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MEMORANDUM

TO: Board of Education
Dr. Mary B. Pfeiffer, District Administrator

FROM: Vicky Holt, Assistant District Administrator of Human Resources & Instructional Support Services *VH*

DATE: May 1, 2014

RE: **2014-15 Employee Policy Manual**

The Board of Education approved one Employee Policy Manual for all employee groups beginning with the 2013-14 school year. After several years of separate collective bargaining agreements, employee policy manuals as well as working condition manuals and conditions of employment, having one Employee Policy Manual for all employees was relatively easy to implement from an administrative perspective. Annually we review the policy manuals and make recommendations to the Board of Education for policy changes and clarifications. The proposed Employee Policy Manual for 2014-15 has a few areas of change and clarification noted in bold. The following are the recommended changes to the Employee Policy Manual for 2014-15.

- Elimination of the classification of Exempt employees and Support Staff employees and approve the classification of Non-Certified Employees.

By law, (Fair Labor Standard Act), there are very few positions that are "exempt" from overtime. The proposed changes address what employees qualify for overtime and what employees do not qualify for overtime. Therefore, to eliminate confusion, administration is recommending that we eliminate the classifications of both Exempt and Support Staff and combine (or merge) both classifications into one identified as Non-Certified Staff beginning with the 2014-15 school year.

- Elimination of a Shift Differential and Temporary Rate Assignment.

During the 2013-14 school year, administration has utilized the expertise of Carlson/Dettmann, LLC to conduct a wage compensation study for our Support and Exempt Staff. Based upon the study, recommendation from administration does not support the need to continue to provide a shift differential for selected positions. In addition, on the rare occasion that the District would like to compensate an employee for stepping into a more challenging role for a short period of time, as we have done in the past. Therefore, administration is recommending the elimination of a temporary rate assignment.

- Prior authorization for non-emergency medical procedures and surgeries.

To ensure that we have the best teachers in our classrooms for students and effective employees addressing the needs of the District, administration is recommending that staff schedule non-emergency/lengthy recovery medical procedures outside of their work schedules when possible. In those situations when the procedure cannot be scheduled outside of an employee's work schedule, administration is requiring a minimum of a two week advance notice for non-emergency medical procedures.

- Health Care Access

In preparation for 2015 and the Affordable Health Care Act, administration is recommending that the Board support an increase in the hours worked for employees to have access to the District's health care.

- Health Options

The 2014-15 Employee Policy Manual outlines the changes that were implemented on January 1, 2014 for medical, prescription drug and dental (pg. 7).

- Perfect Attendance

Administration is recommending that Non-Certified Staff (former exempt and support staff) receive \$200.00 or a floating holiday for perfect attendance in the 2014-15 school year.

- Beneficiary

Administration is recommending that in the event of the death of a retiree (2006-2011 or 2012 and beyond) who qualifies to have a named beneficiary receive their remaining Other Post Employment Benefits (OPEB) that the benefits be paid out to the beneficiary in the same manner as the retiree. The benefits would not be paid out in a lump sum after the death of the retiree.

- Resignation

Administration is recommending an increase in the number of days that both the Administrator and Non-Certified Staff groups would be required to provide notice of resignation. In addition, administration is requesting that there be an increase in the daily rate required to be reimbursed to the District for any notice short of the required thirty (30) work days.

- Supplemental Duties

Supplemental duties have always been required for our salaried certified staff. Administration is recommending adding language to the Employee Policy Manual providing clarification that supplemental duties actually apply to any salaried employee.

Administration is recommending that the Board review the proposed changes and clarifications to the 2014-15 Employee Policy Manual with a vote on the manual to take place at the May 20 Board meeting. I will be in attendance at the May 6, 2014 Board meeting to address any questions from the Board of Education.

NEENAH JOINT SCHOOL DISTRICT

Staff Policy Manual

July 1, 2014

This Employee Policy Manual is a summary of some of the employment policies, procedures, rules and regulations of the Board of Education for the Neenah Joint School District. It has been prepared to acquaint employees with the policies, procedures, rules and regulations and to provide for the orderly and efficient operation of the District. Most of the employee questions will be answered in this Manual. However, if there are questions regarding the Manual, or matters that are not covered they should be directed to the Assistant District Administrator of Human Resources and Instructional Support Services or your direct supervisor.

The Employee Policy Manual has been prepared for informational purposes only. None of the statements, policies, procedures, rules or regulations contained herein constitutes a guarantee of employment, a guarantee of any other right or benefit, or a contract of employment, expressed or implied. Nothing in this document is intended to create an employment contract, implied or otherwise. All of the District's employees are employed "at-will" and employment is not for any definite period, unless otherwise set forth in writing by contract or by statute. The Neenah Joint School District Board of Education reserves the right to add, delete or change any or all of the points below as it feels necessary for the good of the Neenah Joint School District.

1. PERSONNEL POSITIONS

ADMINISTRATORS

Assistant District Administrators
Directors
Principals
Associate Principals

CERTIFIED STAFF

Counselor
Library Media Specialist
School Psychologist
Speech and Language Pathologist
Teacher

NON-CERTIFIED POSITIONS

All other positions.

EXEMPT PERSONNEL POSITIONS

Activities Director
Computer Systems Coordinator
Neenah High School Operations Manager
Student Database Manager
Administrative Assistant to District Administrator
Administrative Assistant to Assistant District Administrator of Learning & Leadership
Administrative Assistant to Assistant District Administrator of Human Resources and Central Services
Benefits Coordinator
Payroll Coordinator
Facilities Coordinator
Communications Manager

SUPPORT STAFF

- Educational Assistants
- Academic Assistants-
- Maintenance
- Administrative Assistants
- Operations
- Technicians-

2. PAY POLICY

Pay Days: All employees will be paid two (2) times a month. Employees will be paid on the 5th and 20th for each month of work.

Direct Deposit: All employees will have their pay directly deposited into their bank accounts. In general, deposits are made available to the employee's account the morning of the designated payday.

3. HOURS OF WORK

ADMINISTRATORS

Unless directed by their supervisor, Administrators are not required to report for duty during Winter and Spring breaks.

Inclement Weather: In the event that school is cancelled due to inclement weather, District Office Administrators should report to work as soon as possible. **Building level administrators are not required to report to work.**

CERTIFIED STAFF

For the 2014-15 school year, the Board of Education will support the published 2014-15 calendar which reflects **190** work days.

	<u>Work Day Hours</u>
Elementary	7:45 a.m. – 3:45 p.m.
Horace Mann Middle	7:30 a.m. – 3:30 p.m.
Shattuck Middle	7:45 a.m. – 3:45 p.m.
Neenah High	7:40 a.m. – 3:40 p.m.

Inclement weather: In the event of inclement weather, certified staff are not required to report to work. The school calendar outlines inclement work day revised work schedules.

NON-CERTIFIED STAFF

Overtime: Overtime does not apply to salaried exempt positions, **per hire letter, as determined by law (Fair Labor Standard Act** (i.e., ~~Computer Systems Coordinator~~, Communications Manager, **Supervisor of Accounting, Help Desk Manager, NHS Operations Manager, Student Database Manager, Instructional Systems Analyst and Manager, Network Operations Manager, and Systems and Workstation Deployment Manager**). One and one-half times an employee's regular rate of pay will be paid for all hours worked in excess of forty (40) actual work hours per week. This does not include vacation days, personal leave, sick leave or non-actual work days within the week. Only actual hours of work will be included. One and one-half times the employee's regular rate of pay shall be paid for all hours worked on Sundays. Two times the employee's regular rate of pay shall be paid on holidays plus their holiday pay if eligible to receive such pay. Overtime cards must be submitted within two weeks of work being completed. Overtime must be preapproved.

