



SCHOOL DISTRICT OF MOSINEE

EMPLOYEE HANDBOOK (SUPPORT STAFF)

**School Board Approval:
August 16, 2011**

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SUPERINTENDENT WELCOME

We welcome you as an employee of the Mosinee School District. The Mosinee School District is a great place to work. The Mosinee School District is also a great place to live, raise a family and send your children to school, however your decision on where to live is completely up to you.

Regardless of where you live, your employment with the school district makes you a member of our larger community. Our school district vision, “schools and community preparing students for a changing world”, shows the commitment that we have for community connections.

The Mosinee area has many amenities within the school district. The school district is also located centrally between Wausau, Stevens Point, and Marshfield for those amenities that are not available in Mosinee. Employees who are new to north central Wisconsin will appreciate the quality of life that north central Wisconsin offers.

The Mosinee School District covers 248 square miles and nine municipalities in southern Marathon County including the Towns of Mosinee, Reid, Guenther, Knowlton, Bergen, Green Valley, Emmet, Village of Kronenwetter and the City of Mosinee. The District is governed by nine school board members that include five board members who represent specific areas and four board members who are “at-large” board members. The school board holds 12 monthly board meetings as well as a few special board meetings throughout the school year. The meetings are held in the school district office at 591 W. Hwy 153, and are open to the public.

We are very proud of our school district. Mosinee is large enough to provide a variety of student activities and educational programs, and small enough to provide individual attention. In Mosinee, our students know each other and parents have input into the system.

The best evidence we have that the Mosinee School District is a great place to work is that many of our employees, both professional and support staff, choose to make Mosinee the final destination for their careers. We believe that we attract some of the very best employees in the area.

Do not hesitate to contact me if you have a question about the Mosinee School District or employment in the Mosinee School District. I can be reached at 715-693-2530 or jrosso@mosineeschools.org.

Sincerely,

Jerry L. Rosso – Superintendent
Mosinee School District

VISION/MISSION STATEMENT

VISION

Schools and Community Preparing Students for a Changing World

MISSION

The Mission of the Mosinee School District is to:

- Improve student progress academically and socially, preparing them to be productive members of a multicultural society.
- Promote partnerships with the community to create multiple opportunities for learning.
- Foster life-long learners who are self-motivated with the adaptability for future change.

2011-12 STRATEGIC ISSUES

Student Achievement...The school district will strive to improve student achievement including such concepts as core curriculum, response to intervention (RTI), gifted and talented (GT), at risk, rigor/relevance, national standards, testing, parent/school/ communication, individual growth, and cultural awareness.

Technology...The school district will foster the use of new technologies that will prepare students for the future including “21st Century Skills.” The school district will develop a plan for technology acquisition and teacher training. Strategies will be developed to encourage the appropriate and ethical use of technology including social and academic media.

School Environment...The school district will respond and work to improve school environment issues identified in surveys and focus groups including bullying, food service, and social skills district wide.

Fiscal Responsibility...The school district will strive to maintain balanced budgets in a time of fiscal uncertainty while funding programs and services aligned with the vision and mission of the school district.

Community Partnerships...The school district will continue our focus on community partnerships by looking to grow current partnerships and fostering new opportunities.

INTRODUCTION TO YOUR EMPLOYEE HANDBOOK

The Mosinee School District is committed to working and communicating as a team to provide a safe and positive environment for all students. By providing a quality education that promotes optimal academic and emotional growth, we empower individuals to become caring, competent, responsible citizens, enabling them to succeed in an ever-changing world.

The Mosinee School District has designed this Employee Handbook to acquaint you with the School District's employment policies. While the Mosinee School District believes in the policies described in your Handbook, they are not conditions of employment. Rather, they are presented to you as guidelines and for your information. Nothing in the Handbook is intended to create an express or implied contract of employment with the School District.

Please take the time to read the Handbook carefully and become familiar with its contents. We encourage all employees who have a question about a particular provision of the Handbook to discuss the matter with their immediate supervisor or, if necessary, the Administrator.

ARTICLE 1 - ADMINISTRATION

Section 1.1 Governance Statement.

The Mosinee School Board governs the School District solely through its policies, which are divided into the following sets:

- (a) Policies that set goals and expectations for the District.
- (b) Board-Superintendent Relations Policies that define how the Board interacts with the Superintendent.

In addition, the Board sets policies regarding its own function through its Governance Process and Operating Procedures Policies.

The Employee Handbook is approved by the School Board, in compliance with these policies. As such, the School District has the right to amend and add to this handbook at its discretion. The daily operations of the School District are under the authority of the District's Administration.

Section 1.2 Management Rights.

The School Board, on its own behalf and on behalf of the electors of the district, hereby retains and reserves unto itself, without limitation, all powers, rights, authority, duties and responsibilities conferred upon and vested in it by the laws and the Constitution of the State of Wisconsin and of the United States, including, but without limiting the generality of the foregoing, the right:

- (a) To the executive management and administrative control of the school system and its properties and facilities, and the school related activities of its employees;
- (b) To hire all employees and subject to the provisions of law to determine their qualifications and the conditions for their continued employment, their dismissal or demotion (i.e., The School Board may withhold any increase in salary when the quality of service rendered does not justify such an advance. An annual increase in salary is based upon job performance.); and to promote and transfer all such employees;
- (c) To establish grades and courses of instruction, including special programs, and to provide for athletic, recreational, and social events for students, all as deemed necessary or advisable by the School Board;
- (d) To make final decisions upon the means and methods of instruction, the selection of textbooks and other teaching materials, and the use of teaching aids of every kind and nature;

(e) To determine class schedules, the hours of instruction, the duties, responsibilities, and assignments of all professional staff members, and other employees with respect thereto, non-teaching activities, and the terms and conditions of employment, and to set policies for emergency nursing services.

Nothing contained herein shall be considered to deny or restrict the School Board of its right, responsibilities, and authority under the laws of the State of Wisconsin or any other national, state, county, district, or local laws or regulations as they pertain to education.

Section 1.3 Administration.

The Superintendent shall be responsible for ensuring the efficient and effective implementation and the administration of not only the policies and procedures outlined in this Handbook, but implementation of the policies and resolutions as adopted by the School Board. The Superintendent may delegate such function as deemed necessary for the effective and efficient implementation of this system. The Superintendent or his/her delegate shall develop administrative procedures to implement the policies and procedures within this Handbook.

