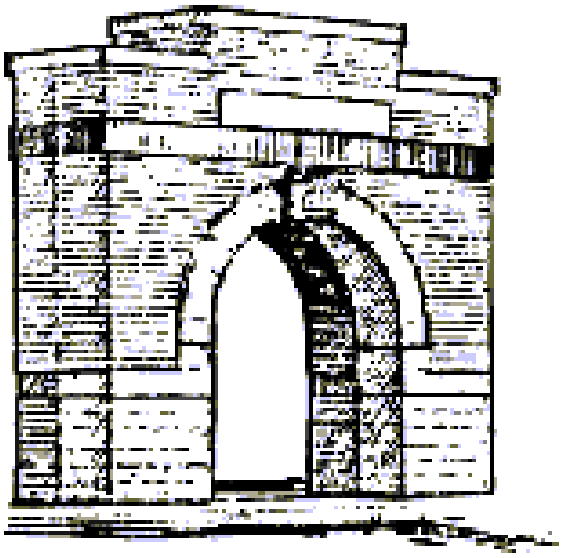
Pulaski Community School District



Employment Provisions Handbook
Effective July 1, 2015

Tradition · Pride · Excellence

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Introduction

The Pulaski Community School District has a strong tradition of excellence in educating the children and serving the citizens of the District.

The philosophy of the Pulaski Community School District states that "A nation's greatest resource is its people, especially the students of the school system."
(**See Appendix A – District Philosophy**)

In order for our children to thrive, it takes many people to positively impact their lives. The employees of the Pulaski Community School District, teachers, administrators, coaches, custodians, secretaries, aides, bus drivers, food service employees, etc, all play a vital role in creating a district that helps to provide our children with the things they need to lead happy, healthy and successful lives. A highly motivated work force that is progressive and maintains a service orientation is vital to our children's future.

This Pulaski Community School District Employment Provision Handbook outlines items that help to define the employer – employee relationship. The Pulaski Community School District Board of Education retains the right to modify or eliminate any of the provisions articulated within this handbook.

Other documents further define the employer – employee relationship. They are:

- Federal law
- State law
- District policies – http://www.pulaskischools.org/brd_policies.cfm

The District will follow all applicable federal and state laws that relate to the employer – employee relationships. District policies serve as guidelines and as such may be amended, altered or eliminated by the Board of Education.

The Pulaski Community School District Employment Provision Handbook is in effect beginning July 1, 2013. The handbook shall be considered as District policy and subject to change at the discretion of the Board of Education.

This handbook has been prepared for informational purposes only and to acquaint employees with the policies, procedures, rules and regulations and to provide for the orderly and efficient operation of the District. Most of the employee questions will be answered in this Employee Provisions Handbook. However, if there are questions regarding the Employee Provisions Handbook, or matters that are not covered, they should be directed to the District Administrator."

The School Board does not discriminate in the employment of any staff on the basis of any characteristic protected under state or federal law, including but not limited to,

race, color, age, sex, creed or religion, genetic information, handicap or disability, marital status, citizenship status, veteran status, military service (as defined in Section 111.32, Wis. Stats.), sexual orientation, national origin, ancestry, arrest record, conviction record, use or non-use of lawful products off the District's premises during non-working hours or any other characteristic protected by law in its employment practices.

DEFINITIONS

Support Staff: Secretaries, Paraprofessionals, Food Service Employees, Custodians, Maintenance Technicians, and Mechanics

Transportation Staff: Bus Drivers and Van Drivers

Professional Staff: All licensed professionals recognized by the PEA contract

Specialist Staff: Transportation Coordinator, Food Service Coordinator, Assistant Food Service Coordinator, Fleet Coordinator, Technicians, District Communications Coordinator , Supervising Kitchen Managers, District Secretary Trainer, Aquatics & Recreation Coordinator, Facilities Coordinator, Coordinator of Information Technology, Custodial Supervisor, Hearing Impaired Interpreter, Physical Therapist Assistant, Occupational Therapist Assistant, Payroll Specialist, Accountant, Accounts Payable Specialist, Human Resource Administrative Assistant, District Administrator/Board of Education Administrative Assistant and Electrician.

Administrative Staff: Staff on individual administrative contracts with benefits articulated in the administrative fringe benefits summary.

Exempt Employee: Salaried employees as defined by the Fair Labor Standards Act

Non-exempt Employee: Hourly employees as defined by the Fair Labor Standards Act

Temporary Staff: Employees expected to work for the district for fewer than 90 work days will not be offered or be eligible for employee benefits. If employment last beyond 90 work days, employees will begin receiving benefits on the 90th work day of employment.

Calendar Year Benefit Qualifications: Employees must work 260 days per year and at least 20 hours per scheduled week in their primary assignment. Benefit levels will be prorated for employees working more than 20 but less than 40 hours.

School Year Benefit Qualifications: 187-225 day employees see Appendix B for benefit levels. Benefit levels will be prorated for benefit eligible employees working more than 30 but less than 37.5 hours per week or professional staff working .5FTE or more but less than 1.0 FTE.

Casual Employees: Employees who work intermittent, inconsistent hours. These employees include summer staff, substitutes and limited term employees. Casual Employees do not qualify for employee benefits unless required by law.

General Provisions-All Employees

Wage Increases

All employees will receive an annual performance evaluation(s) that may be used as a basis for employee compensation. Employees will qualify for wage increases beginning in the fiscal year following their date of hire. The district will comply with Act 10 regarding negotiations related to total base wages with bargaining units recognized by the Wisconsin Employment Relations Commission. Casual and temporary employees will not be eligible for base wage increases.

Substitute Pay Rates

The following rates of pay will be paid for substituting for another employee.