All employees are entitled to a minimum of one-half hour duty free lunch period without pay with the exception of those employees whose work schedule requires a twenty minute paid lunch period. Employees may also be provided with a one hour duty free lunch period without pay depending on the needs of the District as long as the employee's regularly scheduled hours of work are not reduced. The District will determine the work days required for educational assistants on In-service and Parent Teacher Conference days.

~~Shift Differential: Whenever 50% or more of an employee's scheduled work time falls between 3:00 p.m. and 11:00 p.m., that employee will receive a shift differential of \$.50 per hour for those hours worked after 3:00 p.m. Whenever 50% or more of an employee's scheduled work time falls between 11:00 p.m. and 7:00 a.m., that employee will receive a shift differential of \$.60 per hour for those hours worked after 11:00 p.m.~~

~~Overtime: One and one-half times an employee's regular rate of pay will be paid for all hours worked in excess of forty (40) actual work hours per week. This does not include vacation days, personal leave, sick leave or non-actual work days within the week. Only actual hours of work will be included. One and one-half times the employee's regular rate of pay shall be paid for all hours worked on Sundays. Two times the employee's regular rate of pay shall be paid on holidays plus their holiday pay if eligible to receive such pay. Overtime cards must be submitted within two weeks of work being completed. Overtime must be preapproved.~~

Inclement Weather: In the event that school is cancelled due to inclement weather, all Operations and Maintenance employees must report to work. All other Non-Certified staff are not required to report to work. The school calendar outlines inclement work day revised work schedules.

Temporary Rate Assignment:

- ~~A. When an employee is required to substitute or take a temporary job involving fifty (50%) percent or more of another employee's work responsibility, as defined in the job description, the employee will receive fifty cents (\$.50) per hour for each higher pay grade for which they are substituting, or their regular rate of pay if the temporary assignment is within their regular pay grade, after serving five (5) consecutive working days in the temporary job. In the event a temporary rate of pay is required, the payment shall be retroactive to the first date of the temporary assignment.~~
- ~~B. In the event an employee is required to temporarily assume 50% or more of the duties of another employee for a period of time, the Assistant District Administrator of Human Resources and Instructional Support Services and the employee will meet to discuss an appropriate amount of compensation for that specific situation. The Director of Human Resources and Instructional Support Services will determine the amount of compensation to be paid.~~

Call-in Pay: The District has a right and a responsibility to call-in employees to complete work assignments. In the event an employee is called in for work which is outside of his / her normal work schedule, he / she will be paid on a call-time allowance of a minimum of two hours at time and one-half. Call-in pay shall not apply to 11, 10 or 9 month employees who are requested to work during the summer due to the needs of the District.

- A. Call-in time as provided in this paragraph shall not apply when an employee is notified prior to leaving the work site. The employee will receive a minimum of one hour of paid work at time and one-half.
- B. Call-in time shall not be included as time worked in computing the weekly hours.
- C. Employees who are called in to work prior to their regular starting time shall not be sent home before the end of their normal shift in order to circumvent the payment of overtime.

Summer School: The wages paid to Special Education educational assistants shall be consortium rate of pay.

4. PHYSICAL EXAMINATIONS AND SKIN TUBERCULIN TEST

- A. As a condition of employment, employees will be required to furnish evidence of a physical examination and skin tuberculin test in accordance with the Board of Education requirements.
- B. The physical examination must be performed by a licensed practitioner and the result recorded on the standard form furnished by the Board of Education. This evidence must be submitted to the District Administrator before the effective date of employment. Upon receipt of this evidence, the Board of Education will pay for the physical examination required by the Board.
- C. A skin tuberculin test taken within the ninety (90) calendar days immediately preceding the effective date of the original hire of the employee will be accepted for meeting this requirement if the examination is consistent with Board of Education requirements.
- D. A special examination may be requested by the Administration whenever an employee shows obvious signs of physical or mental health issues that affect his or her work performance. The employee shall be notified of the reason for the special examination and such examination will be arranged for and paid for by the Board of Education.
- E. Administrators agree to have one (1) comprehensive medical examination every two (2) years that the Administrator is employed by the District; and that following each examination, a statement certifying to the physical fitness of the Administrator shall be filed with the Superintendent of Schools and treated as confidential information. The balance of the cost of the medical examination not paid by the health insurance carrier, not to exceed Three Hundred Dollars (\$300), shall be borne by the District.

5. ABSENCES/LEAVES

Sick Leave

- A. Twelve (12) month employees will be allocated twelve (12) days a year that can accumulate up to sixty (60) days. An employee with more than sixty (60) days will not receive additional sick leave until their sick leave account is below sixty (60). Sick leave days are allocated annually on July 1.
- B. Ten (10) month employees will be allocated ten (10) days a year that can accumulate up to sixty (60) days. An employee with more than sixty (60) days will not receive additional sick leave until their sick leave account is below sixty (60). Sick leave days are allocated annually on July 1.
- C. Nine (9) month employees will be allocated nine (9) days a year that can accumulate up to sixty (60) days. An employee with more than sixty (60) days will not receive additional sick leave until their sick leave account is below sixty (60). Sick leave days are allocated annually on July 1.
- D. Sick leave may apply for the individual employee, their child, spouse, parent or registered domestic partner. The Board reserves the right to request a medical note for any absence.
- E. **Non-emergency medical procedures and surgeries requiring an extended absence from work (i.e. week or more), must be approved by the Assistant District Administrator of Human Resources and Instructional Support Services at least two weeks in advance of procedure/surgery.**

Death in the Immediate Family: In the instance of a death in the immediate family, the term "Immediate family" is limited to father, mother, sister, brother, husband, wife, registered domestic partner, son, daughter, mother-in-law, father-in-law, sister-in-law, brother-in-law, grandparents, grandchildren, grandparents-in-law and any person whether related by blood or not to whom such employee stood in a mutually acknowledged

relation of parent or child. A total of three (3) days will be permitted for absence due to each death of members of the immediate family. Upon request, up to an additional two (2) days beyond the three (3) may be granted by the Assistant District Administrator of Human Resources & Instructional Support Services. Also upon request, the Assistant District Administrator of Human Resources & Instructional Support Services may grant leave time for the death of an aunt, uncle, niece, nephew, aunt-in-law, uncle-in-law, or person who is a close friend or with whom a dwelling is shared. Additional funeral leave or requested days will come out of sick leave.

Personal Leave: All employees will be provided with one (1) day of personal leave per school year. Employees will not be required to provide a reason for their personal leave request; however the request should be for a personal, pressing reason that cannot be addressed outside of the work day. Employees who have completed ten (10) years of Neenah Joint School District experience or more will receive a second personal leave day, which must be for a personal pressing reason requiring an absence from work. The second personal leave day will be deducted from the employee's sick leave account affecting eligibility toward perfect attendance. A personal leave day may not be utilized to extend a vacation or holiday. The District requires a ten (10) day notice for a personal leave request. In the event of an emergency (i.e. airline cancellation, vehicle break down) the District may waive the ten (10) day notice requirement. It is the employee's responsibility to keep track of their personal leave availability.

Leave of Absence:

- A. The employee must request a leave of absence in writing to the Board of Education. A leave of absence may not exceed twelve (12) calendar months. A leave of absence will begin and end on the dates approved by the Board.
- B. Employee participation in fringe benefits will be discontinued during a leave of absence. The employee may remain a member of the group insurance plans; however, he/she must pay the premiums to the District during the leave of absence.
- C. Sick leave will not accrue during a leave of absence; however, accumulated sick leave at time of leave of absence will be reinstated upon return.
- D. There will be no reimbursement for credits earned while on a leave of absence.

