

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

The Whitefish Bay School District



An Exceptional Place To Learn

**SITE MANAGER & ASSISTANT SITE MANAGER
EMPLOYMENT PROVISIONS HANDBOOK**

**CONNECTS BEFORE AND AFTER SCHOOL PROGRAM
WHITEFISH BAY RECREATION &
COMMUNITY EDUCATION**

Effective July 1, 2017

TABLE OF CONTENTS

INTRODUCTION	P. 2
EQUAL OPPORTUNITY EMPLOYMENT	P. 2
HOURS OF WORK	P. 2
PHYSICAL EXAMINATIONS	P. 3
SCHOOL CLOSING	P. 3
LEAVES OF ABSENCE	P. 4
DISCRETIONARY UNPAID DAYS	P. 7
PERSONAL DAY & RELIGIOUS OBSERVANCE	P. 8
SICK LEAVE	P. 8
HOLIDAYS	P. 9
WAGES	P. 9
BENEFITS	P. 10
EMPLOYEE NOTIFICATION TO HUMAN RESOURCES	P. 11
IDENTIFICATION (ID) BADGE	P. 11
LOST TIME DUE TO WORK RELATED INJURY	P. 12
EVALUATION	P. 12
APPENDIX A: SITE MANAGER & ASSISTANT SITE MANAGER BASE SALARY RANGE	P. 12

I. INTRODUCTION

The School District of Whitefish Bay's Connects Before & After Site Manager and Assistant Site Manager Employment Provisions Handbook ("handbook") has been prepared for informational purposes only. It is not a contract. It is intended to provide Site Managers and Assistant Site Managers of the Before and After Program (through Whitefish Bay Recreation and Community Education) with information about wages and benefits, along with certain policies, procedures, rules and regulations.

None of the statements, policies, procedures, rules, or regulations contained herein constitutes a guarantee of any other rights or benefit, or a contract of employment, expressed or implied. All of the employees are employed "at-will," and employment is not for any definite period unless otherwise provided. Termination of employment may occur at any time, with or without notice, and with or without cause, at the option of the School District or the employee or as otherwise provided.

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 Site Managers & Assistant Site Managers employees, whether verbal or written. It is the responsibility of the employee to become familiar with the provisions set forth in this handbook as well as all applicable Board policies.

An expectation of employment with the School District of Whitefish Bay includes, but is not limited to, the following requirements for all employees:

- Adhere to school policies, procedures, and administrative rules
- Maintain productive working relationships with colleagues and staff members
- Maintain positive rapport with staff, students, parents, the School Board, and the community

II. EQUAL OPPORTUNITY EMPLOYMENT

In accordance with School Board Policy 511, the School District of Whitefish Bay does not discriminate on the basis of age, sex, national origin, ancestry, creed, religion, marital status, sexual orientation, disability, race, color, arrest record or conviction record, or for any other reason prohibited by state and federal laws.

III. HOURS OF WORK

Site Managers and Assistant Site Managers for the Before and After School Program are hired as 10 month employees and are scheduled to work 40 hours a week.

Lunch Period: Employees who work 6 hours per day or more are required to take a half-hour (30 minutes) unpaid lunch. Lunch periods will be scheduled by the employer to allow continuous coverage throughout the work day. Unused lunch periods cannot be substituted as a means of reducing or modifying established working hours.

Overtime: All hours worked over forty (40) in one week will be paid at time and one-half (1.5) of the regular hourly wage. Hours allocated for holidays and/or sick leave are not included in the calculation for overtime.

True Time (Payroll Time & Attendance Module through Skyward): Federal and state laws require us to keep accurate records of hours worked by hourly (nonexempt) employees. Every hourly (nonexempt) employee is required to enter his or her hours worked accurately through the True Time system. Clock in no earlier than 14 minutes before your scheduled start time, and clock out no later than seven minutes after your scheduled end time, unless a temporary schedule change is approved by your supervisor (final time sheet approver). Time sheets are to be submitted through True Time at the end of every workweek. A workweek is defined as the period beginning Sunday and ending Saturday. Any changes to your time sheet must be explained by the employee and approved by your supervisor. Record any time off in Employee Access prior to submitting the timesheet for that week.

