

# NORTHERN OZAUKEE SCHOOL DISTRICT

## SUPPLEMENT TO THE EMPLOYEE HANDBOOK for PROFESSIONAL EMPLOYEES

(Teachers, School Counselors, School Psychologists, Library Media Specialist,  
and others covered by §118.22 Wis. Stats)

<u>Contents</u>	<u>Page Number</u>
Table of Contents .....	1
Teacher Rights .....	3
<b>SECTION 1. PROFESSIONAL HOURS</b> .....	4
Normal Hours of Work .....	4
Administratively Called Meetings & Staff Development Sessions.....	4
Attendance at School Events .....	4
Emergency School Closures .....	4
<b>SECTION 2. TEACHER SUPERVISION AND EVALUATION</b> .....	4
Formal Evaluations .....	4
Annual Evaluations .....	5
<b>SECTION 3. TEACHER INDUCTION PROGRAM</b> .....	6
Initial Orientation .....	6
Mentor Program.....	6
<b>SECTION 4. TEACHER ASSIGNMENTS, VACANCIES, AND TRANSFERS</b> .....	7
Teacher Assignments, Vacancies, and Transfers.....	7
Employee Resignations .....	7
Summer School Assignments.....	7
<b>SECTION 5. REDUCTION IN FORCE AND POSITIONS</b> .....	8
Selection for Reduction .....	8
Notice of Reduction .....	8
<b>SECTION 6. PROFESSIONAL COMPENSATION</b> .....	8
Salary Information .....	8
Initial Salary .....	8
Annual Salary Adjustments.....	8
Summer School.....	8
Additional Work Assignments .....	8
<b>SECTION 7. PROFESSIONAL DEVELOPMENT</b> .....	9
Professional Practice Goals.....	9
Credit Reimbursement .....	9
National Board Certification .....	10
Other Professional Development Activities.....	10

**SECTION 8. BENEFITS** ..... 11  
Sick Leave..... 11  
Pay-out of Sick Leave ..... 12  
Cash Alternative to Health Insurance..... 12

**SECTION 9. RETIREMENT AND SEPARATION BENEFITS** ..... 12  
Retirement..... 12  
Years of Service ..... 13  
Health Reimbursement Accounts..... 14

**SECTION 10. STANDARD FOR EMPLOYMENT** ..... 15  
Standard for Non-renewal of Teachers..... 15  
Termination of Employment ..... 15

## **TEACHER RIGHTS**

### **INDIVIDUAL TEACHERS**

The Board agrees that individual teachers have the right to individual contracts per 118.21 Wis. Stats., and are entitled to all of the protections and timelines as specified in the statutes.

### **INFORMATION**

The Board agrees, upon advance notice, to furnish the teachers all available public information concerning the financial reports, budgeting requirements and allocations, agendas and minutes of all Board meetings, treasurer's reports, school census information, and such other relevant educational and financial information.

### **USE OF SCHOOL PROPERTY**

Teachers will have the right to use the school buildings without cost for professional or educational reasons, provided such use does not interfere with the district's educational program and mission, and there is no conflict with a previously scheduled meeting. The teacher will pay the necessary cost, if any, of custodial service caused by evening meetings. Approval in advance for use of the facilities shall be cleared by the principal of the building in question.

### **USE OF SCHOOL EQUIPMENT**

A teacher shall also have the privilege to use office equipment, including duplication equipment, for carrying out personal business of the teacher. The teacher will pay any cost for supplies and/or services necessitated by such use.

## **SECTION 1. PROFESSIONAL HOURS**

### **NORMAL HOURS OF WORK**

Professional staff members are professional employees, as defined by the federal Fair Labor Standards Act and the Wisconsin Municipal Employee Relations Act, § 111.70(1) (L), Wis. Stats.

Professional staff members are responsible for completion of their professional duties as set forth by the District, whether such duties are performed at the employee's worksite or elsewhere. The District believes that flexible work schedules benefit both the professional and the District. Generally, full-time professional staff members will be required to be on-site during the entire time students are in school. However, exceptions may be made, based upon individual circumstances. Specific work schedules, including hours and days of work, and duties and responsibilities, will be established by the employee's supervisor and/or the superintendent.

