

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

The Whitefish Bay School District



An Exceptional Place To Learn

**CUSTODIAL AND MAINTENANCE EMPLOYEE
EMPLOYMENT PROVISIONS HANDBOOK**

Effective July 1, 2017

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I. INTRODUCTION

The School District of Whitefish Bay's Custodial and Maintenance Employee Employment Provisions Handbook ("handbook") has been prepared for informational purposes only. It is not a contract. It is intended to provide custodial and maintenance employees 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 custodial and maintenance 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. 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.

IV. HOURS OF WORK AND BENEFIT ENTITLEMENT

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.

Definition of Work Week, Summer Hours, Call In Pay. Except as otherwise provided, custodial and maintenance employees shall be on a forty (40) hour week consisting of five (5) consecutive eight (8) hour work shifts, Monday through Friday.

Except for employees working in the Lydell Community Center, the schedule for summer hours (from the close of school to the first day of school, winter and spring break and other non-school days when no night activities are scheduled) shall be 6:30 a.m. to 3:00 p.m., five (5) consecutive days per week.

There will be a guaranteed call-in time of two hours. This approval will exclude building checks and will be for emergency call-in only. Assignment for two hours shall be at the discretion of the Director of Buildings and Grounds. Call-in refers strictly to time when employees are physically called in to work. It does not apply when employees receive calls at home.

Definition of Work Week and Hours at Field house and Swimming Pool. One employee (either new or transferred) assigned to the high school/Field house area shall be on a forty (40) hour week consisting of five (5) consecutive days, eight (8) hour work shifts. One employee shall be assigned to work an eight (8) hour work shift on Saturday and Sunday. At the Field house, the hours of work Monday through Friday shall be 3:00 p.m. to 11:30 p.m. and on Saturday and Sunday from 8:00 am. to 4:30 p.m. The schedule for summer hours stated above does not apply.

Premium Pay. Time and one-half the regular rate shall be paid for any hours worked over forty (40) in a week. Twice the regular rate shall be paid for any hours of work performed on legal/designated holidays.

Hours of Employment. High School custodians/maintenance employees will work from 6:30 a.m. - 3:00 p.m. with one-half hour unpaid break. Elementary night custodians, Middle School night custodians and High School night custodians will work from 3:00 p.m. until 11:30 p.m. with one-half hour unpaid break. Hours of work at the Field house are covered above.

The shifts for the custodians at the Lydell Community Center will be:

- (a) 6:30 a.m. - 3:00 p.m., Monday - Friday.
 - (b) 3:00 p.m. - 10:00 p.m., Monday – Thursday (includes one-half hour paid break). 9:00 a.m. - 1:00 p.m., Saturday
- "B" positions shall be available to perform regular custodial duties, building checks, maintenance helper duties, and other assigned duties within the District.

Rest Periods. Employees who work four (4) hours each day are allowed to take a fifteen (15) minute rest period for each four (4) hours worked. Employees who work 6 hours per day or more are required to take a half-hour (30 minutes) unpaid lunch. Rest periods will be scheduled by the employer to allow continuous coverage throughout the work day. Unused rest/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, sick leave, and/or vacation are not included in the calculation for overtime.

Overtime Distribution. Elementary school overtime is to be equally divided among elementary school custodians. Only when elementary school custodians are unable or unwilling to accept an overtime assignment should such overtime be distributed equally among maintenance employees and custodians from the high school. An employee shall not reject reasonable overtime during a snow emergency.

Overtime involving snow plowing, salting, sanding, track and all outside sports or work which comes under maintenance will be equally divided among maintenance employees. Only when maintenance employees are unable or unwilling to accept an overtime assignment should the overtime then be distributed equally among custodians from all schools.

All overtime in the high school which comes under the heading of custodial work, no matter which department requests the work to be done, will be equally divided among the high school custodians. Only when the high school custodians are unable or unwilling to accept an overtime assignment should this overtime then be distributed equally among the maintenance employees or elementary custodians.

The Director of Buildings and Grounds will compile a list of all school custodians and maintenance employees who wish to work overtime and a list of those who do not wish to work overtime. The list for overtime will be according to seniority from the top down. In this process, overtime will be distributed equally in a rotating fashion.

Duties for overtime work will be scheduled by the Director of Buildings and Grounds where overtime occurs under the supervision of the Head Custodian of each building. If overtime is required, a full work load must be maintained.