Do not complete payroll information for any other employee or request that they do so for you. Falsification of time records or recording time will result in discipline, up to and including termination of employment.

IV. PHYSICAL EXAMINATIONS

Requirement: Upon his/her initial employment, each new employee shall be required to undergo a physical examination, including a tuberculin test. If the tuberculin test is positive, then a chest x-ray shall be required.

All other employees will be required to undergo a physical examination at such time(s) and under such circumstances as the District deems appropriate.

Payment: The District will assume the entire cost of any physical examination, tuberculin test and, when necessary, a chest x-ray, which is required by the District pursuant to this article so long as the employee utilizes a physician designated by the District. While an employee may utilize a physician other than one designated by the District in complying with this article, the District will be required to reimburse the employee only in the amount and only to the extent of the customary charges charged by the District-designated physician.

V. SCHOOL CLOSING

No employees need to report to work in the event a school or schools are closed.

If a Site Manager and/or Assistant Site Manager is off on a leave of absence prior to the school closing, the leave of absence will take precedence over the school closing designation.

VI. LEAVES OF ABSENCE

Employees are responsible for the entire cost of benefits when taking unpaid time off related to an approved Leave of Absence. Only with an approved FMLA leave is there an exception related to the health insurance premium benefit.

(A) Funeral/Bereavement Leave

In accordance with School Board Policy 532.34, an employee shall be permitted a leave, not to exceed three (3) paid days, for attending a funeral when a death occurs to a member of the immediate family. For funeral/bereavement leave purposes immediate family will include legal spouse, children, mother, father, brother, sister, mother-in-law, father-in-law, brother-in-law, sister-in-law, grandparents, and grandchildren.

An additional two (2) paid days may be granted for travel to a funeral outside the Milwaukee metropolitan area, which shall be charged to regular sick leave (if applicable).

Additional use of regular sick leave (if applicable) for deaths in the immediate family may be granted at the discretion of the District Administrator or his/her designee.

To attend the funeral of non-immediate family members and/or friends, an employee should use available Personal Days and/or request unpaid time off.

(B) Jury Duty

See Board Policy 532.31/542.31 Jury Duty/Court Appearances. An employee 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.

(C) Military Leave

Reserve Military Duty. Any employee required to take periods of training for the purpose of retaining status as members in the organized units of enlisted reserve corps of the Army, Naval Reserve, Marine Corps Reserve, Coast Guard Reserve and National Guard, and who are ordered to active duty, may be granted leaves with pay for a period not in excess of 15 days annually upon submission of evidence of receipt of competent orders. Pay from the School Board for this period shall consist of the difference between the military base pay as determined from the employee's military record and the employee's normal pay.

Full Military Duty. Any employee who is inducted or who enlists in the Armed Forces or the Nurses' Corps of the Federal Government at a time when the United States is engaged in war, or who has enlisted in any of said services while a conscription law was in effect, is hereby granted a leave of absence during the period of such service, and thereupon Section 17.035 of the Statutes shall apply to all increments which have accrued during such period of absence.

(D) Family and Medical Leave Act (FMLA)

Per Board Policy 532.33 Family or Medical Leave, the School District shall provide for paid and/or unpaid family and/or medical leave according to applicable state and federal laws. (Copies of applicable laws are available in the Human Resources Office.) When sick leave is used for serious illness in the immediate family, family members included are: legal spouse, children, mother, father, brother, sister, mother-in-law, or father-in-law.

Application Procedures: All requests for a medical leave of absence, other than emergencies, must be submitted to the District at least thirty (30) days prior to the anticipated beginning of the leave. In an emergency situation, notice must be given to the District of the need for leave as soon as possible, but not later than 48 hours after the occurrence of the reason for the leave. Such application will be reviewed and processed by the District Administrator or designee and shall be granted or denied. Employees may be allowed up to 12 work weeks of leave per Wisconsin and federal FMLA guidelines and Board Policy #532.33 Family or Medical Leave. Extended leaves beyond 12 weeks without pay may be granted, as indicated in the other unpaid leave of absences listed in this Leave of Absences section.