Vacation: Vacation only applies to twelve (12) month employees.

Administration:

- A.

<u>Years of Experience</u>	<u>Annual Vacation Days</u>
Less than Ten (10) Years Experience in NJSD	20
Ten (10) Years or More Experience in NJSD	25
- B. The District will allow up to five (5) days of unused vacation to be carried over into the new year. The Administrator does not need to request the carry-over of up to five (5) vacation days. The District will automatically credit up to (5) five days.
- C. The District will pay up to five (5) days of vacation upon resignation or retirement.
- D. Vacation allowance is to be used within the year subsequent to the year in which it was earned.

Exempt/Support Staff Non-Certified Staff

- A. Vacation is allowed for all **Non-Certified** Staff personnel employed on a twelve month basis:

- Two (2) weeks for zero (0) to five (5) years of service.
 - Three (3) weeks after five (5) years of service.
 - Four (4) weeks after ten (10) years of service.
 - Five (5) weeks after fifteen (15) years of service.
 - Six (6) weeks after twenty-five (25) years of service.
- B. The District will allow up to five (5) days of unused vacation to be carried over into the new year. The **Non-Certified** Staff employee does not need to request the carry-over of up to five (5) vacation days. The District will automatically credit up to (5) five days.
- C. The District will pay up to five (5) days of vacation upon resignation or retirement.
- D. Vacation allowance is to be used within the year subsequent to the year in which it was earned.
- E. Vacation requests will not be honored if made less than five (5) calendar days in advance, unless approval is granted by the Assistant District Administrator of Human Resources & Instructional Support Services.
- F. Half-day vacation requests may only be granted by the Assistant District Administrator of Human Resources & Instructional Support Services.
- G. Building level twelve (12) month employees with eight (8) years of service or more will be granted up to one week of vacation (5 days) when school is in regular session (teachers and / or students are required to be on duty) and when such time can be approved by the principal without overtime being utilized.
- H. Twelve (12) month ~~support-staff~~ employees will receive credit for each year of service when calculating vacation. Nine (9) month employees transitioning to a twelve (12) month position will receive one (1) year credit for each nine (9) months/year of experience.

Military Leave:

Absence resulting from a military obligation will be considered as an excused absence. If the duty date is during the school year, the employee must submit, through the appropriate military chain of command, a request for a change in duty to a non-school period of time. The request and the military's reply shall be submitted to the Assistant District Administrator of Human Resources/Instructional Support Services. If the request is denied by the military, Administration shall grant the leave.

For each day of work missed up to a maximum of ten (10) days per school year, the employee will be able to substitute sick leave for pay or be docked pay for the entire leave. If the employee elects to substitute sick leave, once sick leave is exhausted or the military leave exceeds ten (10) days within a school year, the District will dock the employee for any remaining Military Leave days.

6. INSURANCE AND OTHER FRINGE BENEFITS

Military Duty: The Board will continue to provide health insurance for up to one (1) year while an employee is on active military assignment. If approved by the Board, coverage may be extended after one year.

Part-time Exempt/Support Non-Certified Staff Employees: Employees who are employed a minimum of ~~four~~ **five and one-half (5.5)** hours a day, but less than seven and one-half (7.5) hours a day will pay a prorated share of their health care plan in addition to the appropriate premium share.

Part-time Administrators/Certified Employees: Employees employed ~~50% (0.5 FTE)~~ **70% (0.7 FTE)** or more but less than full-time (1.0 FTE) will pay a prorated share of their health care plan (i.e. **0.7 FTE employees will pay 30% of their health care portion**) in addition to the appropriate premium share.

Life Insurance: The Board will provide term life insurance in an amount equal to one time (1x) the individual's salary. The Board will pay one hundred percent (100%) of the premium from the first day of employment. The Board will offer a buy-up optional life insurance option at 100% of the employee's expense.

Short-Term Disability Insurance: The Board will offer a short-term disability policy at 100% of the employee's expense.

Long-Term Disability Insurance: The Board will offer long-term disability insurance at ninety percent (90%) benefit level following a total disability waiting period of ninety (90) calendar days.

Medical/Dental/Prescription Drug Insurance: The Board will offer coverage for health and prescription drug/dental plan. Any specification/benefit changes for active employees shall also automatically apply to retirees.

The following medical, prescription drug and dental plan options are available to eligible employees through December 31, 2014:

OPTION A: Health Maintenance Organization (HMO) is a High Deductible Health Plan (HDHP)/Health Savings Account (HSA) that provides coverage for in plan providers and facilities only. The Board will contribute \$1,000 (single plan) with \$1,500 maximum out-of-pocket deductible and \$2,000 (family plan) with a \$3,000 maximum out-of-pocket deductible. The Board will pay 87.4% toward the premium with the employee paying 12.6% toward the premium. In 2014, the employee may contribute an additional \$4,450 for a family plan (2015/\$4,650) or contribute an additional \$2,300 (2015/\$2,350) for a single plan.

OPTION B: The employee may elect a Point-Of-Service (POS) High Deductible Health Plan (HDHP) with a Health Savings Account (HSA). The Board will contribute \$1,000 (single plan) with \$1,500 maximum out-of-pocket deductible and \$2,000 (family plan) with a \$3,000 maximum out-of-pocket deductible. The Board will pay 87% toward the premium with the employee paying 13% toward the premium. In 2014, the employee may contribute an additional \$4,450 for a family plan or contribute an additional \$2,300 for a single plan (2015/\$2,350).

Anyone age 55 or older may annually contribute an additional \$1,000 to their HSA.

OPTION C: POS Network Health. \$100/Single \$200/Family Deductible with co-pays and coverage for in-plan and out-of-plan providers. The Board will pay 59.5% toward the premium with the employee paying 40.5%.

OPTION D: Voluntary Health Insurance Buyout. In exchange for relinquishing their participation in the District's medical and prescription drug/dental plans, the District will pay directly to an employee \$2,000 for relinquishing a family/health and dental plan or \$750 for relinquishing a single health and dental plan (must show compliance with law regarding access to other insurance). This payment will be made over the course of the employee's annual pay periods and will be subject to payroll tax withholding. This voluntary program will be offered on an annual basis at the District's discretion. This benefit does not apply to two (2) employees of the NJSD who qualify for one (1) medical care plan.

Dental Insurance: The Board will provide group insurance coverage in a dental insurance plan. The Board will pay 87.4% of the required premium; with the employee paying 12.6%.

Vision Insurance: The Board will offer vision insurance at 100% of the employee's expense.

Workers' Compensation: The Board will provide workers' compensation. The Board will follow the rules and provisions enumerated in the Workers' Compensation Act of Wisconsin.

Tax-Sheltered Annuity Program: A tax-sheltered annuity program will be available to employees in accordance with the NJSD administrative policies governing the 403(b) and a 457 plan.

125 C Flexible Spending Account: The Section 125C plan is a pre-tax, payroll deduction account that allows the employee to set aside up to \$5,000 for dependent, child or adult care and up to \$2,500 for additional medical, dental or vision expenses not covered by insurance. An annual election is made with a January 1 through December 31 benefit period. Claims can be made during the benefit year and up to ninety (90) days after for expenses paid by the individual during the previous calendar year. The health care portion of this benefit is not available for employees who elect a High Deductible Health Plan (HDHP)/ Health Savings Account (HSA) option.

