Neenah Joint School District

Employee Policy Manual

2024-2025

Effective July 1, 2024

WELCOME FROM THE DEPARTMENT OF HUMAN RESOURCES

The Neenah Joint School District is committed to a focus on educational excellence for its students, staff, and our entire community. Our District remains, above all, committed to learning, growing, and finding better ways to provide the finest foundational life experience for our District's students and staff. Our professional educators, support staff members, and administrators are top-notch; talented in their fields and fully committed to excellence in education.

Our goal is that this Employee Policy Manual is a comprehensive resource for all staff. However, it should not be considered all-inclusive. The policy manual is intended to assist all of us by promoting a healthy, productive and professional learning community.

We are so pleased that you have chosen to work here and hope that your professional journey in Neenah is a rewarding one! Go Rockets!

Department of Human Resources

EMPLOYEE POLICY MANUAL

This Employee Policy Manual is intended to provide employees with information regarding policies, procedures, expectations and standards of the District; however, this policy manual should not be considered all-inclusive. It is important that each employee is aware of the policies and procedures related to their position. The rights and obligations of all employees are governed by all applicable laws and regulations, including, but not limited to the following: Federal laws and regulations, the laws of the State of Wisconsin, Wisconsin State Administrative Code and the policies of the Neenah Joint School District Board of Education, hereafter referred to as the Board.

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 the vesting of any benefit for active or retired employees nor is it 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 Board reserves the right to add, delete or change any or all of the points contained within this document as it feels necessary for the good of the Neenah Joint School District.

In case of a direct conflict between this policy manual, rules, regulations or policies of the Board and any specific provisions of an individual contract, the individual contract shall take precedence.

NEENAH JOINT SCHOOL DISTRICT

MISSION STATEMENT

Neenah with Pride ignited by
a passion for excellence

TABLE OF CONTENTS

1. DISTRICT EXPECTATIONS 9
2. CRIMINAL BACKGROUND CHECKS 9
3. PHYSICAL EXAMINATIONS AND SKIN TUBERCULIN SCREENING 9
4. PERSONNEL POSITIONS 9
    - ADMINISTRATORS 9
    - CERTIFIED STAFF 9
    - NON-CERTIFIED EXEMPT STAFF 10
    - NON-CERTIFIED HOURLY STAFF 10
5. CERTIFICATION 10
    - ADMINISTRATION 10
    - CERTIFIED STAFF 10
6. CONTRACTS 10
    - ADMINISTRATION 10
    - CERTIFIED STAFF 11
    - SUMMER SCHOOL 11
7. JOB DESCRIPTIONS 11
8. JOB SHARE 11
9. PART-TIME EMPLOYMENT 12
10. PAYROLL 13
11. WAGE AND SALARY 13
12. MILEAGE ALLOWANCE 13
    - OUT-OF-DISTRICT TRAVEL 13
    - IN-DISTRICT TRAVEL 13
13. DEPARTMENT CHAIR AND CURRICULUM SPECIALIST STIPENDS 14
14. EXTRACURRICULAR 14
15. WORK HOURS AND SCHEDULE 14
    - CERTIFIED STAFF 14
    - NON-CERTIFIED STAFF LUNCH BREAKS 15
    - OVERTIME 15
    - INCLEMENT WEATHER 15
    - ON-CALL 15
    - PROFESSIONAL LEARNING DAYS 15
    - SUPPLEMENTAL DUTIES 16
16. EMPLOYMENT PRACTICES AND EXPECTATIONS 16
    - PROFESSIONAL STANDARDS OF BEHAVIOR 16

ANTI-HARASSMENT POLICY – See Board Policies 16
BULLYING POLICY AND PROCEDURES – See Board Policies 16
RESPONSIBLE USE OF TECHNOLOGY 16
HONESTY 16
STAFF ETHICS 16
DRUG AND ALCOHOL TESTING 16
DRUG AND ALCOHOL FREE WORKPLACE – See Board Policies 17
17. CRIMINAL RECORD REPORTING (Charges & Convictions) 17
18. TIME OFF 17
SICK LEAVE 17
PERSONAL LEAVE 18
VACATION LEAVE 18
ADMINISTRATORS 18
NON-CERTIFIED STAFF 19
UNPAID LEAVE OF ABSENCE 19
HOLIDAYS 20
BEREAVEMENT LEAVE 20
MILITARY LEAVE 21
JURY DUTY 21
19. ATTENDANCE STIPENDS 21
20. FAMILY MEDICAL LEAVE – See Board Policies 21
21. ACTIVE EMPLOYEE BENEFITS 22
ELIGIBLE EMPLOYEES 22
OPEN ENROLLMENT 22
MEDICAL INSURANCE 22
DENTAL INSURANCE 22
INSURANCE BUY-OUT 22
WELLNESS INCENTIVE 23
HEALTH AND WELLNESS CENTER 24
HEALTHY YOU WELLNESS PROGRAM 24
EMPLOYEE ASSISTANCE PROGRAM 24
VISION INSURANCE 24
SHORT-TERM DISABILITY INSURANCE 24
LONG-TERM DISABILITY INSURANCE 24
LIFE INSURANCE 24
ACCIDENTAL DEATH & DISMEMBERMENT INSURANCE COVERAGE 24
WORKSITE BENEFIT - HEALTH INSURANCE PARTICIPANTS 25

WORKSITE BENEFIT - ALL FULL-TIME (0.75+) EMPLOYEES 25
WORKSITE BENEFIT - VOLUNTARY 25
COBRA (Extension of District Health Plan Participation) 25
WISCONSIN RETIREMENT SYSTEM (WRS) CONTRIBUTIONS 25
HEALTH SAVINGS ACCOUNT (HSA) 25
FLEXIBLE SPENDING ACCOUNTS 25
TAX-SHELTERED RETIREMENT INVESTMENT ACCOUNTS 26
VANDALISM INSURANCE 26
WORKERS' COMPENSATION 26
22. PROFESSIONAL LEARNING AND DUES 27
ADMINISTRATION 27
CERTIFIED AND NON-CERTIFIED STAFF 27
REIMBURSEMENT POLICY 27
NATIONAL BOARD CERTIFICATION (Initial) 27
23. RESIGNATION 28
ADMINISTRATION 28
NON-CERTIFIED STAFF 28
CERTIFIED STAFF 28
24. NOTICE OF RETIREMENT 29
25. RETIREMENT PROGRAM (POST JULY 1, 2013 EMPLOYEES) 29
A. OPEB RETIREMENT STIPEND / CONTRIBUTION(S) 29
B. HEALTH & WELLNESS CENTER ACCESS 29
C. NO DISTRICT HEALTH OR MEDICAL INSURANCE 29
26. LEGACY RETIREMENT PROGRAM (EMPLOYEES PRIOR TO JULY 1, 2013) 29
A. PRE-2013 RETIREMENT PROGRAM ELIGIBILITY 30
B. OPEB - (A) ELIGIBILITY 30
C. OPEB - (B) ELIGIBILITY 30
D. OPEB RETIREMENT SAVINGS STIPEND / DISTRICT CONTRIBUTIONS 30
E. MEDICAL & DENTAL INSURANCE (PRE-2013 EMPLOYEES) 32
F. HEALTH & WELLNESS CENTER - PRE-2013 EMPLOYEES 33
27. GRIEVANCE PROCEDURES (CERTIFIED/NON CERTIFIED STAFF AS ELIGIBLE BY LAW) 33
Appendix A: Payroll Schedule 36
Appendix B: Exempt Employee Salary Ranges 37
Appendix C: Hourly Employee Wage Ranges 38
Appendix D: Certified Staff Salary Ranges 40

Appendix E: Administration Salary Ranges 40
Appendix F: Department Chair and Curriculum Specialist Stipend Pay 41
Appendix G: Extracurricular Pay Schedule 42
Appendix H: School-Based Staff Calendar 48
Appendix I: School Calendar for Families 49
Appendix J: SAMPLE OPEB A Calculation 50
Appendix K: SAMPLE OPEB B Calculation 52

I. DISTRICT EXPECTATIONS

The District expects its employees to produce quality work, maintain confidentiality, work efficiently, and exhibit a professional and courteous attitude toward students, other employees, families and the community. As representatives of the District, employees must be mindful of their actions. The District expects employees to comply with the standards set out in Board policies, this policy manual, administrative regulations, and with any other policies, regulations and requirements. As all employees are at-will, the District reserves the right to impose disciplinary action up to and including termination as may be appropriate in particular circumstances during the term of any individual contract as determined by the District.

II. CRIMINAL BACKGROUND CHECKS

Every applicant for a District position is required to submit to criminal history records checks to be conducted by the District. Employment may be offered pending the return and disposition of such background checks. All offers of employment are contingent upon the results of such checks. The District does not discriminate on the basis of arrest or conviction record as set forth under Wisconsin law.

III. PHYSICAL EXAMINATIONS AND SKIN TUBERCULIN SCREENING

As a condition of employment, employees will be required to have a physical examination at the District Wellness Center, at the District's expense, and to furnish evidence of a physical examination and skin tuberculin screening in accordance with the Board requirements.

A. The physical examination must be performed by a licensed practitioner and the result recorded on the standard form furnished by the Board. This evidence must be submitted to the Department of Human Resources before the effective date of employment.

B. A skin tuberculin risk assessment 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 requirements.

C. 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.

D. Should an employee's conduct or behavior generate administrative concern that he/she is unable to execute the essential duties of the job, the District Office may require the employee to submit to a fitness for duty or other physical or mental health examination at the District's expense.

IV. PERSONNEL POSITIONS

ADMINISTRATORS

Assistant District Administrator(s)
Associate Principal
Chief Financial Officer
Director
Principal

CERTIFIED STAFF

Teacher
Counselor

Instructional Library Technology Specialist
Speech and Language Pathologist
Nurse
Occupational Therapist
School Psychologist Coordinator(s)
Social Worker
Special Education Program Support
Physical Therapist

NON-CERTIFIED EXEMPT STAFF

Accountant, Accounting Manager
Activities Director
Network Operations Manager
Supervisor of Operations
Systems & Workstation Deployment Manager
Instructional Systems Analyst
Help Desk Specialist
Student Information Systems Manager
Business Services Specialist

NON-CERTIFIED HOURLY STAFF

All other positions

V. CERTIFICATION

A. ADMINISTRATION

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 shall devote time, skills, labor and attention to the Administrator's employment.

B. CERTIFIED STAFF

1. The term "certified staff" means any person who holds a certificate issued by the Department of Public Instruction (Chapter 118.19 Laws of Wisconsin), as defined in Section IV, and is in a position that requires the certification. All teaching contracts shall terminate if and when the authority to teach terminates.

2. Evidence of such authorization to teach must be filed with the Department of Human Resources before the effective date of contract.

3. If a certified staff member changes their certification with the Department of Public Instruction, they should notify the Department of Human Resources in writing by February 1st.

4. Other certified positions must hold the proper certification or licensure. These positions include, but are not limited to nurses, social workers, etc.

VI. CONTRACTS

A. ADMINISTRATION

The annual contracted salary shall be paid in equal installments in accordance with the rules of the Board governing payment of all 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 plan adopted by the Board.

No salary adjustment shall be made during the term of the Administrator's contract which would reduce

the annual salary unless such decrease is part of the uniform plan affecting salaries of all employees of the District and/or as applicable to a change in assignment, including if that change results in a reduction of hours.

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.

Raises in compensation and/or goal-related stipends will be based upon a collective effort to increase student performance. The District Administrator reserves the right to freeze a staff member's salary and/or stipend in response to performance or other issues.

