

EMPLOYEE HANDBOOK

PART III

NON-EXEMPT STAFF WITH OR WITHOUT INDIVIDUAL CONTRACTS UNDER 118.22 OR 118.24 WIS. STATS

Non-Exempt Staff with Contracts

The guidelines in this *Handbook* apply except in the cases of language that is specific to the individual Board approved contract in which such language shall supersede the *Handbook*.

ARTICLE I – MANAGEMENT RIGHTS

The School Board possesses the sole right to operate the District and all management rights repose in it. These rights include, but are not limited to, the following:

- A. To direct all operations of the Deerfield School District.
- B. To establish reasonable work rules and schedules of work.
- C. To hire, evaluate, promote, transfer, schedule, and assign employees in positions and to create, combine, modify and eliminate positions within the Deerfield School District.
- D. To maintain efficiency of school District operations.
- E. To take whatever action is necessary to comply with state or federal law.
- F. To introduce new or improved methods or facilities.
- G. To change existing methods or facilities.
- H. To determine the kinds and amounts of services to be performed as pertains to Deerfield School District operations and the number and kind of classifications to perform such services.
- I. To determine the methods, means, and personnel by which the Deerfield School District operations are to be conducted.
- J. To take whatever action is necessary to carry out the functions of the District in situations or emergencies.
- K. To install time clocks.

ARTICLE II – GRIEVANCE PROCEDURE

Grievances shall be handled based on the following Board policy and procedures: #3340-Grievance Procedure and guidelines outlined in Part I of the *Handbook*.

ARTICLE III – SAFETY

- A. All employees will follow all established rules or practices relating to safety, including maintenance of a clean and sanitary work place.
- B. All injuries that occur on school property during the normal work day and/or that are work-related must be reported to the District Administrator, principal, or the immediate supervisor within twenty-four (24) hours and the **employee is required to call Medcor 24/7 Injury Triage Service at 800-775-5866 to report the injury as soon as possible.**

ARTICLE IV – INSURANCE

Employees hired on or after August 1, 2019 must work at least thirty (30) hours per week to be eligible for benefits. Employees hired before August 1, 2019 will maintain their current benefit eligibility status unless they voluntarily or involuntarily move to a position less than thirty (30) hours per week or if they voluntarily or involuntarily move to a position more than thirty (30) hours per week and then voluntarily or involuntarily move to a subsequent position less than thirty (30) hours per week.

A. Health Insurance for Non-exempt Staff

For the term of this Agreement, the Board agrees to offer a Health Savings Account qualified High Deductible Health Plan in which the Board agrees to pay 86.5% of the base health and hospitalization insurance with the family plan premium or single plan premium for each regular full-year and regular school-term employee.

The District will prorate the contribution for regular part-time employees based on a 40 hour work week. All regular part-time employees will contribute an additional 3.5% to the prorated portion with a minimum of 13.5% toward the cost of the health insurance premium. Support staff working less than 7.5 hours: the increase will be based on FTE times 3%. Employees may complete the Health Risk Assessment to earn a 3.5% discount on the employee premium contribution. No contribution shall be made for employees who work less than 30 hours per week. Employees electing to participate in a health insurance plan more expensive than the base plan are required to pay the difference in premium in addition to the required employee contribution.

Under IRS regulations, enrollment in Medicare disqualifies the employee and District from making further Health Savings Account contributions to the employee's account.

No employee is exempt from this language.

B. Dental Insurance for Non-exempt Staff

For the term of this agreement, the Board agrees to pay 88.5% of the single coverage or family plan coverage for regular full-year and regular school-term employees. No contributions shall be made for employees who work less than 30 hours per week.

C. Long-Term Disability/Life Insurance

The school district will provide a 90% of salary long-term disability insurance at no cost to all personnel employed thirty (30) hours or more per week. The life insurance coverage will be for one times the employee's prior calendar year WRS earnings. If the employee is new to the WRS system the coverage will be an estimated one year earning.

D. Vision and Short-Term Disability Insurance

The School District shall offer a materials only vision insurance plan to be paid 100% by the employee and a short-term disability plan to be paid 100% by the employee. Employees who work more than 30 hours per week are eligible for both plans.

F. Health Insurance Waiver Benefit

Eligible employees who waive the benefits of the district-sponsored group health plan and elect the monthly compensation, may enroll in the group health plan at a later date pursuant to the late enrollment terms, timelines and conditions stated in the group health plan. Upon enrollment under the group health plan the monthly compensation available to the employee will cease as of the month of insurance coverage.