Performance of duties as assigned by the Director of Buildings and Grounds is a requisite for reassignment to any of the overtime jobs available.

Shift Differential. A shift differential of twenty cents (\$.20) per hour shall be granted to all regularly scheduled second shift workers after 3:00 p.m., weekend premium of fifteen cents (\$.15) per hour for all scheduled hours worked on Saturday, and twenty-five cents (\$.25) per hour for all scheduled hours worked on Sunday.

Overtime pay shall not apply to premium or shift differential pay.

Premium pay will not be paid for overtime.

V. SCHOOL CLOSING

Snow Emergency/School Closing. All Custodial and Maintenance employees 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 custodial and maintenance employee who chooses not to report to work will have the option of using available vacation time, personal day, or taking a non-compensated day.

If a custodial or maintenance employee 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. VACATION

Vacation days are allocated each July 1st. All regular full and part-time employees shall be entitled to and shall be granted vacations in accordance with the following schedule:

<u>Years of Service</u>	<u>Vacation Allocation</u>
1 up to 4 years	10 days
5 up to 9 years	15 days
10 up to 14 years	20 days
***15 + years	25 days

***Employees who were hired prior to June 30, 2006 and reach 15 or more years of service are eligible for the 25 day allocation. Employees hired on or after June 30, 2006 shall be capped at twenty (20) days for 10 or more years of service.

employees employed on a part-time basis shall be granted a proportionate amount of the vacation granted to full-time employees.

Vacation time may not be taken the last two weeks of employment unless pre-approved.

Vacation Entitlement at Termination/Separation of Service. In the event of separation of employment, vacation benefits shall be pro-rated upon the actual service during the year of termination by the employee prior to termination. No vacation benefits will be paid if the employee terminates employment prior to the completion of one (1) year of service. Vacation time may not be taken the last two weeks of employment unless pre-approved.

Employees serving on a temporary or provisional basis shall not be granted vacation with pay unless they fulfill the requirements of the Wisconsin Retirement System (800 hours).

Vacation Rules and Selection. All custodial and maintenance employees shall have the right to schedule vacations during the school year and when school is not in session. Vacation selections shall be subject to approval by the Director of Buildings & Grounds.

Vacation selection shall be based on seniority, with the most senior employee being granted vacation over a less senior employee, provided that the request and approval for a vacation has not been made by the less senior employee prior to the request by the more senior employee. Employees requesting vacation not previously scheduled must submit the request at least three (3) working days prior to the day requested. Failure to provide such notice may result in denial of the request. Exceptions to this requirement may be granted with the approval of the Director of Buildings & Grounds.

No more than five (5) custodians from the high school, two (2) custodians from the middle school, one (1) custodian from the elementary schools and two (2) maintenance employees may be on vacation at any one time when school is not in session. One custodian in any classification from a non-high school, one custodian in any classification, per shift, from the high school, and one maintenance employee may be on vacation at any one time when school is in session. Exceptions to the above limitations on vacation may be granted subject to the approval of the Director of Buildings & Grounds.

The driver position shall be included in the high school vacation selection list.

The Lydell Head Custodian position shall be included in the maintenance vacation selection list.

When school is not in session, the position of head custodian and field house supervisor will not be considered as one classification, therefore, both can take vacation simultaneously.

Non-school days are those times when kindergarten - 12th grade students are not in attendance.

Vacation may be scheduled in increments of two (2) hours or more at any one time. Partial days (one quarter) will not affect other employee full day vacation requests.

Double vacations, resulting from combining vacation time earned in two (2) consecutive years, are prohibited unless approved by the Director of Business Services.

Vacation Carryover. Employees 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. Employees must provide a written request to the Director of Business Services to carry over vacation days. Any vacation time left untaken by the beginning of the teacher workshops will be forfeited.

Holiday During Vacation: If a holiday falls while an employee is absent on vacation, said employee shall not be charged with a day of vacation for that holiday.

VII. SICK LEAVE

Employees 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.

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

All full-time custodian & maintenance employees will receive twelve (12) days of sick leave (allotted in hours, in accordance with the employee's regularly scheduled work hours) per school year, granted on July 1st. However, in the first year of employment, sick leave is earned at the rate of one (1) day per month.

Employees employed on a part-time basis shall be granted a proportionate amount of sick leave granted to full-time employees.

No sick leave allowance will be granted to employees who will work less than 800 hours in a year.

Sick leave is accumulated to a maximum of ninety (90) days.