### **ADMINISTRATIVELY CALLED MEETINGS AND STAFF DEVELOPMENT SESSIONS**

Both part-time and full-time professional staff members are required to attend all mandatory administratively called staff meetings and staff development sessions. The administrators shall attempt to provide reasonable notice of all such meetings. Professional staff members who are required to attend any type of administratively called meetings will receive no additional remuneration above their regularly paid salaries for attending such meetings.

### **ATTENDANCE AT SCHOOL EVENTS**

Professional staff members are required to attend all school events related to their professional responsibilities, as directed by their supervisors. Examples of this include open houses, parent-teacher conferences, and particular programs and events as they relate to specific positions within the school district. Staff members shall be given reasonable notice of such events. Professional staff members who have an extra-curricular conflict or have pre-approved coursework to attend may be excused at the discretion of the principal. Professional staff members shared between two or more buildings should consult with the principal of each building to determine the amount of time spent at each building for such school events.

### **EMERGENCY SCHOOL CLOSURES**

In the event the District is closed or an individual building(s) is closed, full- or partial-day closures may be made up at the discretion of the District. The District shall, at a minimum, make up all days/hours necessary to guarantee the receipt of state aids and/or necessary to meet the minimum annual school year requirements (days and hours) of the State of Wisconsin.

## **SECTION 2. TEACHER SUPERVISION AND EVALUATION**

### **FORMAL/INFORMAL EVALUATIONS**

#### **A. Process**

1. All employees shall be evaluated in accordance with state of Wisconsin expectations through the Educator Effectiveness Model.
2. All required observations must be completed by June 1.
3. Assistance, recommendations, and directions may, at the discretion of the District, be provided to each teacher in an attempt to correct professional difficulties observed.

B. Acknowledgement of Receipt and Response

The teacher shall acknowledge receipt of all documents related to supervision and evaluation by signing and dating the document within ten (10) school days of the conference. The teacher shall have the right to attach a report with any remarks concerning the document(s). Acknowledging receipt does not imply agreement with all or part of the documents received. Any employee who wishes to comment on the evaluation or who feels the evaluation was incomplete, inaccurate, or unjust may reduce those comments or objectives to writing and have them attached to the evaluation instrument to be placed in the personnel file. A teacher may attach a response to any document related to this process after the teacher's receipt of the evaluation document(s) listed above. The file copy of the evaluation and any comments or objectives shall be signed by both parties to indicate awareness of the content. The response must be initialed by the supervisor.

C. Copy of Evaluation Forms

A copy of the teacher evaluation form will be made available to all teachers. Other evaluation forms specific to certain jobs will be disseminated to appropriate staff members as they are developed and/or revised.

D. Performance Improvement Plan

Continuing teachers whose overall performance has not met expectations may, at the discretion of the District, be placed on a Performance Improvement Plan, and may or may not be non-renewed pursuant to applicable state statutes. If, at the District's discretion, a Performance Improvement Plan is necessary, the Plan will include the following:

1. *Goal of a Performance Improvement Plan:* The goal of a Performance Improvement Plan is for the teacher to meet performance expectations. The Plan will be designed to meet the specific needs of the teacher and the performance expectations of the District.
2. *Content of a Performance Improvement Plan:* The Plan may include a description of the teacher's deficiencies; a description of appropriate performance; a goal-setting plan to help the teacher develop required skills; a schedule of supervisory activities, including at least one additional evaluation; and a target date(s) by which time the teacher will perform satisfactorily. The Plan is not limited to, but might include, the following interventions: Any means of staff development defined in the District Staff Development Plan, observations and/or support by experts outside of the District, and/or peer coaching or mentoring.

#### **ANNUAL EVALUATIONS**

Annual evaluations will be completed for all professional staff members. These evaluations will be completed by each staff member's direct supervisor, usually the principal, and shall be based upon all facets of the employees work. The evaluation might include direct observations of work; fulfillment of all job responsibilities; feedback from parents, students, and other relevant individuals; student growth; and other factors as determined by the supervisor.

