

Employee Handbook Revisions for July 1, 2019

Part I – Provisions Applicable to All Staff

Section 2 – Employment Law

2.02 ADA – Request for Accommodation Procedures

Written requests for reasonable accommodation under the Americans with Disabilities Act or the Wisconsin Fair Employment Act should be directed to the Executive Director of Human Resources and contain the following information:

- Name
- Job title and location
- Name of immediate supervisor
- Specific functional limitation, i.e., what job duty is unable to be performed due to the disability
- Requested accommodation; be as detailed as possible, including if applicable: equipment needed, job or schedule modifications, services needed or work restrictions
- Describe how the above accommodation will assist you in your job

Supporting medical documentation may be requested by the Eau Claire Area School District to confirm the need for accommodation. If medical documentation is requested, the request for reasonable accommodation cannot move forward until that documentation is received. Once the request and documentation is received the Executive Director of Human Resources and/or their designee will meet with the employee, the employee's supervisor and/or Department Director to discuss the requested accommodation and/or alternatives to the request.

An approval, denial, or modification of the request will be issued within ten business days of this meeting and the necessary steps to implement this accommodation will begin. A copy of this form will also be sent to the supervisor and director. These copies should be kept within Human Resources department and shared with necessary parties when there is a change in supervision.

In the event an employee presents a request for accommodation to their immediate supervisor, the supervisor is expected to inform the Executive Director of Human Resources or their designee so that a formal plan may be established and documented.

Section 3 – General Employment Practices and Expectations

3.14 Emergency School Closures

During an Emergency School Closure Day, specifically identified positions are critical to the operation of the District. The responsibilities and expectations of these positions make it necessary for the employees holding these positions to report to work as close to their start time as possible based upon safety considerations. The identified positions are considered Emergency School Closure Report Positions and include:

- Assistant Principal/Athletic Director
- Buildings and Grounds (including School Year Custodians and Buildings and Grounds Secretary II)
- Central Services Receptionist
- Directors

- Principals
- Executive Administrative Assistants
- Executive Directors
- Systems Engineer responsible for finance and human resource systems
- First Cooks
- Kitchen Managers
- Student Information Specialist
- Technology Repair/Support Supervisor
- Superintendent of Schools

Employees in all remaining positions are to use professional judgment in determining if and when to report to work. In the event an employee does not report to work, no loss of pay shall be suffered if the employee was in attendance at work either the day prior to or the day after the Emergency School Closure Day. If an employee is absent the day before and the day after the Closure Day, the employee will be charged for the absence for the same reason as the other absences.

Employees who work school-year, hourly positions are not to report on any and all subsequent closure days, after the first five, as the subsequent days are required to be made up, and, therefore, the hourly employees would be compensated for those days at the end of the school year when the days/hours are actually worked. This does not apply to School Year Custodial and First Cook positions, as those positions report to work on all inclement weather days.

Employees who work school-year, contracted positions are not to report to work on any and all subsequent school closure days, after the first five, as these employees are required to work their designated number of days as determined by their individual contract. The subsequent closure days will be made up at the end of the regular school calendar. This does not apply to Kitchen Manager positions, as those positions report to work on all inclement weather days.

Employees who work twelve month positions are expected to report to work or use a vacation or personal day for any closure days after the first five.

Late Start/Two-Hour Delay

In the event of a two-hour delay, Emergency School Closure Report Positions staff should report to work as close to their regularly scheduled start times as it is safe to do so. All other staff should report two hours after their regularly scheduled start time. In the event the District must change this expectation due to excessive closures and/or delays, staff will be notified of modified expectations.

When a two-hour delay is announced, the following changes will be made to the school day:

- Buses will run two hours after their normal schedule
- Buildings will begin classes two hours after the normal start time
- Cold breakfast will be served at all schools
- School lunch will be at or around the normal time
- All morning and afternoon District Early Learning Programs (Head Start, Early Learning & EC4T) will be cancelled

Early Release

In the event of an early release, all school building staff are expected to remain 30 minutes past the building's student dismissal time. Staff located in non-school buildings are expected to remain 30 minutes past the latest student dismissal time. Departure time for positions identified as critical to the operations of the District will be determined on a case by case basis.

3.16 False Reports

Employees may be disciplined, up to and including termination, for filing false reports or statements including but not limited to the following: accident reports, attendance reports, insurance reports, physician's statements, pre-employment statements, sick leave requests, student records, tax withholding forms and work reports related matters.