Hourly Position:	Substitute Pay Rate:	PCSD Employee subbing in same employee type: Example: Aide subbing as an Aide / Custodian I subbing as a Custodian I	PCSD Employee subbing in different employee type: Example: Cashier subbing as a custodian / Cook I subbing as an Aide
Teacher	$14.67 / hour ($110 / day) $171.75/day (after 10 days –retro to 1st day)	$22.90/hour for 1.0 FTE professional staff $18.79/hour for less than 1.0 FTE professional staff	Qualified, as determined by licensure: Current wage + $2.75//hour when subbing as a teacher in lieu of their assigned position up to $22.90/hour
Registered Nurse	$22.90 / hour	$22.90 / hour	$22.90 / hour
Paraprofessional (Aide)	$9.75 / hour	Current hourly wage	Qualified, as determined by building principal: current wage + $0.25 / hour up to $14.79/hour
Secretary	$10.65 / hour	Current hourly wage	Qualified, as determined by building principal: current wage + $0.25 / hour up to $17.06/hour
Cook I	$9.75 / hour	Current hourly wage	$9.75/hour
Cook II	$9.75 / hour	Current hourly wage	Qualified Cook I, as determined by supervisor: current wage + $0.25 / hour up to $13.22/hour

Cashier	$9.75 / hour	Current hourly wage	$9.75 / hour
Custodian I	$9.75 / hour	Current hourly wage	$9.75 / hour
Custodian II	$9.75 / hour	Current hourly wage	Qualified Custodian I, as determined by supervisor: current wage + $0.25 / hour up to $15.56/hour
Day Care Teacher	$9.30 / hour	Current hourly wage	$9.30 / hour
Transportation	$14.00 / hour		Qualified as determined by Transportation Coordinator: $14.00/hour

Additional Pay Rates

Extra duty hourly rate is $14.00 / hour for supervision assignments.

Curriculum hourly rate is $15.00 / hour when professional staff produce a product as requested by the District.

Professional development rate is $10.00 / hour when professional staff attends professional development outside contracted time as requested by the District.

Summer school pay rates are as follows:

Teacher	$20.00 / hour
Paraprofessional	$12.00 / hour
Bus / Van Driver	$14.00 / hour
Cashier	$10.50 / hour
Cook I	$12.25 / hour
Cook II	$12.75 / hour
Custodian I	$12.00 / hour

Benefits

The Board provides a competitive and comprehensive package of benefits to its employees. The Board retains the final authority to establish, modify, rescind, add or in any way affect employee benefits. Annually, in conjunction with the budget process, the anticipated shared cost of all employee benefits, specifying both the employee and employer share, shall be approved through Board action.

Employees hired prior to July 1, 2012, that receive insurance benefits (health insurance, dental insurance, long-term disability, and group life insurance) will maintain their

eligibility for said benefits during the term of this Employment Provisions Handbook. (**See Appendix B, C & D**)

Employees hired on or after July 1, 2012, will be eligible for insurance benefits as indicated in **Appendix B**. All transportation staff will have access to the new benefits stated in **Appendix D** if they choose.

Hours accumulated in positions outside of the employee's primary assignment will not be used in the calculation of full-time equivalency for determining the District's contribution toward fringe benefits unless required by state or federal law.

Each position will be scheduled for a prescribed number of hours in an expected work year (July 1 - June 30). The prescribed number of hours will be used for the determination of qualification for benefits unless otherwise required by state or federal law. The District, at it's sole discretion, may limit employees from combining positions or working hours beyond those prescribed for the assigned position.

Standards of Conduct / Employee Discipline

Employees of the Pulaski Community School District are expected to uphold the highest standards of conduct at all times. Employees are expected to follow Pulaski Community School District Policy GBC -- Ethics, Conduct & Responsibility (**See Appendix E**) as well as all policies of the District related to personnel.

Should employees not adhere to the high standards of conduct, they will be subject to discipline. Employees should talk to a supervisor if he/she is unsure of what to do in a given situation.

The District has the right to discipline employees up to and including termination of employment. Employees who might be facing discipline will be afforded an opportunity to respond to allegations that may lead to discipline. Employees have the right to have a representative present during meetings with the District that might lead to discipline. If an employee is terminated by the District they will have access to the established grievance procedure. (**See Appendix F**)

Confidentiality

As an employee of the Pulaski Community School District, you may have access to information related to care, education, and financial matters. This information is to be held in the strictest of confidence and is not to be discussed or shared unless it is with a staff member of the Pulaski Community School District for the purpose of the meeting the individual student's educational needs or with outside agencies as required by law.

Wisconsin Retirement System

All qualified employees will participate in the Wisconsin Retirement System. The District will contribute the employer's share of WRS for eligible employees. The employee will contribute the employee's required WRS contribution as determined by the Employee Trust Funds.

Mileage Reimbursement

The District will reimburse employees using their vehicles for approved travel. The reimbursement rate will be the rate established by the IRS.

Pay Policy

All employees will be paid on the 15th and 30th of each month. If the 15th or 30th fall on Saturday, Sunday or the district office is not open, employees will be paid on the last business day before the 15th or 30th.

Direct Deposit

All employees will have their compensation directly deposited into their bank accounts.

Hours

The District will determine the days and hours of work for employees. The start and end time will be at the discretion of the District.

Each position will be scheduled for a prescribed number of hours in an expected work year (July 1 - June 30). The number of prescribed hours is exclusive of adjustments which may be required due to extra work and/or shortage of work. The normal work day for all employees shall be designated by the District Administrator or designee. The work schedule may be adjusted to meet the needs of the School District. Hourly employees must document their work time using True Time and must have a True Time entry for each scheduled work day.

The district may provide, by mutual agreement with the employee, the option of using flex time for use within a work week.

Unpaid Breaks

A one-half hour duty-free meal break shall be scheduled by the District for employees scheduled to work at least five (5) hours per day over the lunch hour.

Non-exempt employees shall be granted a fifteen (15) minute paid break for each block of four (4) hours worked in a day.

