

# **Pulaski Community School District**



## **Employment Provisions Handbook Effective July 1, 2021**

# Pulaski Community School District Employment Provisions Handbook – July 1, 2021

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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 workforce 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 which include

- Federal law
- State law
- District policies – [http://www.pulaskischools.org/brd\\_policies.cfm](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.

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## **Definitions**

Support Staff: Secretaries, Paraprofessionals, Food Service Employees, Bus/Van Drivers, Custodians, Maintenance, Facilities, Electricians, and Mechanics

Professional Staff: All licensed professionals under contract

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

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 (FLSA)

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

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 lasts beyond 90 work days, employees will begin receiving benefits on the 90<sup>th</sup> work day of employment if benefit eligible.

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

## **General Provisions-All Employees**

### **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.

Questions, issues, concerns or comments of an employee are expected to be first directed to the employee's immediate supervisor. In the event of the unavailability of an employee's immediate supervisor, or in extenuating circumstances, the employee is then expected to contact the next closest supervisor in the Administrative Organization Plan: Board Policy CC and CC-Administrative Rule and use

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the process outlined in Board Policy and Administrative Procedure KLD – Complaints and Requests for Reconsideration.

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 meeting the individual student's educational needs or with outside agencies as required by law.

## **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 may not be eligible for base wage increases.

## **Additional Pay Rates**

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

Curriculum hourly rate: \$23.00 / hour.

See Appendix I for additional rate information.

## **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.

More detailed information regarding employee benefits can be found on the intranet under Business & HR Resources.

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)**

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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 C** 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 its sole discretion, may limit employees from combining positions or working hours beyond those prescribed for the assigned position.

## **Employee Wellness Program**

The Pulaski Community School District offers a voluntary employee wellness program to all employees that focuses on four areas: Healthy Choices, Awareness, Prevention, and Activity. More information on the elements of the program are available on the Employee Intranet or through the Wellness Coordinator.

## **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 Employee Trust Funds (ETF).

### **Mileage Reimbursement**

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

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

### **Jury Duty**

The employee will reimburse the district the daily rate paid by the county and keep the mileage which they receive. The District will compensate the employee his/her regular rate in his/her absence.

### **Pay Policy**

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

### **Direct Deposit**

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

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## **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.

## **Continued Offer of Employment for School-year Employees**

School-year positions offer employment for a prescribed number of hours/days during the academic year based upon the school calendar as approved by the Board of Education. All employees, with the exception of temporary employees, have a standing offer with reasonable assurance of similar work during the next academic year unless they are notified in writing of the conclusion of the standing offer. For this reason, school-year employees are generally ineligible for unemployment compensation during summer and/or holiday breaks.

## **Breaks**

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

Additionally, 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. This time is unpaid.

## **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

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off shall be by mutual agreement between the employee and the District Administrator or designee with at least two (2) days advanced notice except in the case of an emergency in which the advanced notice may be waived. 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 earned between January 1 and June 30 must be used or will be paid on July 15. Compensatory time earned between July 1 and December 30 must be used or will be paid on January 15.

## **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 or 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, as needed. Whenever schools are cancelled for any reason prior to the start of a day(s), employees will be paid for the first two days of cancellations. Employees will not be required to work and will receive compensation on those two days. Non-exempt employees required to work will be paid time and one-half for those hours worked on the first two days of cancellations.

Additional days or hours not made up shall result in an unpaid day/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 number of the employee's scheduled work days annually.

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Employees will accumulate vacation leave with pay in accordance with the following schedule based on the employee’s annual 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. Years of service, for the purpose of determining vacation leave, will be earned each year on July 1<sup>st</sup>.

Vacation Schedule					
	In year	Scheduled Days			
		<214	215-224	225-259	260
Years	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.

**For 260-day employees, up to 5 unused vacation days may be carried over into the next year with written request to payroll by June 15. These carryover days are non-cumulative beyond the 5 days.**

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.

Payout at termination - 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 a vacation payout on a prorated basis. Employees discharged shall not receive a vacation payout.

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## **Unpaid Leave**

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 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. Unpaid days will be applied to the paycheck following the unpaid days taken.

## **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, medical appointments, or court hearings, although efforts must be made to schedule appointments beyond the school day. In addition, the Pulaski Community School District reserves the right to require a return to work note from a health care provider and/or confirmation of any sick leave appointments.