1. An employee eligible for participation under the plan shall include employees eligible for group health plan coverage.
2. The amount of compensation paid to the employee shall be \$3,000.00 per year for full-time (40 hours per week). The cash in lieu amount shall be paid in equal installments on the 15th and 30th of each month based on the employee's pay period selection. The District will prorate the compensation for regular part-time employees based on a 40 hour work week. No compensation shall be made for employees who work fewer than 30 hours per week.

ARTICLE V – LEAVES

- A. Sick Leave: Sick leave shall be earned at the rate of one (1) day per month of usual employment, cumulative to one hundred twenty (120) days. Regular school term employees will be credited with ten (10) days; regular full year employees will be credited with twelve (12) days. Employees shall be informed in writing no later than October 1 of each school year how many sick leave days they have accumulated. The employee must use LTD insurance coverage whenever they are eligible for such benefits. (Benefit begins after 60 calendar days).

Sick leave shall be defined as time off from work with pay because of personal illness, personal disability, medical/dental exams, or illness of member of the immediate family (immediate family defined as an employee's or spouse's parent, grandparent, sibling, child, grandchild, dependents, or members of the employee's immediate household). This includes required visits to the doctor, dentist, or chiropractor.

If an employee who severs employment with the District has used sick leave in excess of that earned according to the above, such excess days shall be deducted from the employee's final check.

- B. Child Rearing Leave: Child rearing leave without pay may be granted at the written request of an employee for a period not to exceed six (6) months for full year employees or one semester for school term employees. Such leave will not affect the employee's level of salary, benefits or seniority.
- C. Emergency Leave: Four (4) days per year will be granted to all regular employees. Employees shall only be paid for the number of hours per day they are regularly scheduled to work. Emergency reportable leave is intended to cover funerals/bereavement. However, up to eight (8) hours may be used for situations not covered by sick leave but deemed an emergency per approval from the District Administrator or designee. All emergency reportable leave must be approved by the District Administrator or designee. Advance notice for emergency leave must be given to the District Administrator, designee, or principal whenever possible. Unauthorized use of emergency leave will result in forfeiture of pay for the lost time. Additional days may be granted at the discretion of the District Administrator.
- D. Personal Business: Each year two (2) days of personal leave will be granted by the administrator. Both days will be granted at no cost to the employee. Personal leave cannot be taken during the first two weeks or the last three weeks of the school year. Exceptions for significant family events may be considered by the District Administrator. Personal leave should be pre-approved by the administrator or direct supervisor when possible. Unplanned childcare needs, pet care needs, mechanical or household needs are examples to be addressed using personal leave.

Support staff can “bank” up to three (3) personal days for use at a later time with a maximum of five (5) days available in any one school year. The use of “banked personal days” requires prior administrative approval. Such leave may be used to extend a holiday or vacation, provided that requests are made to the District Administrator at least 30 days in advance and no more than two support staff district-wide choose to do so. If a holiday or vacation, the administration will decide on which staff get to use their personal days. Criteria used may include such factors as the importance of the reason for wanting to extend a vacation or holiday and seniority. In the event that an unforeseen need arises on short notice, one additional staff may be granted a personal day to extend a holiday.

If an employee who severs employment with the District has used personal leave in excess of that earned according to the above, such excess days shall be deducted from the employee's final check.

E. Leaves: In Sections A, C, and D above, leave will be prorated on a 40-hour per week basis. For example, a $\frac{1}{2}$ time employee working 20 hours per week will receive $\frac{1}{2}$ of the four 8-hour emergency leave days or 16 hours; a $\frac{3}{4}$ time employee working 30 hours per week will receive $\frac{3}{4}$ of the four 8-hour emergency leave days or 24 hours.

F. Time Without Pay: Time without pay may be granted by the administration.

1. Vacation, Personal, and Compensatory time must be exhausted before leave without pay is granted.

2. Sick and Emergency time may only be taken as outlined in the Employee *Handbook*.

G. Jury Duty/Subpoena Court Appearances: A staff member called for jury duty or subpoenaed court appearance, shall notify his/her supervisor in writing of his/her obligation as soon as he/she has been called. Adequate proof of service must be provided to the human resource department in order for employees to receive their regular salary during the absence. An employee who is unable to report for work because of jury duty will be paid the regular hours he or she is scheduled to work. The employee will send a copy of the check received from serving on the jury to the District Administrator and/or his/her designee and will be docked that amount (less any travel expenses received) on the next payroll. The employee will not suffer any loss of benefits that would be accrued during this time (i.e. sick leave, health insurance, vacation, etc.) or loss of any salary adjustment to which the employee is entitled. The time required for any employee to serve on jury duty will not be deducted from sick leave or vacation time the employee has earned or will earn in the future.

