

2024-25 Proposed Employee Handbook Modifications

The 2024-2025 proposed Employee Handbook Modifications are below.

The Employee Handbook consists of eight Parts with numerous Sections embedded within each Part. The revisions presented are in order by Part.

A couple of themes in this year's revisions include updating all references of "Board Doc #" to "Policy #" and modifying the reference of sections cited in the handbook to be consistent with the applicable section's numbering.

Part 1 – Provisions Applicable to All Staff

Section 1 – Introduction

1.1.03 Definitions

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- B. Discipline: Discipline is defined as an employment action that results in a written reprimand, disciplinary suspension or disciplinary demotion. For further definition of employment actions not considered discipline, refer to ~~Part I, Section 5.02 (E) of the Handbook~~ **1.6.02 E**.

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Section 2 – Employment Law

1.2.01 Equal Opportunity

The Eau Claire Area School District is dedicated to ensuring equal opportunities for all employees. The District honors the unique individuality of all persons as evidenced through the District Equity Statement. This practice is upheld through the District's policy that no person may be discriminated against in employment based on their legally protected class, status or any other reason prohibited by state and federal law. Please refer to Nondiscrimination and Equal Employment Opportunity in the following District policies: ~~Board Dec Policy 1422~~, ~~Board Dec Policy 3122~~, and ~~Board Dec Policy 4122~~.

1.2.03 Equal Opportunity Complaints

To ensure the District's practice of honoring the unique individuality of all persons is upheld, a formal complaint resolution procedure is available. The District encourages informal resolution of complaints under the equal opportunity policy. Please refer to the Complaint Procedure in the in the following Nondiscrimination and Equal Employment Opportunity District policies: ~~Board Dec Policy 1422~~, ~~Board Dec Policy 3122~~, and ~~Board Dec Policy 4122~~.

1.2.07 Harassment and Bullying

The District is committed to providing fair and equal employment opportunities and to providing a professional work environment free of all forms of harassment and bullying. The District shall not tolerate harassment or bullying based on any personal characteristic described above (~~Section 1.2.01~~). Harassment and other unacceptable activities that could alter conditions of employment, or form a basis for personnel decisions, or

interfere with an employee's work performance are specifically prohibited. Sexual harassment, whether committed by supervisory or non-supervisory personnel, is unlawful and also specifically prohibited. In addition, the District shall not tolerate acts by non-employees (e.g., volunteers, vendors, visitors) that have the effect of harassing or bullying District employees in the workplace. Harassment or bullying can occur as a result of a single incident or a pattern of behavior where the purpose or effect of such behavior is to create an intimidating, hostile or offensive working environment. Harassment encompasses a broad range of physical and verbal behavior that can include, but is not limited to, the following:

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All employees have a duty to report incidents of potential or alleged harassment and bullying to their immediate supervisor or Executive Director of Human Resources. Employees have up to 300 calendar days to report an alleged incident(s) of discrimination/harassment/bullying. Please refer to the Complaint Procedure in the following Employee Anti-Harassment District policies: [Board-Dee Policy 1662](#), [Policy 3362](#), and [Policy 4362](#). Employees who fail to report incidents of potential or alleged harassment and bullying, as described above, may be subject to disciplinary action, up to and including termination. In addition, supervisory employees who fail to respond to harassment or bullying complaints or to act on their knowledge of violation of this policy will likewise be subject to disciplinary action, up to and including termination.

Section 3 – General Employment Practices and Expectations

1.3.06 Child Abuse/Neglect/Trafficking Reporting

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Please refer to Child Abuse and Neglect in the following District policy: [Board-Dee Policy 8462](#).

1.3.12 Authorized Use of School-Owned Equipment

The purpose of District-owned equipment is to deliver and/or supplement educational initiatives that promote student achievement. Please refer to Lending of District-Owned Equipment in the following District policy: [Board-Dee Policy 7530](#).

1.3.13 Drug, Alcohol, and Tobacco-Free Workplace

The District seeks to provide a safe drug-free workplace for all employees. A drug-free workplace includes an environment which is free of alcohol and drugs as well as every type of tobacco product. Staff who experience their work environment operating contradictory to this should inform their supervisor or the Executive Director of Human Resources. Please refer to Drug-Free Workplace in the following District policies: [Board-Dee Policy 3122.01](#) and [Policy 4122.01](#).

1.3.18 Fraud Prevention and Reporting

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Please refer to Fraud in the following District policy: [Board-Dee Policy 8900](#).

1.3.20 Gifts and Sale of Goods and Services

The Eau Claire Area Public School District appreciates the generosity of booster clubs, [parent family](#)-teacher organizations, service groups, community organizations, and individuals who donate gifts that will enhance and extend the work of the schools. Employees shall discuss donation opportunities with their supervisor. Please refer to Staff Gifts in the following District policies: [Board-Dee Policy 3214](#) and [Policy 4214](#). Crowdfunding in

the following District policy: ~~Board Dec Policy 6605~~ and Gifts, Grants, and Bequests in the following District policy: ~~Board Dec Policy 7230~~.