ARTICLE 2 - EMPLOYEE STATUS

This Employee Handbook is intended to provide information for full-time 12-month Support, part-time 12-month Support, full-time School Term Support, part-time School Term Support, and Temporary employees employed by the District. For specific definitions of each position, please contact the District.

Generally, employees will be defined by terms similar to the following:

- Regular Full-Time Employees: Regular full-time employees are defined as employees who are employed by the District a minimum of 2080 hours per year. Regular full-time employees shall be entitled to all benefits under the terms of this Agreement.
- Regular Part-time Employees: Regular part-time employees are defined as employees who are employed by the District less than 2080 hours per year. Regular part-time employees shall be entitled to prorated fringe benefits unless specifically provided for otherwise below.
- Nonexempt employees. Employees who are required to be paid overtime at the rate of time and one half (i.e., one and one-half times) their regular rate of pay for all hours worked beyond forty hours in a workweek, in accordance with applicable federal wage and hour laws, or more frequently, such as for all hours worked beyond eight hours on a given day in accordance with certain state wage and hour laws.

- Exempt employees. Employees who are not required to be paid overtime, in accordance with applicable federal wage and hour laws, for work performed beyond forty hours in a workweek but whose salary represents payment for all hours they may be required to work in any given workweek. Executives, professional employees, outside sales representatives, and certain employees in administrative positions are typically exempt.

ARTICLE 3 - EMPLOYMENT POLICIES

Section 3.1 Equal Opportunity.

The District provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, sexual orientation, national origin, age, disability, genetic information, citizenship, status as a Vietnam-era, special disabled veteran, or other veteran who served on active duty during a war, campaign, or expedition, for which a campaign badge has been authorized, in accordance with applicable federal laws. In addition, the District complies with applicable state and local laws governing nondiscrimination in employment in every location in which the District has facilities and employees. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, benefits, compensation, and training.

The District has a policy which does not tolerate employee harassment. In this connection, the District expressly prohibits any form of employee harassment based on race, color, religion, sex, national origin, age, disability, genetic information, citizenship, status as a Vietnam-era, special disabled, or other covered veteran, or status in any group protected by state or local law. Improper interference with the ability of the District's employees to perform their expected job duties is not tolerated.

Section 3.2 Reasonable Accommodation.

It is the District's policy to comply with applicable laws providing for nondiscrimination in employment against individuals with disabilities. An employee who believes he/she has a disability and may require an accommodation must contact the Superintendent.

Section 3.3 Employee Privacy Policy.

The District is sensitive to the need of protecting the personal and private information of applicants and employees. It is our policy to ensure that unauthorized individuals do not have access to such information. Employees are asked to provide personal data at hiring, and throughout their employment, for the purpose of compensation, fringe benefits and other human-resource-related tasks. When such data is requested, or as soon as possible thereafter, the District will notify its employees about the purposes for which such data is collected and used. Employees wishing to have personal data released, such as for employment confirmation on a loan application should provide a written release to the party requesting the information to allow

such information to be released. The employee should also inform the District Office about any third parties who may access the personal data.

The District will not provide personal data to any other third party or use personal data for any purpose other than that for which the data was originally collected without the prior written consent of the employee. Exceptions are to provide compensation or fringe benefits, or to satisfy government reporting requirements.

Section 3.4 Code of Ethics Statement.

Integrity is expected and required of every employee. Integrity is an essential element of every transaction with other employees, District representatives, suppliers, and customers. Integrity is equally important in the accuracy of our public relations, in the recording of our business transactions, and in the performance of our service.

The District is committed to conducting its business affairs in accordance with the law and the highest ethical standards at all times. The reputation we enjoy is determined by the example set by management and the character and good judgment of each employee and District representative. All employees and District representatives are expected to conduct themselves in the highest ethical manner.

- Employees and District representatives are to treat others with respect without regard to race, gender, color, religion, national origin, age, disability, sexual orientation, or marital status.
- Employees and District representatives are to perform their duties with honesty and integrity.
- Employees and District representatives are to exercise independent judgment free from any outside influence.
- Employees and District representatives are to do their utmost to comply with all applicable laws and regulations of federal, state, and local governments.
- Employees and District representatives are encouraged to promptly report any discriminatory behavior, sexual harassment, illegal activities, or other violations of this code.
- Management will take reasonable measures to protect the reporting employee from any retaliatory, harassing, or abusive behavior.
- Management at all levels is responsible for adherence to these principles and will vigorously pursue all appropriate remedies where these principles are violated.

If you become aware of any violation of this code or are uncertain as to the appropriate action that should be taken, we encourage you to promptly report the situation to your supervisor or Superintendent.

Section 3.5 Personnel Files.

Evaluations shall be furnished to any employee upon his/her request. Personnel files shall be available to employees in accordance with Wisconsin Statute 103.13(2).

Section 3.6 Sexual and Other Unlawful Harassment.

It is the School District's policy that employees and others acting on the District's behalf are entitled to respectful treatment in the workplace. Being respected means being treated honestly and professionally, with unique talents and perspectives valued. A respectful workplace is about more than compliance with the law. It is a working environment that is free of inappropriate behavior of all kinds. Each of us should understand that incidents of harassment and inappropriate behavior will not be tolerated in the School District.

With respect to sexual harassment, the District prohibits the following:

- Harassing Conduct

Harassment is unwelcome conduct toward an individual because of his or her race, color, sex, age, sexual orientation, religion, national origin, disability, or any other legally protected status, when the conduct creates an intimidating, hostile, or offensive work environment that causes work performance to suffer or negatively affects job opportunities. Examples of harassment that may violate the law and will violate this policy include:

- Oral or written communications that contain offensive name-calling, jokes, slurs, negative stereotyping, or threats. This includes comments or jokes that are distasteful or targeted at individuals or groups based on race, color, sex, age, sexual orientation, religion, national origin, disability, or any other legally protected status.
- Nonverbal conduct, such as staring, leering, and giving inappropriate gifts.
- Physical conduct, such as assault or unwanted touching. Visual images, such as derogatory or offensive pictures, cartoons, drawings, or gestures. Such prohibited images include those in hard copy or electronic form.

- Sexual Harassment

“Sexual harassment” means unwelcome sexual advances, unwelcome requests for sexual favors, unwelcome physical contact of a sexual nature, or unwelcome

verbal or physical conduct of a sexual nature. Sexual harassment includes conduct directed by a person at another person of the same or opposite gender. Unwelcome verbal or physical conduct of a sexual nature includes, but is not limited to, the deliberate, repeated making of unsolicited gestures or comments of a sexual nature; the deliberate, repeated display of offensive sexually graphic materials which is not necessary for business purposes; or deliberate verbal or physical conduct of a sexual nature, whether or not repeated, that is sufficiently severe to interfere substantially with an employee's work performance or to create an intimidating, hostile, or offensive work environment.