### **SECTION 3. TEACHER INDUCTION PROGRAM**

Northern Ozaukee School District is committed to new teachers having a successful, fulfilling, productive, and long career with the District. It is recognized that providing the appropriate support during the first years of teaching is critical to teacher retention and effective instruction for continual improvement of student learning and achievement. NOSD has designed an induction program that is inclusive of orientation, mentoring, and additional professional support through seminars and support groups.

Northern Ozaukee School District has the expectation that all teachers will strive to demonstrate continual professional development; to provide evidence of continual improvement of student learning and achievement; to guide and contribute to the professional growth of the school community; and to consistently demonstrate in practice the district's Mission, Vision, Core Values, and SMART Goals.

#### **INITIAL ORIENTATION**

Northern Ozaukee School District will provide an induction program for new teachers to the District. The purpose of the new teachers' induction program is to:

1. Provide a general orientation to the Northern Ozaukee School District.
2. Provide instruction in and develop an understanding of the Northern Ozaukee School District's Mission, Vision, Core Values, and SMART Goals.
3. Provide instruction in and develop an understanding of Northern Ozaukee School District's performance standards for teachers and the district's Supervision and Evaluation Model.

#### **MENTOR PROGRAM**

Mentoring is designed to provide ongoing professional support during the teacher's first two years in the district.

The mentor is a highly trained and experienced professional educator who provides expertise, ongoing support, and professional growth opportunities to enhance the skills and effectiveness of the protégé, thereby improving student learning and achievement.

The mentor will also serve as a coach who provides support for learning provided by using observation; data collection; and descriptive, nonjudgmental feedback of specific requested behaviors and technical skills. The goal is to help an individual see his or her own patterns of behavior through someone else's eyes and to prompt reflection, goal-setting, and action to increase the desired results.

#### ***Mentor Selection and Training***

The principal of each school will nominate teachers to serve as mentors. The mentors nominated have the right to decline the nomination. If the teacher accepts, s/he will serve for a one-year period with the option of renewing each year. The mentor will receive a stipend, as determined by the Board each year, to serve as a mentor and to participate in the district's Induction Program. The mentor is expected to complete the mentoring course and to meet all requirements of the position.

## **SECTION 4. TEACHER ASSIGNMENTS, VACANCIES, AND TRANSFERS**

### **TEACHER ASSIGNMENTS, VACANCIES, AND TRANSFERS**

#### *Determination of Assignment*

Teachers will be assigned or transferred by the superintendent, or his/her designee, in conjunction with principals and/or other District staff members. Notice of assignments and transfers will be made when known or as soon as practical.

#### *Assignment Preference Consideration*

Teachers may express in writing to the superintendent, or his/her designee, their preference of: a) school; b) grade level; or c) subject. If a teacher wishes to be transferred to another position which may open during the summer, application for a transfer should be made in writing to the superintendent or his/her designee. Consideration may be given to these requests.

#### *Job Posting*

When a position becomes vacant or a new position is created, notice of such available position will usually be posted internally and externally, simultaneously, for a minimum of five (5) working days. The superintendent or his/her designee may, at his/her discretion, require a shorter posting period. The District retains the right, at its discretion, to fill vacant positions without posting. Vacancies will usually be posted on the District's Web site and within each school office. The posting notice will usually include the date of posting, a description of the position, certification requirements, any other needed skills and/or requirements, and the anticipated start date.

#### *Process for Filling Vacancies*

An employee who applies for a vacant position prior to the end of the posting period *may* be granted an interview for the position. The District retains the right to select the most qualified applicant. The District retains the right to determine the job descriptions needed for any vacant position.

### **EMPLOYEE RESIGNATIONS**

A teacher's individual contract shall be considered binding on both parties. If, for any reason, a teacher asks for release from the contract, it is understood that the teacher must give the District notice that he/she intends to sever his/her contract with the District. Whenever possible, the teacher must give such notice at least sixty (60) calendar days prior to the date the employee desires the severance to occur.

If the teacher with a signed contract for the ensuing school year seeks release from the contract by June 30<sup>th</sup>, he/she shall forfeit one thousand dollars (\$1000), and after June 30 but before August 1 he/she shall forfeit two thousand dollars (\$2000), and after August 1 he/she shall forfeit three thousand dollars (\$3000) as liquidated damages for securing a replacement, as enumerated in the contract.