3.22 Operators of District Vehicles, and/or Mobile Equipment, Driver's on Behalf of the District, and Persons Who Receive Travel Reimbursement

- E. Personal Transportation Utilized for School-District Use: A minimum of private car transportation will be utilized. Employees must notify and receive approval from the building principal, their Direct Supervisor and Business Services prior to traveling on the District's behalf, including transporting students in private cars for school activities. Such approval shall be in compliance with all applicable state and federal laws and administrative code provisions and shall include, but not be limited by enumeration, a review of the employee's driving record and an examination of the vehicle. See Wis. Stats. § 121.555.
 - I. Car Insurance—Employees who use their vehicles for District business transport students for school activities in their cars shall carry minimum insurance policy limits of \$350,000 combined single limit (CSL) liability, \$250,000/\$500,000 or \$100,000 per person/\$300,000 per accident bodily injury and \$100,000 property damage.
 - II. All persons traveling on the District's behalf must pass the insurance points requirements listed below.

For Business Office Use Only

Moving Violations (Previous 12 months)	One Violation 6 points	Two Violations 9 points	Three or More 11 points	Total Points for Driving Violations: _____
Accidents (Previous Three Years)	Personal Vehicle 5 points (+ 2 for all preventable accidents)	District Vehicle 7 points	District Vehicle 3 points (non-preventable)	Total Points for Accidents: _____
Failure to Report Accident (Previous Three Years)		10 points per incident		Total Points for License Suspension: _____
Any License Suspension (Previous Three Years)		10 points per incident		Total Points for Driving while Suspended: _____
Felony from Operation of Vehicle (Previous Three Years)		10 points per incident		Total Points for Hit and Run: _____
Under the Influence of Alcohol/Drugs (Previous Five Years)		10 points per incident		Date of Conviction: _____
ALLOWABLE POINTS: 9 or less: permitted	10-19: approval needed	20+: non-eligible		TOTAL POINTS: _____

3.38 Job Description and Labor Market Review – Board Policy 513

With the development of the new Compensation Model implemented in July of 2016, the salary grade for each position in the District was established based upon the job description of said position in conjunction with labor market standards. To assure that position salary grade placement remains appropriate, the District will conduct systematic reviews of both hourly and salaried positions as identified [HERE](#).

Annually, the District will work with a compensation consultant to evaluate all salary grade placements within a given group. If adjustments are recommended based on the current labor market and position description, adjustments may take place on July 1st of the following year, pending Board approval.

Certified job descriptions will be reviewed with evaluation of the certified salary schedule in conjunction with labor market standards. If adjustments are recommended based on the current labor market and job description, adjustments may take place on July 1st of the following year, pending Board approval.

The reviews will occur on a five-year cycle for each identified group. During the cycle year, the District will review job descriptions for each position within a given group and adjustments will be made as necessary.

Section 6 – Pay Periods

6.02 Payroll Dates

The school district will operate on a bi-weekly payroll basis (i.e., pay dates will occur every 2 weeks). Payroll dates will be on Friday unless the Federal Reserve is closed on a particular Friday. When the Federal Reserve is closed on a payroll date, the payroll date will be on the preceding day. **The first pay date of the school year will be in September for school year employees.**

6.03 Direct Deposit Payment Method

All regular employees shall participate in a direct payroll deposit plan. Direct deposit statements are available online for each employee. Employees may make changes to direct deposit accounts **via the employee portal or by contacting payroll, by submitting the appropriate form to the payroll office.** ~~Direct deposit changes take 2 payroll periods to take effect.~~

Section 9 – Leave Calculation

9.01 Definition

For sections 10-15, all employee leave days shall be calculated in the following manner:

FTE x 8 hours x # leave days = total amount of leave

Example: 1.0 FTE x 8 hours x **10 8** or **12 10** days of sick leave = **80 64** or **96 80** hours of sick leave

Example: .5 FTE x 8 hours x **10 8** or **12 10** days of sick leave = **40 32** or **48 40** hours of sick leave

Section 10 – Sick Leave

10.09 ~~District-Wide~~ Sick Leave Donation ~~Bank~~

Occasionally, an employee or a member of their immediate family (minor child, spouse, or parent) will experience a catastrophic illness or catastrophic injury. While it is not the District's intention to ensure that an employee will not have unpaid work days, the District will allow employees to make leave donations to other employees facing a catastrophic illness or catastrophic injury, if the employee has zero (0) paid leave days remaining in their leave balances, faces an absence which, in the opinion of the employee's or family member's medical provider will result in at least ten (10) unpaid work days, and, in the opinion of the District, justifies soliciting leave donations.