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

1. The number of days difference between the current total of cumulative days and the maximum cumulative days set forth herein; or
2. Five (5) days per year.

In the event an employee is eligible for long term disability benefits, all sick leave payments shall cease immediately.

Notification of Illness. No sick leave with pay shall be taken by an employee unless due notice of inability to be present has been given to the Director of Buildings and Grounds on or before the start of the absence.

Any time an employee is sick, ill or disabled and/or unable to report to work, the employee must call the Director of Buildings and Grounds, or his designee, and notify him of that fact no later than one-half (1/2) hour after the start of the first shift, if a first shift employee, or no later than two (2) hours prior to the start of the second shift if a second shift employee. In emergency situations the notice shall be provided as soon as possible.

Terminal Pay. Any employee who retires in accordance with any of the provisions of the Wisconsin Retirement Fund shall receive his/her unused, accumulated sick leave calculated value towards post-employment health insurance premium at the time of his/her retirement. There is no provision for monetary compensation distribution. This benefit is only available to employees with over twenty (20) years of experience, and eligible to retire within five (5) years, as of July 1, 2012.

VIII. 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.

First Shift Employee. If a first shift worker is released from jury duty on or before 12:00 noon,

the worker is expected to return to work to finish his/her regular work day.

Second Shift Employee. If a second shift worker is released from jury duty on or before 12:00 noon, the worker is expected to report for work at the regularly scheduled time and the reimbursement for jury duty belongs to the employee. If the second shift worker is released from jury duty after 12:00 noon, he/she need not report to work for his/her normal work day, but must return to the District any reimbursement which is received for such duty. If the second shift worker is released from jury duty after 12:00 noon, he/she may report for work at the regular time and may keep any reimbursement.

(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 medical 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

IX. 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.

X. 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.

XI. 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.

XII. HOLIDAYS

All regular and part-time custodian & maintenance employees will receive the following holidays with pay:

1. Independence Day (July 4)
2. Labor Day
3. Thanksgiving Day
4. Day after Thanksgiving
5. Christmas Eve (December 24)
6. Christmas Day (December 25)
7. New Year's Eve (December 31)
8. New Year's Day (January 1)
9. Good Friday (Spring Day)
10. Memorial Day

Holidays falling on a Weekend: If any of the above holidays fall on a Saturday or Sunday, the Director of Business Services and Director of Human Resources shall determine which day will be assigned as the day off during the work week allocated to that holiday for pay purposes. The Field house will be closed on Easter Sunday.

Weekend Custodian Holiday Rule: The Weekend Custodian will be granted four (4) holidays to be assigned through mutual agreement between employee, Director of Buildings & Grounds, and Director of Business Services.

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.

XIII. PERSONAL DAY & RELIGIOUS OBSERVANCE

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

Such a day will be granted on a first come, first serve basis with a cap of one custodial or maintenance employee per building using any one day. Personal days are not to be used before or

after vacation, 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 not be carried over to the next school year.

When a personal day is used, the hours will be deducted from the custodial and maintenance employee'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 custodial and maintenance employee desiring time off for personal religious observances may utilize a maximum of one (1) personal day and two (2) sick days per school year for such purpose. Days used for personal religious observances will be deducted from the custodial or maintenance employee's personal day allotment followed, if necessary, from their sick leave balance.

XIV. BENEFITS

Benefits are available to employees who have full-time or part-time status as defined in benefit entitlement section for each employee classification. 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 either a single or family basis.

The District will pay ninety-two percent (92%) of the health insurance premium for full-time benefit eligible employees and a pro-rated portion of the ninety-two percent (92%) premium payment for part-time benefit eligible employees. Health insurance is not available to part-time employees employed less than one-half time.

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

(\$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 either a single or family basis.

The District will pay eighty (80%) of the dental insurance premium for full-time benefit eligible employees and a pro-rated portion of the eighty (80%) premium payment for part-time benefit eligible employees. Dental insurance is not available to part-time employees employed less than one-half time.

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.

Long-Term Disability. The District shall provide and pay the cost of long-term disability insurance for all full-time and part-time benefit eligible employees who work a minimum of 600 hours annually. The long-term disability insurance program shall provide for 90% payment of covered base salary to age 65 with an offset for social security, workers' compensation and State retirement. The long-term disability insurance program shall provide for a 60 day waiting period.