Benefits During Leave: For an approved FMLA leave, the employee may substitute sick time and/or vacation time (if applicable) per the established State of Wisconsin FMLA guidelines before any unpaid time is approved. In connection with School Board Policy 532.331, additional days beyond the use of sick time and/or vacation time (if applicable) as established through Wisconsin FMLA substituted pay may be covered if the employee is off under care of a Health Care Provider (HCP).

For an approved FMLA leave, the employee will continue health insurance at the same premium cost during the approved leave of absence (not to exceed 12 weeks). If any time during the FMLA period becomes unpaid, the employee will be responsible for 100% of the costs of benefits (all benefits besides health insurance) not covered through payroll.

Return from Leave: The employee must supply Human Resources with documentation (a return to work note which is also called a fitness-for-duty certificate) from a Health Care Provider (HCP) stating the date the employee can return to work and the documentation should list restrictions, if applicable.

Failure to Return after Expiration of FMLA Leave: In the event the employee does not return to work following the expiration of the FMLA leave, and subject to applicable legal restrictions, the School District of Whitefish Bay will bill the employee for benefits paid by the District during the period of the unpaid FMLA leave. This is consistent with Wisconsin and Federal FMLA guidelines.

(E) Medical Leave (Non-FMLA)

See Board Policy 532.331 Anticipated Absence for Medical Reasons. An employee shall be eligible for sick leave during the period of time the employee is medically unable to perform duties of the position for which he/she is employed. Employees who know in advance that they will be medically unable to perform their assigned duties as of a specific date must notify the District Administrator as soon as they become aware of the anticipated absence.

Such application will be reviewed by the District Administrator or his/her designee who shall

retain the final authority to grant or deny the medial leave (non-FMLA). In determining whether the leave should be recommended, the District Administrator may consider, but not be limited to, such factors as the employee's duties, the administrative requirements involved in arranging for a replacement, and review of all other unpaid leaves previously granted. The terms upon which such leave may be granted, including the time of commencement of the leave and the duration of the leave (not to exceed job protection timeframe as established under FMLA guidelines), shall be established by the District Administrator or his/her designee in consultation with the employee.

Benefits during Leave: If benefit eligible and enrolled in benefits, the employee may continue insurance during the approved leave of absence (not to exceed job protection timeframe as established under FMLA guidelines) at 100% employee cost of benefits. Continuation in the School District's insurance programs will be allowed upon the advance payment of the full premiums. Said payments must be made in accordance with the procedures established by the Business Office.

Return from Leave: The employee must supply Human Resources with documentation (a return to work note which is also called a fitness-for-duty certificate) from a Health Care Provider (HCP) stating the date the employee can return to work and the documentation should list restrictions, if applicable.

Failure to Return after Expiration of Leave: In the event the employee does not return to work following the expiration of the Medical (Non-FMLA) leave, and subject to applicable legal restrictions, he/she will be deemed to have voluntarily resigned his/her position with the District.

(F) Child Rearing Leave

Application Procedures: The employee shall make written application for an unpaid child rearing leave to the District Administrator or designee at least thirty (30) days in advance unless the employee is unable to provide such notice due to medical reasons, or in the case of an adoption, the employee is unable to provide such advance notice due to the placement requirements of the adoption process. The application for an unpaid child rearing leave shall include acceptable medical or legal (for adoption) verification and the anticipated date of beginning the leave and return to work. Such application will be reviewed and processed by the District Administrator or designee and shall be granted or denied in his/her sole discretion. The duration of the leave beyond any qualified FMLA protections will be granted by the District Administrator or designee.

Duration of the Unpaid Child Rearing Leave: The maximum length of the leave may be as follows:

- a. Child born or adopted during the summer (school is not in session) – the first grading period of the school year.
- b. Child born or adopted during the first grading period of the school year – the balance of that grading period, plus the second grading period.
- c. Child born or adopted during the second grading period of the school year – the balance of that grading period, plus the third grading period.
- d. Child born or adopted during the third grading period of the school year – the balance of that grading period, plus the fourth grading period.
- e. Child born or adopted during the fourth (or last) grading period of the school year – the balance of that grading period plus the first grading period of the following school year provided the employee's employment status is active/scheduled to be active the following school year.