- *How To Report A Violation*

Do not assume that the District is aware of the problem. If you experience or witness harassment in the workplace, report it immediately to your supervisor or the District Superintendent. If the supervisor or District Superintendent is unavailable or you believe it would be inappropriate to contact that person, you should immediately contact any other member of management. You can raise concerns and make reports without fear of reprisal or retaliation.

Investigation and Response

If you report a complaint of harassment or inappropriate behavior, we will investigate your concerns. Where there has been a violation of policy, we will take appropriate action to try to avoid future violations. In appropriate cases, disciplinary action (up to and including termination) will be taken against those violating the Anti-Harassment Policy. We will inform parties about the status of reviewing their complaints. To respect the privacy and confidentiality of all people involved, we might not share specific details of the discipline or other action taken.

Inappropriate Behavior

The District's goal is to have a work environment where we all treat each other respectfully and professionally. Any unprofessional or disrespectful behavior, even if it does not rise to the level of "harassment," interferes with that goal and will not be tolerated. The District reserves the right to respond to inappropriate behavior even where no one has complained or indicated they have been offended.

Management Responsibility

Any supervisor or manager who becomes aware of possible sexual or other unlawful harassment must immediately advise the Superintendent or any member of management so it can be investigated in a timely and confidential manner.

Application

This policy applies to all employees and to anyone else doing business for or with the District. This includes customers, vendors, suppliers, and contractors.

The District prohibits any form of retaliation against any employee for reporting a violation of this policy, filing a complaint under this policy, or for assisting in a complaint investigation. However, if, after investigating any complaint of harassment or discrimination, the District determines that the complaint is frivolous and was not made in good faith or that an employee has provided false information regarding the complaint, disciplinary action may be taken against the individual who filed the complaint or who gave the false information, up to and including an unpaid suspension or termination.

Section 3.7 Vacancies, Transfers, and Reassignments.

The general policy of the District will be to appoint and promote positions within the District based solely upon merit, qualifications, and the needs of the District. The District shall endeavor to fill job vacancies and new positions by promotion with qualified employees with successful job performance histories from within the organization when possible.

(a) Vacancies and New Positions: Whenever the District deems it necessary to fill a vacancy, the job vacancy shall be made known to all employees through job posting.

(b) Posting Procedure: Job vacancies shall be posted on bulletin boards in each school for at least five (5) working days. The job posting shall set forth the job title, work location, scheduled hours, rate of pay, and a brief description of the job requirements and the qualifications desired.

In the event that a vacancy is posted during a school vacation period, a copy of said posting shall be provided to the President of the Association for distribution to ten (10) month employees who do not work during such school vacation periods.

(c) Employee Application: Any employee who would like to be considered for any vacant position in the School District shall submit an application to the appropriate administrator by the closing date for consideration. The final selection decision for all vacancies will be made with the objective of selecting the best possible candidate for the position based on District criteria.

Section 3.8 Educational Improvement Policy.

(a) Any employee who is required to attend training programs by the School District shall be reimbursed for actual expenses including mileage, registration, tuition, and book fees for participation in any such training program and shall be compensated at their regular hourly rate for time actually spent in such training programs.

(b) Any Teacher Assistant will be paid their hourly wage for any training required by the Red Cross to obtain and retain First Aid, CPR and AED (defibrillator) certification. The District will also pay for any course/material fees incurred in taking the Red Cross classes. All Assistants are required to complete this training as a condition of employment. Any Assistant who does not remain in compliance with this requirement shall have their pay withheld until they are in compliance with this important safety requirement.

Section 3.9 Acceptable Internet Use.

It is the policy of the Mosinee School District to expect that staff will use the Internet system and e-mail in a responsible manner. Accordingly, the District has established procedures for the use of the Internet system and E-mail along with rules governing staff's use in accessing these systems. Staff must realize that use of this electronic information resource is a privilege, not a right. Violations of the procedures or rules will result in appropriate disciplinary action up to and including written reprimand, suspension without pay, and possible discharge.

For more information please contact the Superintendent or reference Policy No. 522.7.

Section 3.10 Hiring of Relatives.

The employment of relatives in the same area of an organization may cause serious conflicts and problems with favoritism and employee morale. In addition to claims of partiality in treatment at work, personal conflicts from outside the work environment can be carried into day-to-day working relationships.

Although the District has no prohibition against hiring relatives of existing employees, we are committed to monitoring situations in which relatives work in the same area. In case of actual or potential problems, the District will take prompt action. This can include reassignment or, if necessary, termination of employment for one or both of the individuals involved. For more information please contact the Superintendent or reference Policy No. 522.4a.

Section 3.11 Employee Conduct and Work Rules.

General Provisions

Proper dress will be the standard for the employees in the School District of Mosinee.

Rules of Conduct

To ensure orderly operations and provide the best possible work environment, the District expects employees to follow rules of conduct that will protect the interests and safety of all employees and the organization.

Listed below are some rules and regulations of the District. This list should not be viewed as being all-inclusive. Types of behavior and conduct that the District considers

inappropriate and which could lead to disciplinary action up to and including termination of employment without prior warning at the sole discretion of the District include, but are not limited to, the following:

- Theft or inappropriate removal or possession of property
- Falsification of timekeeping records
- Working under the influence of alcohol or illegal drugs
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty, or while operating employer-owned vehicles or equipment
- Fighting or threatening violence in the workplace
- Boisterous or disruptive activity in the workplace
- Negligence or improper conduct leading to damage of employer-owned or customer-owned property
- Insubordination or other disrespectful conduct
- Violation of safety or health rules
- No smoking in the vicinity of school buildings
- Sexual or other unlawful or unwelcome harassment
- Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace. The District strictly prohibits concealed carry (weapons) by its employees during the course of employment.
- Excessive absenteeism or any absence without notice
- Unauthorized absence from workstation during the workday
- Violation of personnel policies
- Unsatisfactory performance or conduct
- Unauthorized disclosure of proprietary or confidential information

Section 3.12 Workplace Safety.

The District will provide to its employees necessary safety equipment to properly perform all work tasks. Please contact your immediate supervisor to obtain a piece of equipment you as an employee feel would better protect you during the course of your employment.

Section 3.13 Workplace Violence Protection.