Group Term Life Insurance. The District offers group term life insurance to benefit eligible employees based upon 100% of the previous calendar year salary rounded to the next higher \$1,000. This coverage is handled through the Wisconsin Department of Employee Trust Funds (ETF). The premium for this policy is based upon age and Wisconsin Retirement System (WRS) wage. For all employees, 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. There is a waiting period for this benefit; however, if the employee 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 employees have the opportunity to participate in the "additional life insurance plan" if they are participating in the basic plan. The additional plan allows the employee 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 employee pays the entire cost of this additional insurance and it does not have any residual permanent benefits at retirement.

Optional Legal Spouse and Dependent Life Insurance. Those benefit eligible employees who participate in the basic group life insurance program are eligible to participate in an optional life insurance program which can cover their legal spouse and all their dependents. The employee pays the entire cost of this additional insurance and it does not have any residual permanent benefits at retirement.

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.

XV. RETIREMENT

Any employee hired prior to July 1, 2006 must complete a minimum of fifteen (15) years of full-time service with the Whitefish Bay School System and attain an age of at least 57 years to be eligible for post-employment group health insurance. The District will provide group health insurance to eligible retirees, with the employee responsible for 8% of the premium, provided that the dollar amount of the premium to be paid by the employer on the employee's behalf shall not exceed the dollar amount paid by the employer on the employee's behalf during the 2011-12 school year.

Any employee hired after July 1, 2006 must complete a minimum of twenty (20) years of full-time service with the Whitefish Bay School System and attain an age of at least 59 years to be eligible for post-employment group health insurance. The District will provide group health insurance to eligible retirees, with the employee responsible for 8% of the premium, provided that the dollar amount of the premium to be paid by the employer on the employee's behalf shall not exceed the dollar amount paid by the employer on the employee's behalf during the 2011-12 school year.

Any employee hired after July 1, 2011 will be ineligible for post-employment group health insurance.

XVI. WORKING CONDITIONS

Uniforms. The District will provide all custodial and maintenance employees with a standard uniform to be worn during work hours.

Safety Glasses. Safety glasses will be provided for all custodial and maintenance men/women and shall be worn at all times when needed. If a question should arise, the person in charge shall decide the need.

Low Pressure Boiler Certificate. All Custodian III-Facility Head Custodians and the Custodian IV-High School Custodian will be required to possess a low pressure boiler certificate. The District shall pay for this class and the annual license fee.

The District will reimburse all Custodian III - Facility Head Custodians and the Custodian VI - High School Custodian for the certificate renewal fee for the low pressure boiler certificate.

Commercial Driver's License. All currently employed Maintenance Worker VI - General Employees must possess a valid commercial driver's license. All other Maintenance Worker VI - General Employees who are employed in a position in said classification shall obtain a valid commercial driver's license within sixty (60) calendar days of assuming said position.

All such employees will have reasonable time off to take the written and road test, the District will pay any fees for the test, the District will provide all necessary certification and/or test vehicles for the test, and the District will pay for the initial license and license renewal fees.

Certified Pool Operator. All currently employed and/or new high school Head Custodian, Night Supervisor, Field House Supervisor (days), Field House Custodian II and Field House Custodian II (weekends) must possess a valid and current Certified Pool Operator license.

New hires and current employees shall be allowed three (3) attempts within a six (6) month period to obtain a Certified Pool Operator license.

The District will pay for the certification, licensing, mileage and all other approved travel expenses incurred to achieve such licensing for two (2) attempts. If the employee does not successfully pass the certification during this time, then the District will be responsible for payment of the certification and/or licensing only for additional attempts. The District will also pay for license renewal fees.

XVII. LONGEVITY PAY

Eligible employees, who met the criteria listed below prior to July 1, 2011, shall be entitled to longevity pay according to the following formula:

1. Twenty-five cents (\$0.25) per hour after ten (10) years of full-time continuous service.
2. Thirty-five cents (\$0.35) per hour after twenty (20) years of full-time continuous service.

APPENDIX A

The High School Head Custodian shall receive \$0.20 per hour additional compensation in consideration of responsibilities associated with the position.

CUSTODIAL & MAINTENANCE 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
Custodian I	\$13.00	\$18.00*
* Former employees returning as Custodian I may be granted a base hourly pay rate above this maximum.		
Custodian II	\$15.00	\$24.90
Custodian III	\$16.25	\$26.20
Maintenance	\$17.42	\$26.44

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 Custodial and Maintenance employees' 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.