

NORTHERN OZAUKEE SCHOOL DISTRICT

SUPPLEMENT TO THE EMPLOYEE HANDBOOK  
for  
EXEMPT (AT-WILL) EMPLOYEES

(Administrative Assistant to the Superintendent, Business Office Personnel, Network Administrator, and Other Eligible Positions as Designated by NOSD.)

<u>Contents</u>	<u>Page Number</u>
Table of Contents .....	1
<b>SECTION 1. TERMS OF EMPLOYMENT</b> .....	2
Letter of Agreement.....	2
<b>SECTION 2. HOURS/DAYS OF WORK</b> .....	2
Regular Workday .....	2
Additional Hours and Breaks .....	2
Emergency School Closings.....	2
Attendance at Meetings.....	2
<b>SECTION 3. REDUCTION IN WORKFORCE, POSITIONS, AND HOURS</b> .....	3
Workforce Reduction.....	3
Insurance Benefits During Reduction .....	3
<b>SECTION 4. HOLIDAYS AND VACATIONS</b> .....	3
Holidays .....	3
Vacation Time.....	3
<b>SECTION 5. COMPENSATION AND BENEFITS</b> .....	3
Wage Information .....	3
Sick Leave.....	3
Pay-out of Sick Leave .....	4
Other Leave and Benefits.....	4
<b>SECTION 6. JOB-RELATED TRAINING</b> .....	4
Staff Development/Training.....	4
Expenses .....	4
<b>SECTION 7. EMPLOYEE EVALUATIONS</b> .....	4
Evaluations.....	4
<b>SECTION 8. RETIREMENT AND SEPARATION BENEFITS</b> .....	5
Retirement.....	5
Health Reimbursement Accounts.....	5
<b>SECTION 9. STANDARD FOR EMPLOYMENT</b> .....	5
<b>SECTION 10. RESIGNATION FROM EMPLOYMENT</b> .....	5
Notice of Separation .....	5

## **SECTION 1. TERMS OF EMPLOYMENT**

### **LETTER OF AGREEMENT**

Upon initial employment in an exempt position, each employee will be provided with a Letter of Agreement. The Letter of Agreement will be in effect from the first day of work until June 30.

#### ***Renewal of Letter***

A new Letter of Agreement will then be provided to cover a period of two (2) years beginning July 1 and ending two years later on June 30. Thereafter, similar Letters of Agreement beginning July 1 and ending June 30, covering a two (2) year period of time, will be provided for as long as the employee remains in the same position with NOSD.

#### ***Contents of Letter of Agreement***

The Letter of Agreement shall include:

- The position to which the employee is assigned
- The term of the Agreement
- The salary, if known, for each year of the Agreement
- A list of benefits, including, but not limited to, health, dental, life, and other insurance programs applicable to the employee; available leave, vacation time, and holidays
- The process for terminating the Agreement

## **SECTION 2. HOURS/DAYS OF WORK**

### **REGULAR WORKDAY**

Because of different schedule requirements, an employee's starting, lunch, and finishing times may vary in different assignments and locations. The employee's immediate supervisor will schedule working hours, break periods, and lunch periods.

### **ADDITIONAL HOURS**

Exempt employees are generally salaried and not eligible for additional compensation for work beyond the regular work day or week.

### **EMERGENCY SCHOOL CLOSINGS**

All exempt employees, except those who participate in snow removal or similar tasks, and those specifically requested by the superintendent or his/her designee, shall not report to work on days when the school to which they are assigned is closed due to inclement weather or situations beyond the District's control.

### **ATTENDANCE AT MEETINGS**

Employees required to attend meetings called or scheduled by the employee's supervisor shall usually not receive additional compensation for hours spent in attendance at such meetings, even if such meetings are held when the employee would not regularly be on duty.

### **SECTION 3. REDUCTION IN FORCE, POSITIONS, AND HOURS**

#### **WORKFORCE REDUCTION**

##### *Selection*

In the implementation of staff reductions, the District may consider attrition, volunteers, the educational, and other needs of the District, and the experiences and qualifications of the employees.

##### *Notice of Reduction*

In the event the District determines to reduce the number of positions or the number of hours in any position, the District will give at least ten (10) calendar days' notice of reduction. The notice shall specify the effective date and the reason for the reduction.

##### *Reduction in Hours*

Employees who are reduced in hours shall not lose any paid leave days, time of service, or vacation (if applicable) they have accrued.