The District is committed to preventing workplace violence and to maintaining a safe work environment. Given the increasing violence in society in general, the District has adopted the following guidelines to deal with intimidation, harassment, or other threats or (or actual) violence that may occur during business hours or on its premises.

All employees, including supervisors and temporary employees, should be treated with courtesy and respect at all times. Employees are expected to refrain from fighting, “horseplay,” or other conduct that may be dangerous to others. Firearms, weapons, and other dangerous or hazardous devices or substances are prohibited from the premises of the District.

Conduct that threatens, intimidates, or coerces another employee, a customer, or a member of the public at any time, including off-duty periods, will not be tolerated. This prohibition includes all acts of harassment, including harassment that is based on an individual’s sex, sexual orientation, race, age, and any characteristic protected by federal, state, or local law.

All threats of (or actual) violence, both direct and indirect, should be reported as soon as possible to your immediate supervisor or any other member of management. Employees are encouraged to contact local authorities, including the police, in emergency situations where an employee’s safety and well-being are threatened. This includes threats by employees, as well as threats by customers, vendors, solicitors, or other members of the public. When reporting a threat of violence, you should be as specific and detailed as possible. All suspicious individuals or activities should also be reported as soon as possible to a supervisor. Do not place yourself in peril. If you see or hear a commotion or disturbance near your work station, do not try to intercede or see what is happening.

The District will promptly and thoroughly investigate all reports of threats of (or actual) violence and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as is practical.

Anyone determined to be responsible for threats of (or actual) violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action up to and including termination of employment.

The District encourages employees to bring their disputes or differences with other employees to the attention of their supervisors or to the Superintendent before the situation escalates into potential violence. The District is eager to assist in the resolution of employee disputes, and will not discipline employees for raising such concerns.

ARTICLE 4 - RECOGNIZED ABSENCES FROM WORK

Section 4.1 Sick Leave.

(a) Benefits and Accumulation: Each full-time employee shall receive twelve (12) days of sick leave every year and such leave shall be accumulative to one-hundred (100) days. No sick leave shall be paid when the employee becomes eligible for long-term disability benefits. Regular part-time employees shall be eligible for prorated sick leave. Absence for illness and medical appointments shall be granted in fifteen (15) minute increments, however, employees working less than four (4) hours per day shall not be allowed to use sick leave for medical appointments. Employees shall be allowed to use sick leave in fifteen (15) minute increments to attend doctor appointments if the employee provided such time off does not interfere with the normal operations of the District. Sick leave for part-time staff members will be charged based on the scheduled hours the employee would have worked on the respective sick day.

(b) Advance Notice: Sick leave benefits shall begin on the first day of absence and continue until the employee returns to work or has used all his accumulated sick leave. Employees who are sick and unable to report to work shall notify or cause the employee in charge, where reasonable, to be notified at least sixty (60) minutes before the start of the regular shift or assignment, or earlier.

(c) Proof of Illness: The employer may require a doctor's statement or other evidence of proof of illness, including a sick leave explanation form.

(d) Worker's Compensation: An employee receiving worker's compensation benefits, if he desires, may be paid the difference between worker's compensation and the usual payroll check from the employer to the extent of the employee's accumulated sick leave. The employer shall then charge the employee's sick leave account with the number of days that equal the cash differential of the compensation and payroll checks.

(e) Sickness During Vacation: Employees sick during off days, vacations, leave of absence, and holidays may not claim additional compensation and deduction of such days for their sick leave accumulation.

(f) Severance Pay: Upon termination of employment, employees who are 55 years of age or older with fifteen (15) or more years of experience will be paid \$26.00 per day for unused sick leave days accumulated after July 1, 1991.

Section 4.2 Funeral Leave.

Each employee will be allowed up to five (5) days of leave per year under the following circumstances:

(a) In the event of the death of any member of the immediate family.

(b) Immediate family member for purposes of this provision shall be defined as spouse, children, step-children, son-in-law, daughter-in-law, grandchildren, parent, father-in-law, mother-in-law, brother, sister, brother-in-law, sister-in-law, grandparents, and any other member of the immediate household residing with the employee at the time of the event.

(c) The Superintendent, in his/her sole discretion, shall have the right to extend the provisions of A and B above, given extenuating circumstances asked for in writing and confirmed.

Funeral leave days are not cumulative. Funeral days when used shall be deducted from accumulated sick leave. Funeral leave for part-time staff members will be charged based on the scheduled hours the employee would have worked on the respective funeral leave day.

Section 4.3 Military Leave.

Leave of absence for military service will be granted according to provisions of state or federal law.

Section 4.4 Family and Medical Leave.

The District will comply with applicable state and federal laws regarding family and medical leave. Please see Appendix B for more information.

Section 4.5 Emergency Leave.

Each employee will be allowed up to five (5) days leave of absence per year for the following reasons:

(a) In the event of serious illness, major surgery, or serious accident involving any member of the immediate family. Immediate family members for purposes of this provision shall be defined as spouse, children, parents, and any other members residing with the employee at the time of the event.

(b) In the event of emergency matters which require absence during school hours, if approved by the Superintendent.

(c) Emergency days are not cumulative. Emergency days when used shall be deducted from accumulated sick leave.

(d) Emergency leave for part-time staff members will be charged based on the scheduled hours the employee would have worked on the respective emergency day.

Section 4.6 Jury Duty.

Employees required to serve on jury duty shall receive the difference between their normal salary and jury pay minus travel pay reimbursement. Employees shall report to school immediately following their release from jury duty each day. Employees shall notify the administration as soon as they are called for jury duty.

Section 4.7 Personal Business Leave.

Employees shall be allowed one (1) day of personal leave with pay each year to be deducted from the employee's accumulated sick leave. The employee shall not be eligible for personal leave if the employee does not have accumulated sick leave days. The employee must provide the supervisor with 24 hours notice before being eligible to take personal leave.

Employees who are not eligible for vacation benefits shall be allowed one additional day of personal leave with pay each year to be deducted from the employee's accumulated sick leave. The employee shall not be eligible for personal leave if the employee does not have accumulated sick leave days. The employee must provide the supervisor with 24 hours notice before being eligible to take personal leave.

Section 4.8 Other Leaves.

Employees shall be allowed up to three (3) days off without pay each year for family-related matters, school activities, and school related athletic activities subject to prior approval by the Superintendent. The employee must provide the Superintendent with 24-hour notice before being eligible to receive time off without pay. Such time off may not be used for vacation or recreation purposes.

Section 4.9 Holidays.