Paid leaves are transferrable to other personnel only to the extent specifically authorized under this policy and by following this process:

- 1. The requesting employee (or a designee) must contact the Executive Director of Human Resources to apply for donations of paid sick leave within six (6) weeks of becoming eligible to receive donations.**
- 2. The Executive Director of Human Resources and the Leave Donation Committee will determine whether the situation qualifies as a catastrophic illness or catastrophic injury. A catastrophic illness or catastrophic injury is one which is an acute or prolonged illness, a non-elective surgery, a recovery from a non-job-related injury which results in the employee's inability to work, or a need to care for their immediate family member who has suffered a catastrophic illness or catastrophic injury. Typically, situations such as elective surgeries and pregnancies will not qualify; however, complications arising out of an elective surgery or birth, for mother or child, could qualify. An elective surgery is a surgery or procedure that is scheduled in advance and does not involve a medical emergency. The patient or the doctor (or both) decide when the surgery/procedure will be performed. Examples include but are not limited to knee replacement, cataract surgery, and carpal tunnel. Any employee experiencing a unique**

and unusual medical circumstance that does not meet the defined criteria may be eligible for committee review but is not guaranteed approval.

3. If the Executive Director and the Leave Donation Committee determines that a qualifying catastrophic illness or catastrophic injury exists justifying the solicitation of other employees to donate up to twenty (20) days of paid sick leave, the Executive Director or his/her designee shall authorize the solicitation of sick leave transfers from all staff.
4. Employees approved for the solicitation of sick leave have the option to determine if their name is used in the request for donated days. Employees donating leave will remain anonymous.
5. A day is determined by recipient's FTE hours. Despite the fact that the donor's hourly rate may be higher or lower than the recipient's, there will be no adjustment.
6. If the requesting employee needs additional donations after the first 20 days, this process may be repeated two additional times, for a total of 60 donated days for any one employee within a given school year.
7. In the event that a requesting employee does not use all donated days during the anticipated absence, the requesting employee will "bank" those days in their sick leave account for future sick leave use.
8. Employees are limited to donating up to twenty-four (24) hours in four (4) hour increments in a given school year.

The District Wide Sick Leave Donation Bank (Donation Bank) is intended for employees who have no more than five (5) paid leave days remaining in their leave balance, but otherwise meet the criteria for use of sick leave. The Donation Bank may be available when an employee or a member of the employee's immediate family (as defined in Part I, Section 10.02 B) has a serious illness or injury (as defined in Part I, Section 10.02 B) provided that the absence from work is medically required as determined by the employee's or family member's medical provider's certification. In the event the employee experiences childbirth, the Donation Bank may be available for the period following birth that is medically required as determined by the employee's medical provider's certification.

A. The Donation Bank is subject to the following limits:

1. The District reserves the right to determine in its discretion whether an employee shall be eligible to apply for additional paid leave through the Donation Bank. In general, the Donation Bank process determines whether up to 60 additional days of leave shall be paid, but does not make the initial determination of whether an employee may take such additional leave.
2. The District retains the right to suspend or modify the Donation Bank process as necessary on a case by case basis to comply with Board Policy, employment contracts, or applicable law.
3. Leave that is provided on a paid basis through the Donation Bank process is discretionary with the employee group reviewing the request. "Donation Bank" refers solely to the process described herein and such leave does not accumulate or accrue to any employee. In addition, sick leave is transferrable to other personnel only to the extent specifically authorized under the Donation Bank process, may be used only as stipulated in District policy, and shall not constitute a vested benefit unless specifically authorized by District policy.
4. The Donation Bank process is purely voluntary. Employees may participate and make related disclosures of personal information to other employees in support of their application for Donation Bank payments, or may refrain from doing so in their discretion. Therefore, participants agree to waive any and all claims and hold all others harmless for any and all matters related to their voluntary participation in the Donation Bank process.