B. CERTIFIED STAFF

Certified staff contracts will be issued on or before May 15th. The contracts should be signed and submitted to the Department of Human Resources no later than the last work day for the school year.

The annual contracted salary shall be paid in equal installments in accordance with the rules of the Board governing payment of all professional staff members in the District.

The District Administrator has the authority to assign, change, and/or transfer Certified Staff within the Neenah Joint School District to address District needs as determined by the District.

Raises in compensation and/or goal-related stipends will be based upon a collective effort to increase student performance. The District Administrator reserves the right to freeze a staff member's salary and/or stipend in response to performance or other issues.

C. SUMMER SCHOOL

Summer School positions shall be considered based on a teacher's license, experience and competencies as determined by the District. Notification of assignment shall be provided to current District teachers at least seven (7) calendar days prior to the commencement of summer school, or as soon as the assignment is known.

1. Neenah Joint School District certified staff members will be paid at the District-approved rate.

2. Educational Assistants will be paid at the District-approved rate.

3. Administrative Assistants will be paid at the District-approved rate.

4. Non-Neenah Joint School District employee assignments will be paid at the consortium rate.

VII. JOB DESCRIPTIONS

At a minimum, job descriptions will include the job title, position description, the minimum qualifications, and the essential functions of the position. Employees must be able to perform the essential functions of the job description. The District reserves the right to modify or change any or all of the job description, including duties and qualifications, in whole or in part.

VIII. JOB SHARE

Full-time employees may request to participate in job sharing, based on the District's determination of positions available. Job sharing is voluntary, providing two (2) employees the opportunity to share one full-time equivalent position. Job-Share participants are not treated as stand-alone, part-time employees

(see Section IX below). Such participation shall be dependent upon the annual approval of the principal and/or supervisor and the Assistant District Administrator of Human Resources.

Employees may return to a full-time position when a full-time position vacancy occurs, providing there are no employees on layoff or surplus and the principal/supervisor and the Assistant District Administrator of Human Resources approves. In the event that no full-time work is available when the employee wishes to return, s/he may remain in the job share arrangement or request a year's leave of absence.

Where applicable, wages, fringe benefits, leave accrual, Other Post Employment Benefits, seniority and all other benefits, unless otherwise specifically noted herein, shall be prorated based on scheduled work hours per week and hire date. Pending the number of hours worked, employees may not be eligible for health or dental insurance.

To be considered for a job share opportunity, the employee must:

1. Apply in writing to the principal/supervisor and Assistant District Administrator of Human Resources by April 1st prior to the next school year in which the job share is being considered.
2. Apply as a "duo" for the opportunity; the District will not seek out a job-share partner for an employee, except under special circumstances.
3. 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.

Both parties must be qualified to perform the duties involved in the shared job.

Job share guidelines:

a. When the job share employees have responsibility for the same students or work, there may be an overlap planning period of a minimum of 15 minutes per day.
b. Both employees must attend required meetings (i.e. IEP conferences, professional learning; in-service(s), parent teacher conferences).
c. Whenever possible, the scheduled specials (art, music, physical education, etc.) and planning periods for shared positions will be divided equally between the job share duo.

IX. PART-TIME EMPLOYMENT

While the District strives to fill all roles with full-time (e.g. 40 hours/week) employees, there are instances where a job may be offered that is considered part-time or less than full-time. In other instances, a full-time employee may ask for a reduced assignment for a given year. In those instances, the part-time employee is expected to participate in all professional learning activities and parent-teacher conferences, minimally at the same percentage of their FTE.

A. Individuals employed less than 1.0 FTE will be expected to be present in their buildings for the amount of time corresponding to their assigned FTE. For example, a person hired on a 0.60 FTE assignment would need to be at the workplace for 24 hours or 60% of a full-time work week.

B. Participate in all parent- teacher conferences and professional learning day sessions for an amount of time no less than the person's assigned FTE. For example, if a conference day runs for four hours (from 4 pm until 8 pm), the same 0.60 FTE teacher would be expected to participate for 2.4 hours during that time.

C. There may be times an administrator will require attendance for meetings or other instances in order to meet the needs of students or families. Those with part-time schedules may be required to attend.

X. PAYROLL

All employees will be paid semi-monthly, on the 10th and 25th for each month of work, with the exception of certified staff that choose to receive 20 payments. Pay dates falling on Saturday or Sunday will be paid on the Friday before.

See Appendix A: Payroll Schedule

Certified staff may make a selection of either twenty (20) installments semi-monthly with payments beginning September 10th and ending June 25th, or 24 installments semi-monthly beginning September 10th and ending August 25th.

Non-Certified hourly staff are paid in accordance with their approved timesheets.

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

XI. WAGE AND SALARY

The Board generally determines the starting salary for Certified Staff on an annual basis.

See Appendix B: Exempt Salary Schedule
See Appendix C: Non-Certified Staff Salary Schedule
See Appendix D: Certified Staff Salary Schedule
See Appendix E: Administrative Salary Schedule

All staff may be considered to receive additional pay in the form of salary and/or stipend based on performance.

XII. MILEAGE ALLOWANCE

A. OUT-OF-DISTRICT TRAVEL

1. Employees required to use their personal vehicles for District purposes shall be reimbursed mileage at the maximum allowable IRS rate per mile; upon prior approval of the District.
2. Out-of-District travel must be approved by the principal/supervisor in order to be eligible for reimbursement. Employees must submit a request for travel reimbursement.

B. IN-DISTRICT TRAVEL

1. Employees required to travel between buildings as part of their work assignment (per District schedule) shall be reimbursed at the maximum allowable IRS rate per mile. Employees must submit a request for travel reimbursement to the Business office.
2. Administrators shall be entitled to an annual mileage allowance of $75 per month. No additional stipend for in-District mileage will be provided.
3. In lieu of mileage reimbursement for in-District travel, the following positions will receive an annual mileage stipend of $500. Positions: Supervisor(s) of Operations and Help Desk Specialist.
4. All other employees required to use their personal vehicles for District purposes shall be reimbursed at the maximum allowable IRS rate per mile. Employees must submit a

reimbursement request for travel reimbursement.

XIII. DEPARTMENT CHAIR AND CURRICULUM SPECIALIST STIPENDS

See Appendix F: Department Chair/Curriculum Specialist Stipend Pay

XIV. EXTRACURRICULAR

See Appendix G: Extracurricular Pay Schedule

XV. WORK HOURS AND SCHEDULE

The District expects employees to make every effort to be present for work. Employees are expected to adhere to their assigned schedule. In order for the District to operate effectively, employees are expected to perform all assigned duties and work all scheduled hours during each designated workday, unless the employee has received approved leave. Additionally, the District reserves the right to change work hours in order to accommodate needs that may arise and to prevent overtime accrual.

Excessive, habitually repetitive, or other patterns of absences and/or tardiness will result in disciplinary action, up to and including termination.

Staff needing substitutes should enter online requests for leave no later than 7 a.m. on the day of the absence. After this hour, staff must telephone their building principal to ensure that proper supervision is assigned to their students.

A. CERTIFIED STAFF

The Board will determine the calendar on a yearly basis. Additional workdays, typically over the summer break, may be required for certified positions in order to fulfill ordinary job responsibilities that will not result in additional pay. Examples of this include attending meetings in the summer when new families enroll; addressing grading disputes; evaluations of students; making homelessness determinations; assessing students for placement in programs, etc.

Certified staff may be asked to attend training, complete curriculum writing, or to complete other tasks during the summer that are outside of their regular job duties. This will be voluntary and employees will be paid at the curriculum writing rate. All time for additional pay must be pre-approved by Administration.

The normal work day hours are as follows:

Elementary Schools	7:45 a.m. - 3:45 p.m.
Neenah Middle School	7:30 a.m. - 3:30 p.m.
Neenah High School	7:40 a.m. - 3:40 p.m.

School calendars for employees vary by role. The veteran teacher calendar is in the Appendix and linked below. Please enter your portal on the District's Human Resources Information System to see your individual calendar or you may consult with your supervisor or the Human Resources office if you are not sure what days are considered your work days.

See Appendix I: School Calendar for Families
See Appendix H: Certified Staff Calendar

B. NON-CERTIFIED STAFF LUNCH BREAKS

Non-certified employees are allowed a minimum of a thirty (30) consecutive minute duty free lunch period without pay. Employees may also be provided with a one (1) 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.

C. OVERTIME

Overtime must be pre-approved by the principal or supervisor.

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. Hours paid for time not worked, such as sick leave, vacation leave, or holiday time, do **not** count for purposes of computing overtime pay.

Two (2) times the employee's regular rate of pay shall be paid on District designated holidays, plus their holiday pay if eligible to receive such pay.

Overtime does not apply to salaried or salaried exempt positions as determined by the Fair Labor Standard Act.

D. INCLEMENT WEATHER

Employees are not required to report to work, with the exception of Operations and Maintenance staff, in the event that school is canceled due to inclement weather. If applicable, virtual work day schedules will be communicated by the principal or supervisor for employees. Operations and Maintenance employees will be provided guidance from their supervisor related to their work assignments.

E. ON-CALL

The District has a right and a responsibility to call in employees to complete necessary work duties, such as responding to building alarms, snow removal, etc. In the event an hourly employee is called in by their supervisor for work at least one (1) hour outside of their normal work schedule, the below details will apply:

1. The employee will be paid a minimum of two (2) hours on-call allowance, at the overtime rate (time and one-half) for this additional work.
2. On-call time is time above and beyond the regular work schedule and shall not be included as time worked in computing their regular weekly hours.
3. Employees who are called in to work prior to their regular starting time shall not be permitted to leave work before the end of their normal workday schedule.
4. Employees will forfeit their on-call pay if they use any form of paid time off within the same day.

F. PROFESSIONAL LEARNING DAYS

All certified staff and building administrators will be expected to attend professional learning days. Certified staff may not exercise paid personal leave on these days, unless emergency circumstances arise and the absence is approved by the Assistant District Administrator of Human Resources.

Non-certified staff will be expected to attend professional learning days based on the District schedule and topics that pertain to their role, which includes the Wellness hour.

G. SUPPLEMENTAL DUTIES

Salaried and exempt employees may be expected to provide additional hours of work outside of the work day for supplemental activities with no extra pay involved. Supplemental work is defined as work that takes place before or after the scheduled school day and/or school year. Examples of supplemental duties may include, but are not limited to, lesson planning, grading assessments, communication with parents, holiday concerts, curriculum fairs, student IEP or other meetings, open houses, academic awards, and graduation ceremonies.

XVI. EMPLOYMENT PRACTICES AND EXPECTATIONS

This section applies to all District employees, unless School Board policy excludes certain classes of jobs.

PROFESSIONAL STANDARDS OF BEHAVIOR

We strive to embody the characteristics of responsibility, honesty, respect, and fairness within the District. Our core beliefs and shared values include honesty, integrity, respect, collaboration and innovation. We are committed to being student focused and positive ambassadors of the District.

When an employee's actions fall short of generally accepted standards of professional behavior, violate a policy or rule, when an employee's performance is not acceptable or the employee's conduct is detrimental to the interests of the District, discipline may result. The District reserves the right to impose disciplinary action up to and including termination as appropriate in particular circumstances during the term of employment.