1.3.22 Operators of District Vehicles and/or Mobile Equipment, Drivers on Behalf of the District, and Persons Who Receive Travel Reimbursement

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4. All transportation will be done in accordance with District's travel policy. Please refer to Job-Related Expenses in the following District policies: ~~Board Dec Policy 3440~~ and ~~Board Dec Policy 4440~~.

1.3.24 Personal Appearance/Staff Dress Code

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Please refer to Dress and Grooming in the following District policies: ~~Board Dec 5511~~, ~~Policy 3216~~ and ~~Policy 4216~~.

1.3.34 Work Spaces, Including Desks, Lockers, etc.

Employees shall have no expectation of privacy with respect to any item or document stored in or on District-owned property, which includes, but is not limited to, desks, filing cabinets, mailboxes, lockers, tables, shelves, and other storage spaces in or out of the classroom. Accordingly, the District may at any time and in its sole discretion conduct a search of such property, regardless of whether the searched areas or items of furniture are locked or unlocked except as provided for under ~~Part 1, Section 1.3.265 (B)~~.

1.3.36 Workplace Safety

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- E. Discrimination: The District shall not discriminate against or discharge any employee for exercising any right afforded by this section. An employee may file a grievance under ~~the Part 1, Section 5 1.6~~ of this Handbook to address the workplace safety issues as defined in ~~subsection 1.3.36 H~~, below. The employee may, in their discretion also file a complaint with the state Division of Equal Rights within thirty (30) days if the employee believes a violation of the first sentence of this paragraph occurred. See WIS. STAT. § 101.055; Public Employee Safety and Health, available at <https://dsps.wi.gov/Documents/Programs/PublicSafety/SBD9301.pdf>

1.3.37 Violence in the Workplace

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- C. Prohibited Behavior: Violence in the workplace may include, but is not limited to, the following list of prohibited behaviors directed at or by an employee, supervisor or visitor:
1. assault or battery;
 2. blatant or intentional disregard for the safety or well-being of others;
 3. commission of a violent felony or misdemeanor;
 4. dangerous or threatening horseplay or roughhousing;
 5. direct threats or physical intimidation;
 6. loud, disruptive, profane or obscene language or gestures that are clearly not part of the typical school district learning environment;

7. physical restraint, confinement;
8. possession of weapons of any kind on District property (see [Part 1, Section 1.3.356 \(F\)](#));
9. stalking; or,
10. any other act that a reasonable person would perceive as constituting a threat of violence.

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1.3.38 Job Description and Labor Market Review – ~~District Policy 513~~ [Policy 1400](#)

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Section 6 – Grievance Procedure

1.6.02 Definitions

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- D. “Workplace safety” means those conditions related to physical health and safety of employees enforceable under federal or state law, or District rule related to:
1. safety of the physical work environment;
 2. the safe operation of workplace equipment and tools;
 3. provision of protective equipment;
 4. training and warning requirements;
 5. workplace violence; and
 6. accident risk.

“Workplace safety” does not include conditions of employment unrelated to physical health and safety matters, including but not limited to, hours, overtime, assignments, and work schedules. See [Part I, Section 3.37 \(H\) 1.3.36](#) for the definition of Workplace Safety.

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- F. Termination is defined as an involuntary discharge involving the dismissal of an employee. For further definition of termination refer to [Part I, Section 1.1.023 \(G\)](#) of this document.

1.6.06 Insurance Benefits Following Non-renewal

Please see [Part I, Section 18.10, 1.18.10](#) COBRA, for a full explanation of insurance continuation options.

Section 7 – Pay Periods

1.7.07 Rounding Rule

In reporting time worked into the District’s timekeeping system, or paper time cards, the District follows the 7-minute rounding rule, rounding up or down to the nearest quarter hour. When reporting 15-minute increments on timecards, employees should use a decimal point to establish the quarter hour (15 minutes = .25, 30 minutes = .50, and 45 minutes = .75).

Section 9 – Worker’s Compensation

1.9.02 Benefits While on Worker's Compensation

If any employee is injured while performing duties for the District, the District shall continue to provide worker's compensation insurance, and the employee will be compensated in the following manner:

Worker’s Compensation Leave: The employee will receive worker’s compensation payment in a manner consistent with the rules and regulations of the State of Wisconsin. No other leaves will be applied to the worker’s compensation leave, with the exception of FMLA benefits, which shall begin concurrently with the initiation of disability payments for a work-related illness or injury. An employee on worker’s compensation leave shall receive benefits as though actively working for six (6) months from Date of Injury (DOI). After six (6) months, the employee will become eligible for insurance continuation under COBRA Law, see **Part 1, Section 1.18.10**. The employee, subject to the rules and regulations of the worker’s compensation and disability insurance carriers, and those of ECASD, may be eligible for long-term disability leave.

Section 11 – Sick Leave

1.11.02 Sick Leave Use

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- C. For non-FMLA absences, if an employee is sick and needs to be off from work and has exhausted all paid sick time, personal or vacation time will be used. If an employee has exhausted all paid leave options, an employee may use unpaid time through a payroll deduct absence. See **Part 1, Section 1.15**.