For court appearances as a plaintiff, defendant or for non-subpoenaed court appearances, the employee must use personal leave time or vacation time. Unpaid leave time may be granted by the administration.

ARTICLE VI – REDUCTION IN WORKFORCE, POSITIONS & HOURS

- A. Reasons for Layoff: In the event the Board determines to reduce the number of positions (full layoff) or the number of hours in any position (partial layoff), the provisions set forth in this Article shall apply.
- B. Layoff Notice: The District will give at least thirty (30) calendar days' notice of layoff. The layoff notice shall specify the effective date of layoff, that it is the responsibility of the employee to keep the District informed in writing of any changes in the employee's address, and that it will refer the employee to the Reduction in Force provision in this *Handbook*.
- C. Selection for Reduction – Steps: In the implementation of staff reductions under this section, individual employees shall be selected for full or partial layoff in accordance with the following steps:
1. Step One - Attrition: Normal attrition resulting from employees retiring or resigning will be relied upon to the extent that it is administratively feasible in implementing layoffs.
 2. Step Two - Volunteers: Volunteers will be laid off first. The District will provide the volunteer(s) with a layoff notice. Requests for volunteers will be sent to employees within each job category. An employee who volunteers to be laid off will put his/her request in writing. Volunteers will only be accepted by the District if in the District's opinion the remaining employees in the job category are qualified to perform the remaining work. Volunteers will be provided with all procedures under this section of the *Handbook*.
 3. Step Three - Selection for Reduction/Layoff: The District shall select the employee in the affected job category for layoff or reduction in hours.
 - a. Job categories for the purpose of this section shall be defined as:
 - i. Custodian
 - ii. Secretary
 - iii. Cook
 - iv. Instructional Assistant (including Special Education)
 - b. The District shall utilize the following criteria in order of application for determining the employee for layoff or reduction in hours:
 - i. Educational Needs of the District: Will be those needs as identified and determined by the Board through normal channels in accord with its constituted authority.
 - ii. Qualifications as established by the Board: Including, but not limited to, specific job skills, certification (if applicable), training, District evaluations, etc.
 - iii. Qualifications of the Remaining Employees in the Affected Job Category: Relevant qualifications will be those experiences and training that best relate to the position(s) to be maintained and District needs as determined by the Board. These experiences shall include but not be limited to: current and past assignment and practical experience in the area of need; and
 - iv. Length of Service of the Employee:
 - a) Length of Service: Is defined as length of service with the District commencing on the most recent date of hire. No distinction will be made between full-time and part-time employees in calculating length of service.
 - b) Tie Breaker on Length of Service: In the event two or more employees start on the same date, the employee who is senior shall be determined by the District.

- D. Reduction in Hours: Employees who are reduced in hours shall not lose any benefits they have accrued. Benefits are defined as length of service, sick leave, and vacation earned as an employee. Reduced in time employees shall be treated as part-time employees under this *Handbook*. Any employee who is reduced in hours (partial layoff) may choose to be fully laid off.
- E. Recall/Rehire Process Period: Laid off employees shall retain the option to be recalled for a period of twelve (12) months either after the employee's last day of work with the District or from the time the employee received the notification of layoff, whichever is later.
- F. Recall Procedure: All laid off employees shall have their names placed on a recall list. In the event a vacancy occurs or a new position is created while employees are on layoff, the District shall first attempt to fill the position utilizing the vacancy and transfer language contained in this *Handbook*. Employees on recall may apply for the vacant position according to the terms of this *Handbook*. The District will post vacancies in accordance with the terms of this *Handbook*.
- G. Termination of Recall Options: Recall options shall end should an employee refuse recall to a position in the job category, except as provided below. Casual or substitute work with the District during the recall period shall not extend the recall period. Employees on layoff status may refuse recall to positions with a substantially different full-time equivalency (FTE), substitute or temporary positions without loss of options to the next available position for which the employee is qualified. Employees on layoff status shall not lose recall options to an equivalent FTE position(s) if they accept a position with a different FTE level, a substitute appointment or a temporary appointment, with the District.
- H. Accrued Benefits during Layoff: Laid off employees shall suffer no loss of sick leave, vacation or other accrued benefits when rehired. Sick leave days, vacation, and length of service time shall not accrue while an employee is on full layoff status.
- I. Other Employment during Layoff: No employee on full or partial layoff shall be precluded from securing other employment while on layoff status.