ANTI-HARASSMENT POLICY – See Board Policies

3362 Professional Staff
4362 Support Staff

BULLYING POLICY AND PROCEDURES – See Board Policies

5517.01 All Staff

RESPONSIBLE USE OF TECHNOLOGY - See Board Policies

7540.03 All Staff

HONESTY

Honesty is a core value in the District. Employees shall not create any intentional inaccuracies verbally or on official District documents such as timesheets, job applications, student records, report cards, etc. Any intentional falsification, lying, or untrue oral, written, or other communication will be considered dishonest behavior. Dishonest behaviors will be considered as violating this expectation of honesty and may result in discipline up to and including termination.

STAFF ETHICS – See Board Policies

3210 Professional Staff
4210 Support Staff

DRUG AND ALCOHOL TESTING

The District reserves the right to require an employee to submit to test for the presence of drugs or alcohol

pursuant to Board 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.

The District encourages employees with a drug/alcohol problem to seek professional assistance before such a problem becomes a workplace issue.

DRUG AND ALCOHOL FREE WORKPLACE – See Board Policies

3122.01 Professional Staff
4122.01 Support Staff
3170.01 Professional Staff
4170.01 Support Staff

XVII. CRIMINAL RECORD REPORTING (Charges & Convictions)

The District believes that reporting charges and convictions is mutually beneficial for the employee and the Board. All District employees shall notify their immediate supervisor or administrator as soon as possible, but no more than five calendar days after any arrest, indictment, conviction, no contest or guilty plea or other adjudication of the employee for:

1. Any felony
2. Crimes involving immoral conduct as defined by Wis. Stat. 115.31
3. Crimes involving school property or funds
4. Crimes that occur wholly or in part on school property or at a school-sponsored activity or that involve other school employees or students enrolled in the District, or
5. Crimes that involve the violation of the public trust

Although these reports are necessary, the District shall not use them for employment decisions unless the offense is substantially related to the duties performed for the District as set forth in Wisconsin law.

XVIII. TIME OFF

Board approved employees are allocated paid time off (sick, personal, and vacation) upon hire and thereafter annually on July 1st. Paid time off allocations are prorated based on scheduled work hours per week and hire date.

For salaried employees, paid time off is to be taken in half day (e.g. 4 hours) or full day (e.g. 8 hour) increments. Hourly employees may take paid time off in hourly increments when approved by their administrator.

A. SICK LEAVE

1. Employees will be allocated hours equivalent to nine (9) sick leave days annually. Employees can accumulate up to sixty (60) days of sick leave. An employee with more than sixty (60) days will not receive additional sick leave until their sick leave account is below sixty (60) days. Sick leave days/hours are allocated annually, in advance, on July 1st. Allocations are pro-rated based on scheduled work hours per week and/or hire date. Should an employee leave before their year is concluded, their number of sick days will be re-computed downward.
2. Sick leave may be used for the individual employee, the employee's children, spouse, parents or domestic partner. The District reserves the right to request a physician's note for any absence that generates administrative concern. In some circumstances, the District may direct an employee to visit a physician of its choosing, at its own expense.

3. Non-emergent medical procedures and surgeries requiring an extended absence from work (i.e. 3 days or more) must be approved by the Assistant District Administrator of Human Resources at least two (2) weeks in advance of the procedure/surgery.
4. In order to provide continuity of service to our students, it is critical that staff provide as much advance notice of leave as possible. Employees should make every effort to schedule discretionary medical appointments during off hours so as to not disrupt students' education. We do encourage staff to make use of the District's Health & Wellness Center whenever possible.

B. PERSONAL LEAVE

1. All employees will be provided with one (1) day of personal leave per school year, allocated annually on July 1st. Employees will not be required to provide a reason for their personal leave request; however, the request should be for a personal reason that cannot be addressed outside of the work day. Allocations are pro-rated based on scheduled work hours per week and/or hire date.
2. Employees who have completed ten (10) years of Neenah Joint School District service or more will receive a second personal leave day allocated annually on July 1st.
3. The District requires a ten (10) day notice for a personal leave request. The District may waive the ten (10) day notice requirement in the event of an emergency (i.e. airline cancellation, vehicle breakdown, etc.).
4. Personal leave may not be used during the first or last five student contact days of the school year.
5. Personal leave may not be used immediately preceding or following a school break, such as winter break,spring break or Thanksgiving break (including any concession days adjacent to a break/holiday).
6. Employees will forfeit holiday pay if personal leave or unpaid leave of any kind is used preceding or following a paid holiday. For Thanksgiving, taking an unpaid day off immediately prior to the concession day that precedes any paid holiday will result in the forfeiture of one day of paid holiday pay; taking two unpaid days will result in the forfeiture of both days of the paid holiday.
7. Certified staff may not use paid personal leave on Professional Learning Days; administrators and teachers who work directly with students may not use paid personal leave during Parent-Teacher Conferences.
8. No more than fifteen (15) certified staff members, or non-certified staff requiring a substitute will be granted a personal day on any given day District-wide. In order to mitigate the effect of substitute teacher shortages on days with unusually high absences, the District reserves the right to withhold approval on the use of personal leave for non-certified staff who do not require a substitute. Personal leave will be granted on a first-come, first-served basis.

C. VACATION LEAVE

Vacation only applies to 12-month (260 days+) employees. Allocations are prorated based on scheduled work hours per week and hire date.

The District will automatically carry over up to five (5) days of unused vacation into the new year. The District will pay up to five (5) days of earned and unused vacation upon resignation or retirement.

D. ADMINISTRATORS

Vacation time is based on total years of completed service, calculated and allocated annually on July 1st.

Years of Service	Annual Vacation Days
Less than ten (10) years	20

Ten (10) years, but less than twenty-five (25)	25
Twenty-five years and beyond	30

2. Administrators are not required to report for duty during winter and spring breaks, unless directed by their supervisor.

E. NON-CERTIFIED STAFF

Vacation time is based on total years of completed service, calculated and allocated annually on July 1st.

1.

Years of Service	Annual Vacation Days
Less than one (1) year of service	10
More than one year of service but less than five (5) years	15
Five (5) years, but less than fifteen (15)	20
Fifteen (15) years, but less than twenty-five (25)	25
Twenty-five (25) years and beyond	30

2. Vacation requests may 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.

3. Building-level 12-month employees will be granted up to one week of vacation (five consecutive days) during student-contact days pending administrator approval; non-consecutive days, or consecutive days less than one week, may be exercised during the school year with administrator approval.

4. Twelve-month employees will receive credit for each year of service when calculating vacation. Nine (9) month and ten (10) month employees transitioning to a 12-month position will receive one (1) year credit for each nine (9) or ten (10) months/year of experience.

F. UNPAID LEAVE OF ABSENCE

Unpaid leaves of absence will only be granted in extraordinary circumstances. An employee requesting such a leave of absence must do so in writing to the Assistant District Administrator of Human Resources. Leaves of absence will not be granted for the purpose of employment in other settings.

A. If the leave request is for 30 work days or less, the leave of absence will begin and end on the dates approved by the Assistant District Administrator of Director of Human Resources.

B. If the request is for 31 work days or more, the leave of absence:
   1. must be approved by the Board;
   2. may not exceed 12-calendar months;
   3. will begin and end on the dates approved by the Board;
   4. will result in the employee participation in benefits to be discontinued. The employee will be offered COBRA;
   5. will result in all forms for paid time off not continuing to accrue; however, accumulated sick leave at the time of the leave of absence will be reinstated upon return;
   6. will result in no reimbursement for credits earned; and
   7. will result in eligible OPEB contributions to be prorated accordingly.

C. An employee returning from an approved thirty-one (31) day or more leave of absence will be given a position within the District, but it may not be the same position they were in when the leave began.

D. An employee returning from an approved thirty-one (31) day or more leave of absence will not be eligible for a District annual salary increase upon return.

G. HOLIDAYS

1. The Board will pay all 12-month (260 days+) employees the following eight (8) holidays:

   January 1
   Martin Luther King, Jr. Day
   Memorial Day
   Independence Day
   Labor Day
   Thanksgiving Day
   The day after Thanksgiving
   December 25

2. The Board will also provide all 12-month employees (260 days+), with the exception of Administrators, three (3) floating days. These extra three days can be used at any time with prior principal or supervisor approval. Floating days may not be carried over into the next year.

3. The Board will pay all nine (9) month and ten (10) month employees for the following holidays:

   Labor Day
   Thanksgiving Day
   The Day after Thanksgiving
   Martin Luther King, Jr. Day
   Memorial Day

4. For employees working Monday - Friday, holidays falling on a Saturday or Sunday shall be observed on the Friday before or Monday after the holiday unless school is in session.

5. For employees working irregular schedules, the supervisor in collaboration with Human Resources will determine the date(s) to be observed.

6. If an employee is called into work on a District designated holiday, the employee will receive two (2) times their regular rate of pay.

7. Employees will forfeit holiday pay if personal leave, or unpaid leave of any kind, including FMLA leave, is used preceding or following a paid holiday. Exercising one day of personal leave or unpaid leave will cause the forfeiture of one day of holiday pay.

H. BEREAVEMENT LEAVE

1. Employees may be granted up to three (3) days bereavement leave with pay for an absence from work to attend or plan funerals or memorials, or otherwise grieve the death of an immediate family member. Immediate family member is defined as: father/in-law, mother/in-law, sister/in-law, brother/in-law, husband, wife, domestic partner, son/in-law, daughter/in-law, grandparents/in-law, grandchildren, and any person whether related by blood or not to whom such employee stood in a mutually acknowledged relation of parent or child
2. Employees may be granted up to two (2) days bereavement leave with pay for an absence from work to attend or plan funerals or memorials, or otherwise grieve a death of an aunt/in-law, uncle/in-law, first cousin, niece, nephew, or person who is a close friend or with

whom a dwelling is shared.

3. In extenuating circumstances, requests for any other or additional bereavement leave must be submitted for approval to the Assistant District Administrator of Human Resources. Such additional days shall be deducted from the employee's accumulated sick leave.

I. 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. If the request is denied by the military, the 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 accrued sick leave for pay or be docked pay for all or part of 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.

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

J. JURY DUTY

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

XIX. ATTENDANCE STIPENDS

Employee attendance plays a key role in successful work performance and our students' success.

A. Perfect Attendance Day Incentive:

Perfect attendance can be achieved if you use your personal day(s) or vacation days (if applicable), however, you will not be considered eligible if you use sick leave, bereavement, jury duty, unpaid leave or dock in pay, not otherwise provided under the state and federal FMLA laws.

Employees with perfect attendance during the school year can choose between a $300 stipend or a Perfect Attendance day that must be used within the following school year, with prior principal or supervisor approval. Employees not returning for the following school year will receive a $300 perfect attendance stipend.

Perfect attendance days and stipends are prorated based on scheduled hours worked per week and hire date.

B. Personal Day Incentive:

Employees who do not use their personal day(s) during the year will receive a $150 stipend per day.

XX. FAMILY MEDICAL LEAVE – See Board Policies

In this section, Administration is a part of the professional staff.

1630.01 Administrative Staff
3430.01 Professional Staff
4430.01 Support Staff

XXI. ACTIVE EMPLOYEE BENEFITS

The Board shall determine all insurance policies and plan designs of such policies. The Board may modify, add or eliminate any such insurances or benefits at its discretion unless otherwise prohibited by prior commitments as set forth herein.

Insurance plans and related benefits are effective from January 1st through December 31st of each year.

Detailed information on our employee benefit package can be obtained from the Human Resources webpage or by reaching out to the Human Resources Department

See Benefits Guide on District website

A. ELIGIBLE EMPLOYEES

Board-approved, benefit eligible employees are those who are scheduled to work an average of at least thirty (30) hours per week or 0.75 FTE. Full-time and eligible part-time employees (those between 0.75 and .99 FTE) will pay the same employee share of insurance premiums.