Overtime

Non-exempt employees shall be compensated at time and one-half (1-1/2) the employee's regular rate of pay for hours actually worked in excess of forty (40) hours per week. All overtime hours shall be authorized in advance by the District Administrator or designee except in cases of extreme emergency where response by the employee is required without time to request authorization in advance. Paid time off shall not count as hours worked for purposes of computing overtime.

Compensatory Time

Non-exempt employees required to work in excess of 40 hours per week, may at the discretion of the District Administrator or designee, be given compensatory time off equal to time and one-half (1-1/2) the number of hours worked in lieu of overtime compensation. The scheduling of compensatory time off shall be by mutual agreement between the employee and the District Administrator or designee. If the employment relationship is severed, employees shall be paid for accumulated compensatory time at one and one-half (1-1/2) times the employee's wage rate at the time the hours were earned. Employees shall not be allowed to accumulate more than 75 hours of compensatory time. **Compensatory time must be used or paid within the same calendar year that it was earned.**

Emergency School Closing

If it becomes necessary to start late or to close school due to weather or other emergencies, every effort will be made to notify staff within a sufficient period of time.

In the event that any or all employee working areas are closed due to inclement weather or other emergency situations, the District Administrator or designee shall determine which employees are required or permitted to report to work.
When work hours are cancelled, the District Administrator or designee will notify staff if offices will remain open or if the offices will close. If offices are closed, no staff shall work during the closed hours. If offices remain open, the Building Administrator of Department Supervisor will determine which employees are required or permitted to work.
Any work hours cancelled pursuant to such an order may be rescheduled by the District Administrator or designee prior to the end of the school year. The District will reschedule instructional days lost to inclement weather or other emergencies, after the second full day missed. Days or hours not made up shall result in loss of pay, or the employee may use available vacation time or personal days for hours or days missed. Hourly staff will be allowed to flex work hours missed within the same week with supervisor approval provided that the days/hours will not be rescheduled and that work that meets the District's needs can be completed outside of student contact hours.

Exempt staff may work from home during emergency school closings and will not have any portion of their salary deducted for days or hours missed that are not rescheduled.

Vacation Schedule

All employees eligible for vacation, as determined by their position, shall be entitled to vacation leave with pay up to the maximum number of vacation days based on the employee's scheduled work days.

Employees will accumulate vacation leave with pay in accordance with the following schedule based on the employee's scheduled work days, up to the limits stated. Vacation is prorated during the first and last year of employment based on actual days worked during the fiscal year.

Vacation: Maximum					
		Scheduled Days			
Years		<214	215-224	225-259	260
	1	0	5	5	5
	2-5	0	10	10	10
	6-13	0	10	15	15
	14+	0	15	20	20

*Employees who have 21-25 annual vacation days as of July 1, 2012 will retain those days.

Eligibility - All calendar-year employees working more than twenty (20) hours per week will be eligible to receive paid vacation leave. Those working between 20 and 40 hours per week will be eligible for a prorated share of vacation leave.

Process - Selection of vacation dates must have prior written approval of the District Administrator or designee. The District Administrator or designee may limit the length of an employee's vacation and reserves the right to approve the scheduling of vacation so as not to interrupt the operations of the District. **Vacation days must be utilized during the year they are earned or they will be forfeited.** Vacation pay shall be computed at the employee's regularly scheduled hours during the preceding twelve (12) months and the employee's regular hourly rate of pay for each week of vacation.

Vacation leave will be made available every July 1. An eligible employee who properly resigns his/her employment by providing a minimum of two (2) weeks written notice to the District Administrator or designee shall receive vacation pay on a prorated basis. Employees discharged shall not receive vacation pay.

Hourly employees who are not eligible for vacation time will be granted up to five (5) days of unpaid leave during the school year upon prior approval of the supervisor/ building administrator. Such leave must be requested as soon as the employee is able, but not less than five (5) days in advance.

The Pulaski Community School District may grant a request for vacation leave during the school year for members of the professional staff. The staff member will receive no pay for the contract time missed and will be limited to five (5) unpaid days within a five (5) year period.

Sick Leave

All regular full-time and part-time employees will receive the sick leave benefit, defined below.

Employees may utilize sick leave because of temporary disability, personal illness, illness in the immediate family or medical appointments, although efforts must be made to schedule appointments beyond the school day.

All employees will receive sick leave equivalent to 1 day per month in accordance with the following scheduled based on the employee's work schedule and may accumulate 90 total days. Sick leave is prorated during the first and last year of employment based on actual days worked during the fiscal year. They may use two (2) sick days per year as personal days as approved by the building principal or supervisor with at least two (2) days advanced notice except in the case of an emergency in which the advanced notice may be waived. Staff may not use personal days on professional development days without the prior approval of the District Administrator. Personal days on professional development days will only be granted in extenuating circumstances when employees could not schedule the reason for their absence outside of the professional development day.

If the employment relationship is severed during the first year of employment, employees will reimburse the district for sick leave used in excess of 1 day per month.

Those employees that have over 90 sick days as of June 30, 2011, will retain that number of sick days up to 120 but may not accumulate additional sick days.

Sick Leave Schedule

Professional Staff: 10 sick days per year made available August 1.

Support, Transportation, Specialist and Administrative Staff:

187-190 days	9 days made available August 1.
191-215 days	10 days made available August 1.
225-260 days	12 days made available August 1.

Attendance

The district expects employees to make every reasonable effort to be present for work. For the district to operate effectively, employees are expected to perform all assigned duties and work all scheduled hours during each designated work day. Employees who are unable to report to work must follow applicable procedures to secure a substitute and document their absence.

Excessive absence, unacceptable patterns of attendance, absence without notification and/or habitual tardiness will be subject to appropriate disciplinary action.

Stipend: Unused Sick Days

The District shall compensate employees $5 per every hour of unused sick time, up to 90 days (720 hours), upon retirement or resignation from the District. Employees must have at least ten (10) years of service to the school district to access this benefit.