Benefits during the unpaid child rearing leave: The child rearing leave is an unpaid leave. Sick time and/or vacation time (if applicable) may be utilized during the leave under FMLA provisions or as required medically. If benefit eligible and enrolled in benefits, the employee may continue insurance during the approved unpaid leave of absence at 100% employee cost of benefits. Continuation in the School District's insurance programs will be allowed upon the advance payment of the full premiums. Said payments must be made in accordance with the procedures established by the Business Office.

Failure to Return after Expiration of Leave: In the event the employee does not return to work following the expiration of the Medical (Non-FMLA) leave, and subject to applicable legal restrictions, he/she will be deemed to have voluntarily resigned his/her position with the District.

(G) Time Off Without Pay

Any time off without pay is considered an unpaid leave of absence. It is the expectation that employees do not request unpaid leaves of absence unless it is absolutely necessary to do so for a major event. Any and all time off without pay must be formally requested. All requests for unpaid leaves of absence, other than emergencies, must be submitted to the District at least thirty (30) days prior to the anticipated beginning of the leave. Such application will be reviewed by the District Administrator or his/her designee who shall retain the final authority to grant or deny the leave. In determining whether the leave should be recommended, the District Administrator may consider, but not be limited to, such factors as the employee's duties, the administrative requirements involved in arranging for a replacement, and review of all other unpaid leaves previously granted. The terms upon which such leave may be granted, including the time of commencement of the leave and the duration of the leave, shall be established by the District Administrator or his/her designee in consultation with the employee. No unpaid leave of absence shall exceed five (5) work days. Any unpaid leave will not be granted at a frequency greater than once every 5 years for a 'once in a lifetime' event(s) or an emergency situation at sole discretion of District Administrator. An employee granted an unpaid leave for other than medical and child-rearing reasons must fully exhaust any available personal days and/or vacation days (if applicable) as part of that unpaid leave. A Time Off Without Pay leave of absence shall be without compensation. If benefit eligible and enrolled in benefits, the employee may continue insurance during the approved unpaid leave of absence at 100% employee cost of benefits. Continuation in the School District's insurance programs will be allowed upon the advance payment of the full premiums. Said payments must be made in accordance with the procedures established by the Business Office.

VII. DISCRETIONARY UNPAID DAYS

Discretionary Unpaid Days Allocation: Discretionary unpaid days are allocated at the beginning of each school year. Site Managers & Assistant Site Managers will be allotted five (5) discretionary unpaid days each school year. The District portion of benefits costs will not be affected by this unpaid time for these discretionary days if employee maintains the employee portion of the benefit contributions.

Selection of dates requested for the use of discretionary unpaid time shall be at the mutual agreement of the employee, Before and After Program scheduling, Director of Recreation & Community Education, and the District in order that the business of the District is not disrupted by the absence of Site Managers and/or Assistant Site Managers. The dates selected for the discretionary unpaid days and number of employees off using discretionary unpaid day(s) at any given time must have the approval of the Director of Recreation & Community Education and the District Administrator or his/her designee.

No Carryover of Discretionary Unpaid Days. Site Managers and Assistant Site Managers who have not used discretionary unpaid days allotted for that school year will not be allowed to carry over days to the next school year. Any discretionary unpaid days left untaken at the end of the current school year will be forfeited.

VIII. PERSONAL DAY & RELIGIOUS OBSERVANCE

Upon approval of the District Administrator, or his/her designee, a Site Manager and Assistant Site Manager will be allowed to be absent for personal reasons two (2) full days per year without loss of pay. Personal days may be taken in half (1/2) day increments.

Such days will be granted on a first come, first serve basis with a cap of one Site Manager or Assistant Site Manager using any one day. Personal days are not to be used before or after, holiday, recess, break, or sick leave day except in extreme emergencies. The request for a personal day must be received at least one week prior to the anticipated date except in extreme emergencies. Personal days may be taken consecutively; however may not be carried over to the next school year.

When personal days are used, the hours will be deducted from the Site Manager's and Assistant Site Manager's sick leave balance.

To attend the funeral of non-immediate family members and/or friends, an employee should use available Personal Days and/or request unpaid time off.

