



## **S.T.E.P**

### **Senior Tax Exchange Program**

The Mosinee School District offers a program to community members, age 62 or older, who want to help students do better in school, while earning funds to apply towards property taxes. The Senior Tax Exchange Program (STEP) allows community members who qualify to receive payment in exchange for helping students in school. The Senior Tax Exchange Program was approved by the Mosinee Board of Education and initiated on January 8, 1998.

#### **To be eligible for the STEP Program, applicants must:**

- be age 62 or older
- have a primary residence within the Mosinee School District for which he/she pays property taxes and would agree to work up to 80 hours in the program; or be one of two eligible residents of the same household who share work to meet the 80 hour maximum amount for each primary residence, but combined cannot exceed 80 hours.

#### **Final approval as a STEP worker will require the following:**

- Completed STEP Application
- Approval of application by Building Principal
- Meeting with Human Resources of the Mosinee School District. Appointments should be scheduled by calling 715-693-2530.
- Completing Blood Borne Pathogen Training (located under Mosineeschools.org website, click on the Human Resource link and then BBP training. View the PowerPoint and then take the online test. Be sure to click the "submit" button).
- Viewing the Child Abuse Neglect Training and printing off a Certificate of Completion (located on the Mosineeschools.org web site, click the Human Resource link and then the Child Abuse and Neglect link).
- Passing an online background check
- Verification that STEP worker does pay property tax on residence in the Mosinee Community
- Completing required employment forms, (I-9, Federal and State Withholding). You will be required to show id, such as a driver's license, SS card or passport.

**Payment of Step Workers**

At the beginning of each fiscal year, the Mosinee School District will set the total budget and number of STEP workers approved. This school year, the cost of the STEP program shall not exceed \$5,120.00 or a total of 8 STEP workers.

The pay for a STEP worker is \$8.00 per hour. The maximum number of hours for which pay can be earned is 80 hours. If the worker exceeds that number of hours he/she will only receive payment for the number of hours not to exceed 80 hours.

Compensation will be disbursed by direct deposit payment to the STEP worker after completing the required hours or hours set by the principal of the building. A time sheet must be submitted to the Business Office for payment.

Mosinee School District encourages participants to utilize their wages for payment of their property tax.

**Time Sheets**

Time sheets will be provided to a STEP worker once they are approved and all required employment paperwork is completed. Each STEP worker is responsible for seeing that his/her time sheet is completed, approved by building principal and forwarded to the Business Office at 591 W Hwy 153, Mosinee. Time Sheets should only be turned in once the assignment is completed. The STEP worker is encouraged to make a personal copy of the time sheet.

**Location of the STEP Workers**

An attempt will be made to place STEP workers within the different buildings, but this will depend upon the job requests of teachers and job goals of applicants.

**Reporting in as a STEP Worker**

All STEP workers must first report to the main office and sign in as a STEP Worker. Identification cards will be presented to them at the appropriate school office. STEP workers must stop by the office and sign out upon exiting the building.

**Role of the STEP Worker**

STEP workers function as support for the regular staff. If a child needs to be disciplined, the STEP worker should refer the issue to the appropriate supervisor. If child abuse or neglect is suspected, the STEP worker must report the suspected situation to the building principal, school nurse, school counselor, teacher, or administrator.

**Supervision**

STEP workers are under the immediate supervision of the staff person assigned to work with them. The building principal or the associate principal is on call to facilitate discussion or problem solve at the request of the worker or supervisor.

**Drill for Emergencies**

STEP workers will have an in-service on proper emergency drill techniques for the particular building in which he/she is working.

**Evaluation**

Human Resources will periodically speak with teachers and building principals to evaluate the program, identify job concerns, and identify means of improvement. If you have comments and/or suggestions, please bring them to the attention of the building principal or STEP coordinator.

**Emergency Closings**

Local radio and TV stations will relay announcements regarding school closings.

WAOW- Wausau Channel 9

WSAW- Wausau Channel 7

Please do not report to work on days that the schools will be closed.

**Mosinee School District Schedule**

A current school calendar can be obtained from the [Mosineeschools.org](http://Mosineeschools.org) website

**Who to call:**

The STEP coordinator, Darlene Unertl, can be called anytime at 715-693-2530.