Funeral Leave

Up to three (3) days of paid leave for funerals may be granted annually, but such leave shall be approved by the building administrator or supervisor before it is taken. Funeral leave is not cumulative. Funeral leave will be granted when death occurs to the following: husband or wife, children, parents, brother, sister, grandparents, grandchildren, in-laws, or others residing in employees household defined as a dependent, and close associates. Funeral leave for the death of a close associate must be approved by the District Administrator. The administrator may grant additional funeral days, depending upon the need of each individual case. These additional days may be charged against sick leave depending upon the situation.

Holidays

A. Schedule All employees eligible for holiday pay will be paid for the following ten (10) holidays:

New Year's Day	Labor Day	Christmas Eve
Memorial Day	Thanksgiving Day	Christmas Day
	Good Friday	New Year's Eve
Independence Day (225+ days)	Thanksgiving Friday	

B. Eligibility

1. To qualify for holiday pay, an eligible employee must be on the active payroll of the District and must have worked his/her regularly scheduled workday preceding and following the paid holiday, unless a scheduled vacation day is taken, an illness is verified by a physician's certificate, or the employee is otherwise excused by the District Administrator or designee.

2. Employees will be paid on the basis of their daily rate for the week of the holiday.

3. If the paid holiday falls on a Saturday, the previous Friday shall be considered the holiday. If the paid holiday falls on a Sunday, the following Monday shall be considered the holiday. These holidays may be mutually adjusted to best fit the work year.

4. Regular Calendar/Regular School Part-Time employees are eligible for prorated holiday benefits under this Article.

5. Any employee required to work on a holiday for which they are eligible to receive holiday pay, shall select from the following: 1) Receive one and one-half (1-1/2) times their regular pay for all hours worked, plus their holiday pay; 2) Receive one floating holiday to be used at the employee's discretion with supervisor approval.

6. Administrators and Specialist Staff with individual employment agreements have holidays articulated in their summary of benefits.

Staff Reduction Procedures

Upon determination by the District that reductions in staff must occur based upon the needs of the District, the following criteria will be taken into consideration.

Current and future contributions to the district	Value in current position
Value to the district	Active licensures
Professionalism and attitude	Interaction with and engagement of students
Professional growth	Planning and collaboration with colleagues
Performance	Review of personnel file

Retirement Benefits in Lieu of Health Insurance

A. Eligibility. These benefits are applicable beginning July 1, 2012. These retirement benefits in lieu of health insurance shall be available only to full-time employees who: (1) have attained the minimum age of 55; (2) have worked in the District for at least 20 years; (3) are on health insurance plans funded by the District at the time of retirement; and (4) have submitted a written request for Retirement Benefits in Lieu of Health Insurance and who actually retire from District employment. Individuals who do not meet all four of these criteria shall not be eligible for Retirement Benefits in Lieu of Health Insurance. Employees working fewer than 20 hours per week are not eligible for post-retirement benefits. Employees working fewer than 40 hours per week but working 20 hours or more will have prorated Retirement Benefits in Lieu of Health Insurance. Retirement Benefits in Lieu of Health Insurance under this program shall not be available to any discharged, terminated, or non-renewed employee.

B. Age. "Age" for the purpose of this policy is defined as the employee's age as of September 1 in the calendar year in which the retirement becomes effective.

C. Limitations. Employees electing to retire under this program shall retain no re-employment rights with the District nor any other rights or benefits except those as specified within this Retirement Benefits in Lieu of Health Insurance provision.

D. Written Request. All written requests for retirement benefits in lieu of health insurance must be filed with the Office of Human Resources at least one month prior to retirement date in the calendar year in which employment ends. Professional staff employees must file a written request for retirement benefits in lieu of health insurance with the Office of Human Resources by March 1 of the school year in which employment will end.

E. Insurance. Retirees shall not receive health insurance coverage under Retirement Benefits in Lieu of Health Insurance.

F. Contribution. Qualifying retirees will be offered a fixed payment (see benefit levels listed below)made to a 403(b) account by October 15 in the year of retirement and for each year after retirement for a maximum of five (5) years or until the employee is eligible for Medicare benefits whichever occurs first. In the fiscal year in which the employee qualifies for Medicare benefits, the contribution will be prorated based on the employee's age as of September 1. Employee types are defined in the Employee Provisions Handbook. Retirees will not have access to district health insurance.

    1. Employees hired prior to July 1, 1998 will receive $16,000 for professional staff and $10,000 for support staff each year in lieu of post retirement health insurance for 5 years or until they are eligible for Medicare benefits.

2. Employees hired between June 30, 1998 and July 1, 2003 will receive $12,000 for professional staff and $7,500 for support staff each year in lieu of post retirement health insurance for 5 years or until they are eligible for Medicare benefits.

3. Employees hired on or after July 1, 2003 will receive no post retirement health insurance benefits or payment in lieu of post retirement health insurance.

G. No Vesting. Retirees and their spouses and dependents shall not have a vested right to any specific future benefits from the District. All Retirement Benefits in Lieu of Health Insurance that are provided to any retiree or to any spouse or dependent of a retiree are subject to unilateral change, reduction, or termination in the future. The District will have no obligation to provide retirees or spouses or dependents of retirees with any compensation or benefit increase, even if active employees receive other compensation or benefit changes.

Teaching Staff Provisions

Teacher Work Day

A normal work day for teachers will be eight (8) hours. Recognizing that teachers are professional employees, the District may schedule meetings that require teachers to be present before or after the normal work day. Examples are staff meetings, IEP meetings, etc. When required to be present for such meetings, the teachers will attend meetings without any additional compensation. All Professional Staff, regardless of FTE, are expected to fully attend all professional development and parent teacher contract days, as indicated on the school calendar adopted by the Board of Education, as part of their teaching contract. Absences of greater than 30 minutes must be documented in the sub tracking system and the appropriate available leave must be used.