Upon approval of the District Administrator, or his/her designee, any Site Manager and Assistant Site Manager desiring time off for personal religious observances may utilize a maximum of two (2) personal days and two (2) sick days per school year for such purpose. Days used for personal religious observances will be deducted from the Site Manager's and Assistant Site Manager's personal day allotment followed, if necessary, from their sick leave balance.

IX. SICK LEAVE

Benefit and Accumulation: Site Managers & Assistant Site Managers are eligible for sick leave due to temporary disability, personal illness, or serious illness in the immediate family. When family sick leave is used, the definition of immediate family includes legal spouse, children, mother, father, mother-in-law and father-in-law. When utilizing sick leave, employees must use a minimum of two (2) hours of sick leave per absence.

All full-time Site Managers & Assistant Site Managers will receive seven (7) days of sick leave (allotted in hours, in accordance with the employee's regularly scheduled work hours) per school year. However, in the first year of employment, sick leave is earned at the rate of one (1) day per month. Sick leave is accumulated to a maximum of fifteen (15) days.

Site Managers & Assistant Site Managers with fifteen (15) cumulative sick leave days shall not accumulate sick leave days until their total number drops below fifteen (15) days.

At the end of three (3) consecutive days of sick leave, certification of illness by a Health Care Provider may be required.

Advance Notice and Use: In the event that an employee is aware in advance that sick leave benefits will be needed or due, it will be the duty of the employee to notify the Director of Human Resources as far in advance as possible in writing of the anticipated time and duration of such sick leave, the reason for requesting such sick leave and medical certification that the employee will be unable to perform his/her normal work functions. Employees will be required to begin using sick leave on the date after which their doctor certifies that they are medically unable to perform their normal duties. An employee on sick leave is required to notify the Director of Human Resources at the earliest possible time of the anticipated date on which the employee will be able to resume his/her employment duties. The Director of Recreation and Community Education will establish a procedure whereby employees will call a specific telephone number to report an absence. Site Managers & Assistant Site Managers are required to arrange for substitutes.

X. HOLIDAYS

Site Managers & Assistant Site Managers will receive the following holidays off with pay:

- Labor Day,
- Thanksgiving Day
- Memorial Day

Eligibility: Holiday pay will be paid only to those employees who have worked the scheduled hours the day before and the day after the holiday, except if they have a pre-approved absence.

Holiday Pay: Holiday pay will be computed at the employee's regular rate of pay for the employee's regularly scheduled number of hours.

XI. WAGES

Site Managers & Assistant Site Managers will be paid in accordance with the attached Appendix A.

Pay Dates: Site Managers & Assistant Site Managers will be paid bi-weekly per the District's payroll schedule through the True Time system (Payroll Time & Attendance Module through Skyward).

XII. BENEFITS

Benefits are available to employees who have full-time status. For all benefits, the Board may from time to time change the insurance carrier and plan design if it elects to do so. For specific information regarding insurance and retirement plans, please refer to current benefit summaries.

Employees who do not enroll for insurance coverage within the initial eligibility period are subject to plan guidelines which may include waiting until the annual open enrollment period unless they have a qualifying event. Enrollment must be completed within thirty (30) days of a qualifying event to be eligible for coverage.

Health Insurance. The District will provide a group health insurance plan for benefit eligible employees on a single coverage basis.

The District will pay ninety-two percent (92%) of the single coverage health insurance premium for full-time benefit eligible Site Managers & Assistant Site Managers. Full-time, benefit eligible Site Managers & Assistant Site Managers will have an option of a family plan; however, will be required to pay the differential above the District contribution for single coverage.

Upon initial employment, the employee is eligible to participate in the group health insurance plan available. Initial enrollment for that employee (and his/her family) exists only at the time of employment. If the employee declines coverage when the employee is initially eligible, the ability to enroll at a later date will be seriously affected.

Open enrollment for health insurance as required under ACA regulations occurs every spring.

Cash in Lieu of Health Insurance. If a full-time employee is covered through another source for health insurance or has a legal spouse whose coverage includes the employee, the employee may elect to receive cash in lieu of health insurance under the term of the District's Section 125 plan. The amount will be the same as the District contributes toward a single premium per month, or \$726.06 per month (\$8,712.72 maximum annually), whichever is less. The employee must complete an *Application For Waiver of Health Insurance* form to receive the cash in lieu benefit.