B. The following rules govern the utilization of the District Wide Sick Leave Donation Bank:

1. The requesting employee must have no more than five (5) paid leave days remaining.
2. The requesting employee (or a designee) must contact the Executive Director of Human Resources to apply for use of the Donation Bank within six (6) weeks of becoming eligible to receive donations. The

Executive Director or his/her designee will determine whether it is appropriate to grant the requesting employee additional leave and, if so, the additional leave time authorized.

3. If the Executive Director or his/her designee authorizes additional leave, the Executive Director and a representative committee of employees from all employee groups shall determine whether Donation Bank payments will be preauthorized, fully or in part, for approved leave, up to the maximum number of days established herein for the Donation Bank. The Executive Director and the representative committee of employees shall serve as the governing board that makes preauthorization determinations for one calendar year. In the event preauthorization is granted, the requesting employee has the option to determine if their name is used in the request for donated days.
4. The requesting employee's work group shall be given the first opportunity to donate to the Donation Bank. Donations of up to 20 days (recipient's FTE hours) are accepted. If 20 days are not received, the opportunity to donate is opened to the remaining employee work groups in the District until the first 20-day limit is met. If the requesting employee needs additional leave after the first 20 days, this process may be repeated two times, for a total of 60 donated days for any one employee within a given school year. All employees are limited to donating up to 24 hours in a given school year. (Work groups are defined as (1) Administrators, (2) Buildings and Grounds, (3) Certified Staff, (4) Classified Staff, (5) Food and Nutrition, and (6) Non-Affiliated.)
5. In the event that a requesting employee does not use all 20 days during the anticipated absence, the requesting employee will "bank" those days into their own sick leave account for future sick leave use.
6. Donations are based on hours. Employees may donate up to 24 hours per school year in four (4) hour increments. Up to 24 hours per school year may be donated per employee.

Section 13 – Personal Leave

13.01 Personal Leave

Eleven month administrators shall be granted five (5) days of personal leave per year, all remaining employees shall be granted three (3) days of personal leave per year, accumulative up to five (5) days with the exception of food service who can accumulate up to three (3) days. Once the maximum amount of personal days are accumulated, any additional days will be allocated as sick days, and credited to the sick leave balance. Allocation of personal days is dependent upon employee group. If an employee does not use any sick leave during the school year, the employee can earn an additional personal leave day the following year. This additional day will be earned as two separate .5 personal day increments. The first .5 personal day can be earned if no sick time is taken from July to December, and the second .5 personal day can be earned if no sick time is taken from January to June. The deposit of these days will be made into the individual employee's leave balance as soon as feasible after the time period measurement. If hired after the school year starts, personal leave time will be prorated. Accumulated personal leave may be taken consecutively **with supervisor approval**. Personal leave is paid for all employees.

13.02 Request Procedures

Proper notification of the date Request for personal leave shall be submitted to the supervisor **for approval, through designated absence reporting system in writing**, at least **two ten (2) (10)** days prior to the date requested for such leave. In the event of an emergency or of extenuating circumstances, the **two ten (2) (10)** day notification requirement may be waived. In such cases, however, the employee shall contact his/her supervisor no later than 6:00 a.m., to indicate the need for the personal day. In these situations, the supervisor shall only approve the personal day if a substitute is available. If a sub is unavailable and the employee does not report to work, the absence will be a payroll deduction. **When submitted at least twenty (20) school days prior to the requested date, personal leave requests requiring a substitute will be granted. Personal leave requests requiring a substitute that are submitted less than twenty (20) school days prior to the requested dates will be filled on a first come/first served basis.**

13.03 Personal Leave Day Restrictions

Personal leave will not be granted two weeks prior to the end of the school year without prior approval from the supervisor and the Executive Director of Human Resources.

Personal leave will not be granted on a ~~parent~~ family-teacher conference day or on a professional development day without prior approval from the supervisor and the Executive Director of Human Resources.

Up to forty (40) total staff that require a substitute may take personal leave the day before and/or the day after a school vacation provided approval has been granted by the building principal or supervisor.

Personal leave may be denied if a substitute is required but is not available.

13.04 Absence Approval

Any absence requiring prior approval from a supervisor may be denied. These absences include; personal time, payroll deduction, restricted personal time, extended bereavement, vacation, and Employment Affiliated. The District will set a threshold for pre-planned absences requiring a substitute in order to ensure that there is adequate substitute coverage. Any absence requiring approval may be denied once that threshold has been reached. Factors that may be considered in absence approvals are; availability of district substitutes, number of absences scheduled for that day, as well as other building or department absences.