All employees will receive sick leave equivalent to one (1) day per month in accordance with the district's Sick Leave Schedule which is based on the amount of days the employee works annually. An employee can accumulate up to 90 days of sick leave. Sick leave is prorated during the first and last year of employment based on actual days worked. Sick leave earned is equivalent to one (1) day per month during the fiscal year.

Employees 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. Personal days will be approved based upon the availability of a substitute. Staff may not use personal days on professional development days without the prior approval of the District Administrator or designee. 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 one (1) day per month.

Those employees who 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 July 1.

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Support, Transportation, and Specialist Staff (see Appendix H for Administrators):

187-190 days 9 days made available July 1.

191-215 days 10 days made available July 1.

225-260 days 12 days made available July 1.

## **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) consecutive years of service to the school district and provide at least 30-day notice to access this benefit.

## **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. Professional Staff 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.

There is an attendance incentive for all hourly employees. A perfect semester of attendance in one year will equal a half day of pay each on the Wednesday of Thanksgiving week the following year on that years pay schedule.

## **Food Service Attendance Incentive**

Food Service employees that have perfect attendance in each (3) three-month term (September-November, December-February, March-June) will receive \$75 per term. If a food service employee earns the incentive in all three terms he/she will receive an additional \$75 end of year incentive.

## **Transportation Attendance Incentive**

Transportation employees that do not miss any part of their work schedule in each (3) three-month term (September-November, December-February, March-June) will receive an additional \$75 per term. If a transportation employee earns the incentive in all three terms, he/she will receive an additional \$75 end of year incentive.

## **FMLA**

Employee may be eligible to take up to 12 weeks of unpaid, job-protected leave in a 12-month look back period which are covered by law under the Family Medical Leave Act. Employees should communicate with their supervisor of any leave that might qualify for FMLA, so the district can communicate eligibility and paperwork with them. Questions should be directed to the Human Resources Office and/or see Admin Policy GCBDA-ADM for clarification. Employees who are eligible for FMLA leave are required by the district to use any paid time off they have accumulated in conjunction with FMLA.

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## 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 employee’s 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:

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

- 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 an approved absence 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. Employees will be paid for their regularly scheduled work hours and wages when scheduled workday falls on a 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)

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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 per Appendix H.

## 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 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 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. Employees are encouraged to consider retirement at the end of a school year or at the end of a fiscal year.

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- a. Professional staff: 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.
  - b. Support, Transportation, Specialist staff: Must file a written request for retirement benefits in lieu of health insurance with the Office of Human Resources at least one month prior to the retirement date in the calendar year in which the employment ends.
- 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 and specialist staff and \$10,000 for support and transportation 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 and specialist staff and \$7,500 for support and transportation 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. Future retirees and their spouses and dependents shall not have a vested right to any specific future benefits from the District other than those obtained at the time of retirement. Upon retirement, retirees are entitled only to the benefit articulated in the Employment Provisions Handbook in effect at the time of retirement and have no right to any benefit defined or implemented in the future. The district reserves the right to unilateral change, reduction or termination of this benefit for employees who have not yet accessed the benefit.

## **Teacher, Transportation, and Administrative Staff Provisions**

See applicable appendix for more information.

## *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.

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**(APPENDIX B)**

## **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 2021-2022 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.

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(APPENDIX C)