Section 14 – Personal Leave

1.14.03 Personal Leave Day Restrictions and Limitations

There are **several exceptions to restrictions regarding** Personal Leave **use** that require approval by both the supervisor and Executive Director of Human Resources and/or their designee. **in the case of unique events:**

- The first ten (10) and last ten (10) days of student contact;
- Family-teacher conferences **or professional learning days;**
- **Professional learning days**

When entering personal leave days during these instances, **please identify them** they must be entered as **R-Restricted-P** Personal in the absence management system, which will initiate **the two-step** approval process. Personal leave may not be approved if a substitute is required but is not available.

Additionally, there are days each school year when the number of personal absences requiring a substitute are limited but only supervisor approval is required. This limit is necessary to ensure buildings are not left short-staffed due to the lower availability of subs on these days. The following days are limited:

- The day before and/or the day after a school break; **including Thanksgiving Break, Winter Break, and Spring Break.** **Note:** Up to forty (40) total staff that require a substitute; **may be approved for personal absences on these days.**

When entering personal leave days during these instances, they must be entered as a personal day in the absence management system, which will initiate the one-step approval process. Employees should enter

absences for these dates into the absence management system as soon possible, as only absences entered in the absence management system at the time the limit is reached will be considered approved.

When entering personal leave days during these instances, please identify them as restricted personal in the absence management system, which will initiate the approval process. Personal leave may not be approved if a substitute is required but is not available.

Section 15 – Payroll Deductions

Any employee who exhausts all applicable personal or vacation paid leave balances and requests a day off without pay does so electronically through the District’s absence management system prior to the absence. The request requires action approval from both the employee’s immediate supervisor as well as the Executive Director of Human Resources or their designee through the District’s absence management system before the day may be taken.

Employees are allowed to use up to ten (10) days of payroll deductions within a fiscal year. Employees may use up to ten (10) days of payroll deductions consecutively before an employee must request an unpaid leave of absence or separate employment with the District. If an employee is expected to be absent ten (10) or more consecutive days unpaid, they are required to request an unpaid leave of absence or separate employment. Employees who exceed ten (10) days of payroll deductions may be subject to employee discipline up to and including termination.

An employee experiencing a unique and unusual circumstance should contact the Executive Director of Human Resources or their designee to review leave options prior to reaching the ten (10) day limit. If additional unpaid time off becomes necessary and is requested by the employee, such time may be granted at the discretion of the Executive Director of Human Resources or their designee. Nothing in this section shall be interpreted as limiting the District's ability to discipline or discharge employees for excessive absenteeism.

Section 16 – Uniformed Services Leave

1.16.01 Uniformed Services Leave of Absence

Employees performing duty, whether on a voluntary or involuntary basis, in a uniformed service shall be granted a protected leave of absence without pay in accordance with the provisions of federal law, state law, and this Handbook. Please refer to Employee Leaves in the following District policies: [Board Dec Policy 3431](#) and [Board Dec Policy 4431](#).

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Section 17 – Unpaid Leaves of Absence

1.17.01 Medical Leave

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B. Benefits during approved Leave:

1. Length of service and other benefits shall not accrue during such leave.
2. For the approved unpaid Medical Leave is longer than 31 calendar days, the employee may continue health and dental insurance during the leave of absence under COBRA law, see [Part I, Section 1.18.10](#).

3. During the unpaid leave, the employee shall retain accumulated paid leave, but shall not accrue any additional paid leave during the unpaid leave. An employee may be required to use available applicable accrued leave prior to commencing unpaid leave.

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D. Notification of Return from an Approved Leave: Any employee on leave with an end date after February March 1 is required to notify the Executive Director of Human Resources in writing on or before February March 1 of their intent to return the next school year. If the employee does not provide this timely written notice, the employee's status will be changed to a voluntary resignation from their position with the District as of the end date of the leave.

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1.17.02 Unpaid Leave of Absence – For Other than Medical Reasons

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B. Benefits during approved Leave:

1. Length of service and other benefits shall not accrue during such leave.
2. For an approved Unpaid Leave of Absence that is longer than 31calendar days, the employee may continue health and dental insurance during the leave of absence under COBRA law, see Part 1, Section 1.18.10.
3. During the unpaid leave, the employee shall retain accumulated paid leave, but shall not accrue any additional paid leave during the unpaid leave. An employee may be required to use available applicable accrued leave prior to commencing unpaid leave.

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D. Notification of Return from an Approved Leave: Any employee on leave with an end date after February March 1 is required to notify the Executive Director of Human Resources in writing on or before February March 1 of their intent to return the next school year. If the employee does not provide this timely written notice, the employee's status will be changed to a voluntary resignation from their position with the District as of the end date of the leave.

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G. Leave for a Limited Term position within the District

Employees may take a leave of absence from their permanent position to fill a limited term position within the District with approval from the Executive Director of Human Resources or their designee. Employee pay and benefits will be determined by the position the employee is working in. An employee choosing to take a leave from a permanent benefit eligible position to fill a limited term non-benefit eligible position will not have access to benefits until they resume the permanent benefit-eligible position. Employees will return to their permanent position at the end of the limited term position.