(a) Holiday Schedule: All regular full-time employees shall be granted the following holidays off with pay:

- July 4 and July 5
- Labor Day
- Thanksgiving Day and Friday after Thanksgiving
- Christmas Eve Day and Christmas Day
- New Year's Eve Day and New Year's Day
- Good Friday
- Memorial Day

If a holiday falls on a Saturday or Sunday, either the preceding Friday and the following Monday, or the following Monday and Tuesday shall be declared the holiday(s). Such schedule may be determined at the Board's sole discretion.

(b) Work on Holidays: Any employee who is required to work on any of the above-mentioned holidays shall be scheduled for a different day off in lieu of the named holiday.

(c) Holiday Pay Rate: Holiday pay shall be computed at the employee's regularly classified rate at the regularly scheduled number of hours.

(d) Part-time Employees: Part-time employees shall receive holiday pay for the above holidays if they work the day before and the day after each holiday with the exception of normal days off or excused absences.

Section 4.10 Vacations.

(a) Annual: On July 1 of each year, employees will be credited with their vacation allowance for the period of July 1 of that year to June 30 of the following year. The vacation allowance that is credited at this time should be used prior to June 30 of the following year unless approved in advance by the District. Should an employee terminate employment after July 1 the employee will be entitled to a pay out of the unused vacation hours recorded in the payroll department for that fiscal year.

(b) Anniversary Date: All employees will be assigned a vacation anniversary date of July 1 following their date of hire from which vacation allowance determinations will be made. The amount of vacation time indicated below will be available effective on the employee's date of hire and must be used prior to reaching their anniversary date.

Vacation Allotment

Employee hired in July	5 days
Employee hired from August to September	4 days
Employee hired from October to December	3 days
Employee hired from January to March	2 days
Employee hired from April to June	1 day

(c) Vacation with Pay: All regular full-time employees in the bargaining unit shall receive the following vacation with pay:

On anniversary date	5 days
1 year after the anniversary date	10 days
7 years after the anniversary date	15 days
11 years after the anniversary date	20 days
19 years after the anniversary date	25 days

(d) Vacation Requests: Employees shall request vacation time off two weeks in advance. However, employees may be granted vacation time off without the two-week notice with the approval of the Supervising Administrator.

(e) Scheduling Procedure: Vacations shall be scheduled by the Supervisor in the order the requests are received. The Supervisor shall determine the number of employees that may be on vacation during any workweek.

Maintenance employees may only be scheduled for seven (7) days of vacation during the months of May and June. Housekeeping employees may only be scheduled for ten (10) days of vacation during the months of May and June.

(f) Part-time Employees: All regular part-time twelve (12) month employees working four (4) or more regularly scheduled hours (1040 hours yearly minimum) shall be eligible for prorated vacation benefits. All regular part-time school year employees working at least 1,350 hours shall be eligible for prorated vacation benefits. Vacation time for part-time staff members will be charged based on the scheduled hours the employee would have worked on the respective vacation day.

ARTICLE 5 - BENEFITS

Disclaimer: The descriptions listed below are meant to serve as a general summary of the benefit plans offered by the District. The descriptions are not to be reflective of the exact terms of the official benefit plans. Official benefit plan documents are available to employees through the District Administrator.

All provisions in the Handbook are subject to change at the District's discretion, subject to Wisconsin law, and are only reflective of the current fiscal year 2011-2012.

Qualifications:

To qualify for the District's insurance program, the employee must work at least twenty-seven and one-half (27.5) hours per week.

In addition, school year employees shall have the right to determine if they are classified as a forty (40) hour per week employee for health insurance purposes and any employee classified as a 40-hour per week employee who works less than the forty (40) hours per week shall be removed from the District's insurance program.

To qualify for the District's life, long term disability, and dental insurance, the employee must work at least twenty (20) hours per week.

Part-time employees who are eligible for any insurance benefits will be provided insurance benefits prorated according to their hours worked.

Section 5.1 Health Insurance.

This provision applies to the fiscal year of 2011-2012 only.

Eligible employees may participate in the health insurance plan subject to all terms and conditions of the agreement between the District and the insurance carrier.

Effective for the 2011-2012 year, all employees will have the \$1,000 deductible health insurance plan as the base plan and the premium contribution will be 12% of the single or family premium. If an employee elects to participate in a plan that has a higher premium cost than the base plan, the employee will pay the additional cost along with their normal contribution. Contact the Business Office for more information about health insurance benefits.

Section 5.2 Dental Insurance.

This provision applies to the fiscal year of 2011-2012 only.

The District will provide for a total amount of \$12,000 that may be used by employees for payment toward the dental insurance premium on a prorated basis based upon the enrollment projections of employees seeking dental insurance coverage as of July 1 of each year. Contact the Business Office for more information about dental insurance benefits.

Section 5.3 Life Insurance.

This provision applies to the fiscal year of 2011-2012 only.

Life insurance offers you and your family important financial protection. The District provides a basic life insurance plan for eligible employees.

The District will provide at no cost to the employee, group paid up life insurance in the amount of one and one-half (1/2) times the projected annual salary plus an additional \$5,000.00 of term life insurance to all employees who qualify. Teacher Assistants who qualify will receive group term life insurance in the amount of two and one-half times the projected annual salary. Effective July 1, 2011, all eligible new hires will be enrolled in the 2.5 times salary life insurance plan. Contact the Business Office for more information about life insurance benefits.

Section 5.4 Long-Term Disability Insurance.

This provision applies to the fiscal year of 2011-2012 only.

The District provides a long-term disability (LTD) benefits plan to help eligible employees cope with an illness or injury that results in a long-term absence from employment. LTD is designed to ensure a continuing income for employees who are disabled and unable to work.

The District will pay one hundred percent (100%) of the premium of the long-term disability insurance policy for all employees eligible to participate in the program. Coverage will be at ninety percent (90%) of salary after sixty (60) days.

Eligible employees may participate in the LTD plan subject to all terms and conditions of the agreement between the District and the insurance carrier. Contact the Business Office for more information about LTD benefits.

Section 5.5 Workers Compensation.

Every employee is covered by worker's compensation. If an employee is disabled on the job, and collects a benefit from worker's compensation for lost wages, the employee shall have the following options:

(a) Receive the difference between the worker's compensation benefit and their wage rate at the time of the disablement with a pro rata deduction from accumulated sick leave.

(b) Receive worker's compensation benefits only with no deduction from sick leave.

If an employee has no accumulated sick leave or depletes their accumulated sick leave account, they shall receive worker's compensation benefits only.