7. DRUG AND ALCOHOL FREE WORKPLACE

Policy: It is the policy of the District to provide a drug-free workplace for all of its employees. The District requires that employees neither use, possess, sell, exchange, nor be under the influence of drugs, intoxicants, alcohol, narcotics or any other controlled substance(s) in the workplace and that a zero tolerance standard shall prevail in the workplace. The District recognizes the importance of maintaining a safe, efficient and healthful workplace, as well as the social responsibility to provide assistance to its employees to the extent possible. Therefore, employees are required to report to work free from any alcohol or controlled substances.

Opportunity for Assistance: The District encourages any employee with a drug and/or alcohol problem to seek professional assistance before such problem becomes a workplace issue. Employees with drug or alcohol problems that have not resulted in, and are not the immediate subject of, disciplinary action may request approval to participate in a rehabilitation or treatment program. Leave may be granted if the employee agrees to abstain from use of the problem substance; abides by all District policies, rules, and prohibitions relating to conduct in the workplace; and if granting the leave will not cause any undue hardship to the District.

Drug and/or Alcohol Testing: Although the District has no intention of requiring regular drug or alcohol tests of its employees, the District reserves the right to require an employee to submit samples (such as hair, urine and/or blood) to test for the presence of drugs or alcohol if the District determines that there is reasonable suspicion that the employee is under the influence of drugs or alcohol or has otherwise violated this policy. All testing will be done in a fair and respectful manner and in accordance with any applicable federal, state, or local laws. An employee's refusal to take the test or an employee's delay in taking the test is grounds for termination from employment.

8. PERFECT ATTENDANCE

Any Administrator with perfect attendance during the school year will receive \$300.00 or a floating holiday during the subsequent school year. A floating holiday will not count against perfect attendance.

Any Certified staff member with perfect attendance during the school year will receive \$250.00 or a floating holiday during the subsequent school year. A floating holiday will not count against perfect attendance.

Any ~~Exempt/Support~~ **Non-Certified** staff member with perfect attendance during the school year will receive \$200.00 or a floating holiday during the subsequent school year. A floating holiday will not count against perfect attendance.

~~Any Support staff member with perfect attendance during the school year will receive \$150.00 or a floating holiday during the subsequent school year. A floating holiday will not count against perfect attendance.~~

9. HOLIDAYS

To be eligible to receive a paid holiday, the employee must work their regular scheduled work day and/or be on a preapproved vacation day immediately preceding and following the holiday. Holidays falling on a Saturday or Sunday shall be observed on the Friday before or Monday after the holiday unless school is in session.

- A. The Board will pay all twelve (12) month employees (Administrator, ~~Exempt, Support Staff~~ **Non-Certified Staff**) for the following ten (10) holidays:

- New Year's Day
- Independence Day
- Memorial Day
- Labor Day
- Thanksgiving Day
- The day after Thanksgiving
- Christmas
- Three (3) floating holidays to be designated annually by the District Administrator

- B. The Board will pay all nine (9) and ten (10) month employees (Certified and ~~Support~~ **Non-Certified Staff**) for the following holidays:

- Labor Day
- Thanksgiving Day
- The Day after Thanksgiving
- Memorial Day

- C. An employee on Federal Family Medical Leave during a holiday will not be paid for the holiday.

10. JURY DUTY

Employees required to serve jury duty shall be paid by the District. The employee is required to remit any amount in excess of mileage pay received by a Wisconsin Court for jury duty.

11. PROFESSIONAL LEARNING AND PROFESSIONAL DUES

Administration

The Board may support and provide professional learning and professional dues for Administrators. Tuition: The Administrator may be provided full reimbursement for courses taken if preapproved by their immediate supervisor and District Administrator.

Certified Staff/~~Exempt/Support~~ **Non-Certified Staff**

The Board may support and provide professional learning opportunities and/or compensation as deemed appropriate.

Professional Learning Reimbursement Policy

Administrative approval is required prior to the beginning of a course.

For a course to be approved, it must be directly and substantively related to one or more of the licenses held and/or enhance professional competence (e.g. adding another license area). The course must be taken at the undergraduate or graduate level, and it must be earned at a baccalaureate or graduate degree-granting college or university that is accredited by an agency recognized by the U.S. Dept. of Education. Credits completed at two-year UW System campuses are also acceptable. Credits earned in courses offered by Wisconsin Technical College System schools are acceptable for reimbursement only if acceptable for transfer to a four-year accredited institution.

If an employee pays the tuition of an approved course, the Board will reimburse the employee at the rate of one-hundred and fifty dollars (\$150) for each semester hour of graduate or undergraduate credit or the cost per credit, whichever is less.

No employee may receive reimbursement for more than a total of twelve (12) graduate or undergraduate credits in any calendar year.

Reimbursement for graduate or undergraduate credits will be made upon completion of the approved courses with a grade of B (or equivalent) or higher and submission of the proper documentation to the Human Resources Office. The completed reimbursement form approved by Administration will be submitted to the Human Resources Office for record keeping purposes.

12. MILEAGE ALLOWANCE

Administrators shall be entitled to mileage allowance of seventy-five dollars (\$75) per month. No additional stipend for in-district mileage will be provided.

Maximum allowable IRS per mile rate, for those employees required to use their personal vehicles for school business. In addition, the following positions will receive an annual mileage stipend, in lieu of mileage reimbursement, for in-district travel:

Help Desk Manager \$550 ~~Computer Systems Coordinator \$550~~; and NHS Operations Manager \$125.00.

- A. The IRS rate will be paid for approved out of District travel.
- B. The IRS rate will be paid to staff required to travel between buildings as part of their work assignment (per District schedule). Staff must submit a request for travel reimbursement.

13. OTHER POST EMPLOYMENT BENEFITS (OPEB)

Employees are eligible to receive post employment benefits based upon a formula as determined by the District. Less than full-time employees will receive a prorated benefit for OPEB.

Employees must provide notice to the District by February 1 of the year in which they elect to retire and collect the OPEB. Benefit payment will begin on or about July 1 of the fiscal year immediately following the year of retirement and will be paid annually on or about July 1 over a successive 5.5 year period.

Eligibility:

Unless otherwise noted, all employees must meet the following qualifications to retire with OPEB benefits:

- Must be at least 57 years of age
- Must have a minimum of 20 years of service in the Neenah Joint School District

An employee may retire with reduced OPEB benefits as follows:

- An employee may retire at 95% of the OPEB Benefit if they are 56 years of age and have at least 21 years of service in the Neenah Joint School District.
- An employee may retire at 90% of the OPEB Benefit if they are 55 years of age and have at least 22 years of service in the Neenah Joint School District.

Benefit levels:

Based on the following schedules, retirees will receive a contribution to a Tax Sheltered Account (TSA)/ (403(b)).

~~A. Employees hired prior to July 1, 2004 and retiring between October 2, 2012— June 30, 2013:~~

- ~~• Employee will receive \$3,700 for each year of service up to twenty years.~~
- ~~• Employee will receive \$2,500 for each year of service for years 21 through 30.~~

~~The maximum OPEB benefit an employee with thirty years of service to the Neenah Joint School District and at least fifty seven (57) years of age could receive is \$99,000.~~

A. Employees hired prior to July 1, 2004 and retiring after July 1, 2013:

- Employee will receive \$3,700 for each year of service up to twenty years.
- Employee will receive \$2,500 for each year of service for years 21 through 30.

The maximum OPEB benefit that an employee with thirty (30) years of services to the NJSD and at least fifty-seven (57) years of age will be \$99,000.