H. Subbing while on Leave of Absence: Employees on a Leave of Absence from the District generally do not perform work for the District while on leave. The District values its employees and aims to keep them connected to the District as much as possible during an absence. Therefore, the Executive Director of Human Resources or their designee may consider allowing a staff member who is off on an unpaid, non-medical leave to be able to sub through ECASD's substitute provider throughout the year as availability allows.

Section 18 – Benefits Applicable to All Employees

1.18.06 Long-Term Disability Insurance

Eligible employees shall be provided long-term disability insurance. The insurance carrier(s), program(s), and coverage(s) will be selected and determined by the Board. An employee on Long-Term Disability shall receive benefits as though actively working for six (6) months after date eligible for Long-Term Disability. After six (6) months, the employee will become eligible for insurance continuation under COBRA Law, see [Part I, Section 1.18.10](#) for additional information.

Part II – Staff with Individual Contracts under §118.22, Wis. Stats. And Professional/Exempt Non-Supervisory Employees

Section 1 – Professional Hours/Workday

2.1.01 Professional Responsibilities and Work Day

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Staff manage their work time and operate under “professional hours”. They are expected to be at their work areas during their assigned duties and teaching assignments, unless excused by their building principal or designee. Staff are expected to remain in the building during established 7.25 core hours. Activities such as faculty/department/ grade level meetings, IEP meetings, student assistance, parent-family-teacher conferences, etc., when known by staff in advance are considered professional responsibilities and staff members are expected to be in attendance.

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2.1.05 School Calendar

The school calendar shall be developed by administration and approved by the Board. The determination of the structure of the days, e.g. instructional, professional development, parent-family-teacher conferences, workdays, etc., shall be at the discretion of the administration with consultation from employee groups.

2.1.06 Holidays Defined

A paid holiday is a day off with pay for the number of hours the employee normally works. Paid holidays will be provided according to the following schedule:

- Memorial Day
- Labor Day
- Thanksgiving Day

In order to be eligible for holiday pay, an employee must work the employee's scheduled workdays immediately preceding and following the holiday, unless the employee is on an excused absence with pay which has been approved by the Superintendent and/or designee. Employees on unpaid leave of absence shall not be eligible for holiday pay if the holiday falls during the absence period.

Section 4 - Educator Assignments, Vacancies, and Transfers

2.4.02 Employee Resignations

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- B. Any educator may request to be permanently reduced in FTE.
 1. The needs of the District shall be the prime consideration used in determining approval or denial.
 2. Such request will be reviewed and processed by the Executive Director of Human Resources and may be approved or denied in their sole discretion and in accordance with applicable law and regulation.
 3. The request must be submitted on or before March February 1 for the upcoming school year.
 4. The hiring of employees shall be determined based on the need for the most qualified candidate. An employee who chose to permanently reduce FTE, may apply for any open position in the future for which the employee is qualified, but the employee does not have any right to a position.

Section 5 – Reduction in Force, Positions, and Hours

2.5.06 Insurance Benefits Following Non-renewal

Please see ~~Part I, Section 18.10~~, 1.18.10 COBRA, for a full explanation of insurance continuation options.

Section 6 – Professional Compensation

2.6.03 Special Education District Level Placement Increment

As part of their job, if a Special Education Teacher is assigned 80 percent or more of their assignment to district level special education placements (This includes ECASD Alternative Placement and Cluster Site.), they will be recommended for the ten (10) percent stated increment. Staff who qualify for the ten (10) percent increment will not be eligible for the four (4) percent Bodily Fluid Increment.

Recommendation for the ten (10) percent increment should be made from the building principal to the Director of Special Education. The decision to assign the increment is the responsibility of the Director of Special Education or designee.

Section 7 – Early Retirement

2.7.01 Early Retirement

Any educator retiring under the Early Retirement Plans defined in 2.7.02, 2.7.03, and 2.7.04 shall write a letter to the Superintendent and Executive Director of Human Resources will give written or electronic notice to Human Resources on or before February 1 of the last year of proposed regular employment expressing their intent to participate in the early retirement program. An exception may be approved by the superintendent and/or designee in cases of provable emergency or extenuating circumstances.

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2.7.02 Early Retirement Stipend

For employees hired before July 1, 2004, the Board shall offer an early retirement stipend to educators who elect to retire, provided the educator has attained the minimum age of 55 and has a minimum of 25 years of experience (these years are years of service as defined below in Part II, Section 2.7.04 and not necessarily seniority years) of which fifteen (15) were in the Eau Claire Area School District. The amount of the stipend shall be 25% of educator base. An additional one percent (1%) of the amount will be paid for each year of service at the Eau Claire Area School District beginning with the sixteenth (16th) year through the twenty-fifth (25th) year (to a maximum of 35%).

The stipend will be paid monthly over a five (5) year term.

2.7.03 Early Retirement Insurance for Employees Hired Before July 1, 2008

For employees hired before July 1, 2008, the Board shall offer an early retirement insurance contribution to educators who elect to retire, provided the educator has attained the minimum age of 55 and has a minimum of 25 years of experience (these years are years of service as defined below in Part II, Section 2.7.04 and not necessarily seniority years) of which fifteen (15) were in the Eau Claire Area School District.