Section 125 Plan. The District will implement and make available to all employees a Section 125 Plan. The Section 125 Plan will cover (a) employee pre-tax premium contributions for health insurance; (b) deductibles, co-payments and other non-covered medical expenses eligible for coverage; (c) child care expenses; and (d) provide employees who can certify they have alternative health insurance coverage a cash-in-lieu option (if the employee is eligible).

Dental Insurance. The District will provide a group dental insurance plan for benefit eligible employees on a single coverage basis.

The District will pay eighty (80%) of the single coverage dental insurance premium for full-time benefit eligible Site Managers & Assistant Site Managers. Full-time, benefit eligible Site Managers & Assistant Site Managers will have an option of a family plan; however, will be required to pay the differential above the District contribution for single coverage.

A benefit eligible employee is given the opportunity to participate in the dental insurance program

upon initial employment. Should the employee desire to take the dental insurance at a later date, it is unlikely that the carrier will allow participation without some proof of insurability.

Open enrollment for dental insurance as indicated in the plan document occurs every spring.

Vision Insurance. The District will provide, on an optional basis, a voluntary vision insurance program at either family or single coverage. The employee will be responsible for the entire cost (100%) of the premium. Once enrolled, employees must participate in the vision plan for 12 full consecutive months before canceling coverage.

Open enrollment for vision insurance as indicated in the plan document occurs every spring.

Wisconsin Retirement System (WRS) Contributions. The District pays the employer portion of the contribution to the Wisconsin Retirement System (WRS) at the current rate assessed by the WRS. The employee is responsible for the employee portion.

XIII. EMPLOYEE NOTIFICATION TO HUMAN RESOURCES

Change in Employee Information: It is the employee's responsibility to update information or notify the Human Resources Office and/or Business Office of changes that should be made to records to keep them accurate and up-to-date. Examples of changes that must be reported would be: name, address, telephone number, or emergency contact.

The Business Office should be notified if you have a change in marital status, number of exemptions for tax withholding, bank information for direct deposit or changes to insurance coverage including dependent information.

Employee Notification Responsibility: Any report of a Federal, State or municipal law, rule or regulation violation may only be used in making employment decisions if the violation is related to job or assigned activity. Employees shall notify the Director of Human Resources immediately upon an arrest, pending charges, or conviction situation change.

XIV. IDENTIFICATION (ID) BADGE

All employees should obtain a picture ID badge through the Human Resources Office or the photo session conducted at each school building. Each employee is required to wear the picture ID badge to identify himself/herself as a School District of Whitefish Bay employee.

XV. LOST TIME DUE TO WORK RELATED INJURY

In relation to Board Policy 532.38 (Lost Time Due to Work Related Injury), if you are injured while working, witness an incident while working, or become ill from something in your work area, report it to Building Administrator or designee immediately – *even if no medical attention is required*. The incident should also be reported within 24 hours. Incident reports are used to document emergency or other abnormal situations on campus. These reports assist with the investigation of potential safety and/or health hazards and ensure that steps are taken to prevent any recurrence in the future.

Eligibility for workers’ compensation can only be determined after an investigation of the circumstances surrounding a reported injury or illness. Failure to report the incident in a timely manner may result in a reduction or loss of workers’ compensation benefits.

XVI. EVALUATION

All employees shall be evaluated on an annual basis by the Director to whom the employee reports.

APPENDIX A

SITE MANAGERS & ASSISTANT SITE MANAGERS BASE SALARY RANGE

The following salary range shall be established beginning with the 2017-18 school year. The salary range may be adjusted/modified from time to time by the School Board at its sole discretion.

	Minimum	Maximum
Assistant Site Managers	\$12.97	\$16.25
Site Managers	\$14.74	\$18.48

At the time of hire, determination of hourly rate takes into consideration years of experience, education and professional development, other qualifications, and specific job assignment.

The Site Managers’ & Assistant Site Managers’ hourly rate may be adjusted annually for indexed allocations.

No pay increase shall be provided for employees on a plan of improvement. Employees whose individual hourly rate is at the maximum will not receive an increase.

Newly hired employees may not be eligible for a pay increase in their initial year of employment.