ARTICLE VII – ASSIGNMENTS, VACANCIES and TRANSFERS

- A. Employees will be assigned or transferred by the District Administrator of the District and/or his/her designee.
- B. When a position becomes vacant or a new position is created, notice of such an available position may be posted on the District's website and sent to staff via District email. The District retains the right to temporarily fill vacant positions at its discretion during the posting and selection period.
- C. Involuntary Transfers: When the District determines that an involuntary transfer of an employee is necessary, it may, at its discretion, transfer any employee in the District qualified for the position. No employee will be involuntarily transferred by the District without a conference with the District Administrator and/or his/her designee which will include the reasons for the transfer. An employee who is involuntarily transferred shall suffer no loss of wages, hours, or other fringe benefit as a result of such transfer. An employee who is involuntarily transferred and suffers a loss of wages, hours or other fringe benefit as a result of such transfer may contest the transfer as discipline under Part I, Grievances.

ARTICLE VIII – PROBATIONARY PERIOD

New non-exempt employees shall serve a probationary period of twelve (12) months.

Evaluations will be made per Board policy. The Board reserves the right to extend the probationary period as needed.

Any probationary employee receiving an unsatisfactory rating will be terminated without recourse to the grievance procedure.

ARTICLE IX – DISCIPLINE AND DISCHARGE

A. A non-probationary employee may be disciplined or terminated for reasons that are not arbitrary or capricious. Such discipline or termination shall be subject to the grievance procedure provisions of this *Handbook*.

B. The Board has the right to suspend, discharge, or take other disciplinary action against employees that include, but are not limited to, the following:

1. Unsatisfactory work performance including ineffective relations with parents, supervisors or colleagues.
2. Excessive absenteeism.
3. Failure to comply with licensure or educational requirements.
4. Physical or sexual abuse of children or co-workers.
5. Alcohol or drug use which impairs the employee's ability to safely and properly perform his/her job.

It is understood that the following offenses may lead to immediate discharge, regardless of an employee's seniority, disciplinary record or prior warnings. Offenses include, but are not limited to:

1. Falsification of material information on an employment application or other significant record.
2. Being under the influence of alcohol or drugs on the job.
3. Violent, unprovoked physical contact with fellow employees or supervisors.
4. Conviction of a job-related crime or a felony involving honesty and integrity.
5. Theft of the employer's property.
6. Refusal to perform an assignment for which the employee is qualified.
7. Performing gainful employment while on a paid leave.

In the event any employee is called to a meeting with representatives of the District for the purpose of issuing discipline or discharge, or for the purpose of investigating circumstances which may lead to discipline or discharge, the District shall advise the employee of his or her right to representation prior to the meeting. In the event the employee chooses to have representation, the meeting may be delayed, at the discretion of the District, until appropriate representation may be obtained.

Nothing in this provision shall prevent the District from removing an employee from the work place if immediate action is required. Copies of any disciplinary material(s) shall be provided to the employee before such material is placed in an employee's personnel file. The employee shall have the opportunity to reply to such materials and affix his/her reply to the material.

ARTICLE X – PERSONNEL FILE

- A. Personnel File: The school District Administrator or designee will show courtesy to individual employees by furnishing a copy of correspondence which pertains to the individual employee which does not involve routine matters at the time the addition to the personnel file is made. No derogatory material, other than that substantiated by the administration, will be placed in an employee's file. An employee will have the right to review his/her personnel file with the administrator at a mutually agreeable time within 72 hours of request (weekends, holidays, and vacation periods excluded). After reviewing his or her personnel records, the employee has the right to request that records he or she believes to be inaccurate or obsolete be removed from his or her file. If the District denies the request, the employee has the right to file a written rebuttal statement and have that rebuttal attached to the disputed record. If the District intends to release the disputed record to a third party, the District must also release the attached employee rebuttal statement to the third party. **§ 103.13(4) Wis. Stats.** Employees and/or administration are encouraged to place relevant materials complementary to an employee's conduct, service, character, or personality in his/her personnel file.

ARTICLE XI – PHYSICAL EXAMS

The employee will schedule and attend a pre-employment physical exam with the designated health care provider. The exam will include the state mandated TB test. The exam will be paid for by the District.