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D. Combined years of service for early retirement health and dental insurance benefit: Educators

retiring at age fifty-five (55) with a minimum of 25 years of service to the ECASD, of which fifteen (15) must have been teaching years of experience qualify for the premium contribution benefit listed in **Part II, Section 2.7.03 (A)** above.

2.7.04 Defined Contribution (Early Retirement) for Employees Hired On or After July 1, 2008

Educators hired on or after July 1, 2008, who retire from the District and are at least 56 years of age and have completed at least 15 **school** years of local teaching/administering in the District, will receive a district contribution to an HRA account of \$2,500 for each year of local teaching/administering (plus interest at the applicable federal rate (AFR) each June 30).

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Section 8 – Discipline, Termination, and Non-renewal

2.8.01 Standard for Non-renewal for Educators

§118.22, Wis. Stats., sets out the procedures the District must follow in order to not renew an educator’s contract. In order to demonstrate that its decision to not renew a teacher’s contract is performance based, the District must give the educator notice that their performance is perceived as deficient and advise the employee as to why their performance is not deemed acceptable. Performance deficiencies ordinarily break down into one of three categories: 1) pedagogic inadequacies; 2) deficient subject matter knowledge; or, 3) inability to maintain a learning environment which is conducive to learning (lack of control). Prior to being non-renewed, a continuing educator must be placed on a “Plan of Improvement” as defined in **Part II, Section 2.3.02 (C)**. Thus, in addition to notice of the perceived deficiencies, the District shall give the employee advice as to how to correct the performance concerns and time to correct them. If the employee fails to improve sufficiently in meeting the identified performance concerns, the administration shall make a recommendation to the Board to non-renew unless the non-renewal is contrary to public policy or is motivated by the fact the educator is a member of a protected group as identified in the Wisconsin Fair Employment Act or federal law. A majority vote of the full Board is required to non-renew. Four (4) votes constitute a majority vote. The non-renewal of an educator, under this paragraph, shall not be deemed a “termination” under the grievance procedure in District Policy.

2.8.02 Standard for Discipline and Termination

An educator may be disciplined or terminated for “cause” during the term of the individual contract. Such discipline or termination shall be subject to the grievance procedure provisions of this Handbook. “Cause” is defined as the following:

- A. There is a factual basis for the discipline or termination: The factual basis must support a finding of employee conduct in which the District has a disciplinary or termination interest. See **Part I, Section 1.1.03 (G)**.
- B. Reasonableness of the penalty: The particular discipline or termination imposed by the District must not be unreasonable.

Section 9 – Child Rearing Leave

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- C. Benefits during the unpaid child rearing Leave:
 - 1. Length of service and other benefits shall not accrue during such leave.

2. If the Unpaid Leave of Absence is longer than 31calendar days, the employee may continue health and dental insurance during the leave of absence under COBRA law, see ~~Part 1, Section 1~~.18.10.
 3. During the unpaid leave, the employee shall retain accumulated paid leave, but shall not accrue any additional paid leave during the unpaid leave. An employee may be required to use available applicable accrued leave prior to commencing unpaid leave.
- D. Placement upon Return from Leave: Any employee on leave with an expiration date after February March 1, is required to notify the Executive Director of Human Resources in writing on or before February March 1 of their intent to return the next school year. If the employee does not provide such notice, the employee will be deemed to have resigned from their position with the District as of the expiration date of the leave. Upon return from any leave of absence, the employee may be returned to their former position. If the former position is not available as determined by the District, the employee shall be returned to a position equivalent in terms of percentage of contract unless the employee's percentage of contract was reduced or increased due to non-renewal or layoff, whichever is applicable.

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Part III – Non-Exempt Staff Without Individual Contract Under §§118.22 or 118.24, Wis. Stats.

Section 2 – Hours of Work and Work Schedule

3.2.04 Part-time Employees

A regular schedule of hours shall be prepared for employees who are less than 40 hours per week. Such schedule shall be made known to the affected employees. See **Part I, Section 1.1.03 (C)** for defined part-time employees.

3.2.05 Additional Hours and Overtime - Approval and Assignment

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C. **Pay Rate for Overtime:** Time worked over forty (40) hours per week is paid at one and one-half (1.5) rate. Time worked over forty (40) hours per week does not include sick, vacation, bereavement, holiday, personal leave time or any other paid time off. The reason for overtime must be indicated on the employee's time card and include a signature of immediate supervisor. For the sole purpose of determining the appropriate pay period for the receipt of overtime pay, a week is defined as a pay period starting at 12:00 a.m. on Saturday and ending at 11:59 p.m. on Friday (see **Part I, Section 1.7.04**).

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3.2.06 Lunch Period

All employees who work six (6) hours or more per day will be provided an unpaid half-hour lunch period, which shall be duty free. Lunches shall be scheduled by the immediate supervisor and cannot be used to arrive late, leave early, or extend other break periods.

Buildings & Grounds employees who work second and third shift have a 30 minute paid lunch included in their eight (8) hour shift.

Food & Nutrition employees who work two hours or more are entitled to their choice of free breakfast or lunch and a fifteen (15) minute, unpaid, duty-free break.