#### **INSURANCE BENEFITS DURING REDUCTION**

Please see the COBRA subsection of the All Staff portion of the Handbook for an explanation of insurance continuation options, or contact the Business Office.

### **SECTION 4. HOLIDAYS AND VACATIONS**

#### **HOLIDAYS**

The holiday leave available to each exempt employee shall be specified in the Letter of Agreement.

Generally, full-time, twelve-month employees will receive the following ten (10) paid holidays:

New Year's Eve	Labor Day
New Year's Day	Thanksgiving
Friday before Easter	Day after Thanksgiving
Memorial Day	Christmas Eve
Independence Day	Christmas Day

#### **VACATION TIME**

All vacation time will be specified in the Letter of Agreement.

### **SECTION 5. COMPENSATION AND BENEFITS**

#### **WAGE INFORMATION**

Each exempt employee's wage will be specified in his/her Letter of Agreement.

#### **SICK LEAVE**

The amount of sick leave available for exempt employees is specified in their individual Letters of Agreement.

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 School Year Use*

The end of the school year is an especially busy time. It is often difficult to find substitutes for employees when needed. Absences near the end of the year can result in needed work not being completed in a timely manner, and can be very disruptive to the school day. Therefore, sick leave will not be approved for routine medical appointments and other non-urgent reasons during the last three (3) weeks of school.

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

Pay-outs for accumulated sick leave upon retirement or separation from the district for other reasons is subject to terms of the Letter of Agreement.

#### *Limitation*

No pay-out benefit shall apply to any employee who is discharged, terminated, or non-renewed, except for the purpose of workforce reduction.

#### **OTHER LEAVE AND BENEFITS**

Exempt employees may be eligible for other leaves and benefits in accordance with the Employee Handbook that is applicable to all employees.

#### *Limitation*

If any benefit listed in the Employee Handbook is in conflict with the exempt employee's Letter of Agreement, the Letter of Agreement shall govern.

### **SECTION 6. JOB-RELATED TRAINING**

#### **STAFF DEVELOPMENT/TRAINING**

The District, at its discretion, may provide paid, appropriate staff development/training for exempt employees.

#### **EXPENSES**

Employees required or approved by the District to attend off-campus conferences, seminars, or other development/training may receive reimbursement for overnight accommodations (if appropriate), travel, and meals. Registration should be paid through a district purchase order, if at all possible. The District will not pay for any alcohol.

### **SECTION 7. EMPLOYEE EVALUATIONS**

#### **EVALUATIONS**

The primary purpose of evaluations is to provide continuous improvement in the quality of service to the community, students, and staff of the District. The District will orient all new employees regarding evaluation procedures and instruments. If an instrument is changed, all affected employees will be reoriented. Evaluations shall be conducted by the building administrators or other supervisors as assigned by the superintendent.

#### *Frequency*

The frequency of evaluations shall be established at the discretion of the District, but each exempt employee will usually receive at least one evaluation in each year of employment. The

District shall have the sole right to determine the method of evaluation and by which supervisory personnel the evaluation(s) will be conducted.

*Receipt of Evaluation and Comments or Disputes*

Each employee shall receive a copy of his or her evaluation. The employee will be expected to sign his or her evaluation, but only to acknowledge receipt of the same. The employee may respond in writing with his or her comments attached to the completed evaluation.

**SECTION 8. RETIREMENT AND SEPARATION BENEFITS**

**RETIREMENT**

Retirement benefits (RBs) are available only to exempt 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. Benefits cannot be utilized until the employee has attained the age of fifty-seven (57), waived Cobra and retired from the District. The specific retirement benefits available for such employees are specified in their individual Letters of Agreement.

**HEALTH REIMBURSEMENT ACCOUNTS**

*Retirement*

Exempt 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*

Exempt employees who separate from NOSD other than by 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.

Exempt employees who separate from NOSD other than by 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*

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

**SECTION 9. STANDARD FOR EMPLOYMENT**

The superintendent or his/her designee is solely responsible for implementing any or all disciplinary measures, including, but not limited to, suspension and/or dismissal from employment. Such discipline or termination shall be subject to the grievance procedure provisions of the NOSD Employee Handbook.

**SECTION 10. RESIGNATION FROM EMPLOYMENT**

**NOTICE OF SEPARATION**

Employees will give written notice of termination of employment as soon as possible, but at least fifteen (15) working days prior to the effective date of resignation.