Preparation Time

In addition to preparation time provided before or after the student day, the District will make every effort to provide a minimum of two hundred (200) duty-free minutes of preparation time per week within the student day for all full time teaching staff. Preparation time is contract time. This amount will be pro-rated for staff employed less than 1.0 FTE. Principals will attempt to schedule blocks of time of twenty (20) minutes or more when possible.

Teacher Contract

The number of days for the teacher year will be 188. The Board of Education will, at its discretion, determine the makeup of said days. (i.e. student contact, professional development, parent teacher conference, etc.)

The District recognizes that Wisconsin State Statute §118.22 governs full-time teacher contracts. Statutory regulations will be adhered to by the District.

Liquidated Damages / Breach of Contract

Teachers will be subject to liquidated damages for breach of contract. The Board of Education will not approve a resignation before liquidated damages are paid to the district. Liquidated damages will be deducted from the remaining paychecks if possible.

June 16 – July 15	$500
July 16 – August 15	$1,000
August 16 and beyond	$1,500

The Board of Education may waive the liquidated damages.

Transportation Staff Provisions

Vacancies

Routes

The Transportation Supervisor will post vacant routes, including 4K routes, on a bulletin board for interested employees to sign their name on the notice prior to the deadline date. Length of service, although considered, shall not be the sole determining factor in selecting candidates for the position. The Transportation Supervisor has the discretion to fill vacancies with substitute staff or from outside the District, when necessary.

Extra-Curricular and Field Trips

The District will follow a rotation list and offer trips to regular route drivers based on route timelines. The trip will be posted on the bulletin board where all staff will be responsible to check the board daily. Drivers will be paid actual time when driving trips. If a trip is cancelled after a driver arrives for duty, the driver will receive 1 hour of pay and will be put back into the rotation for another trip.

Overnight Trips

Length of service, although considered, shall not be the sole determining factor in selecting candidates for overnight trips. The Transportation Supervisor has the discretion to assign the driver. Drivers will be paid actual time when on duty for overnight trips. Employees must provide receipts for meal reimbursements, as stated in the District policy.

Summer School Routes

Each year, regular education Summer School routes will be posted through Skyward Employee Access . Employees will be assigned to a route by the Transportation Supervisor and will be required to transport for all terms of the Summer School session, excluding "Week in the Park." Length of service, although considered, shall not be the sole determining factor in selecting candidates for summer school routes.

Employees will be required to sign-off if they do not wish to be contacted to drive during the summer months, when regular school is not in session.
Employees may be put back on the list at any time, upon contacting the Transportation Supervisor.

Special Education Routes

Due to the nature of the work, the Transportation Supervisor will assign drivers to special education routes as needed.

Transfers

To meet the needs of our students and staff, the Transportation Supervisor may transfer an employee from one route to another route, as needed. There will be no trial period or bumping of other employees once a route has been awarded.

Work Schedules and Start Up

Each Transportation employee will be provided a work schedule at the beginning of each school year. Prior to the start of the school year, Transportation employees shall practice the assigned route and shall receive pay for up to 3 hours for single routes and up to 4 hours for double routes and special education routes. Drivers will be required to clock in and out when conducting practice runs.

Time Clock

Transportation employees are required to use a time clock when reporting to work and at the end of their shift. Time clocks are available in the bus garage and in the break room. Bus drivers are required to report 15 minutes prior to the start of the first morning route and 10 minutes prior to the start of the first afternoon route to conduct appropriate inspections.

Reimbursements

Transportation employees will receive one (1) hour of pay for D.O.T. required random drug/alcohol testing. The District will also pay for the Transportation employees' D.O.T. required tests such as physical examinations, license renewals and training. Transportation employees will receive a $10.00 meal reimbursement for trips or extra-curricular duties in excess of 8 hours. Route hours are not to be combined with trip hours.

Overtime

Because of the nature of work, Transportation employees may need to work overtime on weekends, holidays or additional hours during the regular work day.

General Transportation Department Rules

Transportation Department Manual, including smoking policy, dress policy, calling in an absence, equipment use, parking, fueling or any other general operating procedures and daily responsibilities will be provided to each Transportation employee upon hiring and at the beginning of each school year.

D.O.T. Rules and Care of Equipment

Transportation employees shall follow all operating instructions, safety standard rules, random drug and alcohol testing requirements, background check requirements, and department guidelines as they apply to the position. It is mandatory that transportation employees abide by the laws of the State of Wisconsin and by the requirements outlined in the Department of Transportation "Trans 300." Failure to comply with these rules and regulations will be grounds for discipline up to and including termination.

Administrative Staff Provisions

Administrators will have fringe benefits as articulated in the Pulaski Community School District Administrative Fringe Benefit Summary (**See Appendix G**).

(APPENDIX A)

Our Philosophy

We believe that a community's and a nation's greatest resource is its people, especially the students of our schools. At Pulaski Community School District, the student is the nucleus of the school system and our education decisions are guided by what we consider to be best for every student. We maintain that the student should be given reasonable opportunity to realize his/her best self.

We are now, and should continue to be, offering the student a second, third, and fourth chance. This means that every available alternative will be explored to help the student grow academically and develop in self-control. Each new opportunity in the area of discipline will be designed to encourage the students to accept responsibility for their actions. New alternatives in the area of academics will be explored, when necessary, to satisfy the students needs and interests.

It is our belief that our curriculum should serve the needs, interests and abilities of the student population and promote the mental and physical health of the student. It should instill a pride in heritage and a sense of responsibility and provide the proper information, emphasis and perspective for learning to live a successful life in our local community as well as the nation and the world.

Our education system should help each student increase his knowledge, build greater understanding, and develop social attitudes and acceptable behavior to prepare him/her to be a contributing member of society. We feel that our curriculum must have a wide enough scope to prepare the college bound student, the vocationally oriented student, as well as the student who will seek a job upon graduation.