If elected, all insurance coverages begin on the first date of employment. Once benefit elections become effective, they remain in effect until the end of the plan year or until separation from employment. Employees may only change coverage within thirty (30) days of a qualified life event. Employees may enroll a legal spouse and eligible dependents (children up to age 26) in medical, dental and/or vision coverage once they are eligible.

B. OPEN ENROLLMENT

The District will hold an open enrollment period each year typically in October or November. During this time, any eligible employee or eligible retiree may newly enroll, terminate, or make changes to any of the available District insurance plans. Elections made during this period will be effective January 1st of the following year.

C. MEDICAL INSURANCE

The District offers a choice of medical plan options so that employees can choose the plan that best meets their needs. The District's contribution percentage to the premiums may vary by medical plan, therefore the employee's contribution percentage also varies by plan.

The District will encourage two married employees to opt for individual "single" coverage, if there are no additional dependents for the employees to insure.

D. DENTAL INSURANCE

The District will provide group insurance coverage in a dental insurance plan. The District will pay a portion of the dental plan premium.

E. INSURANCE BUY-OUT

The District offers a Health and Dental Insurance buy-out option to eligible employees, and those who retired and elected the Buy-Out prior to July 1, 2015. The buy-out allows those eligible to elect a monetary allowance in lieu of a group medical and/or dental insurance for the calendar year. Under the terms of the buy-out program, eligible District employees who have credible non-District group coverage may waive or cancel their Neenah Joint School District medical and/or dental coverage.

Below are the maximum annual buy-out rates.

Rates prorated based on total scheduled hours per week	**Medical & Dental Buy Out**	**Medical Only Buy Out**	**Dental Only Buy Out**
Single	$1,000	$950	$50
Family	$2,000	$1,900	$100

The buy-out will be payable through payroll over the elected number of pay periods. The amount an employee receives is prorated based on total scheduled hours per week and will reflect the months an employee will not have coverage through the District.

This voluntary program will be offered on an annual basis at the District's discretion. This benefit does not apply to two District employees who qualify for one medical plan.

F. WELLNESS INCENTIVE

Our District is committed to our employees' well-being. The goal of the Wellness Program is to help employees adopt and maintain healthy behaviors.

Employees, retirees, and spouses enrolled in a District medical plan may qualify for reduced medical insurance premium rates by completing a personal online health assessment /survey by February 28th of each year, and reaching "Silver" Status by August 31st.

Beginning on January 1, 2025, there will be two premium adjustment opportunities within the calendar year. The premium adjustments will take place on April 1st and October 1st.

1. The medical insurance premium rate will increase to the Non-Wellness rate from April 1st-September 30th if the health assessment / survey is not completed by February 28th.

2. The medical insurance premium rate will increase to the Non-Wellness rate from October 1st-March 31st if Silver Status is not reached; either a PCP wellness check-up/preventive care visit and/or Biometric screening is required as part of an employee's amassing of points in order to reach Silver Status by August 31st.

New employees should note that their insurance premiums begin at the lower, Wellness rate. Failure to meet the goals of the program will result in an adjustment to the higher, Non-Wellness rate after the applicable deadline(s). Moving from the wellness rate to the non-wellness rate will result in employee-paid premiums to significantly increase.

Wellness Participation Waiver: Any employee, retiree or spouse may request a waiver from the wellness incentive requirement(s) as a result of a medical condition or impairment up to and including exemption from participation. The waiver request must be submitted to the Assistant District Administrator of Human Resources before February 28th. Reward incentives provided by the health insurer may not be granted in the event the employee and/or spouse's participation is waived.

G. HEALTH AND WELLNESS CENTER

All Board-approved employees and their families are encouraged to access the District Health and Wellness Center as of their first day of employment. The Center provides medical and physical therapy services at a reduced rate compared to outside providers. Qualified participants will incur costs for services received based upon the fee schedule of the Health and Wellness Center. In most cases, routine appointments and service at the Wellness Center represent approximately an 80% savings versus using a private healthcare provider.

H. "HEALTHY YOU" WELLNESS PROGRAM

The District offers staff a comprehensive employee wellness program. The Wellness Coordinator and Healthy You Champions provide a variety of resources in the areas of physical, emotional, financial and social well-being. Many of these services are also available to District family members and retirees. An hour of wellness is provided for staff at each Professional Learning and Development day.

I. EMPLOYEE ASSISTANCE PROGRAM

Employee Assistance Program (EAP) counseling is designed to help employees manage personal and workplace challenges, including life-work assistance like financial planning, legal counseling and concierge services. EAP helps in the prevention, identification and resolution of many problems and concerns. Employees and dependents may participate in **six** EAP counseling sessions per incident; EAP is completely confidential and at no-cost to the employee. You can find information on accessing the EAP by consulting the Human Resources webpage.

J. VISION INSURANCE

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

K. SHORT-TERM DISABILITY INSURANCE

The Board will offer group short-term disability insurance at 100% of the employee's expense. Short-term disability coverage provides a cash payment of approximately 60% of the employee's weekly income / earnings when the employee is unable to work due to a carrier-approved accident, illness or other exigency.

L. LONG-TERM DISABILITY INSURANCE

At the District's expense, the Board will offer a group, long-term disability insurance policy that provides income replacement at sixty-six (66) and two-thirds (⅔) percent of the employee's weekly earnings. This benefit is considered "post tax " and will extend for a period of up to five years. The coverage requires a waiting period of ninety (90) calendar days before benefits are payable. Employees must file a claim and have the carrier approve it before benefits are paid out.

M. LIFE INSURANCE

The Board will provide term life insurance in an amount equal to one (1) time the individual's salary. The Board will pay 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.

N. AD&D (Accidental Death and Dismemberment)) INSURANCE COVERAGE

At the District's expense, the Board will offer a group, AD&D policy. The policy covers accidental loss of life, and other losses. The coverage is one (1) times the employee's base Annual Earnings rounded to the next higher $1,000 not to exceed $175,000. In certain instances, this insurance coverage will pay a benefit in addition to what life insurance provides.

O. WORKSITE BENEFIT - Health Insurance Participants

At the District's expense, every person enrolled in the District's Health Insurance Program will have critical illness, hospitalization and accident coverages provided to them and their eligible dependents. This is considered a post-tax benefit. The District may end this coverage at its discretion.

P. WORKSITE BENEFIT - All Full-time (0.75+) Employees

All employees of the District are provided a critical illness insurance policy in the amount of $5,000. This policy will also provide a benefit payout for employees' dependents who are under 26 years old. This is considered a post-tax benefit. Age-eligible children of the employee will have coverage of $1,250. The District may end this coverage at its discretion.

Q. WORKSITE BENEFIT - Voluntary

Any full-time employee (0.75 FTE or greater) of the District (regardless of participation in the District health insurance plan) may choose to purchase additional work site benefits for him/herself and/or dependents. The benefits available include additional critical illness, hospitalization, and accident coverages. The District may end this option at its discretion.

R. COBRA (Extension of District Health Plan Participation)

The District, pursuant to the Federal Consolidated Omnibus Budget Reconciliation Act (COBRA) and state law, offers employees the opportunity to remain on the District's health and dental insurance plan at the group rate (plus an administration charge) in certain instances where coverage under the plan would otherwise end for a period of 18 months.

S. WISCONSIN RETIREMENT SYSTEM (WRS) CONTRIBUTIONS

The Board shall contribute the employer's WRS share. The employee shall pay the employee's required WRS contribution as required by state statute.

Click here to go to the WRS Website

T. HEALTH SAVINGS ACCOUNT (HSA)

Employees who elect District-sponsored health insurance coverage at the $3,200, $4,000, $5,000 and $6,000 will be enrolled in high-deductible health insurance plans. As such, he/she is eligible for a Health Savings Account (HSA) set up through Associated Bank or the financial institution the District selects. The District will open this account automatically and contribute up to $1,000 for single coverage employees and $2,000 for family plan employees per plan year. Contributions are prorated based upon scheduled work hours per week and hire date. A partial amount of the total contribution will be distributed in equal payments on a per paycheck basis. Employees may also contribute to their Health Savings Account. Employees may contribute to the HSA and they will realize a tax-sheltering benefit.

U. FLEXIBLE SPENDING ACCOUNTS

Flexible Spending Accounts (FSA) are pre-tax, payroll deduction accounts that allow the employee to set aside funds, subject to the limitations set forth in the Internal Revenue Service (IRS) code for additional medical, dental or vision expenses not covered by insurance. There are three types of FSA's from which employees may benefit:

1. Regular Health Care FSA. This account is only available to people who do not participate in the District's health insurance plan. If an employee has health coverage through a parent or spouse, it is important to confirm whether it is an HSA-eligible plan; the employee may not access this type of

FSA. If you are eligible to enroll in a Regular Health Care FSA, you may shelter money from taxation for copayments, deductibles, eyeglasses, and doctor prescribed over the counter medications, for example.

2. Limited Health-Purpose FSA. People who participate in the District's Health Insurance program, may open one of these accounts. Eligible expenses include most dental and vision care expenses that are not covered by the employee's health plan; for example, copayments, coinsurance, deductibles, eyeglasses and doctor-prescribed over-the-counter medications.

3. Dependent Care FSA. This account is for dependent care expenses such as daycare, before/after school care programs or elder care. The annual contribution limit is $5,000 or $2,500 if married and filing separate tax returns. Employees can participate in this FSA regardless of their enrollment in the District's health insurance.

Typically, the plan year for deductions follows the calendar year. Employees have until March 31 of the year following the end of the plan year to submit for reimbursement. Employees who leave the District's employment (e.g. retirees, those accepting other employment) must have services provided before their termination date in order to be reimbursed. Contact the Benefits Specialist with any questions you may have.

V. TAX-SHELTERED RETIREMENT INVESTMENT ACCOUNTS (TSA's)

Retirement savings/investment plan(s) will be available to employees in accordance with the District administrative policies and IRS regulations.

A. Employees have an opportunity to contribute to a TSA that includes a 403(b) and/or a 457 plan. All contributions are pre-taxed amounts.

B. Employees also have the option of contributing to a designated Roth plan within the 403(b) and/or the 457 account. Designated Roth contributions provide employees the ability to contribute funds on a post-tax basis, in addition to, or instead of, pre-tax contributions to their employer-sponsored retirement plan. In general, designated Roth contributions provide an opportunity to receive tax-free retirement savings returns when withdrawing the funds. Employees who will start work on or after July 1, 2024 will be automatically enrolled in the District's 403(b) plan with a contribution level of 1% of base salary or wages. Employees have the opportunity to opt out of this deduction or to change the level of contribution at any time.

W. VANDALISM INSURANCE

The District will provide employees with up to a maximum of $500 each 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 a vandalism prank, assault or theft.

Claims should be submitted to the Chief Financial Officer. Payment of individual claims will be authorized after June 30th of each year. The funds will be distributed on a prorated and percentage basis relative to the total number and dollar amount of claims.

X. WORKERS' COMPENSATION

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

XXII. PROFESSIONAL LEARNING AND DUES

A. ADMINISTRATION

The District Administrator may support and provide professional learning and professional dues for Administrators. Administrators may be provided full reimbursement for tuition courses taken if pre-approved by their immediate supervisor and District Administrator.

B. CERTIFIED AND NON-CERTIFIED STAFF

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

C. REIMBURSEMENT POLICY

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

For a course to be approved, it must be directly and substantially 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 $150 for each semester hour of graduate or undergraduate credit or the cost per credit, whichever is less.