ARTICLE 6 - HOURS AND COMPENSATION

Section 6.1 Work Day.

(a) Custodial Employee: Custodial employees shall normally be scheduled between the hours of 6:00 a.m. and 11:00 p.m. Monday through Friday. If it is necessary to have a custodian work on a weekend, they will be assigned on a rotating basis.

(b) Secretarial Employees: Secretarial employees shall normally be scheduled to work between the hours of 7:00 a.m. and 5:00 p.m., Monday through Friday, unless school activities require a different schedule.

(c) Lunch Program Employees: Lunch Program employees shall normally be scheduled to work between the hours of 7:00 a.m. and 5:00 p.m., Monday through Friday, unless school activities require a different schedule.

(d) Teacher Assistant Employees: Teacher Assistant employees shall normally be scheduled to work between the hours of 7:00 a.m. and 4:00 p. m., Monday through Friday, unless school activities require a different schedule.

Section 6.2 **Overtime.**

(a) Overtime at the rate of time and one-half (1 1/2) the employee's normal hourly rate will be paid for all hours worked in excess of forty (40) hours in any one week. Hours paid for vacation, sick leave, and/or holiday will not be considered as hours worked in determining forty (40) hours in any week.

Exceptions:

Holiday hours will be factored into the 40 hour per week overtime pay calculation when the employee is required to work on a holiday or is required to work extra hours during that 40 hour week as a result of a holiday.

If an employee, who is regularly scheduled to work 40 hours per week, is called in on a day that the employee schedule a full day off (for any type of leave), the employee will be paid time and one half of their hourly rate for their actual time worked on that day.

Section 6.3 **Mileage Reimbursement.**

Employees will be reimbursed for mileage on non-school owned automobiles at a rate of 0.51 cents per mile both within and outside of the school district.

Section 6.4 **Wisconsin Retirement Contribution.**

The District agrees to pay employer-required retirement contributions pursuant to Wisconsin State Law.

GRIEVANCE PROCEDURE

I. Purpose.

The purpose of this Policy is to set forth the procedure to be followed with respect to grievances by employees. The terms of this Policy shall control unless another valid and enforceable relevant grievance procedure exists in a collective bargaining agreement that applies to the matter.

The non-renewal of an individual teacher contract or an administrator contract issued, respectively, pursuant to Section 118.22 and Section 118.24, Wis. Stats., is not subject to this procedure and is addressed solely under the timelines and procedures mandated by Section 118.22 and Section 118.24, Wis. Stats., as applicable.

II. Definitions.

A grievance is defined as a dispute or misunderstanding regarding the actions of School District officials with regard to the following:

- Employee termination

“Termination” does not include a voluntary quit; a layoff or failure to be recalled from layoff at the expiration of any recall period; retirement; job abandonment such as “no-call, no-show,” or failure to report to work; any workforce reduction activities; job transfer; action taken for failure to meet the qualifications of a position; action taken pursuant to an ordinance other than an ordinance specifically addressing employee discharge; death; or the end of the employment of a temporary, contract or part-time employee.

- Employee discipline

“Discipline” includes verbal reprimands; written reprimands; and suspensions without pay. Discipline does not include performance evaluations, performance improvement plans, or counseling (verbal or written) regarding job performance.

- Workplace safety

Conditions of employment affecting an employee’s physical health or safety, the safe operation of workplace equipment and tools, safety of the physical work environment, personal protective equipment, and workplace violence.

III. Preliminary Procedures.

A. Preliminary Grievance Steps.

Step 1: Prior to filing a written grievance, employees should discuss any problem or complaint with his/her Immediate Supervisor to determine if the grievance can be resolved.

Step 2: If the grievance cannot be resolved at Step 1, the employee must file a written grievance with the Immediate Supervisor no later than ten (10) calendar days from the date the employee first becomes aware of the termination, discipline, or workplace safety condition causing the grievance. The Immediate Supervisor shall respond to the grievance in writing within seven (7) calendar days of receipt of the written grievance.

B. Appeal to District Administrator.

Step 3: If the grievance is not resolved at Step 1 or 2, the employee may appeal a denial by filing a written appeal of the grievance to the District Administrator within ten (10) calendar days from the Immediate Supervisor's decision. The District Administrator or designee shall meet with the parties to discuss the matter at a time that both parties are available. Within seven (7) calendar days of the meeting, the District Administrator or designee shall issue a written decision sustaining or denying the grievance.

IV. Hearing Officer Proceeding.

A. Appeal to Hearing Officer.

Step 4: If the grievance is not resolved at Step 3, the employee may appeal a denial by filing a written request for a hearing before a Hearing Officer. This request must be received by the District Administrator no later than fourteen (14) calendar days after the employee receives the District Administrator's or designee's written response.

On appeal, the District Administrator or designee shall transmit the grievance and all responses to the Hearing Officer. As soon as is practicable thereafter, the Hearing Officer shall schedule a date for a hearing. The hearing shall be held at a mutually agreeable time in a public building.

B. Hearing Procedure.

The Hearing Officer shall have the authority to administer oaths and issue subpoenas at the request of the parties and shall be responsible for the fair and orderly conduct of the hearing and the preservation of the record. The hearing shall be conducted in accord with the hearing procedures of the American Arbitration Association. Any party requesting a subpoena from the Hearing Officer is responsible for the fees associated with the subpoena. All testimony shall be taken under oath and shall be recorded by a court reporter under the supervision and control of the Hearing Officer, unless another method of recording is mutually agreed to by the parties and approved by the Hearing Officer. All costs associated with the hearing, including the cost of the Hearing Officer (if any), the court reporter and preparation of a transcript of the hearing shall be evenly split between the parties. The Hearing Officer may only recommend the overrule of a disciplinary action if the action taken was arbitrary or capricious.

C. Hearing Officer Decision.

The Hearing Officer shall submit his or her decision affirming or reversing the action with the reasons therefore in writing to the District Administrator within thirty (30) calendar days of the close of the hearing or the submission of the parties' written briefs, if any, whichever is later, or on a later date mutually agreed upon by the parties. The District Administrator or designee shall mail a copy of the Hearing Officer's decision to the last known address of each of the parties.