Our belief is that the Pulaski Community School District should focus not only on its children, but it should also provide the adult members of the school community the facilities and services to continue their education. A school and community that works closely together can use the students, faculty and administrators to evaluate the assets, needs and possibilities of the community and help provide direction for its growth. The community becomes a true learning laboratory.

We believe that the schools are the thread that binds the people of the community together. The name, Pulaski Community School District, reflects the close ties between the schools and the people of its District. An active participation by the schools in the community and the community in the schools, can help make education real and meaningful for all involved.

(APPENDIX B)

PULASKI COMMUNITY SCHOOL DISTRICT
BENEFITS SUMMARY

	EMPLOYEES: HIRED PRIOR TO JULY 1, 2012 Teachers, Administrators and Specialists must work 40% or more and Support Staff/Bus Drivers must work 4 or more hours per day to be eligible for the benefits below. The District contribution will be prorated for part-time employees. Existing employees will be grandfathered.	**EMPLOYEES HIRED ON OR AFTER JULY 1, 2012** Teachers, Administrators & Specialists who work 50% or more and Support Staff/Transportation Staff who are regularly scheduled to work at least 30 hours per week are eligible for the benefits below. The District contribution will be prorated for employees working between 37.5 and 30 hours per week.
Health Insurance	The District will pay a portion (to be determined by September 1 of each year, up to 88%) of the single or family health insurance premium for professional, support, administrative, and specialist staff . The District will pay a portion (up to 55%) of the single or family health insurance premium for transportation staff . **(SEE APPENDIX C)**	The District will pay a portion (to be determined by September 1 of each year, up to 88%) of the single or family health insurance premium. **(SEE APPENDIX D)**
Dental Insurance	The District will pay a portion (to be determined by September 1 of each year, up to 88%) of the single or family dental insurance premium. The District will pay a portion (up to 55%) of the single or family dental insurance premium for members of the Pulaski Bus Drivers Association. **(SEE APPENDIX C)**	The District will pay a portion (to be determined by September 1 of each year, up to 88%) of the single or family dental insurance premium. **(SEE APPENDIX D)**
Long-Term Disability	The District will provide employees with a Long-Term Disability Plan.	The District will provide employees with a Long-Term Disability Plan.
Life Insurance **Support Staff** **Administrators, Teachers & Specialist Staff**	$25,000 with option to purchase additional $25,000 if 75% of eligible employees purchase the additional insurance. $50,000 with option to purchase additional $25,000 or $50,000 if 75% of eligible employees purchase the additional insurance.	$25,000 with option to purchase additional $25,000 if 75% of eligible employees purchase the additional insurance. $50,000 with option to purchase additional $25,000 or $50,000 if 75% of eligible employees purchase the additional insurance.
WRS	Employees will pay 100% of the employee required WRS contribution (50% of the actuarially required contribution) as determined by the ETF.	Employees will pay 100% of the employee required WRS contribution (50% of the actuarially required contribution) as determined by the ETF.
Short-Term Disability	Voluntary – The cost shall be paid entirely by the employee.	Voluntary – The cost shall be paid entirely by the employee.
Tax-Sheltered Annuity	Voluntary – The cost shall be paid entirely by the employee.	Voluntary – The cost shall be paid entirely by the employee.

(APPENDIX C)

PULASKI COMMUNITY SCHOOL DISTRICT

Health & Dental Insurance Premiums
Existing District Employees
(Those employed by the District, regardless of position, prior to July 1, 2012)

Premium contributions for part-time staff will be prorated based on their number of regularly scheduled hours per week. Full time is 32.5 hours.

Premium contributions for employees that work less than 225 days are deducted from 18 pay periods from September 30 to May 30.

For the -2014-2015 school year, the following contributions will be made by the district. The Pulaski Community School District offers multiple insurance plans with varying deductibles. The payment listed below reflects the maximum payment made by the district for insurance premiums.

Support staff employees who work less than 4 hours per day are not eligible to participate in health or dental plans.

Premium contributions for professional staff are prorated based on their F.T.E.

Professional Staff, Support Staff, and Transportation Staff Employees
(New to the District and hired on or after July 1, 2012)

Premium contributions for part-time staff will be prorated based on their number of regularly scheduled hours per week or contracted FTE per year. Full time benefits begin at 37.5 hours per week or 1.0 FTE.

Professional staff FTE will be calculated by the District on an annual basis and included in their individual contract.

DELTA DENTAL			
Dental Insurance		Premium Schedule Effective 9/1/2014-8/31/2015	
		Employee Contribution Per Month	Employer Contribution Per Month
Single:	$ 45.79	$5.49	$40.30
Family:	$136.43	$16.37	$120.06

(APPENDIX D)

PULASKI COMMUNITY SCHOOL DISTRICT

Prevea360 POS/HMO HEALTH PLANS

Monthly Insurance Premium Schedule

Effective 9/1/2015-8/31/2016 -$1,500 Deductible POS Plan - District BASE Insurance Plan

$1,500 Deductible POS Plan					
Health Insurance		Premium Schedule Meeting Wellness Points		Premium Schedule Not Meeting Wellness Points	
		Employee Contribution	Employer Contribution	Employee Contribution	Employer Contribution
Single:	$ 518.50	$81.58	$ 436.92	$131.58	$386.92
Family:	$1348.10	$212.11	$1135.99	$262.11	$1085.99

$3,000 Deductible POS Plan					
Health Insurance		Premium Schedule Meeting Wellness Points		Premium Schedule Not Meeting Wellness Points	
		Employee Contribution	Employer Contribution	Employee Contribution	Employer Contribution
Single:	$ 477.64	$40.72	$ 436.92	$90.72	$386.92
Family:	$1241.86	$105.87	$1135.99	$155.87	$1085.99

