

**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**

**Effective July 1, 2016**

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## I. INTRODUCTION

The School District of Whitefish Bay's Administrative Staff Employee Employment Provisions Handbook ("handbook") has been prepared for informational purposes only. It is intended to provide administrative staff with information about benefits, along with certain policies, procedures, rules and regulations.

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 administrative staff 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.

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

- District Administrator/Superintendent
- Activities Director
- Associate Principals
- Director of Business Services
- Director of Special Education & Pupil Services
- Director of Teaching & Learning Services
- Principals

## 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. INSURANCE

For all benefits, the Board may from time to time change the insurance carrier and plan design if it elects to do so.

**Health Insurance.** The District will pay 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. Initial 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. Open enrollment for health insurance as required under ACA regulations occurs every spring.

**Cash in Lieu of Health Insurance.** There is one exception to the conditions stated above. If an administrator has a legal 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 Section 125 plan. This benefit is available to full-time employees only. The amount will be the same as the district contributes toward a single premium per month, or \$726.06 per month, whichever is less.

**Section 125 Plan.** The Board will implement and make available to all employees a Section 125 Plan. The Plan will cover (a) employee premium contributions for health insurance; (b) deductibles, co-payments and other non-covered medical expenses eligible for coverage; and (c) child care expenses.

**Dental Insurance.** The District provides dental insurance, either on a single or family basis. 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 on a pro-rata basis. Open enrollment for dental insurance as indicated in plan document occurs every spring.

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.

**Vision Insurance.** The Board 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. Open enrollment for vision insurance as indicated in plan document occurs every spring.

**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.

**Legal 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 legal spouse and all their dependents. For a minimal premium, the administrator's legal 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 legal spouse and \$7,500 each dependent) of this coverage may be purchased for twice the premium.

#### **IV. 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.

#### **V. 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.

#### **VI. 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. When sick leave is used, the definition of immediate family includes legal spouse, children, mother, father, mother-in-law and father-in-law.

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.

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

## **VII. 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.

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

## **VIII. HOLIDAYS**

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

Independence Day (July 4)  
Labor Day  
Thanksgiving Day  
Day following Thanksgiving  
Christmas Eve (December 24)  
Christmas Day (December 25)  
New Year's Eve (December 31)  
New Year's Day (January 1)  
Good Friday (Spring Day)  
Memorial Day

- \* When a holiday falls on a Saturday, Friday shall be the day off. When a holiday falls on a Sunday, Monday shall be the day off.

## **IX. PERSONAL DAYS & RELIGIOUS OBSERVANCE**

Upon approval of the District Administrator, or his/her designee, an administrator 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.

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 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 a personal day is used, the day will be deducted from the administrator'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 administrator 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 administrator's personal day account followed, if necessary, from their sick leave account.

## **X. JURY DUTY**

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

## **XI. 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.

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.

## **XII. 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.

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 worker's 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 worker's compensation benefits.

## **XIII. 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.

Additional use of regular sick leave 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.

#### XIV. 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.

#### XV. EARLY RETIREMENT

- A. Description: Early retirement benefits shall be available to administrators 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 57 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 and be at least 57 years of age.
- C. Application: All applications for early retirement benefits must be filed with the District Administrator no later than February 1<sup>st</sup>. 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 2011-12 school year. If hired before January 1, 2009, an administrator shall receive a total compensation benefit of 80% of his/her base contractual salary during the 2011-12 school year. In order to receive the full benefit, the employee must have fifteen (15) years of

service. For administrators with less than fifteen (15) years of service as of July 1, 2012, the benefit will be pro-rated based on the administrator's years of service as of July 1, 2012.

Employees hired after July 1, 2011 are not eligible for this benefit.

- F. Payment Schedule: The School District will make a payment to the 401(a)/403(b) plan provider on behalf of the eligible retiring employee. The account created in this qualified plan will be in the name of the retiring employee. Access to the 401(a)/403(b) plan is subject to Internal Revenue Service (IRS) regulations and stipulations. If, after retirement/severance an administrative employee dies before full payment has been made, the balance due and owing will be paid to a named beneficiary, or, lacking same, to the estate of the deceased. Any payment amount above the current IRS code limit shall be paid by check. Deductions, such as state and federal income tax, social security tax, or other taxes will be made only as required by law.
- 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 57 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 the same percentage of the premium in effect at the time of retirement/severance, 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. 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.

Employees hired after July 1, 2011 are not eligible for this benefit (post-employment health insurance). For employees hired after July 1, 2011, the District will contribute a sum towards a tax-sheltered annuity on behalf of the employee that the employee may access upon retirement (eligibility: age 59 with 15 years of service).

- 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.

## **XVI. 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.

## **XVII. 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.

## **XVIII. 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.

## **XIX. 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. Eye Examination and/or Eye Glasses

Administrators shall be entitled to reimbursement not to exceed \$1,000 per year for tuition with submission of a grade of B (3.00) or higher.

## **XX. INDIVIDUAL PROFESSIONAL EDUCATIONAL ORGANIZATION MEMBERSHIPS**

All administrative staff shall be allowed to join professional educational organizations directly connected to their current position in the district if deemed appropriate by the District Administrator. These individual membership dues, up to \$700 per year, will be paid out of that administrator's unit budget.

## **XXI. 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, personal day, or taking a non-compensated day.

If an administrative staff 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.

## **XXII. EMPLOYEE NOTIFICATION TO HUMAN RESOURCES**

**Change in Employee Information.** It is the employee's responsibility to update information or notify the Human Resources Department 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 District's Human Resources Manager immediately upon an arrest, pending charges, or conviction situation change.

## **XXIII. COMPENSATION**

No pay increase shall be provided for employees on a plan of improvement.

Newly hired employees are not eligible for pay increase in initial fiscal year of employment (Fiscal year runs July 1 - June 30).