Section 3 – Reduction in Force, Positions, and Hours

3.3.02 RIF/Layoff Notice

The District will give at least fourteen (14) calendar days' notice of layoff. The layoff notice shall specify the following:

- A. The effective date of layoff;
- B. It is the responsibility of the employee to keep the District informed in writing of any changes in the employee's address; and
- C. It will refer the employee to the RIF provision in this Handbook. RIF is defined in **Part I, Section 1.1.03 (H)**.

3.3.06 Voluntary Reduction in FTE

Any hourly employee may request to reduce their FTE permanently.

- 1. The needs of the District shall be the prime consideration used in determining approval or denial.**

2. Such request will be reviewed and processed by the Executive Director of Human Resources, with input from the employee's supervisor, and may be approved or denied in their sole discretion and in accordance with applicable law and regulation.
3. Requests may be submitted anytime but the employee may not reduce their FTE prior to approval of the request.
4. The hiring of employees shall be determined based on the need for the most qualified candidate. An employee who chooses to permanently reduce FTE may apply for any open position in the future for which the employee is qualified, but the employee does not have any right to a position.

The District shall not consider temporary reductions, or other unpaid leave options for employees to temporarily reduce their FTE. Benefits will be adjusted according to the voluntary reduction.

Section 5 – Paid Vacation

3.5.04 Payment upon Termination/Transfer to a Position Not Eligible for Vacation

- A. Any employee who terminates their employment for any reason, other than discharge, or any employee who transfers to a position that is not eligible for vacation, shall be entitled to the vacation pay remaining in the employee's accumulation, ~~as well as any vacation earned but not yet received.~~ Compensation for any unused vacation days will be equal to the daily wages per accumulated day at the time of the employee's termination and will be remitted on the final paycheck. Employees leaving the District prior to June 30 will have their vacation prorated based upon hire date.

Section 7 – Wage Compensation and Expenses

3.7.03 Special Education District Level Placement Increment

As part of their job, if a Special Education Assistant is assigned 80 percent or more of their assignment to district level special education placements (This includes ECASD Alternative Placement and Cluster Site.), they will be recommended for the ten (10) percent stated increment. Staff who qualify for the ten (10) percent increment will not be eligible for the four (4) percent Bodily Fluid Increment.

Recommendation for the ten (10) percent increment should be made from the building principal to the Director of Special Education. The decision to assign the increment is the responsibility of the Director of Special Education or designee.

Section 11 – Post-Employment Benefits

3.11.01 Post-Employment Benefits

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In the event of the death of a current employee who has worked at least one calendar year, insurance continuation under COBRA Law is available. See [Part 1, Section 1.18.10](#) for additional information.

Section 12 – Discipline and Discharge

3.12.02 Standard for Discipline and Termination

- A. Probationary Employee: Probationary employees may be disciplined or terminated for reasons that are not illegal or discriminatory. Such discipline or termination shall not be subject to the grievance procedure provisions of this Handbook [Part 1, Section 1.6.03](#).

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1. There is a factual basis for the discipline or termination: The factual basis must support a finding of employee conduct in which the District has a disciplinary or termination interest. See **Part 1, 1.1.03 (G)**.

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Section 13 – Child Rearing Leave

3.13.01 Child Rearing Leave (Classified Only)

An unpaid leave of absence of up to thirteen (13) months shall be granted upon request for the purpose of bearing/caring of a new-born or an adopted child. The request shall be made thirty (30) days in advance by the employee, if possible. The leave of absence shall begin at the option of the employee, and may begin prior to the birth or adoption.

Placement upon Return from Leave: Any employee on leave with an expiration date after **February March 1**, is required to notify the Executive Director of Human Resources in writing on or before **February March 1** of their intent to return the next school year. If the employee does not provide such notice, the employee will be deemed to have resigned from their position with the District as of the expiration date of the leave. Upon expiration of the leave, the employee shall return to the position held prior to the leave.

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Part IV – Staff With Individual Contracts Under §118.24, Wis. Stats., Executive, Administrative, and Academic Administrative Employees

Section 2 – Work Schedules

4.2.04 Holidays

Twelve month employees will receive the following paid holidays:

January 1st

Good Friday

Memorial Day

July 4th

Labor Day

Thanksgiving Day

Friday after Thanksgiving

December 24th

December 25th

December 31st

Ten-month employees will receive the following paid holidays:

Labor Day

Thanksgiving Day

Memorial Day

In order to be eligible for holiday pay, an employee must work the employee's scheduled workdays immediately preceding and following the holiday, unless the employee is on an excused absence with pay which has been approved by the Superintendent and/or designee. Employees on unpaid leave of absence shall not be eligible for holiday pay if the holiday falls during the absence period.

Section 4 – Administrative Evaluation

4.4.03 Evaluators

The superintendent is responsible for the evaluation of administrators and shall either perform those evaluations himself or shall direct that those evaluations be performed by other persons who have the training, knowledge and skills necessary to evaluate professional administrative school personnel.

Please refer to Staff Evaluation and Educator Effectiveness in the following District policy: [Board Dec Policy 3220](#).