### **SUMMER SCHOOL ASSIGNMENTS**

All current teachers in the District may apply for summer school positions in the same manner as non-District teachers. All summer school teachers will be paid at the same hourly rate as determined annually by the District.

## **SECTION 5. REDUCTION IN FORCE AND POSITIONS**

### **SELECTION FOR REDUCTION**

In the event that the workforce needs to be reduced for any reason, individual employee(s) shall be selected for full or partial non-renewal (previously lay-off) at the discretion of the District. The District may take into consideration attrition, volunteers, the educational needs of the District, the experience of the individuals involved, performance evaluations of the employees, and the qualifications of the remaining employees in making reduction decisions.

### **NOTICE OF REDUCTION**

An employee subject to non-renewal due to workforce reduction will receive preliminary notice of non-renewal by April 30 and final notice of lay-off by May 15. No recall rights exist for employees who are non-renewed under this section.

## **SECTION 6. PROFESSIONAL COMPENSATION**

### **SALARY INFORMATION**

The District will attempt to make salary information for the professional staff available by June 1. In circumstances where the District does not have the information to make its salary decisions by June 1, the District will provide a preliminary estimate by July 15 and final notice of salary by August 15.

### **INITIAL SALARY**

The District, in its sole discretion, may place newly employed employees at any salary level. Initial salary determination may be influenced by the new employee's education and training, previous job performance, years of experience, availability of candidates, and other factors. The initial salary will be determined by the superintendent at the time the first contract is granted and is not subject to the grievance procedures of this Handbook.

### **ANNUAL SALARY ADJUSTMENTS**

The District will utilize the following factors in determining annual salary adjustments: Continuing education and professional growth activities that result in improved professional performance, student growth, annual performance assessment by supervisors based upon Effectiveness Project, and other factors as determined by the State of Wisconsin and the superintendent.

### **SUMMER SCHOOL**

All summer school teachers shall be selected by the summer school principal and shall be paid \$23/hour.

### **ADDITIONAL WORK ASSIGNMENTS**

#### ***Assignments During Normal Work Hours***

Professional employees may be assigned to advise and supervise activities during the normal school hours and shall not receive any additional compensation for performing such duties. Professional Staff will be paid for a maximum of 45 minutes for in-house subbing.



### *Assignments Outside of Normal Work Hours*

Professional employees may be assigned to professional committee work outside of the normal school hours. Since NOSD has implemented professional hours work schedules, employees will usually not receive any additional compensation for performing such duties. The District may, however, award stipends for such work, subject to the limits of the budget and the discretion of the superintendent. In addition, some assigned or volunteered professional work requires a time commitment that may be significantly beyond the district's normal expectations for professional employees. In such situations, additional compensation may also be provided, subject to the same budgetary constraints and the discretion of the superintendent.

Professional employees who are requested to supervise student activities (dances, athletic events, etc.) outside of the normal school day will generally be paid \$15/hour for such work.

### *Extracurricular Advisors and Coaches*

Professional employees shall receive additional compensation for performing the duties associated with the extracurricular activities enumerated in Appendix A. Professional employees receiving pay for extracurricular duties are eligible for mileage reimbursement for travel to all approved conference meetings.

Extracurricular assignments, including those with additional pay, will be made by the Administration in the best interests of the school district. The decision to assign these duties is not subject to grievance procedures.

## **SECTION 7. PROFESSIONAL DEVELOPMENT**

### **PROFESSIONAL PRACTICE GOALS**

Each teacher must develop an individual Professional Practice Goals (PPG) each year. This is *not* the same as the Professional Development Plan (PDP). The PDP is a multi-year plan developed in accordance with state licensure renewal requirements.

The PPG must be developed and on file as described in the Educator Effectiveness process. Professional Practice Goals can be revised at any time throughout the year. The Goals must list the teacher's professional goals for the upcoming school year. It must also specify how the teacher intends to achieve the listed goals. The methods of achievement include, but are not limited to, professional workshops, training sessions, university courses, independent study, work with the principal, etc. The goals must be related to areas in need of growth or an approved certification program, or related to a District or building goal, or an initiative approved by the superintendent or Board.