$1,500 Deductible HMO Plan					
Health Insurance		Premium Schedule Meeting Wellness Points		Premium Schedule Not Meeting Wellness Points	
		Employee Contribution	Employer Contribution	Employee Contribution	Employer Contribution
Single:	$ 462.56	$25.64	$ 436.92	$75.64	$386.92
Family:	$1202.66	$66.67	$1135.99	$116.67	$1085.99

$3,000 Deductible HMO Plan					
Health Insurance		Premium Schedule Meeting Wellness Points		Premium Schedule Not Meeting Wellness Points	
		Employee Contribution	Employer Contribution	Employee Contribution	Employer Contribution
Single:	$ 429.17	$0	$ 429.17	$50.00	$379.17
Family:	$ 1115.84	$0	$ 1115.84	$50.00	$1065.84

$5,000 Deductible HMO Plan - HSA Eligible – PCSD will make a monthly contribution to an HSA of $50/single and $100/family					
Health Insurance		Premium Schedule Meeting Wellness Points		Premium Schedule Not Meeting Wellness Points	
		Employee Contribution	Employer Contribution	Employee Contribution	Employer Contribution
Single:	$ 263.15	$0	$263.15 +$50 HSA	$50.00	$213.15 +$50 HSA
Family:	$ 684.19	$0	$684.19 +$100 HSA	$50.00	$634.19 +$100 HSA

Approved by the Board of Education 6/24/2015

(APPENDIX E)

Pulaski Community School District	**Policy Code: GBC**
Board of Education	**Date: March 12, 2003**

ETHICS, CONDUCT, AND RESPONSIBILITIES

The Pulaski Community School District Board of Education believes an effective educational program requires the services of individuals with integrity, high ideals, and human understanding. Therefore the Board of Education holds itself and district employees to the following expectations in regard to ethics and conduct, responsibilities, and student relationships.

Ethics and Conduct of District Employees and Elected Officials

All district employees and elected officials are expected to accept responsibility for their conduct and to understand that conduct may be regarded as representative of all.

People affected by this policy are required to abide by a standard of conduct that models good citizenship and to be an example of self-discipline for the students, students' parents/guardians and the community.

All individuals are required at all times to avoid behavior that may cause them to lose the respect of the students, parents/guardians of students and the people of the community.

Administrators, teachers and other educational groups have professional organizations that set forth standards for ethical conduct. Individuals shall adhere to the standards established by such organizations.

Following are standards for relationships in the district.

1. Place the welfare of students as the first concern of the school district
2. Maintain respectful and courteous relationships with students, parents, fellow employees and members of the community.
3. Maintain efficiency and knowledge of new developments in their field.
4. Transact all official business with the properly designated authorities of the district.
5. Establish and maintain cooperation and communication between the community and the district.
6. Abstain from using school contacts and privileges to promote partisan politics, sectarian religious views, or selfish propaganda of any kind.
7. Refrain from representing the school district without authorization.

Responsibilities of District Employees and Elected Officials

The Pulaski Community School District Board of Education believes that the following specific responsibilities are essential to successful school operations.

1. Place the welfare and safety of students as the first concern of the school district.

2. Become familiar with board policies and administrative procedures, and State and Federal laws and directives.
3. Support and comply with all board policies and administrative procedures, and State and Federal law and directives.
4. Carry out assigned responsibilities
5. Care for and protect school property, equipment and materials.
6. Respect that all district equipment remains the property of the district and may be redistributed as deemed necessary by the appropriate district authorities.
7. Act responsibly with regard to their own and the district's legal responsibilities for the safety and welfare of students.

Student Relations

The Pulaski Community School District Board of Education believes that positive relationships with students are of paramount importance to student achievement. Employees should be seen as resource persons, aides, guides, teachers, and leaders in the learning process.

The board, district employees, and contracted vendors of the district are expected to demonstrate a commitment to children as follows.

1. Regard and respect each student as an individual.
2. Provide optimum learning opportunities for all students.
3. Communicate with students in a manner that fosters the development of a positive self-image.
4. Give students positive and constructive feedback in a variety of ways.
5. Model and reinforce positive behaviors that are expected of students.
6. Implement motivation techniques that enhance self-esteem and achievement.
7. Maintain empathy with and respect for all students.
8. Use discretion in handling confidential information about students.
9. Utilize problem-solving techniques in correcting and changing student behavior.
10. Encourage students to study varying points of view and respect the student's right to form independent judgments.
11. Conduct conferences with or concerning students in an appropriate place and manner.
12. Exercise good judgment in dealing with students, parents, other staff and the public.
13. Display moral and ethical behavior.
14. Never utilize students or class time to further personal agendas.
15. Never send a student on an errand off school premises during school hours. Students shall not be sent on personal errands of any kind, nor be required to do any service not connected with their educational program.
16. Never attempt to instill the students with his/her own political, moral or religious beliefs.

Student Relations (continued)

Offensive or inappropriate statements or conduct including but not limited to the use of ridicule, insults, sarcasm, cynicism, retribution, sustained or repeated yelling, profanity, and belittling, intimidating or recriminating statements or behaviors will not be tolerated in the district.

The Pulaski Community Schools Board of Education authorizes the District Administrator to implement any procedures he/she deems necessary to carry out this policy.

Original Policies Adopted:

- GBC Staff Ethics (May 8, 1986)
- GBCB Staff Conduct and Responsibilities (May 8, 1986)
- GBH Staff – Student Relations (May 8, 1986)

Original Policies Combined and Adopted: March 12, 2003

(APPENDIX F)

Pulaski Community School District **Administrative Procedures**	**Policy Reference:** **Rule Code: GB - ADM** **Date: March 25, 2015**

GRIEVANCE PROCEDURES

Definitions:

1. 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 as defined below. No grievance shall be processed under this policy unless it is in writing and contains all of the following:

   A. the name and position of the grievant;

   B. a clear and concise statement of the grievance;

   C. the issue involved;

   D. the relief sought;

   E. the date the incident or alleged violation took place;

   F. the specific section of the Policy Manual or workplace safety rule alleged to have been violated; and

   G. the signature of the grievant and the date.

2. The term "days" means regular business days, Monday through Friday, other than weekends and holidays regardless of whether the employee or his or her classification is scheduled to work. 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.