Section 6 – Life Insurance

Eligible administrators are provided life insurance as outlined in [Part I, Section 1.18.05](#).

The Board of Education will pay for a term group life insurance policy for a \$65,000 universal life policy.

Section 7 – Post-Employment Benefits

4.7.01 Post-Employment Benefits by Hire Date

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In the event of a death of an early retiree, the District will offer insurance continuation under COBRA Law, see **Part 1, Section 1.18.10** for more information.

...

Section 8 – Discipline and Non-renewal

4.8.02 Standard for Discipline and Termination

An administrator may be disciplined or terminated for “cause” during the term of the individual contract. Such discipline or termination shall be subject to the grievance procedure provisions of this Handbook. “Cause” is defined as the following:

- A. There is a factual basis for the discipline or termination: The factual basis must support a finding of employee conduct in which the District has a disciplinary or termination interest. See **Part 1, Section 1.02 (G) 1.1.03 G**.
- B. Reasonableness of the penalty: The particular discipline or termination imposed by the District must not be unreasonable.

Part V – Non-Affiliated Employees

Section 1 – Employee Groups and Status

5.1.01 Employee Group and Status*

The following employee job titles are in the following groups:

Group 1-Non-Exempt:

- Administrative Assistant to Superintendent
- Executive Assistant
- Human Resources Generalist
- Teaching and Learning Administrative Specialist

Group 2-Exempt*:

- Director of Food & Nutrition

Group 3- Exempt*:

- Accounting Manager
- Building Services Manager
- Communications Manager
- Finance Manager
- Kitchen Food and Nutrition Manager (207 and 237 days)
- General Manager of Operations
- General Manager of Facilities
- Homeless and Homebound Coordinator
- HR Manager
- HR Staffing Specialist
- HRIS Data Specialist
- Information Analyst
- Payroll Manager
- Purchasing Manager
- Safety and Security Manager
- Senior Accountant
- Senior Finance Specialist
- Special Education Coordinator
- Student Information System Specialist
- Technology Coordinator
- Technology Lead Systems Engineer
- Technology Service Supervisor
- Technology Systems Engineer

Group 5-Exempt*:

- Special Education Parent Facilitator
- Student Success Advocate

Group 6-Non-Exempt:

- Headstart Secretary
- American Indian Education Coordinator

Group 7-Non-Exempt:

Section 2 – Group 1 Non-Exempt Employees

5.2.04 Holidays

Administrative/executive assistants will have ten (10) paid holidays:

January 1st

Good Friday

Memorial Day

July 4th

Labor Day

Thanksgiving Day

Friday after Thanksgiving

December 24th

December 25th

December 31st

In order to be eligible for holiday pay, an employee must work the employee's scheduled workdays immediately preceding and following the holiday, unless the employee is on an excused absence with pay which has been approved by the Superintendent and/or designee. Employees on unpaid leave of absence shall not be eligible for holiday pay if the holiday falls during the absence period.

5.2.05 Vacation

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- B. Payment upon Transfer/Retirement: An employee who terminates their employment for any reason, other than discharge, or an employee who transfers to a position that is not eligible for vacation, shall be entitled to the vacation pay remaining in their accumulation, ~~as well as any vacation earned but not yet received.~~ Compensation for any unused vacation days will be equal to the daily wages per accumulated day at the time of the employee's termination and will be remitted on the final paycheck. Employees hired after July 1 will have their vacation prorated.

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Section 2 – Group I Non-Exempt Employees

5.2.09 In-Service Training

The District may provide appropriate paid in-service training to each employee.

Section 5 – Post-Employment Benefits

5.5.01 Post-Employment Benefits

	Early Retirement Stipend	Early Retirement Insurance	Defined Contributions
Group 2 Director of Food & Nutrition	N/A	N/A	Hired into this position on/after 7/1/2008
			<p>Employees who have completed five years of service to the District, will receive an annual district contribution to an HRA account of \$5,000 for each of the first five years of employment at a maximum of \$25,000 (plus interest at the applicable federal rate (AFR) each June 30).</p> <p>Employees working less than full-time shall have their defined contribution prorated to correspond to their full-time equivalency. The amount deposited will reflect the employee's full-time equivalency on the date the contribution is made to the HRA account.</p> <p>Employees working under LTE contracts will receive a defined contribution in the year they are working as an LTE. If the employee is not rehired the following year under an LTE or permanent contract the defined contribution will be forfeited.</p>
Group 3 Accounting Manager Building Services Managers Communications Manager Finance Manager Kitchen Food and Nutrition Managers (207 and 237 day) General Manager of Operations General Manager of Facilities Homeless and Homebound Coordinator Purchasing Manager HR Manager HR Staffing Specialist HRIS Data Specialist Information Analyst Payroll Manager Purchasing Manager Safety and Security Manager Senior Accountant Senior Finance Specialist Special Education Coordinator Student Information System Specialist Technology Coordinator Technology Lead Systems Engineer Technology Service Supervisor Technology Systems Engineer	N/A	Hired into this position prior 7/1/2008	Hired into this position on or after 7/1/2008
		For employees retiring at age 55 or older, with 15 years of service to the Eau Claire Area School District, the Board will provide hospital,	Employees who have completed five years of service to the District, will receive an annual district contribution to an HRA account of \$3,000 for