Employees may not 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 Department of Human Resources. The completed reimbursement form approved by the Administration will be submitted to the Department of Human Resources for record keeping purposes.

D. NATIONAL BOARD CERTIFICATION (Initial)

Upon completion of twenty-four (24) documented hours in the process, the District will reimburse the candidate the initial payment of $500 toward the assessment fee.

Technology support will be provided to the candidate in the form of taping video for the digital evidence piece. If there are additional technology needs, the candidate may request additional support. The candidate will work with the Department of Human Resources to determine specific dates, times and needs of the candidate.

If more than four (4) certified staff members engage in this experience, the District will work with the group to assist in providing additional support during this process.

Upon successful completion of the initial certification, the candidate will receive a one-time reimbursement of twelve (12) credit hours at $150 per credit for a total of $1,800.

XXIII. RESIGNATION

All employees are required to give a 30-day resignation notice in writing to the Assistant District Administrator of Human Resources prior to the effective date of the resignation. Failure to provide a 30-day notice will result in a liquidated damages fee as described below. The District has the discretion to waive or reduce the associated liquidated damages fees in extenuating circumstances.

A. ADMINISTRATION

Should an Administrator elect to voluntarily break the employment contract and provide less than a 30-day notice, the Board shall be entitled to liquidated damages in the amount of $3,000.

The Board is hereby authorized to deduct up to such amount from any remuneration due the Administrator from the Board.

Benefits coverage ends the last day of the month following employment termination date.

B. NON-CERTIFIED STAFF

Should a Non-Certified Exempt employee provide less than a 30-day notice, the Board shall be entitled to liquidated damages in the amount of $2,000.

Should a Non-Certified Hourly employee provide less than a 30-day notice, the Board shall be entitled to liquidated damages in the amount of $1,000.

The Board is hereby authorized to deduct up to such amount from any remuneration due the Non-Certified employee from the Board.

Benefits coverage ends the last day of the month following employment termination date.

C. CERTIFIED STAFF

Should a Certified Staff member elect to voluntarily break their contract, the Board shall be entitled to liquidated damages per the following:

The last day to resign as a certified staff member and avoid liquidated damages fees is June 14, shortly after the end of the current school year.

If the resignation occurs on or after June 15th, but before June 30th, the employee will pay $1,000; the employee may avoid the liquidated damages fee by working the first 30 days of the upcoming school year

If the resignation occurs on or after July 1st, but before July 31st, the employee will pay $2,000; the employee may avoid the liquidated damages fee by working the first 30 days of the upcoming school year.

If the resignation occurs on or after August 1st, but before the last day of the following school year the fee is $3,000. Resignation from a certified position after August 1 will require the teacher to work in the role to start the year and provide 30-days notice in order to avoid liquidated damages fees.

The Board is hereby authorized to deduct up to such amount from any remuneration due to the Certified Staff member from the Board.

If the resignation is effective at the conclusion of the school year, benefits will continue through the end

of August.

XXIV. NOTICE OF RETIREMENT

A. Employees are encouraged to submit their intention to retire as soon as possible.

B. Employees wishing to exercise enhanced OPEB benefits upon retirement must follow the deadline indicated in Section XXVI below.

C. By WRS regulations, retiring employees will be required to separate from service for a minimum of 75 calendar days after their last day of work. After the required break in service, the former employee may return to District employment as a substitute teacher or coach, for example. Please note that none of the District's employees can discuss a potential return to employment until the 75-day break in service is over.

XXV. RETIREMENT PROGRAM (post July 1, 2013 employees)

The District provides post-employment benefits to its retirees on a year-to-year basis as determined by the Board. No District retirement benefit vests, with the exception of the OPEB stipend. An employee must retire from the District to be eligible for retirement benefits.

A. OPEB Retirement Stipend / Contribution(s)

The District provides an annual 403(b) contribution of $1,000 to all full-time employees. The District contribution to employees will be delayed until completion of the fifth, full year of service, at which point the District will make a contribution of up to $5,999 to the employee's 403(b) account with the District's provider.

Contributions / allocations will be prorated based on scheduled work hours per week and the employee's hire date. A reduced contribution will be made if the employee was on a thirty-one (31) day (or more) leave of absence. The five (5) years of service is defined as the completion of 60 months based on the hire date. The earned amount will be paid at the conclusion of the school year. After the initial payment, the District will continue to pay up to $1,000 for every full-year of completed service.

B. Health & Wellness Center Access

Employees who resign or retire, are at least 55 years of age, and have provided at least ten (10) years of service to the District may access the District's Health and Wellness Center. The spouse and eligible dependents will also be provided access to the Health and Wellness Center. Qualified participants will incur costs for services received based upon the fee schedule of the Health and Wellness Center.

C. No District Health or Medical Insurance

Employees hired after July 1, 2022 will not be eligible for District medical and dental insurance upon retirement. Retirees retain and use any funds in their HSA for health insurance premiums on a tax-free basis.

XXVI. LEGACY RETIREMENT PROGRAM (employees prior to July 1, 2013)

Retirees working in the Neenah Joint School District before July 1, 2013 have an OPEB contribution and continued access to the District's health and dental insurance programs. Retirement enhancements under this program differ (see below) for those whose first day of work was before July 1, 2004 [OPEB - (A)] and those whose first day of work was between June 30, 2004 and June 30, 2013 [OPEB - (B)]. People who began work after July 1, 2013 are not eligible for any benefits under this program, but are eligible for an alternative (see Section XXV above).

People who are eligible and retire under this Retirement Program will receive

1. A District-paid retirement savings stipend paid out over 5.5 years;
2. Designation of a beneficiary which permits continuation of pay-out of any stipend due;
3. Health / dental insurance coverage at the employee's own expense under the District policies;
4. Access to the District's Health & Wellness Center.

A. Pre-2013 Retirement Program Eligibility

The Board will make a commitment to support the below Retirement Program for the period of July 1, 2024 – June 30, 2026. To the degree that the Retirement Program continues thereafter, such benefits will be determined on an annual basis by the Board. Unless otherwise noted, all employees must meet the following qualifications to be eligible to exercise benefits under this Retirement Program:

1. Must be at least 57 years of age, by June 30 of their retirement year;
2. Must have a minimum of 20 years of service in the Neenah Joint School District, by June 30 of their retirement year;
3. Must in fact retire from the District, by June 30 of their retirement year;
4. Must complete the full academic year of their retirement year; and
5. Must provide notice of retirement to the Assistant District Administrator of Human Resources by **February 1** of the year in which retirement will occur.

B. OPEB - (A) Eligibility

In addition to meeting all the eligibility requirements above, in order to access benefits formula under OPEB - (A), the employee must have been employed by and started work with the District ***prior to*** July 1, 2004.

C. OPEB - (B) Eligibility

In addition to meeting all eligibility requirements listed in Subsection A above, in order to access benefits formula under OPEB - (B), the employee must have been employed by and started work with the District **between** July 1, 2004 and July 1, 2013.

D. OPEB Retirement Savings Stipend / District Contributions

Eligible retirees will receive post-employment contributions based upon a formula as determined by the District. The District will contribute this stipend to a Tax-Sheltered Account (TSA), specifically a 403(b) retirement savings account at the financial institution of the District's choosing. When

applying the applicable formula, only Board-approved employment is counted toward years of service (excludes service as a substitute, playground monitor, co-curricular coaching, overload, etc.).

A full year of service for all employees begins on the first day that all certified staff are required to work in August.

Partially worked years (e.g. a less than full-time employee or a thirty-one (31) day or more leave of absence) will be prorated when calculating the minimum thresholds for the Pre-2013 Retirement Program eligibility. Stipends are prorated based on hire date, scheduled hours worked per week, and any Board approved thirty-one (31) days or more leaves of absence. Only full years of Board-approved employment will generate a stipend under both the OPEB - (A) and OPEB - (B) Formulae.

1. **OPEB - (A) Stipend / Contribution**
   The formula for figuring the stipend that is due for OPEB - (A) eligible employees is as follows:

   a. Employees will receive $3,700 for each year of service up to twenty (20) years;
   b. Employees will receive $2,500 for each year of service for years twenty-one (21) through thirty (30);
   c. The maximum OPEB contribution for an eligible retiree with thirty (30) years of District service and at least 57 years of age is **$99,000**.

2. **OPEB - (B) Stipend / Contribution**
   The formula for figuring the stipend that is due for OPEB - (B) eligible employees is as follows:

   a. Employees will receive a stipend based on their initial years of service:
      Year 1 - $1,000; Year 2 - $1,300; Year 3 - $1,600;
      Year 4 - $1,900; Year 5 - $2,200; Year 6 - $2,500
   b. Employees will receive $2,500 for each year of service thereafter, up until Year 30.
   c. The maximum OPEB contribution for an eligible retiree with thirty (30) years of District service and at least 57 years of age is **$70,500**.

3. **Reduced Contributions Options**
   An employee may retire with reduced OPEB - (A) or - (B) contributions as follows:

   a. If an employee is **56** years of age and has at least **21** years of OPEB service in the Neenah Joint School District: **95%** of the applicable stipend; or
   b. If an employee is **55** years of age and has at least **22** years of OPEB service in the Neenah Joint School District: **90%** of the applicable stipend.

4. **OPEB Contributions Paid in Advance**
   A portion of the total OPEB stipend / contribution has been paid to active employees, beginning with the 2012-13 school year and continuing through their eligible retirement year.

a. Employees have/will receive an annual District contribution of $1,000 to their 403(b) account. Such contributions are prorated based on hire date, scheduled hours worked per week, and any Board approved thirty-one (31) day or more leave of absence.
b. Any amount contributed to the employee's 403(b) account during active employment will be subtracted from the total calculated OPEB stipend that is due under OPEB-A or OPEB-B;
c. Payments have been/will be deposited into the employee's 403(b) account at the financial institution of the employer's choosing, on or about July 1.

5. **Final Pay-out of OPEB Stipends / Contributions**
Once earned upon retirement, the OPEB stipend vests and will be paid in full within a five-and-a-half-year (5 ½) period. Stipend payments will begin on or about July 1st following the employee's retirement and will be paid annually on or about July 1st within a five-and-a-half-year (5 ½) period.

6. **Beneficiary**
In the event of a retiree's death within their initial five and one-half (5.5) years of retirement, any remaining balance due to the retiree will be paid directly into the retiree's 403(b) account. The beneficiary on file will work with the District's 403(b) provider to establish their rights to the account to the extent provided by law. The beneficiary will receive the remaining benefit in the same manner as the retiree.

7. **OPEB Formulae**
Post-employment contributions are based upon a formula as determined by the District. Worksheets that yield final contribution amounts are a below:

See Appendix I - OPEB (A) Calculation

See Appendix J - OPEB (B) Calculation

E. MEDICAL AND DENTAL INSURANCE (Pre-2013 Employees)

OPEB retirees may be eligible for District insurance based on their date of retirement. An eligible retiree may continue to access the District's medical and dental plan if there is no break in coverage. Once there is a break in coverage, the retiree will not be able to access the District's medical and/or dental plan afterward.

Any benefit change for active employees shall also automatically apply to retirees to the extent such insurance remains available to the retiree and/or without further changes to the plan(s) applicable to the retirees. Insurance benefits can be changed for retirees or eliminated as determined by the Board, unless otherwise stipulated in the retirement agreement.