### **CREDIT/REIMBURSEMENT/PROFESSIONAL DEVELOPMENT/ACTIVITIES**

Upon prior approval of the superintendent, the District shall reimburse a professional employee an amount up to \$900 per year for up to six (6) graduate course credits earned or associated professional development activity as approved.

In order to receive this reimbursement, all of the following conditions must be met:

- The employee must submit the "College Course and Reimbursement Application" form to the superintendent and receive approval before enrolling in the class.

- The credits must be earned from an accredited college or university.
- The employee must earn at least a B grade.
- The course must be based upon the teacher's individual Professional Growth Plan, a certification program previously approved by the superintendent for reimbursement, or related to a building or District goal, and/or initiative approved by the superintendent or the Board.

Reimbursement will be paid upon submission of an official grade report to the superintendent, and shall be limited to a maximum of three (3) credits per school year.

All teachers shall have the right to apply for opportunities in development of increased competence beyond that which they may attain through the performance of their assigned duties. Each year, the budget of the District shall include funds to defray the costs of professional growth activities, such as visitations, conferences, workshops, etc. Determination of approved professional growth activities and participants to utilize these funds will be made by the superintendent upon recommendation of the principal.

In order for professional development activities to be approved for time off from work and expense reimbursement, all of the following conditions must be met:

- The teacher must submit the "Professional Development Activity Application" to the principal, who will review the application and forward it to the superintendent for approval. The application must include a statement explaining how the teacher plans to use the skills acquired and/or refined, as well as how the teacher plans to share this new information and/or skill with other staff members. The teacher must obtain approval before proceeding any further.
- The activity must be based upon the goals in the teacher's individual Professional Growth Plan, or related to a building or District initiative approved by the superintendent or the Board.
- All registrations, lodging arrangements, and prepayments associated with the "Professional Development Activity Application" should be handled through the District Office, unless the teacher is informed otherwise.

Approval of application forms may be affected by many factors, including the following:

- The number of teachers applying for the same activity
- Availability of acceptable substitute teachers
- The number of pupil contact days that will be missed
- Possible alternative workshops or training opportunities available
- The teacher's plan to share the information and/or training with other district personnel
- Availability of funds

In order to be reimbursed for expenses, the teacher must complete the Actual Expenses portion of the "Professional Development Activity Application" and resubmit the form, along with any applicable receipts, in a timely manner (normally within two weeks of the activity). Costs for such activities will include substitute teacher costs and be accounted for from \$900 professional development allowance/credit.

### *Expenses Covered by the District*

- Teachers are expected to use school-owned vehicles, when available. If the vans are not available, or it causes an undue hardship to the teacher to use the vans, mileage will be paid at the IRS rate. Mileage will be paid from the school or applicant's home, whichever is less, on regular school days, and from the applicant's home on non-school days.
- Meals will be reimbursed at a rate specified on the application form and in compliance with IRS regulations.
- Materials such as books, handouts, etc., that are received by teachers at workshops, professional growth training sessions, etc., are the property of the District, unless specifically purchased by the participant.

### *Expenses Not Covered by the District*

- Memberships in professional organizations are personal obligations. While the fees for a workshop or conference sponsored by such an organization are reimbursable, the membership dues are not.
- Reimbursement will not be provided for mileage, tuition, lodging, or other fees associated with attendance at college credit-granting workshops, conferences, seminars, etc., where credits are awarded to the applicant.

## **NATIONAL BOARD CERTIFICATION**

The District recognizes that achievement of National Board of Professional Teaching Standards (NBPTS) certification is likely to improve a teacher's instructional skills and result in improved student learning and achievement. Therefore, teachers who earn this certification shall receive an additional stipend of \$2500 in the year in which they receive their certification and for each school year in which they hold the certification thereafter.

## **SECTION 8. BENEFITS**

### **SICK LEAVE**

Full-time employees (80% or more employment) will be eligible for ten (10) paid sick leave days per year, cumulative to sixty (60) days. Part-time employees will receive a prorated number of paid sick leave days relative to their full-time equivalency. Part-time employees must be employed at least fifty percent (50%) full-time equivalency to be eligible for this benefit.