V. School Board Review.

A. Appeal to School Board.

Step 5: Within fourteen (14) calendar days of the date that the Hearing Officer's decision is mailed, either party may file with the District Administrator a written notice of appeal of the Hearing Officer's determination to the Board of Education ("School Board"). Any such appeal shall be on the written record, the preparation of which shall be the responsibility and at the cost of the party seeking the appeal. The appealing party shall supply a copy of the written record to the other party without charge. The written record shall be filed with the District Administrator within twenty (20) calendar days of the notice of appeal. The School Board shall receive no further evidence on the matter but may request additional written submittals of the parties on matters which were raised before the Hearing Officer. The School Board may retain outside counsel if necessary during the process.

B. School Board Decision.

Step 6: Within sixty (60) calendar days of the receipt of the written record, the School Board shall make and file its written decision with the District Administrator. The District Administrator or designee shall, within five (5) calendar days, mail a copy of the decision to the last known address of the

employee or the employee's representative. The Hearing Officer's determination shall be affirmed if the School Board determines that credible evidence in the record supports it. If the determination is not supported by a majority of the School Board, the Board may reverse the Hearing Officer's determination or modify it. The Board's decision shall be final and binding on the parties. There shall be no subsequent right of appeal.

VI. Hearing Officer Selection.

A. Qualifications/Selection.

The School District may contract with a Hearing Officer to hear and determine appeals at Step 4. Any Hearing Officer so engaged shall not be a School District employee or receiving any compensation or benefits from the School District other than those described below.

The District Administrator or designee shall request a panel of at least five (5) individuals who have indicated a willingness to serve in the capacity of Hearing Officer and who are experienced in personnel matters and/or who are attorneys, retired members of the judiciary, retired administrative staff, or currently on the list of arbitrators or mediators for the American Arbitration Association or the Federal Mediation and Conciliation Service. The Hearing Officer selected to hear a matter shall be selected by the District Administrator or designee.

B. Compensation.

The Hearing Officer shall be compensated at the Hearing Officer's regular rate for the hearing, travel time, and time spent preparing the decision. The compensation for the Hearing Officer will be split evenly between the parties.

VII. Settlement of Grievance.

A grievance shall be considered waived if not filed or appealed within the designated timelines. A grievance shall be deemed settled and dismissed at the completion of any step in the grievance procedure if all parties concerned are mutually satisfied or the grievance has not been timely processed to the next level. All settlements shall be in writing and signed by the employee in question and the appropriate District official(s) involved at the step level that the grievance was settled.

VIII. Revisions/Updating.

This Policy may be revised, updated, or repealed by the Board of Education at any time.

FAMILY MEDICAL LEAVE POLICY

Child rearing, family member medical leave, and employee medical leave are available to employees as specified below. The intent of this Policy is to comply with both the Wisconsin and federal Family and Medical Leave Acts. Should this policy conflict in any way with the applicable federal and state statutes or regulations, then the statutes or regulations shall control.

I. FAMILY MEDICAL LEAVE GENERAL REQUIREMENTS

A. Eligibility

Federal law - To be eligible for the federal leave discussed below, the employee must have worked for twelve (12) months (need not be consecutive) and worked at least one thousand two hundred fifty (1,250) hours in the last twelve (12) month period. The employee must work at a worksite where fifty (50) or more employees are employed within seventy-five (75) miles of that worksite.

State law - Employees who have been employed by the District for one (1) year and who have worked one thousand (1,000) hours during the preceding fifty-two (52) weeks are eligible for the leaves provided under Wisconsin law. (For leave available under state law, paid time off counts as hours worked.)

This policy assumes that an employee is eligible for federal and state leaves. This may not always be the case. Employees are to submit written requests for leave in all cases so that the District may make an eligibility determination.

B. Length of Child Rearing Leave, Family Member Medical Leave, and Employee Medical Leave

Federal law - The federal Family and Medical Leave Act provides twelve (12) weeks of family and medical leave in a “twelve (12) month” period. For purposes of the federal law, the “twelve (12) month” period is a rolling twelve (12) month period measured backward from the date an employee uses any family/medical leave.

State law - Under state law, an employee is entitled to six (6) weeks of child-rearing leave, two (2) weeks of family member medical leave, and two (2) weeks of employee medical leave in a calendar year (i.e., January –December).

State, federal, and District leaves provided for the same purposes run concurrently. For example, vacation used for an employee’s medical condition also qualifies as employee medical leave under state and federal law and, as such, is also deducted from an employee’s leave entitlement under state and federal laws. Similarly, leave that qualifies as both state and federal leave will be deducted from leave available under each law.

C. Definitions

1. Serious Health Condition - Under this policy, a “serious health condition” is considered to be a disabling physical or mental illness, injury, impairment, or condition involving any of the following:
 - a. Inpatient care in a hospital, nursing home, hospice, or residential medical facility; or
 - b. Outpatient care that requires continuing treatment or supervision by a health care provider.

Whether the leave requested falls in the category of federal FMLA leave or state FMLA leave, a physician is required to certify the “serious health condition” within the meaning of law involved.

2. Week - Generally, “week” for purposes of partial absence leave means five (5) work days of leave.
3. Leave Deductions - For each work day or work week that an employee works fewer than the regularly scheduled hours for that employee by using partial or intermittent absence leave, the specific amount taken will be deducted for purposes of computing leave taken and leave remaining.

II. CHILD REARING LEAVE

A. Purpose

Unpaid child rearing leave may be used within sixteen (16) weeks prior to, or within twelve (12) months following:

1. The birth of the employee’s natural child; or
2. The placement of a child with the employee for adoption or as a precondition to adoption under section 48.90(2) of the Wisconsin Statutes, but not both; or
3. The placement of a child with the employee for twenty-four (24) hour foster care that is made by or with agreement of a government agency.

B. Length of Child Rearing Leave

In a twelve (12) month period, no employee may take more than twelve (12) weeks of federal child rearing leave. In addition, no more than twelve (12) weeks leave can be taken for the birth of any one child. If both the mother and father of

a child are employed by the District, and they both desire child rearing leave, they are generally only entitled to a combined total leave of twelve (12) weeks. Child-rearing leave provided under federal law generally runs concurrently with the six (6) weeks of child-rearing leave provided under state law in a calendar year (i.e., January-December.)

C. Use of Accrued Paid Time

For leave taken in accordance with state law, an employee may substitute a maximum of six (6) weeks of accrued paid time, such as vacation, for the first six (6) of the otherwise unpaid twelve (12) week leave period. For leave taken in accordance with federal law, the employee may choose, or the District may require, that accrued paid vacation or certain other leave be substituted for part or all of the remaining leave period.

D. Scheduling Child Rearing Leave

An employee is to submit a written request for child rearing leave no less than thirty (30) calendar days before the leave is to commence. If the date of the birth, adoption, or foster care placement requires leave to begin sooner, the employee shall provide notice as soon as practicable.