Below are the eligible retirement classes:

1. Employees who retire after July 1, 2012 and before July 1, 2015 are provided access to the District's insurance to the extent offered, and are required to pay 100% of the premium. The

Board will determine the plan design and other considerations as provided in their retirement agreement.

2. Employees who retire after July 1, 2015 are provided access to insurance provided by the District to the extent offered, and are required to pay 100% of the premium. Such benefits do not vest. The Board will determine the plan design and other considerations related to continued coverage to the extent the Board continues to provide an insurance option to these retirees.

F. HEALTH & WELLNESS CENTER - Pre-2013 Employees

OPEB-A or B eligible retirees may access the District's Health and Wellness Center. The spouse and eligible dependents will also be provided access to the Health and Wellness Center. Qualified participants will incur costs for services received based upon the fee schedule of the Health and Wellness Center.

XXVII. GRIEVANCE PROCEDURES (Certified/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. DEFINITIONS

1. 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.
2. A "grievant" is a school District employee.
3. "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.
4. "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.
5. "Termination" means discharge from employment for disciplinary reasons. Non-renewals for non-performance reasons and layoffs (reduction in force) are not considered terminations and are not subject to this procedure.

C. PROCEDURES

<u>Step One</u>

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 their immediate supervisor. The immediate supervisor shall give a written answer within 10 days of receipt of the grievance with a copy to the Department of Human Resources.

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, they 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, they 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 split equally by the Grievant and by the School District. The IHO will convene a hearing within 10 days of receiving the appeal in the manner the IHO determines necessary, or as otherwise scheduled by the IHO. 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 "Did the District have a reasonable basis for its decision." 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 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, by filing a 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 shall, within 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. 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.

Appendix A: Payroll Schedule

2024-25 PAY PERIODS & PAY DATES		
JUNE 9 - JUNE 22		PD 7/10/24
JUNE 23 - JULY 6		PD 7/25/24
JULY 7 - JULY 27		PD 8/9/24
JULY 28 - AUG 10		PD 8/23/24
AUG 11 - AUG 24		PD 9/10/24
AUG 25 - SEPT 14		PD 9/25/24
SEPT 15 - SEPT 28		PD 10/10/24
SEPT 29 - OCT 12		PD 10/25/24
OCT 13 - OCT 26		PD 11/8/24
OCT 27 - NOV 9		PD 11/25/24
NOV 10 - NOV 23		PD 12/10/24
NOV 24 - DEC 7		PD 12/24/24
DEC 8 - DEC 28		PD 1/10/25
DEC 29 - JAN 11		PD 1/24/25
JAN 12 - JAN 25		PD 2/10/25
JAN 26 - FEB 8		PD 2/25/25
FEB 9 - FEB 22		PD 3/10/25
FEB 23 - MAR 8		PD 3/25/25
MAR 9 - MAR 22		PD 4/10/25
MAR 23 - APR 12		PD 4/25/25
APR 13 - APR 26		PD 5/9/25
APR 27 - MAY 10		PD 5/23/25
MAY 11 - MAY 24		PD 6/10/25
MAY 25 - JUNE 7		PD 6/25/25
JUNE 8 - JUNE 21		PD 7/10/25
JUNE 22 - JULY 12		PD 7/25/25
JULY 13 - JULY 26		PD 8/8/25
JULY 27 - AUG 9		PD 8/25/25

Appendix B: Exempt Salary Schedule

Pay Cat.	*Job*	*Min*	*Mid*	*Max*
X1	Specialist, Helpdesk	$43,910	$56,115	$68,319
	Manager, Student Information Systems			
X2	Supervisor, Operations	$48,674	$62,284	$75,893
	Specialist, Instructional Systems			
	Manager, Systems Deployment			
	Manager, Network Operations			
X3		$53,978	$68,948	$83,918
X4	Manager, Helpdesk	$60,176	$76,716	$93,256
X5	Manager, Accounting	$66,354	$84,159	$101,964
	Specialist, Business Services			
X6	Director, Athletics & Activities	$71,582	$90,851	$110,119

Appendix C: Non-Certified Salary Schedule

Pay Cat.	*Job*	*Min*	*Mid*	*Max*
B	Custodian, 2nd Shift	$13.64	$17.36	$21.08
C	Custodian, 1st Shift	$14.51	$18.47	$22.42
	Delivery Driver			
	Educational Assistant - Regular Education			
	Library Assistant			
D	Administrative Assistant 1	$15.50	$19.73	$23.96
	Custodian, Lead - 2nd Shift			
	Custodian, Relief			
	Educational Assistant - English Learners			
	Educational Assistant - Special Education			
	Health Assistants			
E	Administrative Assistant 2	$16.46	$20.95	$25.43
	Groundskeeper			
F	Administrative Assistant 3	$17.53	$22.31	$27.09
	Technician, Helpdesk			
	Theater Assistant			
	Transitional Learning Coordinator			
G	Administrative Assistant 4	$18.65	$23.74	$28.83
	Clerk, Accounts Payable			
	Carpenter			
H	Mechanic 1	$19.73	$25.11	$30.48
	Theater Technician			
	Wellness Coordinator			
I	Mechanic 2	$20.84	$26.52	$32.20
	Specialist, Benefits			
	Specialist, Human Resources			
J	Administrative Assistant 5	$23.15	$29.46	$35.77
	Interpreter, Sign Language			
	Mechanic 3			
	Specialist, Payroll			

Administrative Assistant 1
- Registrar, MS
- Attendance Clerk, MS
- A.A., Counseling (NMS, NHS)
Administrative Assistant 2
- A.A. Activities HS
- A.A., Associate Principal (NHS)
- A.A., Elementary Principal
- Registrar, HS
- Scheduler, HS
Administrative Assistant 3
- A.A., HS Principal
- A.A., MS Principal
- A.A., Receptionist - A.A.,Receptionist & School Psychologist
- Bookkeeper, HS
Administrative Assistant 4
- A.A. Business Services
- A.A. Instructional Tech
- A.A. Special Education
- A.A., HR & Sub Coordinator
- A.A., Learning & Leadership
- A.A., Operations & Maintenance
- A.A., Pupil Service
Administrative Assistant 5
- Executive Assistant to the District Administrator

Appendix D: Certified Staff Salary Schedule

Pay Cat.	*Job*	*Min*	*Mid*	*Max*
T	Teachers, Counselors, Psychologists, etc.	$48,000	$69,102	$90,203

1. Educator Effectiveness will be used as an evaluation tool.
2. Salary increases will be based upon a collective effort to increase performance as a District.
3. Administration has the ability to freeze a staff member's salary and/or stipend.

Appendix E: Administration Salary Schedule

Pay Cat.	*Job*	*Min*	*Mid*	*Max*
A1	Associate Principal - Middle School	$86,000	$96,061	$106,121
A2	Associate Principal - High School	$96,000	$106,367	$116,733
	Director - Communications			
	Principal - Elementary			
A3	Principal - Middle School	$106,000	$116,673	$127,345
A4	Director - Curriculum, Instruct. & Assessment	$116,000	$129,632	$143,263
	Director - Instructional Tech.			
	Director - Operations & Maintenance			
	Director - Pupil Services			
	Director - Student Growth & Support			
	Principal - High School			
A5	Chief Financial Officer	$126,000	$139,938	$153,875
	Asst. Dist. Admin. - Human Resources			
	Asst. Dist. Admin. - Leadership & Engagement			

Appendix F: Department Chair and Curriculum Specialist Stipend Pay

Department Chair and Curriculum Specialist Stipend Pay

The Board will support the following stipend pay for Department Chair and Curriculum Specialist positions:

Category	***Groups***	***Annual Stipend***
Tier 1	EC-12, K-12, 9-12 Department Chairs	$ 5,000
Tier 2	6-12 Department Chairs	$ 3,500
Tier 3	6-8, 7-12 Department Chairs	$ 3,000
Groups	***Constituents***	
EC-12	Library Media, Speech & Language Pathology	
K-12	Art, Counseling, Physical Education/Health, Music	
9-12	English, Math, Science, Social Studies, Special Education	
6-12	World Language	
7-12	Family & Consumer Studies, Technology Education	
6-8	English, Math, Science, Social Studies, Special Education	
Notes:	1. NHS core academic department chairs will receive duty release	
	time to address department needs. Affects English, Science	
	Social Studies, Math.	
	2. Department chairs will be evaluated annually by their	
	supervisor	

Appendix G-1: Extracurricular Pay Schedule - Athletics

Sport	Position	# of Positions	Gender	Pay
Baseball	Coach, 9th Grade	1	M	$ 2,520
Baseball	Coach, Assistant Varsity	1	M	$ 3,600
Baseball	Coach, Junior Varsity	1	M	$ 3,600
Baseball	Coach, Varsity	1	M	$ 4,320
Basketball	Coach, 7th Grade	4	F	$ 2,520
Basketball	Coach, 7th Grade	4	M	$ 2,520
Basketball	Coach, 8th Grade	4	F	$ 2,520
Basketball	Coach, 8th Grade	4	M	$ 2,520
Basketball	Coach, 9th Grade	1	F	$ 3,600
Basketball	Coach, 9th Grade	1	M	$ 3,600
Basketball	Coach, Assistant Varsity	1	F	$ 3,960
Basketball	Coach, Assistant Varsity	1	M	$ 3,960
Basketball	Coach, Junior Varsity	1	F	$ 3,960
Basketball	Coach, Junior Varsity	1	M	$ 3,960
Basketball	Coach, Varsity	1	F	$ 5,400
Basketball	Coach, Varsity	1	M	$ 5,400
Cross-Country	Coach, 7th & 8th Grade	2	F	$ 2,520
Cross-Country	Coach, 7th & 8th Grade	2	M	$ 2,520
Cross-Country	Coach, Junior Varsity	1	F	$ 3,600
Cross-Country	Coach, Junior Varsity	1	M	$ 3,600
Cross-Country	Coach, Varsity	1	F	$ 4,320
Cross-Country	Coach, Varsity	1	M	$ 4,320
Football	Coach, 7th Grade	4	M	$ 2,520
Football	Coach, 8th Grade	4	M	$ 2,520
Football	Coach, 9th Grade	2	M	$ 2,880
Football	Coach, Assistant 9th Grade	2	M	$ 2,520
Football	Coach, Assistant Jr. Varsity	1	M	$ 3,600
Football	Coach, Assistant Varsity	3	M	$ 3,960

Football	Coach, Junior Varsity	1	M	$ 3,960
Football	Coach, Varsity	1	M	$ 5,400
Golf	Coach, Junior Varsity	1	M	$ 3,600
Golf	Coach, Varsity	1	F	$ 3,960
Golf	Coach, Varsity	1	M	$ 3,960
Hockey	Coach, Assistant Varsity	1	M	$ 3,960
Hockey	Coach, Varsity	1	F	$ 4,680
Hockey	Coach, Varsity	1	M	$ 4,680
Soccer	Coach, Assistant Varsity	1	F	$ 3,600
Soccer	Coach, Assistant Varsity	1	M	$ 3,600
Soccer	Coach, Junior Varsity	2	F	$ 3,600
Soccer	Coach, Junior Varsity	2	M	$ 3,600
Soccer	Coach, Varsity	1	F	$ 4,320
Soccer	Coach, Varsity	1	M	$ 4,320
Softball	Coach, 9th Grade	1	F	$ 2,520
Softball	Coach, Assistant Varsity	1	F	$ 3,600
Softball	Coach, Junior Varsity	1	F	$ 3,600
Softball	Coach, Varsity	1	F	$ 4,320
Swimming	Coach, Assistant Varsity	2	F	$ 3,600
Swimming	Coach, Assistant Varsity	2	M	$ 3,600
Swimming	Coach, Varsity	1	F	$ 4,680
Swimming	Coach, Varsity	1	M	$ 4,680
Tennis	Coach, Assistant Varsity	1	M	$ 3,600
Tennis	Coach, Junior Varsity	1	F	$ 3,600
Tennis	Coach, Varsity	1	F	$ 4,320
Tennis	Coach, Varsity	1	M	$ 4,320
Track	Coach, 7th Grade	2	F	$ 2,520
Track	Coach, 7th Grade	2	M	$ 2,500
Track	Coach, 8th Grade	2	F	$ 2,520
Track	Coach, 8th Grade	2	M	$ 2,520
Track	Coach, Assistant Varsity	3	F	$ 3,960
Track	Coach, Assistant Varsity	3	M	$ 3,960
Track	Coach, Varsity	1	F	$ 5,400
Track	Coach, Varsity	1	M	$ 5,400