These days are intended to be used for personal illness, medical appointments, or for an illness in the employee's immediate family. For purposes of sick leave, 'immediate family' is defined as the employee's spouse, children, parents, parents-in-law, and any other family members living in the employee's household.

### *End of the Year Use*

It is often difficult to find substitute teachers near the end of the school year, and teacher absences at that time can be very disruptive to students' instructional programs. Therefore, sick leave will not be approved for routine medical appointments and other non-urgent reasons during the last three (3) weeks of school.

### ***Sick Leave Bank***

Employees who have accumulated more than sixty (60) days prior to July 1, 2012 will have all days above sixty (60) deposited in a "Sick Leave Bank." No additional days may be deposited in the bank after June 30, 2012.

At the beginning of each school year, all professional staff members, including those with sixty (60) accumulated days, will have ten (10) days deposited in their regular sick leave account. If an employee ends the school year with more than sixty days (60), those additional days will not carry over or be deposited in the sick leave bank.

At the end of the school year, employees who have less than sixty (60) days in their regular sick leave account will have sufficient days withdrawn from their sick leave bank, if available to them, to bring the total in their regular sick leave account back up to sixty (60) days.

### **PAY-OUT OF SICK LEAVE**

#### ***Separation During the School Year***

Sick leave, though credited at the beginning of the fiscal year, is vested only upon completion of the work year. Any professional employee leaving the District during the school year will be credited only with those days earned up to the time of separation.

#### ***Retirement***

Pay-out for accumulated sick leave days, including days in the "Sick Leave Bank," will be at a rate of \$50 for each day, subject to a maximum pay-out of \$3000, at the time of retirement.

#### ***Other Separations***

Professional employees who have worked for NOSD for at least ten (10) years will receive a pay-out of \$25 each for all accumulated sick leave, subject to the maximum of \$1500. There is no pay-out for employees who leave NOSD after having worked less than ten (10) years in the District.

#### ***Limitation***

This pay-out benefit shall not apply to any employee who is discharged, terminated, or non-renewed, except for the purpose of workforce reduction.

### **CASH ALTERNATIVE TO HEALTH INSURANCE**

Full-time, professional employees who are eligible for family or single health insurance through the District may receive a cash pay-out of \$6000 (family) or \$2000 (single) per year in lieu of receiving district health insurance. Those full-time professional employees who are eligible for family health insurance through the District may receive a cash pay-out of \$2000 if they choose to receive a single plan instead of a family plan. Professional employees who are employed on a 50% or more basis are eligible for this benefit on a prorated basis.

**In order to be eligible for this benefit, the employee must provide the Business Office with proof of other health insurance coverage.**

This is an annual benefit, subject to modification and/or elimination at the discretion of the Board on an annual basis.

## SECTION 9. RETIREMENT AND SEPARATION BENEFITS

### RETIREMENT

Retirement benefits (RBs) are available only to certified professional employees who have been employed by NOSD on a full-time basis for a minimum of fifteen (15) school years as of June 30, 2012. No additional years of credit may be accrued after June 30, 2012.

Benefits cannot be utilized until the employee has attained the age of fifty-five (55) and retired from the District.

#### *Application*

All applications for RBs shall be filed in writing with the superintendent on or before March 1 prior to the year in which the retirement is to become effective. Applications shall be accompanied by a letter of resignation with an effective date on or before the date that the early retirement benefits would become effective.

#### *Limitations*

RBs shall not apply to any discharged, terminated, or non-renewed employee, except for an employee non-renewed for workforce reduction purposes.