## PULASKI COMMUNITY SCHOOL DISTRICT

### Benefits Summary

**Additional benefits information can be found at  
<https://sites.google.com/a/pulaskischools.org/intranet/hr>**

	<b>EMPLOYEES: HIRED PRIOR TO JULY 1, 2012</b> 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.	<b>EMPLOYEES HIRED ON OR AFTER JULY 1, 2012</b> All 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 part-time employees working between 37.5 and 30 hours per week.
<b>Health Insurance</b>	The District will pay a portion 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.	The District will pay a portion of the single or family health insurance premium for professional, support, administrative, and specialist staff.
<b>Dental Insurance</b>	The District will pay a portion 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.	The District will pay a portion of the single or family dental insurance premium for professional, support, administrative, and specialist staff.
<b>Long-Term Disability</b>	The District will provide employees with a Long-Term Disability Plan.	The District will provide employees with a Long-Term Disability benefit.
<b>Term Life Insurance Support Staff</b>  <b>Administrators, Teachers &amp; Specialist Staff</b>	\$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. *unless limited due to current certificate	\$25,000 with option to purchase additional. Employee can choose coverage in \$5,000 increments up to 3x annual wages.  \$50,000 with option to purchase additional. Employee can choose coverage in \$5,000 increments up to 3x annual wages. *unless limited due to current certificate
<b>WRS</b>	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.
<b>Tax-Sheltered Annuity</b>	Voluntary – The cost shall be paid entirely by the employee.	Voluntary – The cost shall be paid entirely by the employee.
<b>Vision</b>	Voluntary – The cost shall be paid entirely by the employee.	Voluntary – The cost shall be paid entirely by the employee.

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(APPENDIX D)

**PULASKI COMMUNITY SCHOOL DISTRICT**  
**DELTA DENTAL- DENTAL PLANS**

<b>DELTA DENTAL – BASE PLAN</b>			
Premium Schedule Effective 7/1/2021 - 6/30/2022			
		Employee Contribution Per Month	Employer Contribution Per Month
Single:	\$ 56.93	\$ 8.97	\$ 47.96
Family:	\$ 169.61	\$ 26.75	\$ 142.86
<b>DELTA DENTAL – BUY DOWN PLAN</b>			
		Employee Contribution Per Month	Employer Contribution Per Month
Single:	\$ 46.38	\$ 0.00	\$ 46.38
Family:	\$ 122.06	\$ 0.00	\$ 122.06
<b>DELTA DENTAL – BUY UP PLAN</b>			
		Employee Contribution Per Month	Employer Contribution Per Month
Single:	\$ 77.66	\$ 29.70	\$ 47.96
Family:	\$ 229.15	\$ 86.28	\$ 142.87

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<b>PULASKI COMMUNITY SCHOOL DISTRICT</b>			
<b>Prevea360 POS/HMO HEALTH PLANS Monthly Insurance Premium Schedule</b>			
<b>Effective 7/1/2021-6/30/2022</b>			
<b>\$4,000 / \$8,000 Deductible HMO Plan - HSA Eligible – PCSD will make a monthly contribution to an HSA of \$75/single and \$150/family</b>			
Health Insurance		Premium Schedule Meeting Wellness Points	
		Employee Contribution	Employer Contribution
Single:	\$397.78	\$ 0.00	\$397.78 + \$75 HSA
Family:	\$1034.23	\$ 0.00	\$1034.23 + \$150 HSA
<b>\$3,000 / \$6,000 Deductible HMO Plan (100% Co-Insurance After Deductible)</b>			
Health Insurance		Premium Schedule Meeting Wellness Points	
		Employee Contribution	Employer Contribution
Single:	\$580.13	\$ 41.28	\$ 538.85
Family:	\$1,508.34	\$ 106.34	\$ 1402.00
<b>\$1,500 / \$3000 Deductible HMO Plan (90% Co-Insurance After Deductible)</b>			
Health Insurance		Premium Schedule Meeting Wellness Points	
		Employee Contribution	Employer Contribution
Single:	\$600.82	\$ 70.13	\$ 530.69
Family:	\$1,562.13	\$ 181.55	\$ 1380.58
<b>\$3,000 / \$6,000 Deductible POS Plan (100% Co-Insurance After Deductible)</b>			
Health Insurance		Premium Schedule Meeting Wellness Points	
		Employee Contribution	Employer Contribution
Single:	\$648.58	\$ 88.02	\$ 560.56
Family:	\$1,686.31	\$ 228.05	\$ 1458.26

\*A \$50/month surcharge will be accessed for those waiving wellness points/program

<b>Pulaski Community School District Board of Education</b>	<b>Policy Code: GBC</b> <b>Date: June 19, 2019</b>
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## **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**

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

Staff 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. The maintenance of their own professional development in order to stay current in their fields of work.
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.

# Pulaski Community School District Employment Provisions Handbook – July 1, 2021

## **Responsibilities of District Employees**

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.

# Pulaski Community School District Employment Provisions Handbook – July 1, 2021

## **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

Policy Revised: June 19, 2019

Pulaski Community School District  
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(APPENDIX F)

**Pulaski Community School District  
Administrative Procedures**

**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.

# Pulaski Community School District

## Employment Provisions Handbook – July 1, 2021

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.