Volleyball	Coach, 7th Grade	4	F	$ 2,520
Volleyball	Coach, 7th Grade	4	M	$ 2,520
Volleyball	Coach, 8th Grade	4	F	$ 2,520
Volleyball	Coach, 8th Grade	4	M	$ 2,520
Volleyball	Coach, 9th Grade	2	F	$ 2,880
Volleyball	Coach, 9th Grade	2	M	$ 2,520
Volleyball	Coach, Junior Varsity	1	F	$ 3,600
Volleyball	Coach, Varsity	1	F	$ 4,320
Volleyball	Coach, Varsity	1	M	$ 4,320
Wrestling	Coach, 7th & 8th Grade	3	M	$ 2,520
Wrestling	Coach, 9th Grade	1	M	$ 2,880
Wrestling	Coach, Junior Varsity	1	M	$ 3,960
Wrestling	Coach, Varsity	1	F	$ 5,040
Wrestling	Coach, Varsity	1	M	$ 5,040

Appendix G-2: (Activities)

Activity	Position	# of Positions	Gender	Pay
AFS	Advisor, Senior High	1	F / M	$ 1,080
Art Club	Advisor, Senior High	1	F / M	$ 1,080
BLAST	Advisor, Middle School	1	F / M	$ 2,160
BLAST	Advisor, Middle School Assistant	1	F / M	$ 720
Bowling	Advisor, Senior High	1	F / M	$ 1,080
Chess Club	Advisor, Senior High	1	F / M	$ 1,440
Class Sponsor	Advisor, Senior Class	2	F / M	$ 1,440
Class Sponsor	Advisor, Junior Class	2	F/M	$ 1,440
Computer Gaming Club	Advisor, Senior High	1	F / M	$ 1,080
Culinary Club	Advisor, Senior High	1	F / M	$ 1,440
Debate	Advisor, Senior High	1	F / M	$ 3,600
Debate	Advisor, Senior High Assistant	1	F / M	$ 1,440
DECA	Advisor, Senior High	2	F / M	$ 1,800
ECO Club	Advisor, Senior High	1	F / M	$ 1,080
Finatics/Fishing	Advisor, Senior High	1	F / M	$ 1,400
Foreign Lang. Club	Advisor, Senior High - French	1	F / M	$ 1,080
Foreign Lang. Club	Advisor, Senior High - Spanish	1	F / M	$ 1,080
Forensics	Advisor, Senior High	1	F / M	$ 2,880
Forensics	Advisor, Senior High Assistant	1	F / M	$ 1,440
Forensics	Advisor, Middle School	1	F / M	$ 2,880
Gay/Straight Alliance	Advisor, Senior High	1	F / M	$ 1,440
Honor Society	Advisor, Senior High	2	F / M	$ 2,520
Key Club	Advisor, Senior High	1	F / M	$ 1,800
Lacrosse	Coach, Head	1	F	$ 2,520
Lacrosse	Coach, Head	1	M	$ 2,520
Latino Club	Advisor, Senior High	1	F / M	$ 1,080
Launch	Advisor, Senior High	1	F / M	$ 2,160
Launch	Advisor, Senior High Assistant	1	F / M	$ 720
Math Club	Advisor, Senior High	1	F / M	$ 1,080
Math Club	Advisor, Middle School	1	F / M	$ 1,080

Newspaper	Advisor, Senior High	1	F / M	$ 2,160
Newspaper	Advisor, Middle School	2	F / M	$ 1,080
One Act (play comp.)	Advisor, High School	1	F / M	$ 720
Powerlifting	Advisor, Senior High	1	F / M	$ 3,960
Powerlifting	Advisor, Senior High Assistant	1	F / M	$ 2,520
Science Olympiad	Advisor, Senior High	1	F / M	$ 1,440
SEA Club	Advisor, Senior High	1	F / M	$ 1,080
Skills USA	Advisor	1	F / M	$ 1,800
Sources of Strength	Advisor	1	F / M	$ 1,440
Special Olympics	Advisor, District	1	F / M	$ 1,800
Spirit Squad	Coach, Varsity	1	F / M	$ 3,600
Spirit Squad	Coach, 7th / 8th Grade	1	F / M	$ 1,440
STOP	Advisor, Senior High	1	F / M	$ 1,080
Student Council	Advisor, Senior High	1	F / M	$ 2,880
Student Council	Advisor, Upper Middle School	1	F / M	$ 1,440
Student Council	Advisor, Elementary	7	F / M	$ 720
VEX Robotics	Advisor, Senior High	1	F / M	$ 1,440
VEX Robotics	Assistant Advisor, Senior High	1	F / M	$ 720
VEX Robotics	Advisor, Middle School	2	F / M	$ 720
Yearbook	Advisor, Senior High	1	F / M	$ 3,600
Yearbook	Advisor, Senior High Assistant	1	F / M	$ 2,880
Yearbook	Advisor, Middle School	1	F / M	$ 3,240
Yoga	Advisor, Senior High	1	F / M	$ 1,080

Appendix G-3: Fine Arts

Activity	*Position*	*# of Positions*	*Gender*	*Pay*
Band, Pep & Marching	Director, High School	1	F / M	$ 2,160
Band, Pep & Marching	Director, High School	1	F / M	$ 2,160
Band, Pep & Marching	Director, Middle School	1	F / M	$ 720
Drama Club	Advisor, Senior High	1	F / M	$ 1,080
Drama	Director, HS Musical	1	F / M	$ 3,240
Drama	Director, HS Musical, Pit Orch.	1	F / M	$ 1,800
Drama	Director, HS Musical, Vocal	1	F / M	$ 1,800
Drama	Director, HS Winter Show	1	F / M	$ 1,800
Drama	Director, HS Spring Show	1	F / M	$ 1,800
Drama Club	Director, Middle School	1	F / M	$ 3,240
Drama Club	Asst. Director, Middle School	2	F / M	$ 1,800
Jazz	Director, HS Intermediate	1	F / M	$ 1,080
Jazz	Director, HS Combo	1	F / M	$ 1,080
Jazz	Director, Middle School	1	F / M	$ 1,080
Madrigals	Advisor, Singers	1	F / M	$ 1,800
Madrigals	Advisor, Players	1	F / M	$ 720
Pop Strings	Director, HS Touch of Class	1	F / M	$ 3,240
Pop Strings	Director, MS Fiddle Group	1	F / M	$ 1,080
Show Choir	Director, Vintage	1	F / M	$ 5,400
Show Choir	Director, Act II	1	F / M	$ 3,240
Show Choir	Director, Vintage Band	1	F / M	$ 3,240
Show Choir	Director, Act II Band	1	F / M	$ 1,800
Strings	Director, Suzuki Program	2	F / M	$ 4,000

Appendix H: School-Based Staff Calendar

School-Based Staff Calendar

See Calendar on District website

190 Certified Staff Work Days
171 Learning Days

Neenah Joint School District
SCHOOL CALENDAR 2024-2025

First Semester — 96 Certified Staff Work Days — Learning Days 85

4 AUGUST				0
M	T	W	TH	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26/PLD	27/IN	28/IN	29/TP	30/NS

21 SEPTEMBER				19
M	T	W	TH	F
2/LD	*3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27/PLD
30				

*first teaching day

23 OCTOBER				23
M	T	W	TH	F
	1	2	3	4
7	8	9	10	11
14	15	16/PT	17/PT	18
21	22	23/PT	24/PT	25/PT
28	29	30	31	

21 NOVEMBER				17
M	T	W	TH	F
				1
4/PLD	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27/CD	28/TD	29/TD

15 DECEMBER				14
M	T	W	TH	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20/PLD
23/WR	24/WR	25/WR	26/WR	27/WR
30/WR	31/WR			

12 JANUARY				12
M	T	W	TH	F
		WR	2	3
6	7	8	9	10
13	14	15	16	17

Second Semester — 94 Certified Staff Work Days — Learning Days 86

10 JANUARY				8
20/MLK	21/PLD	22	23	24
27	28	29	30	31

20 FEBRUARY				19
M	T	W	TH	F
3	4	5	6	7
10	11	12	13	14
17/PLD	18	19	20	21
24	25	26	27	28

20 MARCH				19
M	T	W	TH	F
3	4/PT	5	6/PT	7
10	11/PT	12/PT	13	14/PT
17	18	19	20	21
24	25	26	27	28/CD
31/SR				

17 APRIL				16
M	T	W	TH	F
	1/SR	2/SR	3/SR	4/SR
7/PLD	8	9	10	11
14	15	16	17	18/NS
21	22	23	24	25
28	29	30		

22 MAY				20
M	T	W	TH	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23/PLD
26/MD	27	28	29	30

5 JUNE				4
M	T	W	TH	F
2	3	4	5	6/TP
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

CODE: PAID DAYS

IN	Inservice Days (2)
LD	Labor Day (1)
TD	Thanksgiving (2)
MLK	Martin Luther King, Jr. Day (1)
MD	Memorial Day (1)
TP	Teacher Preparation (2)
CD	Parent/Teacher Conference Comp. Day (2): WED NOV 27 8:00am-4:00pm PreK-12; FRI MAR 28 8:00am-4:00pm PreK-12
NS	No School (School-year staff & students)
PLD	Professional Learning Day (8)

CERTIFIED DAYS

Actual Teaching Days	171
Inservice	2
Teacher Preparation	2
Parent/Teacher Comp.	2
Paid Holidays	5
PLD	8
Total Contract Days	190

RECESS DAYS

	Students	Staff
WR - Winter Recess	8	8
SR - Spring Recess	5	5

PARENT TEACHER CONFERENCES

WED OCT 16	4:00 - 8:00 p.m.	5-12
THU OCT 17	4:00 - 8:00 p.m.	EC4K-4
WED OCT 23	4:00 - 8:00 p.m.	EC/4K-4
THU OCT 24	4:00 - 8:00 p.m.	5-12
FRI OCT 25	8:00 - 4:00 p.m.	EC/4K
FRI OCT 25	1:00 - 4:00 p.m.	K-12
TUE MAR 4	4:00 - 8:00 p.m.	5-12
THU MAR 6	4:00 - 8:00 p.m.	EC/4K-4
TUE MAR 11	4:00 - 8:00 p.m.	EC/4K-4
WED MAR 12	4:00 - 8:00 p.m.	5-12
FRI MAR 14	8:00 - 4:00 p.m.	EC/4K
FRI MAR 14	1:00 - 4:00 p.m.	K-12

Elementary/ Middle/High Schools (PreK-12)
End of 1st Quarter NOV 1
End of 2nd Quarter JAN 17
End of 3rd Quarter MAR 21
End of 4th Quarter JUN 5

Students in grades **K-4** will be dismissed at 11:30 a.m. on the last day of the 1st, 2nd, 3rd and 4th quarters.
Students in grades **5-8** will be dismissed at 12:00 p.m. on the last day of 1st, 2nd, 3rd and 4th quarters.
Students in grades **9-12** will be dismissed at 12:10 p.m. on the last day of the 2nd and 4th quarters.