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

Section 6—Professional Compensation

6.02 Initial Salary Schedule Placement

Upon initial employment in the District, the Superintendent or designee, at their own discretion, will determine an initial salary for new employees following the guidelines established in the [Certified Employee's Compensation System](#).

Section 7—Early Retirement

7.01 Early Retirement

Any teacher retiring under this plan shall write a letter to the Superintendent and Executive Director of Human Resources on or before ~~March 1~~ February 1 of the last year of proposed regular employment expressing his/her intent to participate in the early retirement program. An exception may be approved by the superintendent and/or his/her designee in cases of provable emergency or extenuating circumstances.

Any teacher retiring under this plan shall be carried to the completion of his/her program.

Early retirement (stipend or insurance) cannot begin during the school year except for special circumstances approved by the Superintendent. This program cannot be used in conjunction with disability insurance. Employees who are given approval to retire during the school year are not eligible to receive the benefit of the increased stipend of the next year's settlement.

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

Section 14—Hourly Position Reclassification Process

14.01 Hourly Position Reclassification Process

A reclassification occurs when substantial changes in the qualifications, duties and responsibilities of a position take place. These changes directly correlate to a position of a higher job classification or salary grade. When the changes, as well as the majority of the job responsibilities, are best described at a higher or different classification level, a reclassification may be in order.

Reclassifying a position cannot reward an employee for a special assignment, excellent job performance, or length of employment and must not address pay inequity or volume of work. Positions, not people, are reclassified.

The following types of analysis and review will take place with a reclassification request:

Analysis/Review #1—Identifying a correlation between the qualifications, duties and responsibilities of the current job description with that of a higher salary grade job description. In this case, the current job description accurately identifies the position expectations but may need to be placed at a higher salary grade.

Analysis/Review #2—Identifying evidence of a pattern of change in duties and responsibilities to determine if significant changes in duties and responsibilities have occurred. In this case, the current job description may be in need of revision to more accurately reflect the position expectations. A higher salary grade assignment to the position may be needed.

Reclassification Criteria:

1. The higher level expectations of the position must have been in place and performed by the majority of the employees in the position for at least six months to be reclassified.
2. The majority of the employees in the position must agree with the added/increased qualifications, duties, and responsibilities and support the request for reclassification.

The following steps are required to initiate a reclassification request:

A supervisor, or employee representative for a specific position, may initiate the request on behalf of the employees who hold the position and provide the required documentation to the Human Resources office.

1. Provide a comparison between the work currently performed in the position and the work being performed by other positions at a higher salary grade. (Needed for Analysis/Review #1)
2. Prepare an accurate job description, including documentation regarding duties/ responsibilities that are best described at a higher salary grade. Identify time percentages spent on duties, as well as level of accountability, independence of decision making, public interface, impact of decision making, and directing of work. (Needed for Analysis/Review #2)
3. Provide evidence that the changes are significant and cause the majority of the position's workload to be described better at a higher salary grade. (Needed for Analysis/Review #2)
4. The supervisor or employee representative for the position initiating the request must secure signatures from the majority of the employees in the position indicating they agree with the added/increased qualifications, duties, and responsibilities and support the request for reclassification. (Needed for both Analysis/Review #1 and #2)

The above listed documentation must be submitted in writing to the Human Resources office no later than April 1 of each year. The Executive Director of Human Resources will appoint a Reclassification Committee consisting of a supervisory or administrative representative of each employee group within the District, including the Executive Director of Human Resources.

The new rate of pay is effective July 1 of each year, given the reclassification request is approved. Employees eligible for reclassification will retain their salary schedule placement level when moved to the new salary grade.

In the event a reclassification request is denied, a request for the same position cannot be submitted based upon circumstances that are substantially similar to a prior request for a period of two (2) years.

The decision of the Reclassification Committee is final pending Board approval through the budget process.

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

Section 2—Work Schedules

2.01 Work Schedules for Administrative Staff

Administrative staff work schedules are set by the superintendent with the professional duties of each administrator taken into account in the setting of the work schedule. Each administrator's work schedule will be aligned with the days and term of employment specified in the administrator's individual contract. Full time employees are generally expected to work forty (40) hour work weeks. Professional staff (exempt personnel in accordance with the Fair Labor Standards Act) such as directors, principals, and associate assistant principals, are expected to report for duty for at least eight hours each day, excluding a 30-minute lunch break. Administration schedules may vary because of staggered starting times and job responsibilities.