# Pulaski Community School District Employment Provisions Handbook – July 1, 2021

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

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**Pulaski Community School  
District Board of Education Policy**

**Policy Code: ACA  
Date: November 30, 2016**

(APPENDIX G)

**PUBLIC NOTIFICATION OF NONDISCRIMINATION POLICY**

***(Class 1 Legal Notice to be published in area newspaper at least once annually.)***

It is the policy of the Pulaski Community School District that no person may be denied the benefits of, or be discriminated against in any curricular, extra-curricular, pupil service, recreational, or other program or activity based on traits of sex (including transgender status, change of sex, or gender identity), race, color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation or physical, mental, emotional or learning disability, or any other characteristic protected by Federal or state civil rights laws. . This policy does not intend to prohibit the provision of special programs or services based on objective standards of individual need or performance to meet the needs of pupils, including gifted/talented, special education, school-age parents, bilingual, bicultural, at risk, and other special programs or programs designed to overcome the effects of past discrimination. This policy also prohibits discrimination as defined by Title IX of the Education Amendments of 1972(sex), Age Discrimination Act of 1975, Title IV of the Civil Rights Act of 1964 (race and national origin), and Section 504 (handicap) of the Rehabilitation Act of 1973.

All District career and technical education opportunities will be offered to students on a nondiscriminatory basis. Information regarding such program offerings and admission criteria is included in the school course description book which is posted on the District website, [www.pulaskischools.org](http://www.pulaskischools.org) and available upon request from the school counselor office.

Children of homeless individuals and unaccompanied homeless youth (youth not in the physical custody of a parent/guardian) residing in the District shall have equal access to the same free, appropriate public education, including comparable services, as provided to other children and youth who reside in the District. Homeless children and youth shall not be required to attend separate schools or programs for homeless children and shall not be stigmatized by school personnel.

The District shall provide appropriate educational services or programs for students who have been identified as having a handicap or disability, regardless of the nature or severity of the handicap or disability. The District shall also provide for the reasonable accommodation of a student’s sincerely held religious beliefs with regard to examinations and other academic requirements. Requests for religious accommodations shall be made in writing and approved by the building principal.

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The District encourages informal resolution of student discrimination complaints. A formal complaint resolution procedure is available. To address allegations of violations of this policy in the Pulaski Community School District or ask any questions concerning Section 118.13 Wisconsin Statutes, or Title IX of the Educational Amendments of 1972 which prohibits discrimination on the basis of sex, complaints or concerns should be directed to:

Nicole Borley, Director of Student Services  
Pulaski Community School District  
P. O. Box 36  
Pulaski, WI  
54162 (920) 822-6020

## Legal References:

### Federal Law

- Title VI, Civil Rights Act of 1964
- Title IX, Education Amendments of 1972
- 14th Amendment, U.S. Constitution
- Age Discrimination Act of 1967
- Section 504 of the Rehabilitation Act of

### 1973 Wisconsin Statute Sections

- |                                 |  |
|---------------------------------|--|
| • 106.01                        | Discrimination in Education Prohibited |
| • 111.31 111.38 (Subchapter II) | Fair Employment                        |
| • 111.70 (subchapter IV)        | Municipal Employment Relations         |
| • 118.13                        | Pupil Discrimination Prohibited        |
| • 118.20                        | Teacher Discrimination                 |

### Prohibited Wisconsin Administrative Code

- |        |                         |
|--------|-------------------------|
| • PI 9 | Pupil Nondiscrimination |
|--------|-------------------------|

## Policy References

- AC Nondiscrimination
- ACB Pupil Nondiscrimination Complaint Procedure
- JBB Equal Educational Opportunities Title IX and Section 504 Complaint Procedure
- GBA Equal Opportunity Employment
- IGBA Program for Students with Disabilities
- IFC Multiculturalism
- IIAA Text Materials Selection
- IIAC Library Media Center Materials Selection Policy
- JB Equal Educational Opportunities
- JFA Student Due Process Rights
- JHCC Student Life-Threatening/Communicable Diseases Policy
- KLD Complaints Concerning Personnel, Procedures

Policy Adopted: July 28, 1987

Policy Revised: November 17, 1993; September 7, 1994; November 9, 1994; May 8, 2002;