Current Funding process for employees hired prior to July 1, 2004:

Beginning with the 2012-13 school year and continuing through their qualifying retirement year, employees will receive an annual contribution of \$1,000 to their TSA. Any amount contributed to the employees TSA during active employment will count against their total calculated benefit level from the District. For those employees who end their employment prior to June 30 of their retirement year, the annual \$1,000 employer contribution will be prorated based on the number of months the employee was actively employed. Likewise, those employees who began their employment after July 1, the \$1,000 will be prorated.

Payments will be deposited into the retiree's TSA at the financial institution of the employer's choosing.

B. All employees hired on or after July 1, 2004 and prior to July 1, 2013:

- 1) All employees must have worked a minimum of five (5) years in the District to receive an employer contribution to their TSA. An employee will accrue \$1,000 for the first year of service in the District, and that amount will increase by \$300 annually until \$2,500 is reached in year six (6). After six (6) years of service, the employee will continue to receive \$2,500 for each year of service up to a maximum of 30 years.

- 2) The maximum OPEB benefit that an employee could receive is \$70,500.

- a) Beginning with the 2012-13 school year and continuing through their eligible retirement year, employees will receive an annual contribution of \$1,000 to their TSA. However, contributions for

the first through five years of service will accrue until the completion of the fifth year of service. At the completion of the fifth year of service, the District will deposit \$5,000 into the employee's TSA, with \$1,000 annual contribution for each subsequent year of service.

- b) Any amount contributed to the employee's TSA during active employment will count against their total calculated benefit level from the District. For those employees who end their employment prior to June 30 of their retirement year, the annual \$1,000 employer contribution will be prorated based on the number of months the employee was actively employed. Likewise, those employees who began their employment after July 1 will receive a prorated employer contribution of \$1,000.

Payments will be deposited into the employee's TSA at the financial institution of the employer's choosing.

C. ~~Current Funding process for~~ All employees hired **after July 1, 2013**:

Employees hired after July 1, 2013 and ~~continuing through their eligible retirement year~~ will receive an annual contribution of \$1,000 to their TSA. **Contribution for the first five years of service will be delayed until completion of the fifth year of service at which point the District will make a contribution of \$5,000 to a TSA/403(b) account. The maximum OPEB benefit that an employee can receive is \$30,000.**

Beneficiary

In the event of a retiree's death within their initial 5.5 years of retirement, any remaining balance due to the retiree will be paid directly to the retiree's named beneficiary on file with the District to the extent allowed by law. **The beneficiary will receive the remaining benefit in the same manner as the retiree.**

A requirement to qualify for a retirement benefit would be that the employee "retires" in order to receive the retirement benefits. An employee less than full-time will have the percent of their work assignment prorated for calculating retirement.

A tax shelter account (TSA/403b) is the employee's responsibility to manage.

Examples of OPEB calculations can be found in Appendix B.

Group Life Insurance Coverage: Employees are eligible to continue in the group life insurance program. The group life insurance is available to employees at the 100% employee cost. The plan provides for a twenty-five (25%) reduction in coverage at age sixty-five (65), fifty percent (50%) at age sixty-six (66), and seventy-five (75%) at age sixty-seven (67). Twenty-five (25%) percent of the insured amount in place at the time of early retirement will be available after age sixty-seven (67) for the remainder of the retiree's life.

Less than full time employees will receive a prorated benefit for OPEB.

14. RETIREMENT

Each qualified staff member is provided a retirement benefit through the Wisconsin Retirement System (WRS). The Board of Education contributes to the staff members' WRS as required by law. The staff member will pay the employee share to the WRS through payroll deduction (i.e. a teacher teaching 0.5 FTE will receive a half year experience for the District's OPEB plan).

15. RESIGNATION

Administrator's resignations must be in writing. The Administrator must provide a minimum notice of ~~ten (10)~~ **thirty (30) work days** prior to the effective date of the resignation. A resignation received less than ~~ten (10)~~ **thirty (30) work days** will result in a cost of ~~\$200~~ **\$400/day** for each day less than ~~ten (10)~~ **thirty (30) work days**.

Certified staff employee resignations must be in writing. Certified employees must provide thirty (30) working days notice of resignation. Failure to provide a thirty (30) work day notice will result in a cost of ~~\$150~~ **\$300/** day for each day less than thirty (30). A resignation received in July and/or August will result in the employee reimbursing the District for the cost of the employee's health insurance.

~~Exempt/Support~~ **Non-Certified** staff resignations must be in writing. Non-Certified must provide a minimum notice of ~~ten (10)~~ **thirty (30)** work days prior to the effective date of the resignation. A resignation received less than ~~ten (10)~~ **thirty (30)** work days will result in a cost of ~~\$100~~ **\$200 /** day for each day less than ~~ten (10)~~ **thirty (30)**.

A resignation received in July and/or August will result in the school year employee reimbursing the District for the cost of the employee's health insurance for the month(s).

16. VANDALISM INSURANCE

The Neenah Joint School District will provide the Administrator, Certified Staff, ~~Exempt/Support~~ **Non-Certified** Staff employees with up to a maximum of ~~\$2,000~~ **\$500** each year during the academic year, to be used for the payment of the uninsured portion of claims resulting from loss, damage or destruction of an employee's clothing or other personal property while on duty in a school or on the school premises, as a result of vandalism prank, assault or theft. Claims should be submitted to the Assistant District Administrator of Human Resources and Instructional Support Services and payment of individual claims will be authorized after June 30 of each year. The fund will be distributed on a prorated and percentage basis relative to the total number and dollar amount of claims.

17. CERTIFICATION

The Administrator shall furnish through the life of their contract, a valid and appropriate certificate as required by the Department of Public Instruction to act as Administrator in the State of Wisconsin as directed by the Board; and that the Administrator hereby agrees to devote time, skills, labor and attention to the Administrator's employment.

Certified Staff

- A. The term "teacher" means any person who holds a teacher's certificate issued by the Department of Public Instruction (Chapter 118.19 Laws of Wisconsin). A teaching contract cannot be issued to any person not legally authorized to teach. All teaching contracts shall terminate if and when the authority to teach terminates.
- B. Evidence of such authorization to teach must be filed with the District Administrator before the effective date of contract.
- C. If a faculty member changes his/her certification with the Department of Public Instruction, he/she should notify the District Administrator in writing by February 1.

18. SALARY

Administrator Contracts

The annual salary shall be paid in equal installments in accordance with the rules of the Board governing payment of all other professional staff members in the District. The Board may adjust the annual salary of the Administrator during the term of the individual contract pursuant to a merit increase plan adopted by the Board. No salary adjustment shall be made during the term of this contract which would reduce the annual salary unless such decrease is part of the uniform plan affecting salaries of all employees of the School District and/or as applicable to a change in assignment. The District Administrator has the authority to assign, change, and/or transfer Administrators within the Neenah Joint School District to address District needs as determined by the District.

Certified Staff Contracts

- A. Faculty contracts will be issued on or before May 15 and they must be returned to the Human Resources Office no later than **June 4**.
- B. Summer school contracts will be at the consortium rate of pay.
- C. Non-Renewal – The Board of Education will comply with state statute laws.

19. SUPPLEMENTAL DUTIES (~~Certified Staff~~) (Salaried Employees)

Supplemental work is defined as work that takes place before or after the scheduled school day and/or school year. Time, effort and ability expended to support supplemental activities are extremely difficult to equate satisfactorily among ~~faculty members~~ **salaried employees**. ~~Faculty are~~ **Salaried employees may be** expected annually to provide ~~thirty (30) to forty (40) hours of work in~~ **additional hours of work outside of the work day** for supplemental activities with no extra pay involved. Examples of supplemental duties **may** include but are not limited to: holiday concerts, curriculum fairs, **student IEP meetings**, open houses, academic awards, and graduation.