E. Intermittent Child Rearing Leave

For leave taken in accordance with state law, that is, the first six (6) weeks of leave within sixteen (16) weeks prior to or after the child-rearing event (e.g., birth of child), the employee may take child rearing leave as an intermittent or as a partial absence from employment in increments of no less than four (4) hours. An employee who does so shall schedule the intermittent or partial absence so it does not unduly disrupt the District's operations. To comply with this requirement, an employee is to provide the District, in writing, with the employee's proposed schedule of intermittent or partial absences no less than one (1) week before the schedule of absences is to commence. The schedule must be of a sufficient definiteness that the District is able to schedule replacement employees, if necessary, to cover the absences. Partial or intermittent leave must commence within sixteen (16) weeks before or after the birth, adoption, or foster placement of a child. Leave cannot be taken intermittently or as a partial absence before or beyond sixteen (16) weeks of the event, unless previously approved in advance. Any remaining child-rearing leave must be taken in a single block.

III. FAMILY MEMBER MEDICAL LEAVE

A. Purpose

Unpaid family member medical leave may be used to care for employee's spouse, child, parents, or spouse's parent if they have a serious health problem.

B. Length of Family Member Medical Leave

In a twelve (12) month period, no employee may take more than twelve (12) weeks of federal family illness leave for the employee's spouse, child, or parents. The federal leave generally runs concurrently with the two (2) weeks of family illness leave provided under state law in a calendar year. A maximum of two (2) weeks of family illness leave may be taken for a spouse's parent in a calendar year (i.e., January-December).

C. Use of Accrued Paid Time

For leave taken in accordance with state law, an employee may substitute a maximum of two (2) weeks of paid accrued time, such as vacation, for the first two (2) weeks of the otherwise unpaid twelve (12) week leave period. For leave taken in accordance with federal law, the District may require that any paid vacation be substituted for part or all of the remaining leave period.

IV. EMPLOYEE MEDICAL LEAVE

A. Purpose

Unpaid medical leave may be used by an employee who has a serious health condition which makes the employee unable to perform his or her job duties.

B. Length of Employee Medical Leave

No employee may take more than twelve (12) weeks of federal medical leave in a twelve (12) month period. This leave generally runs concurrently with the two (2) weeks of employee medical leave provided under state law in a calendar year.

C. Use of Accrued Paid Time

For leave taken in accordance with state law, an employee may substitute a maximum of two (2) weeks of paid accrued time, such as vacation, for the first two (2) weeks of the otherwise unpaid twelve (12) week leave period. For leave taken in accordance with federal law, the District may require that any paid vacation be substituted for part or all of the remaining leave period.

V. SCHEDULING FAMILY MEDICAL AND EMPLOYEE MEDICAL LEAVE

An employee is to submit a written request for family medical and employee medical leave no less than thirty (30) calendar days before the leave if the leave is foreseeable and as soon as possible for unforeseeable leave. Failure to provide thirty (30) calendar days notice of a foreseeable leave may result in a denial of the leave. When medically necessary, an employee may take employee medical leave as an intermittent or as a

partial absence from employment in increments of no less than four (4) hours. An employee who does so shall schedule the intermittent or partial absence so it does not unduly disrupt the District operations. To comply with this requirement, an employee is to provide the District, in writing, with the employee's proposed schedule of partial absences with reasonable promptness after the employee learns of the probable necessity of such leave.

VI. MEDICAL CERTIFICATION

If an employee requests a family member medical leave or employee medical leave under this policy, the employee may be required to have a Medical Certification Form completed. If so, this form must be completed by the employee plus the health care provider treating the family member or employee and returned within fifteen (15) days.

If the requirements for a certification are not complied with or the certification is not returned timely, the District may delay or deny family illness or employee medical leave and the absence will be considered unexcused. The District may request a second health care provider opinion at District expense.

VII. INSURANCE AND BENEFITS

While an employee is on a child rearing, family medical, or employee medical leave, the District will maintain group health insurance coverage under the conditions that applied before the leave began. If, prior to the leave, the employee was required to participate in the premium payments, the employee is required to continue with his/her share of the premiums while on leave. An employee's failure to make the required payments may result in termination of the employee's insurance coverage. The District has the right to collect from an employee the health insurance premiums the District paid during a period of unpaid leave if the employee does not return to work after the leave entitlement has been exhausted or expired. An employee must return to work for at least thirty (30) calendar days in order to be considered to have "returned" to work. However, an employee's liability to repay health insurance premiums does not apply if his or her failure to return to work is due to a serious health condition or specific circumstances beyond the control of the employee.

VIII. RETURN FROM LEAVE

An employee returning from employee medical leave may be required to obtain medical certification from the health care provider that she/he is able to resume work. An employee returning from family and/or medical leave can return to his or her old position, if vacant, at the time the employee returns to work. If the position is no longer vacant, the employee may be offered an equivalent position with equivalent benefits, pay, and other terms and conditions of employment.

**ACKNOWLEDGEMENT
OF RECEIPT AND UNDERSTANDING
OF THE SCHOOL DISTRICT OF MOSINEE
EMPLOYEE HANDBOOK**

I have received a copy of the Handbook. I understand that this revision supersedes all other previous versions of the policies that are addressed in this handbook and I will destroy all other versions.

I know that I must understand the information contained in the handbook so that I may comprehend my rights and responsibilities as an employee of The School District of Mosinee. I also know that if I have any questions concerning any of this information, I am to talk with my supervisor or the Personnel Manager.

I understand that the handbook is not an employment contract, but it is an explanation of the School District of Mosinee's policies and procedures. I realize that the District may interpret, clarify, revise, and/or deviate from the procedures set forth in this handbook. I also realize the employment relationship between the School District of Mosinee and me is terminable at will by either party and that nothing in this handbook creates additional rights or provides a basis for me to believe my employment is not terminable at will.

My signature on this form indicates that I agree to abide to all terms and provisions designated in the Employee Handbook and will comply with those policies and procedures as they are written and as they may be modified from time to time. I understand that if I fail to abide by these policies I can be disciplined, up to and including termination.

I understand that the School District of Mosinee reserves the right to access, monitor, and retrieve emails, voicemails, computer files, Internet records, and any other information contained on or within the School District of Mosinee computer system at any time, at the School District of Mosinee sole discretion, and I have no expectation of privacy regarding my use of this electronic data.

Employee Signature

Date