August 17, 2005; November 30, 2016

# Pulaski Community School District Employment Provisions Handbook – July 1, 2021

(APPENDIX H)

## 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 (or 120 days per handbook and hire date).
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 1<sup>st</sup>).
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 4% 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. The District will pay up to \$3,000 per contract year for credits earned in an educational administration doctoral program or other program leading to additional administrative licensure through an accredited postsecondary institution. In order to receive reimbursement, the administrator must successfully complete a course with a grade of B or above and provide transcripts showing the grade received. If the administrator resigns, he/she will be assessed 100% of the tuition cost reimbursed during the current and previous contract year, 80% of the cost paid two years prior to resignation, and 50% of the cost paid 3 years prior.
10. Full payment in one state and one national professional organization.
11. Five days of consultant work are allowed within the regular contracted days upon approval of the district administrator.
12. Within the assigned workday 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.
13. Administrators who have 260-day contracts will be entitled to vacation days as enumerated on their individual contract. Up to 15 unused vacation days may be carried over into the next year with written request to payroll by June 15. These carryover days are non-cumulative beyond the 15 days. In addition, up to 5 of the 15 unused carryover vacation days may be paid out at administrator's daily rate with written request to payroll by June 15.
14. \$500 penalty for resignation between May 1 and July 15<sup>th</sup>; \$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.

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(Appendix I)

**STAFF PAY RATES**

<b>Position type</b>	<b>Starting rate/ substitute rate</b>	<b>Summer school rate</b>	<b>PCSD employee subbing in same position type</b>	<b>PCSD employee subbing in different position type*</b>
Teacher	(Sub) \$150/day or \$190/day*	\$23.00/hr	\$25.33/hr full-time or \$22.67/hr part-time	Current wage + \$2.75/hr up to \$25.33/hr
Paraprofessional	\$12.20/hr	Regular hourly rate	Regular hourly rate	Current wage + \$.25/hr up to \$14.92/hr or \$12.20/hr, whichever is higher
SPED Paraprofessional	\$13.20/hr	Regular hourly rate	Regular hourly rate	Current wage + \$.25/hr up to \$15.92/hr or \$13.20/hr, whichever is higher
Secretary	\$13.70/hr	Regular hourly rate	Regular hourly rate	Current wage + \$.25/hr up to \$17.60/hr or \$13.70/hr, whichever is higher
Cashier	\$12.00/hr	Regular hourly rate	Regular hourly rate	\$12.00/hr
Cook I	\$13.00/hr	Regular hourly rate	Regular hourly rate	\$13.00/hr
Cook II	\$14.60/hr	Regular hourly rate	Regular hourly rate	Current wage + \$.25/hr up to \$17.13/hr or \$14.60/hr, whichever is higher

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Custodian	\$15.20/hr	Regular hourly rate	Regular hourly rate	\$15.20/hr
Bus driver	\$18.00/hr	Regular hourly rate	Regular hourly rate	\$18.00/hr
Van driver	\$16.00/hr	Regular hourly rate	Regular hourly rate	\$16.00/hr
Registered nurse	\$22.90/hr	Regular hourly rate	\$22.90/hr	\$22.90/hr
	*at 10 consecutive days, retro pay back to first day			*must be qualified

## Student worker rates

Position type	Starting rate
First year	\$7.75/hr
Second year	\$8.75/hr
Third year	\$9.25/hr
Fourth year +	\$10.00/hr
Pool lifeguard	\$9.00/hr
Pool instructor	\$10.00/hr

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Head guard supervisor	\$11.30/hr
SS Custodian	\$9.25/hr*
SS B&G	\$10.00/hr*
	*\$.75/year increase

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(Appendix J)

## **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, PLC meetings, and parent teacher contract days, as indicated on the school calendar adopted by the Board of Education, as part of their teaching contract. Staff may not use personal days on professional development days and parent teacher contract days without the prior approval of the District Administrator or designee. 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.

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.

# Pulaski Community School District Employment Provisions Handbook – July 1, 2021

(Appendix K)

## **Transportation Staff Provisions**

### **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 four ( 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/Attendance Incentive**

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. In addition, the attendance incentive will be communicated in this same fashion.

### **D.O.T. Rules**

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.