator's salary at the time the leave becomes effective. If the administrator is a recipient of a grant or financial aid, the reimbursement by the Whitefish Bay School District shall be limited so that the administrator's total income will not exceed his/her full-time salary at the time the leave becomes effective.

XVIII. REIMBURSEMENT PACKAGE

Administrators shall be entitled to reimbursement not to exceed \$500 per year for expenditures limited to one or more of the following areas:

- A. Physical Examination - Medical Expenses
- B. Tuition
- C. Eye Examination and/or Eye Glasses
- D. Professional Education Organization Memberships

XIX. SCHOOL CLOSING

All administrative staff shall report to work in the event that schools are closed due to weather conditions unless the district administrator or his/her designee determines that conditions are unsafe for employees to report to work. Any administrator who chooses not to report to work will have the option of using available vacation time or taking a non-compensated day.