		surgical, prescription drug, and dental insurance until they become eligible for Medicare. The amount deposited shall be the district contribution on the date of retirement.	<p>each of the first five years of employment at a maximum of \$15,000 (plus interest at the applicable federal rate (AFR) each June 30).</p> <p>Employees working less than full-time shall have their defined contribution prorated to correspond to their full-time equivalency. The amount deposited will reflect the employee's full-time equivalency on the date the contribution is made to the HRA account.</p> <p>Employees working under LTE contracts will receive a defined contribution in the year they are working as an LTE. If the employee is not rehired the following year under an LTE or permanent contract the defined contribution will be forfeited.</p>
Group 5 Special Education Parent Facilitator Student Success Advocate	N/A	Hired into this position prior to 7/1/2008	Hired into this position on or after 7/1/2008
		Same as Group 3.	Same as Group 3.
Group 6 Headstart Secretary American Indian Education Coordinator		Hired into this position prior to 7/1/2012	Hired into this position on or after 7/1/2012
		<p>The Board of Education shall offer to provide medical insurance coverage, which consists of medical insurance premium and potential HRA contributions, and dental insurance to all retirees who have reached the age of fifty-five (55) and who have worked a minimum of fifteen (15) years for the Eau Claire Area School District, until the employee becomes eligible for Medicare.</p> <p>The amount deposited shall be the district contribution on the date of retirement.</p> <p>n employee retires at age 62, the Board contributions for medical insurance coverage and dental insurance set at the time of retirement shall be paid until the employee qualifies for Medicare.</p>	<p>Employees who have completed five years of service to the District, will receive an annual district contribution to an HRA account of \$3,000 for each of the first five years of employment at a maximum of \$15,000 (plus interest at the applicable federal rate (AFR) each June 30). Employees working less than full-time shall have their defined contribution prorated to correspond to their full-time equivalency. The amount deposited will reflect the employee's full-time equivalency on the date the contribution is made to the HRA account.</p> <p>Employees working under LTE contracts will receive a defined contribution in the year they are working as an LTE. If the employee is not rehired the following year under an LTE or permanent contract the defined contribution will be forfeited.</p>

Section 6 – Discipline and Termination

5.6.01 Standard for Discipline and Termination

- A. Probationary Employee: Probationary employees may be disciplined or terminated for reasons that are not illegal or discriminatory. Such discipline or termination shall not be subject to the grievance procedure provisions of this Handbook **Part 1, Section 6 1.6.**

...

1. There is a factual basis for the discipline or termination: The factual basis must support a finding of employee conduct in which the District has a disciplinary or termination interest. See **Part 1, Section 1.03 (G) 1.1.03 G.**

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Part VI – Athletic Coaching Staff

Section 1 – Introduction

6.1.06 Certification Requirements

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The District offers trainings for certifications throughout the school year. [Training opportunities can be found HERE](#). Questions about District-offered trainings may be directed to the ECASD Business office at 715-852-3010.

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6.1.08 Facility Use and Reservations

The Athletic Director or designee will be responsible for reserving facilities for both practice and competition for each sport for the regular season. Head Coaches are responsible for reserving practice space for activities outside of the season including contact days. ECASD facility reservations are made through the District’s facility scheduling system. Head Coaches may work with the Athletic Director or designee for assistance in following ECASD facility reservation procedures.

All coaches are responsible for abiding by District Policy 7510 – Use of District Facilities. Please refer to [Board Dec Policy 7510](#) for more information.

6.1.18 Fundraising

A fundraiser is any activity which is used to seek gifts and/or materials (gifts-in-kind) in support of an organization or for a charitable purpose. All fundraising must abide by District Policy. Please refer to Student Fund-Raising in the following District policy: [Board Dec Policy 5830](#) and Crowdfunding in the following District policy: [Board Dec Policy 6605](#). Coaches interested in fundraising should work with the Athletic Director or Building Principal to ensure District procedure is followed.

6.1.19 Gifts and Donations

All gifts must be reported using the ECASD Gift Report form found in the ECASD SharePoint Resource Center under Business Services Documents [HERE](#). All gifts must follow the Eau Claire Area School District Gifting Guidelines which are as follows:

Gifting Guidelines

The Eau Claire Area Public School District appreciates the generosity of booster clubs, [parent family](#)-teacher organizations, service groups, community organizations, and individuals who donate gifts that will enhance and extend the work of the schools.

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Part VII – Substitute Employees

No changes

Part VIII – Crossing Guards

Section 1 – Crossing Guards

8.1.01 Holidays

Crossing Guards will be paid for the following holidays:

Memorial Day

Labor Day

Thanksgiving Day

In order to be eligible for holiday pay, an employee must work the employee's scheduled workdays immediately preceding and following the holiday, unless the employee is on an excused absence with pay which has been approved by the Superintendent and/or designee. Employees on unpaid leave of absence shall not be eligible for holiday pay if the holiday falls during the absence period.