NHS Graduation = May 21, 2025

Appendix I: School Calendar For Families

School Calendar for Families

See Calendar on District Website

Neenah Joint School District | 2024-25 Calendar

(Approved January 9, 2024)

A Passion for Excellence

NEENAH Joint School District

	No School
	Early Dismissal – K-12 No School – 4K and EC
	Early Dismissal – K-8 No School – 4K and EC

Early Dismissal Times:
Grades K-4 – 11:30 am
Grades 5-8 – Noon
Grades 9-12 – 12:10 pm
(No 4K or Early Childhood classes will be held on K-12 early dismissal days)

SEPTEMBER 2024

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

3 First Day of School
27 No School (Prof. Learning Day)

OCTOBER 2024

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

4 Homecoming
16/24 P-T Conferences 5-12 (4-8 p.m.)
17/23 P-T Conferences 4K-4 (4-8 p.m.)
25 P-T Conferences K-12 (K-12: 1-4; 4K/EC: 8-4)
25 Early Dismissal K-12 (P-T Conferences)

NOVEMBER 2024

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

1 Early Dismissal K-8 (End of Quarter)
4 No School (Prof. Learning Day)
27-29 Thanksgiving Break

DECEMBER 2024

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

20 No School (Prof. Learning Day)
23-31 No School (Winter Break)

JANUARY 2025

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

1 No School (Winter Break)
17 Early Dismissal K-12 (End of Quarter)
20 No School (MLK Day)
21 No School (Prof. Learning Day)

FEBRUARY 2025

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

17 No School (Prof. Learning Day)

MARCH 2025

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

4/12 P-T Conferences 5-12 (4-8 p.m.)
6/11 P-T Conferences 4K-4 (4-8 p.m.)
14 P-T Conferences K-12 (K-12: 1-4; 4K/EC: 8-4)
14 Early Dismissal K-12 (P-T Conferences)
21 Early Dismissal K-8 (End of Quarter)
28/31 No School (Spring Break)

APRIL 2025

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

1-4 No School (Spring Break)
7 No School (Prof. Learning Day)
18 No School (Students only – staff work day)

MAY 2025

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

21 NHS Graduation
23 No School (Prof. Learning Day)
26 No School (Memorial Day)

JUNE 2025

S	M	T	W	Th	F	S
1	2	3	4	5		

4 Last Day of School 4K and Early Childhood
5 Last Day of School K-11
5 Early Dismissal K-11 (End of Quarter)

Appendix J: Sample OPEB A Calculation

OPEB CALCULATIONS

OPEB Benefits Estimate *for individuals hired prior to July 1, 2004 - Maximum accrual: $99,000*					
Name:	**Rebecca Frakes**	*rev: 1/26/23 - 4 pm: round, payout schedule*			
Employed as:	Benefit Specialist				
	Admin Building				
Proposed Retirement:	06/30/2023				
DOH:	08/22/2001	Pre-2004?	***YES***		
DOB:	04/19/1957				
Age at Retirement:	66.20				
Year of Service at RETIRE:	**20.582**				
Eligible to Exercise OPEB?	**TRUE**				
A. Eligible for 95% Benefit	**FALSE**	*56 yo, plus 21 YoS*			
B. Eligible for 90% Benefit	**FALSE**	*55 yo, plus 22 YoS*			
BENEFITS ACCRUED					
Benefits, First 20 Years	$3,700	20	$ 74,000.00		
Benefits, 21-30 Years	$2,500	0	$ -		
TOTAL			**$ 74,000.00**		
Reduction(s) applied?					
NET BENEFITS ACCRUED			**$ 74,000.00**		
BENEFITS PAID to DATE	*TSA Deposits*				
June	2013	$ (1,000.00)			
June	2014	$ (1,000.00)			
June	2015	$ (1,000.00)			
June	2016	$ (1,000.00)			
June	2017	$ (1,000.00)			
June	2018	$ (1,000.00)			
June	2019	$ (1,000.00)			
June	2020	$ (1,000.00)			
June	2021	$ (1,000.00)			
June	2022	$ (1,000.00)			
June	2023	$ (1,000.00)			
June	2024	$ -			
NET PAID			**$ (11,000.00)**		
NET DUE			**$ 63,000.00**		

Payment Schedule					
July	2023	$ (11,454.55)		*Year 0*	
July	2024	$ (11,454.55)		*Year 1*	
July	2025	$ (11,454.55)		*Year 2*	
July	2026	$ (11,454.55)		*Year 3*	
July	2027	$ (11,454.55)		*Year 4*	
July	2028	$ (5,727.25)		*Year 5*	
PAY OUT Amount			**$ (63,000.00)**		
		Years of Service Calculation			
School Year (ended)	Contractual Days	Days Worked	FTE	Years of Service	
TOTAL				**20.582**	
2001	190	31	0.50	0.082	
2002	190	190	0.50	0.500	
2003	190	190	0.50	0.500	
2004	190	190	0.50	0.500	
2005	190	190	1.00	1.000	
2006	190	190	1.00	1.000	
2007	189	189	1.00	1.000	
2008	189	189	1.00	1.000	
2009	189	189	1.00	1.000	
2010	189	189	1.00	1.000	
2011	189	189	1.00	1.000	
2012	189	189	1.00	1.000	
2013	189	189	1.00	1.000	
2014	189	189	1.00	1.000	
2015	190	190	1.00	1.000	
2016	190	190	1.00	1.000	
2017	190	190	1.00	1.000	
2018	190	190	1.00	1.000	
2019	190	190	1.00	1.000	
2020	190	190	1.00	1.000	
2021	190	190	1.00	1.000	
2022	190	190	1.00	1.000	
2023	191	191	1.00	1.000	
2024	190	0	1.00	0.000	

Appendix K: Sample OPEB B Calculation

OPEB 2 Calculation				
Hired between 7/1/2004 & 06/30/2014 - Maximum = $70,500				
Name:				
Employed as:				
Proposed Retirement:	06/30/2024			
DOH:	05/14/2009	*Eligible?*	*TRUE*	
DOB:	10/26/1964			
Age at Retirement:	**59.68**			
Year of Service at RETIRE:	**26.000**			
Eligible to Exercise OPEB?	**TRUE**			
A. Eligible for 95% Benefit	**TRUE**	*55 yo, plus 21 YoS*		
B. Eligible for 90% Benefit	**TRUE**	*55 yo, plus 22 YoS*		
BENEFITS DUE	*Annual Benefit Amount*	*yrs @ level*		
Benefit, Year 1	$1,000	1	$ 1,000.00	
Benefit, Year 2	$1,300	1	$ 1,300.00	
Benefit, Year 3	$1,600	1	$ 1,600.00	
Benefit, Year 4	$1,900	1	$ 1,900.00	
Benefit, Year 5	$2,200	1	$ 2,200.00	
Benefit, Years 6+	$2,500	21.00	$ 52,500.00	
TOTAL			**$ 60,500.00**	
Reduction(s) applied?		None		
Net BENEFITS Earned			**$ 60,500.00**	
PAID to DATE				
June, TSA Deposit	2013	$ (1,000.00)		
June, TSA Deposit	2014	$ (1,000.00)		
June, TSA Deposit	2015	$ (1,000.00)		
June, TSA Deposit	2016	$ (1,000.00)		
June, TSA Deposit	2017	$ (1,000.00)		
June, TSA Deposit	2018	$ (1,000.00)		
June, TSA Deposit	2019	$ (1,000.00)		
June, TSA Deposit	2020	$ (1,000.00)		
June, TSA Deposit	2021	$ (1,000.00)		
June, TSA Deposit	2022	$ (1,000.00)		
June, TSA Deposit	2023	$ (1,000.00)		
June, TSA Deposit	2024	$ (1,000.00)		
NET PAID to DATE			**$ (12,000.00)**	

NET Amount DUE			**$ 48,500.00**	
Payment Schedule				
July	2024	$ (8,818.18)		*Year 0*
July	2025	$ (8,818.18)		*Year 1*
July	2026	$ (8,818.18)		*Year 2*
July	2027	$ (8,818.18)		*Year 3*
July	2028	$ (8,818.18)		*Year 4*
July	2029	$ (4,409.10)		*Year 5*
PAY OUT Amount TOTAL			**$ (48,500.00)**	

Years of Service Calculation

School Year (ended)	Contractual Days	Days Worked	FTE	Years of Service
TOTAL				**26.000**
1999	190	190	1.00	1.000
2000	190	190	1.00	1.000
2001	190	190	1.00	1.000
2002	190	190	1.00	1.000
2003	190	190	1.00	1.000
2004*	190	190	1.00	1.000
2005	190	190	1.00	1.000
2006	190	190	1.00	1.000
2007	189	189	1.00	1.000
2008	189	189	1.00	1.000
2009	189	189	1.00	1.000
2010	189	189	1.00	1.000
2011	189	189	1.00	1.000
2012	189	189	1.00	1.000
2013	189	189	1.00	1.000
2014	189	189	1.00	1.000
2015	190	190	1.00	1.000
2016	190	190	1.00	1.000
2017	190	190	1.00	1.000
2018	190	190	1.00	1.000
2019	190	190	1.00	1.000
2020	190	190	1.00	1.000
2021	190	190	1.00	1.000
2022	190	190	1.00	1.000
2023	191	191	1.00	1.000
2024	190	190	1.00	1.000

The Board of the Neenah Joint School District does not discriminate on the basis of sex and prohibits sex discrimination in any education program or activity that it operates, as required by Title IX and its regulations, including in admission and employment.

Inquiries about Title IX may be referred to the District's Title IX Coordinator, the U.S. Department of Education's Office for Civil Rights ("OCR"), or both.

The District's Title IX Coordinators are:

Dr. Michael Cyrus (lead)
Assistant District Administrator of Human Resources
410 S. Commercial Street
Neenah, WI 54956
michael.cyrus@neenah.k12.wi.us
920-751-6800 Ext. 10112

Valerie Hurm
Director of Pupil Services
920-751-6800 ext. 10118
410 S. Commercial Street
Neenah, WI 54956
valerie.hurm@neenah.k12.wi.us

The Board designates Dr. Michael Cyrus/Assistant District Administrator of Human Resources as the coordinator who is ultimately responsible for oversight over the Board's compliance with its responsibilities under Title IX.

The Board's nondiscrimination policy and grievance procedures can be located at https://go.boarddocs.com/wi/neenah/Board.nsf/Public#tab-policies. The grievance process and procedures specifically address how to report or file a complaint of sex discrimination, how to report or file a formal complaint of Sexual Harassment, and how the District will respond.

To report information about conduct that may constitute sex discrimination or make a complaint of sex discrimination under Title IX, please refer to https://go.boarddocs.com/wi/neenah/Board.nsf/Public#.

OCR's regional office in Cleveland can be reached at:

Chicago Office
Office for Civil Rights
U.S. Department of Education
John C. Kluczynski Federal Building
230 S. Dearborn Street, 37th Floor
Chicago, IL 60604
Telephone: 312-730-1560
FAX: 312-730-1576; TDD: 800-877-8339
Email: OCR.Chicago@ed.gov