#### *Benefits (Revised July 1, 2013)*

Benefits shall equal the district's portion of the annual premium for a family or single health plan as of June 30, 2012, calculated in the following manner:

$$\begin{aligned} \$14,268.60 \times .85 &= \$12,138.31 \text{ (Rounded to } \$12,150 \text{) (Family Coverage)} \\ \$5,427.12 \times .85 &= \$4,613.05 \text{ (Rounded to } \$4,650 \text{) (Single Coverage)} \end{aligned}$$

Benefits shall include direct payment of any of the following: Long-term care insurance, health insurance, dental insurance, and/or other medical expenses. These funds will be expended by the District on behalf of the retiree until all funds have been utilized. The retiree may select from one or a combination of these options:

1. To continue participation in any of the following district benefits (if available): Health insurance, dental insurance, and long-term care insurance. If this option is selected, the District shall directly pay the premiums for these benefits.
2. To participate in an alternate health, dental, or long-term care program selected by the employee/retiree. The retiree will provide the District with the costs associated to obtain alternate care. The District will pay the costs through the payroll process directly to the retiree.
3. To pay for any other medical cost recognized by the IRS as tax-deductible. The retiree will provide the district with the costs associated to obtain other medical costs. The District will pay the costs through the payroll process directly to the retiree.

### YEARS OF SERVICE

Each year of employment to the district prior to July 1, 2012 which is evaluated as satisfactory shall be counted as one year of service in terms of RBs. Paid leaves of absence shall be included

in years of service. Unpaid leaves of absence shall not count. Partial years of service may be combined to equal one year of service with fractional carryover. Fractions of one year of service will be computed as ½ year or less = 0 years of service and more than ½ year = 1 year service.

***Eligibility***

***Family/Single***

- 24 or more years of service equals the value of 8 years of premium cost to be utilized within 8 years. (\$97,200)(\$37,200)
- 21 or more years of service equals the value of 6 years of premium cost to be utilized within 6 years. (\$72,900)(\$27,900)
- 18 or more years of service equals the value of 4 years of premium cost to be utilized within 4 years. (\$48,600)(\$18,600)
- 15 or more years of service equals the value of 2 years of premium cost to be utilized within 2 years. (\$24,300)(\$9,300)

In order to be eligible for the above retirement benefits, an employee must work in the Northern Ozaukee School District until he/she is at least 55 years or older.

All funds not utilized will be forfeited.

***Beneficiary***

All retirees receiving RBs must designate a beneficiary. Death of retiree prior to fulfillment of earned RBs will be given to listed (named) beneficiary, using these same guidelines, until earned eligibility terminates.

**HEALTH REIMBURSEMENT ACCOUNTS**

***Retirement***

Professional employees who retire from NOSD retain all funds in their Health Reimbursement Account (HRA). These funds must be utilized within seven (7) years of retirement.

***Separation***

Professional employees who separate from NOSD, other than for retirement, and have been employed by NOSD for at least ten (10) years, retain 50% of the funds in their HRA. These funds must be utilized within seven (7) years of separation.

Professional employees who separate from NOSD, other than for retirement, and have been employed by NOSD for at least fifteen (15) years, retain 100% of the funds in their HRA. These funds must be utilized within seven (7) years of separation.

***Limitations***

Discharged, terminated, or non-renewed (except those non-renewed for workforce reduction purposes) employees do not retain their HRA funds, regardless of the number of years of employment.

## SECTION 10. STANDARD FOR EMPLOYMENT

### STANDARD FOR NON-RENEWAL OF TEACHERS

Employees may be recommended for non-renewal in accordance with applicable Wisconsin Statutes. Such non-renewal is subject to the grievance provisions of this Handbook.

### TERMINATION OF EMPLOYMENT

The employment relationship between the District and any employee is terminated if the employee:

- A. Is non-renewed as described in the first paragraph of this section
- B. Quits his/her employment
- C. Fails to return to work on the work day following the expiration of an authorized leave of absence, unless unable to notify because of illness or other reasonable basis
- D. Retires

***The Northern Ozaukee School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities.***

*The following person/people has/have been designated to handle inquiries regarding the non-discrimination policies:*

*Mr. Tom Dorgan, HS Building Administrator  
Northern Ozaukee School District  
401 Highland Dr.  
Fredonia, WI 53021  
(262) 692-2453 ext 419  
tdorgan@nosd.edu*

*Mrs. Barbara Peterka, Director of Pupil Services  
Northern Ozaukee School District  
401 Highland Dr.  
Fredonia, WI 53021  
(262) 692-2489 ext 411  
bpeterka@nosd.edu*