20. EXTRACURRICULAR – See Appendix A

21. DEPARTMENT CHAIR/CURRICULUM SPECIALIST STIPENDS

The Board of Education will support the following stipend pay for Department Chair/Curriculum Specialist positions:

- | | |
|--|--------------|
| A. Elementary Curriculum Specialists (4) | 3% of salary |
| B. Middle School Special Education Dept. Chairman (1) | 3% of salary |
| C. Middle School Curriculum Specialists (4) | 4% of salary |
| D. High School Department Chairs | |
| 1. Under 40 sections | 4% of salary |
| 2. 41-60 sections | 5% of salary |
| 3. 61+ sections | 6% of salary |
| E. K-12 Dept. Chairs: Art, Music, Guidance, Wellness/Health, Library | 6% of salary |

*Neenah High School core academic department chairs (English, science, social studies, and math) will receive duty release time to address department needs.

22. JOB SHARE – ALL EMPLOYEES

- a) Job sharing is a voluntary program providing two employees the opportunity to share one full-time equivalent position. Where applicable, wages, fringe benefits, leave accrual, OPEB, seniority and all other benefits, unless otherwise specifically noted herein, shall be prorated on the basis of the time worked as a percent of a full-time position.
- b) Job sharing must be jointly approved by the Board and the employees involved.
- c) Eligibility. In order to be eligible to participate in this program:
 - 1) All staff are eligible to apply and applicants must apply in writing to the District Administrator by April 1 of the school year prior to the school year in which they wish to participate in the job sharing program.
 - 2) The applicants must be current employees and have worked at least two (2) years in the District prior to participating in the job sharing program.
 - 3) The applicants must apply as a team.
 - 4) Successful applicants must agree to return to full-time status the following school year if one of the participants in a shared job is non-renewed, discharged, resigns or is laid off, or does not wish to continue in the shared job or if the arrangement for shared time is determined to be unsatisfactory by the Board.
 - 5) Each applicant for a job sharing position must be qualified to perform the duties involved in the shared job.
 - 6) A successful applicant who does not wish to continue in a shared position can return to a full-time position provided that one is available.
- d) In the event of layoff, inability to continue, or unwillingness to continue, a full-time qualified employee may volunteer to become a partner in a shared position, thus restoring it to a shared full-time position.
- e) Any time necessary for coordination of the work assignment responsibilities shall be performed on the job sharers' time and not the District's. When the employees have responsibility for the same students or work responsibilities, there will be an overlap planning period of a minimum of 15 minutes per day, and both employees must attend required meetings (i.e. professional learning; in-service, parent teacher conferences).
- f) Both members of a job sharing team must attend all faculty meetings, in-service activities, and parent teacher conferences.
- g) Planning. Whenever possible, the specials' scheduled/planning periods for shared positions will be divided equally between the team members.

23. STARTING SALARY (Certified Staff)

The Board of Education has determined that \$40,500 will be the starting salary for the 2014-15 school year.

24. GRIEVANCE PROCEDURES (Certified Staff and ~~Support~~ Non-Certified Staff as eligible by law)

- A. A grievance shall mean a dispute regarding the application of School Board policies regarding an employee's discipline or termination of employment, or a dispute concerning workplace safety. No grievance shall be processed under this policy unless it is in writing and contains all of the following:
 - 1) the name and position of the grievant;

- 2) a clear and concise statement of the grievance;
 - 3) the issue involved;
 - 4) the relief sought;
 - 5) the date the incident or alleged violation took place;
 - 6) the specific section of the Policy Manual or workplace safety rule alleged to have been violated;
 - 7) the signature of the grievant and the date.
- B. The term "days" means work days, other than weekends and holidays. The time within which an act is to be done under this policy shall be computed by excluding the first day and including the last day.
- C. A "grievant" is a school district employee.
- D. "Workplace safety" means those conditions related to physical health and safety of employees enforceable under federal or state law, or District rule related to: safety of the physical work environment, the safe operation of workplace equipment and tools, provision of protective equipment, training and warning requirements, workplace violence and accident risk.
- E. "Discipline" means oral reprimands (where a written record of the reprimand is placed in the employee's file); written reprimands, suspension and/or demotion. Discipline does not include performance reviews, work plans or corrective actions that do not include a reprimand or other adverse employment action.
- F. "Termination" means discharge from employment for disciplinary reasons. Non-renewals and layoffs (reduction in force) are not considered terminations and are not subject to this procedure.

Procedures:

Step One

Within ten (10) days after the facts upon which the grievance is based or should have reasonably become known, the employee shall present the written grievance to his/her immediate supervisor. The immediate supervisor shall give a written answer within ten (10) days of receipt of the grievance, with a copy to the District Personnel Office.

An employee who has been notified of termination may process the grievance commencing at Step Three.

Step Two

If the grievance is not satisfactorily resolved at Step One, it may be submitted by the grievant to the District Administrator within five (5) days after having received the answer in Step One. After receipt of the written grievance by the District Administrator, he/she or the designated representative of the District Administrator will meet with the grievant within ten (10) days in an effort to resolve the issue(s) raised in the grievance. Within ten (10) days after the meeting, the District Administrator shall respond to the grievance in writing. The District Administrator shall also determine if the grievance is timely, if the subject matter of the grievance is within the scope of this policy and otherwise properly processed as required by this policy. If the District Administrator is aware of other similar pending grievances, he/she may consolidate those matters and process them as one grievance.

Step Three

Upon the written request of the grievant in response to an adverse decision, the decision at Step Two may be appealed by a written statement particularly describing the reason for appeal. The appeal must be in writing and received in the District Administrator's office within five (5) days after having received an answer to Step Two. If the decision at Step Two is based in whole or in part on the basis of timeliness, scope of the grievance process or other failure of the Grievant to properly follow the process, the matter shall be referred to the Board who shall determine whether the matter should be processed further. If the Step Two decision is on the merits of the grievance, only the grievance will be referred to an Impartial Hearing Officer (IHO). The IHO will be designated by the District Administrator. Any costs incurred by the IHO will be paid by the School District. The IHO will convene a hearing within ten (10) days of receiving the appeal in the manner the IHO determines necessary. The IHO shall have the authority to administer oaths, issue subpoenas at the request of the parties, and decide if a transcript is necessary. The IHO may require the parties to submit grievance documents and witness lists in advance of the hearing to expedite the hearing. The burden of proof shall be "a preponderance of the evidence." In termination and discipline cases, the District shall have the burden. In workplace safety cases, the employee shall have the burden. The IHO may request oral or written arguments and replies. The IHO shall provide the parties a written decision within ten (10) days after the hearing.

The IHO may only consider the matter presented in the initial grievance filed by the employee. The IHO shall have no power to add to, subtract from or otherwise modify the express terms of School Board policy.

Step Four

Either party may appeal an adverse determination at Step Three to the Board of Education, by filing written notice appealing the decision of the IHO in the District Personnel Office within ten (10) days of the decision of the IHO. The Board of Education shall within thirty (30) days after submission of the appeal, schedule the review of the IHO's decision. The review will be conducted by the Board during a closed session meeting. The Board will vote in closed session unless the Board receives a request from the employee for the vote to take place in open session. The Board must receive the request to vote in open session as part of their request for the Step Four grievance. The Board may make its decision based on the written decision of the IHO or the Board may examine any records, evidence and testimony produced at the hearing before the IHO. A simple majority vote of the Board membership shall decide the appeal within twenty (20) days following the last session scheduled for review. The Board will issue a final written decision which shall be binding on all parties.