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

Eleven Month employees will receive the following paid holidays:

- Labor Day
- Thanksgiving Day
- Memorial Day
- July 4th

School-year Ten month employees will receive the following paid holidays:

- Labor Day
- Thanksgiving Day
- Memorial Day

Section 5—Professional Compensation

5.02 Travel Allowance

The District provides a travel allowance for the following identified positions. The allowance amount is reviewed annually.

- Directors of Teaching and Learning
- Assistant Principal/Athletic Director (12 month positions)
- High School Principal
- Middle School Principal
- Elementary Principal

Part V – Non-Affiliated Employees

Section I—Employee Groups and Status

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 to Administration Services
- Executive Assistant to Business Services
- Executive Assistant to Human Resources
- Executive Assistant to Teaching and Learning

Group 2-Exempt*:

- Director of Buildings & Grounds
- Director of Food & Nutrition

Group 3- Exempt*:

- Building Services Manager
- Facilities Planning Manager
- Finance Manager
- Homeless and Homebound Coordinator
- HR Manager
- HR System & Project Specialist
- Information Analyst
- Kitchen Manager
- Payroll Manager
- Purchasing Manager
- Safety Coordinator
- Senior Accountant
- Student Information System Specialist
- Technology Coordinator
- Technology Lead Systems Engineer
- Technology Service Supervisor

Technology Systems Engineer

Group 4-Exempt*:

- Financial Systems Manager
- Technology Coordinator
- Information Analyst
- Network Engineer
- Technology Repair/Support Supervisor

Group 5-Exempt*:

- Special Education Parent Facilitator
- American Indian Education Coordinator

Group 6-Non-Exempt:

- Early Learning-Family Services Facilitator+
- Headstart Secretary+
- Headstart Classroom Assistant+
- Title I Reading Partnership Coordinator

Group 7-Non-Exempt:

- Crossing Guards

*Employees in Group 2, 3, 4, 5, are professional employees (exempt) as defined by the Federal Fair Labor Standards Act and the Wisconsin Municipal Employee Relations Act, § 111.70(1)(L), Wis. Stats.

+Employees follow Handbook Language in Part 1 and Part 3.

Section 3—Groups 2, 3, 4, 5 Exempt Employees

3.03 Vacation

Twelve-month employees will start accumulating vacation time the first month of employment in which they are employed more than one-half the month. Up to five (5) days not used during any given year may be carried over to the next year.

Employees may schedule their vacation any time from July 1 to June 30, subject to approval by each immediate supervisor.

- A. Group 2 and Group 4 employees (with exception of Technology Repair/Support Supervisor) will be granted vacation based on the following schedule:

Years of Service	Vacation Days
Up to ten (10) years	20 days
After ten (10) years	25 days

- B. Group 3 (with exception of Kitchen Managers) and Technology Repair/Support Supervisor will earn vacation based on the following schedule:

Years of Service	Vacation Days
Date or hire through 5 years	10 days
6 ^{1st} month through 9 years	15 days
1 st month of 10 th year through 19 th year	20 days
1 st month of 20 th year and thereafter	25 days

- C. Kitchen Managers are employed for 207 days (which includes 3 float days) and are eligible for five (5) vacation days. Unused vacation days do not carry over to the following year. Kitchen Managers hired prior to July 1, 2017, are eligible for these days.