ARTICLE XII – WORK HOURS

- A. The definition of the "work week" is considered 12:00am Monday through 11:59pm Sunday excluding paid time off such as vacation, sick, personal, emergency, snow days and compensatory time.
- B. The beginning and ending times of all shifts shall be established by the building principal with consultation with the administrative team and/or immediate supervisor, if applicable.
- C. The work hours for summer work for the day shift custodians/maintenance will be determined by the Building and Grounds Supervisor and/or administration. A varied schedule may be established not to exceed a 40 (forty) hour work week. Compensatory time may, at the discretion of the employer, be given in lieu of overtime pay. However, said compensatory time will be taken at a time agreed upon by the employee and the supervisor.
- D. Call-in time shall not include work immediately before or after the employee's scheduled work shift. The employee will be required to work only until the job he/she has been called in to do is finished; however, he/she will be paid for a minimum of two (2) hours.
- E. Employees who are called in to work on a holiday shall be compensated at two (2) times their normal base rate pay in addition to holiday pay.

- F. Employees will not leave the building during working hours without authorization from the immediate supervisor.
- G. Employees will not leave work early and must be at the assigned work area at the start and end of shifts, breaks, and/or meal periods except by mutual agreement of the immediate supervisor and the employee.
- H. All employees scheduled to work six (6) hours or more a day will be offered a 30-minute duty-free lunch period. This 30-minute lunch period will be unpaid. If an employee is required to work due to emergency circumstances and the employee is not able to resume the lunch period for a total of 30 minutes, the employee shall be paid for the full 30 minutes on that day. All employees who work four (4) hours a day will be offered a 15-minute paid break; all who work at least seven and one-half (7.5) hours a day will be offered two 15-minute paid breaks.
- I. Because of different schedule requirements, employee's starting lunch and finishing times may vary in different assignments and locations. The employee's immediate supervisor will schedule working hours, break periods, and lunch periods.
- J. Employees who are assigned "out-of-classification" work for a period of a minimum of two (2) hours shall be paid at the rate of the classification they are working in; however, they shall not suffer a reduction in their regular pay.
- K. Should the district anticipate a continuing need for an employee's services during the next school year, it will issue a letter of appointment that will be consistent with, but subservient to, this *Handbook* and board policy, before the last student contact day of the school year. Specific assignments and hours cannot be guaranteed but an effort will be made to place the employee in a similar position (i.e., assignment, wages and hours) as the one currently held.

ARTICLE XIII – OVERTIME HOURS (greater than 40 hour “work week”)

- A. The definition of “overtime” is hours worked beyond the forty (40) hour work week excluding paid time off such as vacation, sick, personal, emergency, snow days and compensatory time. Holidays that occur within the regular work week (Monday-Friday), will be considered part of the forty (40) hour work week.
- B. Employees classified as “non-exempt” are eligible for overtime hours worked beyond the forty (40) hour work week and will either be paid at the rate of one and one-half (1.5) OR in the equivalent compensatory time. Any hours worked beyond the regular schedule must be recorded on an “Extra” hours timesheet.

**All overtime must be approved in advance by the supervisor, except in the case of an extreme emergency. Disciplinary action may be taken if an employee does not get prior approval for overtime to be worked, if the employee refuses to work required overtime, or if the employee does not record overtime worked.*

The maximum number of compensatory hours that may be banked during the fiscal year is forty (40) hours. After the employee has reached the maximum allowed “bank” of compensatory time, the employee will be paid for any overtime as it is earned. Any compensatory time accrued as of June 15 will be paid as “extra hours” pay.

The employee may use this time off at their choosing, with the approval of their supervisor, and given that the use of accrued compensatory time does not unduly disrupt the daily operations of the school. Under the Fair Labor Standards Act, use of paid leave is not counted as hours worked for purposes of overtime compensation or compensatory time accrual. Employees cannot be required to take compensatory time in lieu of overtime pay; however, it is within the authority of the supervisor to require an employee to take overtime pay and not offer compensatory time should circumstances warrant.

ARTICLE XIV – EXTRA HOURS (less than 40 hour “work week”)

- A. The definition of “extra hours” is hours worked beyond the employee’s regularly scheduled work week that do not meet the definition of “overtime” hours.
- B. Employees classified as “non-exempt” are eligible for extra hours worked in addition to their regularly scheduled work week and will be paid at the rate of one times (1.0) their hourly rate. Any hours worked beyond the regular schedule must be recorded on an “Extra” hours timesheet. **All “Extra” hours must be approved in advance by the supervisor, except in the case of an extreme emergency. Disciplinary action may be taken if an employee does not get prior approval for extra hours to be worked, if the employee refuses to work required extra hours, or if the employee does not record extra hours worked.*

ARTICLE XV – VACATIONS

Paid vacations will be provided to all employees who work twenty (20) hours or more, fifty-two (52) weeks a year. Vacations will be prorated according to hours worked. Vacation time will be credited on the employee’s hire date each year.