Timelines

Failure to process a grievance by the grievant within the time limit, or agreed upon extensions, shall constitute waiver of the grievance and will be considered resolved on the basis of the District's last answer. Failure of a management representative to meet the time limits shall cause the grievance to move automatically to the next step in the procedure. To encourage that grievances are addressed in a prompt manner the time limits set by this policy are intended to be strictly observed and may not be extended except in extreme circumstances and then only upon the express written consent of the parties.

Exclusive Remedy

This procedure constitutes the exclusive process for the redress of any employee grievances as defined herein. However, nothing in this grievance procedure shall prevent any employee from addressing concerns regarding matters not subject to the grievance procedure with administration and employees are encouraged to discuss matters of concern with Administration. Matters not subject to the grievance procedure that are raised by employees shall be considered by the administration which has final authority, subject to any applicable School Board policy or directive, to resolve the matter.

This document does not create an employment contract, implied or otherwise, other than an “at will” employment relationship. The Neenah Joint School District Board of Education reserves the right to add, delete or change any or all of the points above as it feels necessary for the good of Neenah Joint School District.

DRAFT

I have been provided with a copy of the 2014-15 Employee Policy Manual. I understand that by signing this document that I have had the opportunity to read, review, and ask questions related to the Employee Policy Manual.

Employee Signature

Date

Print Name

**This document must be signed and returned to the Building Administrator
by September 5, 2014.**

EXTRACURRICULAR PAY SCHEDULE

POSITION	Number of positions	Pay
Athletics (Boys)		
BASEBALL		
Varsity Coach	1	\$4,320
Varsity Assistant Coach	1	\$3,600
Junior Varsity Coach	1	\$3,600
9th Grade Coach	1	\$2,520
BASKETBALL		
Varsity Coach	1	\$5,400
Varsity Assistant Coach	1	\$3,960
Junior Varsity Coach	1	\$3,960
9th Grade Coaches	1	\$3,600
8th Grade Coaches	4	\$2,520
7th Grade Coaches	4	\$2,520
CROSS COUNTRY		
Varsity Coach	1	\$4,320
Junior Varsity Coach	1	\$3,600
7th/8th Grade Coaches	2	\$2,520
FOOTBALL		
Varsity Coach	1	\$5,400
Varsity Assistant Coaches	3	\$3,960
Junior Varsity Coach	1	\$3,960
Junior Varsity Assistant Coach	1	\$3,600
9th Grade Coaches	2	\$2,880
9th Grade Assistant Coaches	2	\$2,520
8th Grade Coaches	4	\$2,520
7th Grade Coaches	4	\$2,520
GOLF		
Varsity Coach	1	\$3,960
HOCKEY (Boys and Girls)		
Varsity Coaches*	2	TBD
Varsity Assistant Coaches*	2	TBD
* Hockey coaches' salaries are pro-rated based on the number of participants in		
SOCCER		
Varsity Coach	1	\$4,320
Varsity Assistant Coach	1	\$3,600
Junior Varsity Coaches	2	\$3,600
SWIMMING		
Varsity Coach	1	\$4,680
Varsity Assistant Coach	1	\$3,600
TENNIS		
Varsity Coach	1	\$4,320
Junior Varsity Coach	1	\$3,600
TRACK		
Varsity Coach	1	\$5,400
Varsity Assistant Coaches	3	\$3,960
8th Grade Coaches	2	\$2,520
7th Grade Coaches	2	\$2,520
VOLLEYBALL		
Varsity Coach	1	\$4,320
Junior Varsity Coach	1	\$3,600
WRESTLING		
Varsity Coach	1	\$5,040
Junior Varsity Coach	1	\$3,960
9th Grade Coach	1	\$2,880
7th/8th Grade Coaches	3	\$2,520

Athletics (Girls)		
BASKETBALL		
Varsity Coach	1	\$5,400
Varsity Assistant Coach	1	\$3,960
Junior Varsity Coach	1	\$3,960
9th Grade Coaches	1	\$3,600
8th Grade Coaches	4	\$2,520
7th Grade Coaches	4	\$2,520
CROSS COUNTRY		
Varsity Coach	1	\$4,320
Junior Varsity Coach	1	\$3,600
7th/8th Grade Coaches	2	\$2,520
GOLF		
Varsity Coach	1	\$3,960
SOCCER		
Varsity Coach	1	\$4,320
Varsity Assistant Coach	1	\$3,600
Junior Varsity Coaches	2	\$3,600
SOFTBALL		
Varsity Coach	1	\$4,320
Varsity Assistant Coach	1	\$3,600
Junior Varsity Coach	1	\$3,600
9th Grade Coach	1	\$2,520
SWIMMING		
Varsity Coach	1	\$4,680
Varsity Assistant Coaches	2	\$3,600
TENNIS		
Varsity Coach	1	\$4,320
Junior Varsity Coach	1	\$3,600
TRACK		
Varsity Coach	1	\$5,400
Varsity Assistant Coaches	3	\$3,960
8th Grade Coaches	2	\$2,520
7th Grade Coaches	2	\$2,520
VOLLEYBALL		
Varsity Coach	1	\$4,320
Junior Varsity Coach	1	\$3,600
9th Grade Coaches	2	\$2,880
8th Grade Coaches	4	\$2,520
7th Grade Coaches	4	\$2,520
ATHLETIC BUILDING REP		
Middle School Rep - SHA	1	\$3,600
SPIRIT SQUAD		
Varsity Coach (F=4%, W=6%)	1	\$3,600
7th/8th Grade Coaches	1	\$1,440
ADVENTURE CLUB		
Advisor	1	\$1,080
AFS		
Senior High Advisor	1	\$1,080
ARCHERY CLUB		
Middle School Advisor	1	\$1,800
ART CLUB		
Senior High Advisor	1	\$1,080
BLAST		
Middle School Advisor	1	\$2,160
Middle School Asst Advisor	1	\$720
BOWLING		
Advisor	1	\$1,080

CHESS CLUB		
Senior High Advisor	1	\$1,440
CLASS SPONSORS		
Senior Class	2	\$1,440
Junior Class	2	\$1,440
Sophomore Class	1	\$720
Freshman Class	1	\$720
COMPUTER GAMING CLUB		
Senior High Advisor	1	\$1,080
DEBATE		
Senior High Chairperson	1	\$3,600
Senior High Ass't. Chairperson	1	\$1,440
Middle School Chairperson	1	\$2,880
DECA		
Senior High Advisor	1	\$1,800
Asst. Advisor	1	\$1,800
ECO CLUB		
Senior High Advisor	1	\$1,080
FOREIGN LANGUAGE CLUB		
Senior High French Club Advisor	1	\$1,080
Senior High Spanish Club Advisor	1	\$1,080
FORENSICS		
Senior High Chairperson	1	\$2,880
Senior High Ass't. Chairperson	1	\$1,440
Middle School Chairperson	1	\$2,880
GAY STRAIGHT ALLIANCE		
Senior High Advisor	1	\$1,440
HEART GROUP		
Senior High Advisors	1	\$1,440
HONOR SOCIETY		
Senior High Advisor	1	\$2,520
INTRAMURAL VOLLEYBALL CLUB		
Senior High Director	1	\$720
Senior High Ass't. Directors	1	\$360
KEY CLUB		
Senior High Advisor	1	\$1,800
LATINO CLUB		
Senior High Advisor	1	\$1,080
LACROSSE		
Head Coach	1	\$2,520
LAUNCH		
Senior High Advisor	1	\$2,160
Senior High Assistant Advisor	1	\$720
MATH CLUB		
Senior High Advisor	1	\$1,080
Middle School Advisors	1	\$1,080
NEWSPAPER		
Senior High Advisor	1	\$2,160
Middle School Advisors	2	\$1,080
POWERLIFTING		
Senior High Advisor	1	\$3,960
Senior High Assistant Advisor	1	\$2,520
SCHOOL STORE		
Senior High Advisor	1	\$1,080