Section 5—Post-Employment Benefits

5.01 Post-Employment Benefits

	Early Retirement Stipend	Early Retirement Insurance	Defined Contributions
Group 2 Director of Buildings & Grounds Director of Food & Nutrition	Hired prior to 7/1/2008	Hired prior 7/1/2008	Hired on/after 7/1/2008
	<p>An early retirement stipend will be paid to employees who elect to retire at or after the age of 55 who have a minimum of 15 years' experience in district and 25 years of total experience either in education or a job related field. Up to an additional ten years may be granted for job related experience by the Executive Director of Human Resources at the time of employment. Employees retiring after 15 years of in-district and a total of 25 years of education and/or approved related experience will receive an annual stipend of 25 percent (25%) of the base salary for their position. For each additional year of experience beyond 15, up to a maximum of 25 years, an employee retiring between the ages of 55 and 62 would receive an additional 1 percent (1%), up to a total of 35 percent (35%) based on years of experience granted. Employees who elect early retirement will receive the benefits of the next year's settlement. The stipend will be paid monthly over a five (5) year term.</p>	<p>The Board of Education will provide hospital, surgical, dental, and prescription drug insurance to retired employees who elect to retire at or after the age of 55 who have a minimum of 15 years' experience in district and 25 years of total experience either in education or a job related field. The amount paid shall not exceed the contractual limit in effect the year following the year of retirement. Thereafter, the amount paid will be the same rate until the employee becomes eligible for Medicare.</p> <p>In the event of a death of an early retiree, the Board of Education will offer continuation of insurance under COBRA Law, see Part 1, Section 18.10.</p>	<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 Building Services Managers Facilities Planning Manager Finance Manager Homeless and Homebound Coordinator HR Manager HR System & Project Specialist Kitchen Managers Payroll Manager Purchasing Manager Safety Coordinator Senior Accountant Student Information System Specialist Technology Lead Systems Engineer Technology Service Supervisor Technology Systems Engineer		Hired prior 7/1/2008	Hired on or after 7/1/2008
	N/A	<p>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, surgical, prescription drug, and dental insurance until they reach become eligible for Medicare. The amount paid for this insurance shall not exceed the</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).</p>

		contractual limit in effect one year after retirement	<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>
<p>Group 4A</p> <p>Financial System Manager Student Information System Specialist</p>		Hired prior to 7/1/2008	Hired on or after 7/1/08
	N/A	Same as Group 3.	Same as Group 3.
<p>Group 4B</p> <p>Network Engineer Information Analyst Technology Coordinator</p>		Hired prior to 7/1/2008	Hired on or after 7/1/08
	<p>An early retirement stipend will be paid to employees who elect to retire at or after the age of 55 who have a minimum of 15 years' experience in district and 25 years of total experience either in education or a job related field. Up to an additional ten years may be granted for job related experience by the Executive Director for Human Resources at the time of employment. The employee retiring after fifteen (15) years of local experience will receive an annual stipend of twenty five (25%) percent of the benchmark salary. For each additional year of experience beyond fifteen (15) years up to a maximum of twenty five (25) years, the employee retiring between the ages of 55 and 62, will receive an additional one percent (1%) up to a total of thirty five percent (35%). The benchmark salary is 100% of Step one (1) of the employees' salary schedule for the following year. The stipend will be paid monthly over a five (5) year term.</p>	<p>The Board of Education will provide hospital, surgical, dental, and prescription drug insurance to retired employees who elect to retire at or after the age of 55 who have a minimum of 15 years' experience in district and 25 years of total experience either in education or a job related field. The amount paid shall not exceed the contractual limit in effect the year following the year of retirement. Thereafter, the amount paid would be the same rate until the employee becomes eligible for Medicare.</p>	Same as Group 2.
<p>Group 4C</p> <p>Technology Repair/Support Supervisor</p>		Hired prior to 7/1/2008	Hired on or after 7/1/2008
	N/A	Same as Group 3.	Same as Group 3.
<p>Group 5</p> <p>Special Education Parent Facilitator</p>		Hired prior to 7/1/2008	Hired on or after 7/1/2008

American Indian Education Coordinator			
	N/A	Same as Group 3.	Same as Group 3.
Group 6 Early Learning-Family Services Facilitator Headstart Secretary Headstart Classroom Assistant Title 1 Reading Partnership Coordinator		Hired prior to 7/1/2012	Hired 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 paid by the school district for medical/dental insurance coverage shall not exceed the contractual limit in effect one year after the time of retirement. The Board contribution shall be applied to insurance premium first; any balance shall be applied to an HRA up to \$1,000 (single)/\$2,000 (limited family/family).</p> <p>In the event that an 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>

Part VI – Athletic Coaching Staff

Section I – Introduction

I.08 Facility Use and Reservations

The Athletic Director or his/her 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 [SchoolDude](#) the District's facility scheduling system. Head Coaches may work with the Athletic Director or his/her designee for assistance in following ECASD facility reservation procedures.

All coaches are responsible for abiding by [Board Policy 830: Use of School Facilities](#) and [830.1 Exhibit: Facility Use for ECASD Events](#).