Year 1	5 days*
Years 2-5	10 days
Years 6-15	15 days
Years 16-20	20 days
Years 21 to 25	Additional one (1) day for each year, up to 25 days

*Granted after 6 months

Non-exempt staff with 20 years of service as of June 30, 2012 will earn 25 days of vacation for years 21 and forward.

If assigned responsibilities require the employee to work during vacation days, the employee shall be allowed to roll over up to five (5) days per year of unused vacation with the approval of his/her supervisor and/or District Administrator.

Unused vacations will not be paid.

Vacation periods will be subject to approval by the District Administrator, or the designee.

Should a paid holiday fall during an employee's vacation period the employee shall be allowed to take an additional day of vacation in lieu of such holiday.

If an employee who severs employment with the District has used vacation in excess of that earned, according to the above, such excess time shall be calculated at the usual hourly rate and shall be deducted from the employee's final check.

ARTICLE XVI – HOLIDAYS

Holidays will be paid on a prorated 40 hours per week basis. For example, a $\frac{1}{2}$ time employee working 20 hours per week will receive $\frac{1}{2}$ of the 8 hour holiday or 4 hours; a $\frac{3}{4}$ time employee working 30 hours per week will receive $\frac{3}{4}$ of the 8 hour holiday or 6 hours.

If a paid holiday falls on a weekend day, the floating holiday must be used the week before or the week following said holiday. Paid holidays for full year employees that may fall on a weekend include: Christmas Eve Day, Christmas Day, New Year's Eve Day, New Year's Day, and Fourth of July.

Non-exempt employees will receive the following paid holidays.

- A. Full Year Employees: Christmas Eve Day, Christmas Day, New Year's Eve Day, New Year's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, day after Thanksgiving and one Floating Holiday.
- B. Less than Full Year Employees: Christmas Eve Day, Christmas Day, New Year's Eve Day, New Year's Day, Memorial Day, Labor Day and Thanksgiving Day.

ARTICLE XVII – INCLEMENT WEATHER/EMERGENCY CLOSING OF SCHOOL

- A. Non-exempt employees will be entitled to the number of inclement weather days reflected in the school calendar.
- B. Employees who are requested to work on inclement weather days by the administration will be allowed to take compensatory time equivalent to the hours worked. The compensatory time can be used as personal time.
- C. Employees who work that day(s) must have prior authorization by their building administrator or the District Administrator. The affected employees will be given a copy of the list of employees expected to work on said day(s) by October 1. If an employee on the list is unable to come in, a substitute may be called.

ARTICLE XVIII – JOB SHARING

Job sharing must be approved by the Board. No full-time equivalent positions may be eliminated in order to create job sharing positions.

ARTICLE XIX – PAYROLL DEDUCTIONS

All employees may avail themselves of payroll deduction services, including but not limited to the following: tax-sheltered annuities, retirement programs, insurance; subject to uniform restrictions set by the Board of Education. Employees may continue all payroll deductions in effect on August 21, 1984. The employee will be responsible for the costs of administering the contributions to any 403(B) tax-sheltered annuity plans.

ARTICLE XX – HOURLY WAGES

Hourly wages will be negotiated in accordance with state law. All non-exempt employees will receive wage compensation through this process.

ARTICLE XXI – TRAVEL REIMBURSEMENT

- A. Reimbursement per the BOE policy shall be allowed for employees who drive their automobiles on trips which have been properly authorized by the building principal or District Administrator.
- B. When an employee is requested by, or receives approval from, the building principal or District Administrator to attend a conference, workshop, etc., the cost of meals, any registration fees, and materials for the conference, workshop, etc. will be paid by the District. Travel and meals will be reimbursed per BOE policies.

ARTICLE XXII – RETIREMENT

- A. The employee will contribute the employee portion to the Wisconsin Retirement System. Staff not eligible to receive WRS will receive a cash benefit equal to the contribution made to the WRS by the District.
- B. Employees who retire with a minimum of 10 years of experience with the District and at least age 55, become permanently disabled, or die shall be paid \$40 per day for each unused sick leave day for up to 120 accumulated days less payroll taxes.