SCIENCE OLYMPIAD		
Senior High Advisor	1	\$1,440
Senior High Assistant Advisors	2	\$720
SEA CLUB		
Senior High Advisor	1	\$1,080
SKILLS USA		
Advisor	1	\$1,800
SPECIAL OLYMPICS		
District Advisor	1	\$1,800
STOP		
Senior High Advisor	1	\$1,080
STUDENT COUNCIL		
Senior High Advisor	1	\$2,880
Mann Advisor	1	\$1,440
Shattuck Advisor	1	\$1,440
Elementary Advisors	8	\$720
YEARBOOK		
Senior High Advisor	1	\$3,600
Senior High Assistant Advisor	1	\$2,880
Shattuck Advisor	1	\$3,240
YOGA		
Senior High Advisor	1	\$1,080
Fine Arts		
BAND (PEP & MARCHING)		
NHS Director	1	\$2,160
NHS Director	1	\$2,160
Middle School Director	1	\$720
DRAMA		
Senior High Club Advisor	1	\$1,080
NHS Director - Musical	1	\$3,240
NHS Musical-Pit Orchestra Direc	1	\$1,800
NHS Musical-Vocal Director	1	\$1,800
NHS Straight Show Director - W	1	\$1,800
NHS Straight Show Director - Sp	1	\$1,800
Middle School Director	1	\$3,240
Middle School Ass't. Director	2	\$1,800
JAZZ		
Intermediate Jazz	1	\$1,080
Jazz Combo Director	1	\$1,080
Middle School Jazz Director	1	\$1,080
MADRIGALS		
Madrigal Singers Advisor	1	\$1,800
Madrigal Players Advisor	1	\$720
POP STRINGS		
Touch of Class Director	1	\$3,240
Middle Fiddle Group Director	1	\$1,080
SHOW CHOIR		
Vintage Director	1	\$5,400
Act II Director	1	\$3,240
Band Director - Vintage	1	\$3,240
Band Director - Act II	1	\$1,800

NEENAH JOINT SCHOOL DISTRICT OPEB EXAMPLES (Appendix B)

NEENAH JOINT SCHOOL DISTRICT OPEB Example 1

District Employee: Bob
Hire Date: August 1, 1975
Age at Retirement: 62
Date of Retirement: June 30, 2013
Years of Experience: 38.0
OPEB Pay out Period: 5.5 years
OPEB Number: 100

Benefit Calculation:
 $\$3,700 \times 20 =$ 74,000
 $\$2,500 \times 10 =$ 25,000

**Maximum Benefit 30 yrs of experience
at age 57 = 87** **\$99,000**

Bob's calculation:
 $\$3,700 \times 20 =$ 74,000
 $\$2,500 \times 10 =$ 25,000
 Early Retirement Reduction - 0% 0%
Total Benefit to be received: **\$99,000**

Bob's Pay Out:
 June 2013: TSA deposit 1,000
 July 2013 deposit: 17,818
 July 2014 deposit: 17,818
 July 2015 deposit: 17,818
 July 2016 deposit: 17,818
 July 2017 Deposit: 17,818
 July 2018 Deposit: 8,909
Total OPEB Benefit deposited: **\$99,000**

NEENAH JOINT SCHOOL DISTRICT OPEB Example 2

District Employee: Jean
Hire Date: July 1, 1990
Age at Retirement: 57
Date of Retirement: June 30, 2013
Years of Experience: 23.0
OPEB Pay out Period: 5.5 years
OPEB Number: 80

Benefit Calculation:
 $\$3,700 \times 20 =$ 74,000
 $\$2,500 \times 10 =$ 25,000

**Maximum Benefit 30 yrs of experience
at age 57 = 87** **\$99,000**

Jean's calculation:
 $\$3,700 \times 20 =$ 74,000
 $\$2,500 \times 3 =$ 7,500
 Early Retirement Reduction - 0% 0%
Total Benefit to be received: **\$81,500**

Jean's Pay Out:
 June 2013: TSA deposit 1,000
 2013 deposit: 14,636
 2014 deposit: 14,636
 2015 deposit: 14,636
 2016 deposit: 14,636
 2017 Deposit: 14,636
 2018 Deposit: 7,318
Total OPEB Benefit deposited: **\$81,500**

NEENAH JOINT SCHOOL DISTRICT OPEB Example 3

District Employee: Gladys
Hire Date: November 1, 1996
Age at Retirement: 63
Date of Retirement: November 1, 2016
Years of Experience: 20.0
OPEB Pay out Period: 5.5 years
OPEB Number: 83

Benefit Calculation:
 $\$3,700 \times 20 =$ 74,000
 $\$2,500 \times 10 =$ 25,000

**Maximum Benefit 30 yrs of experience
at age 57 = 87** **\$99,000**

Gladys' calculation:
 $\$3,700 \times 17 =$ 62,900
 $\$2,700 \times 3 =$ 8,100
 Annual TSA deposits $\$1,000 \times 3$ 3,000
 Early Retirement Reduction - 0% 0%
Total Benefit to be received: **\$74,000**

Gladys' Pay Out:
 June 2013: TSA deposit 1,000
 June 2014: TSA deposit 1,000
 June 2015: TSA deposit 1,000
 June 2016: TSA deposit 1,000
 June 2017: TSA deposit 333
 2017 deposit: 12,667
 2018 deposit: 12,667
 2019 deposit: 12,667
 2020 deposit: 12,667
 2021 deposit: 12,667
 2022 deposit: 6,333
Total OPEB Benefit deposited: **\$74,000**

NEENAH JOINT SCHOOL DISTRICT OPEB Example 4

District Employee: John
Hire Date: August 29, 1989
Age at Retirement: 55
Date of Retirement: June 30, 2019
Years of Experience: 30.0
OPEB Pay out Period: 5.5 years
OPEB Number: 85

Benefit Calculation:
 $\$3,700 \times 20 =$ 74,000
 $\$2,500 \times 10 =$ 25,000

**Maximum Benefit 30 yrs of experience
at age 57 = 87** **\$99,000**

John's calculation:
 $\$3,700 \times 20 =$ 74,000
 $\$2,500 \times 4 =$ 10,000
 $\$1,500 \times 6 =$ 9,000
 Annual TSA deposits $\$1,000 \times 6$ 6,000
 Early Retirement Reduction - 10% (age 55) 10%
Total Benefit to be received: **\$89,100**

John's Pay Out:
 June 2013: TSA deposit 1,000
 June 2014: TSA deposit 1,000
 June 2015: TSA deposit 1,000
 June 2016: TSA deposit 1,000
 June 2017: TSA deposit 1,000
 June 2018: TSA deposit 1,000
 June 2019: TSA deposit 1,000
 2019 deposit: 14,927
 2020 deposit: 14,927
 2021 deposit: 14,927
 2022 deposit: 14,927
 2023 deposit: 14,927
 2024 deposit: 7,464
Total OPEB Benefit deposited: **\$89,100**