3. A "grievant" is an employee as defined by state statutes governing this grievance procedure. At the grievant's cost and request they may be represented by a person of their choice.

4. "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.

5. "Discipline" means oral reprimands (where a written record of the reprimand is placed in the employee's file), written reprimands, suspension and demotion. Discipline does not include performance reviews, work or improvement plans or corrective actions that do not include a reprimand or other adverse employment action.

6. "Termination" means discharge from employment. Non-renewals and layoffs (reduction in force) are not considered terminations and are not subject to this procedure unless otherwise required by law.

Procedures:

First Step

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

An employee who has been notified of termination may process the grievance commencing at Step 3.

Second Step

If the grievance is not satisfactorily resolved at Step 1, it may be submitted by the grievant to the District Administrator within five (5) days after having received the answer in the First Step. After receipt of the written grievance by the District Administrator, he/she or the designated representative of the District Administrator will meet with the grievant in an effort to resolve the issue(s) raised by the grievance. Within ten (10) days after the meeting, the District Administrator shall respond to the grievance in writing. The District Administrator shall also determine if the grievance is timely, if the subject matter of the grievance is within the scope of this policy and otherwise properly processed as required by this policy. If the District Administrator is aware of other similar pending grievances, he/she may consolidate those matters and process them as one grievance.

Third Step

Upon the written request of the grievant in response to an adverse decision, the decision at the second step may be appealed by a written statement to the District Administrator particularly describing the reason for appeal. The appeal must be submitted with ten days (10) of the decision in Step 2. If the decision at Step 2 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, which shall determine whether the matter should be processed further. If the Second Step decision is on the merits of the grievance only, the grievance will be referred to an Impartial Hearing Officer (IHO).The IHO will be selected randomly from a panel of at least three individuals qualified to be Impartial Hearing Officers. Any costs incurred by the (IHO) will be paid by the School District. The IHO will convene a hearing in the manner the IHO determines necessary. The IHO shall have the authority to administer oaths, issue subpoenas at the request of the parties, and decide if a transcript is necessary. The IHO may require the parties to submit grievance documents and witness lists in advance of the hearing to expedite the hearing. The oral or written statements of students, which would otherwise be hearsay, will be considered by the impartial hearing officer without the direct testimony of students, if other, non-hearsay information is presented. The burden of proof shall be "a preponderance of the evidence". In termination and discipline cases, the District shall have the

burden. In workplace safety cases, the employee shall have the burden. The IHO may request oral or written arguments and replies. The IHO shall provide the parties a written decision.

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 modify the terms of the Board policy or rule that forms the basis for the grievance.

Fourth Step

Either party may appeal an adverse determination at step three to the Board of Education, by filing written notice in the District Office appealing the decision of the IHO within ten (10) days of the decision of the IHO. The Board of Education shall, within thirty (30) days after submission of the appeal, schedule the review of the IHO's decision. The review will be conducted by the Board during a closed session meeting unless an open session is required by law. 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. The Board may conduct a hearing if it so determines or if required by law. A simple majority vote of the Board members participating in the review shall decide the appeal (unless a greater number is required by law) 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 applicable to responding to the grievance shall constitute a denial of the grievance and applicable time limits for advancing the grievance shall apply. 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 do so. Matters not subject to the grievance procedure that are raised by employees shall be considered by administration which has final authority, subject to any applicable Board policy or directive, to resolve the matter.

Policy Adopted: September 21, 2011
Policy Reviewed: March 25, 2015

(APPENDIX G)

PULASKI COMMUNITY SCHOOL DISTRICT

ADMINISTRATIVE FRINGE BENEFITS

1. All administrators regardless of length of contract will be entitled to twelve (12) days of sick leave each year to an accumulation of 90 days.
2. Two days of emergency leave.
3. The Board, at its sole discretion, may pay all, none or a portion of the employee's share of the Wisconsin Retirement Fund. The Board shall determine the percentage contribution (if any) of the employee share on a year-to-year basis. Said contribution shall be determined prior to the start of the fiscal year (July 1st).
4. The Board will pay a portion of the health insurance premium and the dental insurance premium. The board shall determine the percentage contribution of the employees on a year-to-year basis. The contribution will be equivalent to the amount paid for other full-time employees of the district. The district will provide group life insurance and long-term disability insurance.
5. The board will contribute 3% of the annual salary to a TSA of the administrator's choice.
6. The board will provide legal counsel in any action against the administrator as a result of activities as an administrator in carrying out his/her duties under this contract.
7. Mileage with personal car to be reimbursed at the current IRS standard.
8. Payment of up to $1,000 for tuition and books for graduate study at an approved university or for workshops approved by the district administrator or up to 3 graduate credits at the University of Wisconsin-Madison rate.
9. Full payment in one state and one national professional organization.
10. Five days consultant work are allowed within the regular contracted days upon approval of the district administrator.
11. Within the assigned work days the following holidays are considered to be non-working days if school is not in session:

    New Year's Day; Good Friday; Easter Monday; Memorial Day; 4th of July; Labor Day;

    Thanksgiving Day; Thanksgiving Friday; Christmas Eve; Christmas Day and New Year's Eve

    If school is scheduled for any of the above mentioned holidays, the day will be an assigned work day.

12. Administrators who have 260-day contracts will be entitled to vacation days as enumerated on their individual contract.
    Up to 15 unused vacation days/non-work days may be carried over into the next year. These carryover days are non-cumulative beyond the 15 days.

13. $500 penalty for resignation between May 1 and July 15th; $1000 penalty for resignation between July 16 and August 15; $1500 penalty for resignation between August 16 and April 30 during the term of the contract.