



# SHEBOYGAN AREA

SCHOOL DISTRICT

**Note:** This meeting will be held in the Superintendent's Conference Room.

**Tuesday, July 23, 2024**

**Time:** 6:15 p.m. – 6:30 p.m.

**CHAIR:** Dr. Hein

**MEMBERS:** Mr. Mancl, Vice Chair  
Ms. Robbins  
Ms. Hibl

*\*Starting/ending times may vary*

*(a quorum of the Board may be present)*

The Human Resources Committee meeting will be held in the Superintendent's Conference Room, 3330 Stahl Road, Sheboygan, Wisconsin on **Tuesday, July 23, 2024, at 6:15 p.m.** The following items will be presented for consideration at that time:

Please note some Board members may be participating in this Board meeting via teleconference or other remote access technology. Members of the public who attend the meeting will be able to hear any open session dialogue between such members and the Board members present in the Superintendent's Conference Room.

## REPORT TO THE HUMAN RESOURCES COMMITTEE AGENDA

2 min. **1. APPOINTMENTS – Ms. Jami Hintz** (Confirming Action)

The administration recommends the following appointments be confirmed:

ADMINISTRATORS

Kim Post Sheboygan, WI	School Psychologist District-Wide	UW-Whitewater	Master's Degree \$80,855.00
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Ms. Post has been hired as a School Psychologist for the 2024-2025 school year. She received her School Psychology degree from UW-Whitewater. Ms. Post has previously served as a School Psychologist for CESA 7 and the Plymouth School District. She has also served as an Autism Consultant, Autism Education Coach, and an Allies in Mental Health Education Coach for CESA 7. Ms. Post was the only candidate interviewed.

TEACHERS

Swapna Bera Sheboygan, WI	Science Étude Middle	Bose Institute	Doctoral Degree \$46,874.00
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Ms. Bera has been hired for the 2024-2025 school year. She is certified in Biology and Chemistry and will be certified in General Science. She was the only candidate interviewed.

Alexander Eron Hudson, WI	Social Studies Étude Middle	UW-Eau Claire	Bachelor's Degree \$52,874.00
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Mr. Eron has been hired for the 2024-2025 school year. He is certified in Broad Field Social Studies and History. He was one of three candidates interviewed.

Diane Gafney Plymouth, WI	Orientation & Mobility Specialist District-Wide	Northern Illinois University	Master's Degree \$83,361.00
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Ms. Gafney has been hired for the 2024-2025 school year. She is certified in Orientation & Mobility. She was the only candidate interviewed.

Julie Hauck Plymouth, WI	Multilingual Learner Longfellow	Cardinal Stritch University	Master's Degree \$75,874.00
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Ms. Hauck has been hired for the 2024-2025 school year. She is certified in Adaptive Education, Regular Education, Reading, and Specific Learning. She will be certified in English as a Second Language. She was one of five candidates interviewed.

Tyler Hausmann Germantown, WI	Social Studies South High	UW-Milwaukee	Bachelor's Degree \$46,874.00
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Mr. Hausmann has been hired for the 2024-2025 school year. He will be certified in Broad Field Social Studies. He was one of nine candidates interviewed.

Emma Hinz Sheboygan, WI	Social Studies and English North High	UW-Madison	Master's Degree \$48,874.00
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Emma Hinz has been hired for the 2024-2025 school year. She is certified in English, English as a Second Language, and Social Studies. She was one of three candidates interviewed.

Eh Doh Htoo Sheboygan, WI	English Étude Middle	Lakeland College	Bachelor's Degree \$46,874.00
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Mr. Htoo has been hired for the 2024-2025 school year. He will be certified in Regular Education. He was one of three candidates interviewed.

Theresa Huston Lafayette, IN	Family and Consumer Education Urban	Purdue University	Master's Degree \$82,361.00
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Ms. Huston has been hired for the 2024-2025 school year. She is certified in Family and Consumer Sciences. She was the only candidate interviewed.

Julie Johnson Sheboygan, WI	Fifth Grade Cooper	Cardinal Stritch University	Master's Degree \$79,874.00
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Ms. Johnson has been hired for the 2024-2025 school year. She is certified in Regular Education. She was one of three candidates interviewed.

Cody Magno Franklin, WI	Social Studies South High	Carroll University	Master's Degree \$46,874.00
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Mr. Magno has been hired for the 2024-2025 school year. He is certified in English as a Second Language and Social Studies. He was one of nine candidates interviewed.

Mark Maranell Howards Grove, WI	Physical Education Cooper/Cleveland	Concordia University	Master's Degree \$71,874.00
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Mr. Maranell has been hired for the 2024-2025 school year. He is certified in Health and Physical Education. He was one of four candidates interviewed.

Carlie Pittner Sheboygan, WI	Speech & Language Pathologist Sheridan	UW-Stevens Point	Master's Degree \$66,130.00
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Ms. Pittner has been hired for the 2024-2025 school year. She is certified in Speech and Language Pathology. She was one of two candidates interviewed.

Jeffrey Prentice Sheboygan, WI	General Music Madison	University of Jamestown	Bachelor's Degree \$52,874.00
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Mr. Prentice has been hired for the 2024-2025 school year. He is certified in Music. He was one of two candidates interviewed.

Amanda Rammer Sheboygan, WI	Family and Consumer Education South High	Western Culinary Institute	Certificate \$56,374.00
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Ms. Rammer has been hired for the 2024-2025 school year. She will be certified in Family and Consumer Education. She was the only candidate interviewed.

Katherine Ruchalski Sheboygan, WI	Art Cooper/Cleveland	UW-Milwaukee	Bachelor's Degree \$59,374.00
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Ms. Ruchalski has been hired for the 2024-2025 school year. She is certified in Art. She was one of two candidates interviewed.

Jaclyn Schmidt Whitelaw, WI	Early Literacy Intervention Jackson	Concordia University	Master's Degree \$71,874.00
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Ms. Schmidt has been hired for the 2024-2025 school year. She is certified in English, Reading Teacher, and Regular Education. She was the only candidate interviewed.

Dakota Spaeth West Bend, WI	Third Grade Cooper	Concordia University	Bachelor's Degree \$46,874.00
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Ms. Spaeth has been hired for the 2024-2025 school year. She will be certified in Regular Education. She was one of two candidates interviewed.

#### COOKS

Levi Bender	Horace Mann	August 12, 2024	\$17.00 per hour
Maria Urie	Jackson	August 26, 2024	\$15.70 per hour

#### EDUCATIONAL ASSISTANTS

Cynthia Cappel	Urban	August 26, 2024	\$16.74 per hour
Kym Edler	Lincoln-Erdman	August 26, 2024	\$16.85 per hour
Karyn Joy	South High	August 26, 2024	\$17.80 per hour
Lynn Koeppen	Horace Mann	August 26, 2024	\$16.90 per hour
Ethan Lilyquist	North High	August 26, 2024	\$17.05 per hour
Christine Matos	Early Learning Center	August 26, 2024	\$16.64 per hour
Caleb McClurg	Jackson	August 26, 2024	\$17.04 per hour

#### HEARING INTERPRETER

Madison Price	District-Wide	August 26, 2024	\$24.80 per hour
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#### SECRETARIES

Janae Baus	Grant	August 12, 2024	\$18.56 per hour
Heather Bingham*	Wilson	June 24, 2024	\$20.70 per hour
Monica Garcia Castro	Cleveland	August 26, 2024	\$17.00 per hour
Lisa Kane-Charles	Madison	August 1, 2024	\$19.15 per hour
Heather Masterson	Pigeon River	August 12, 2024	\$16.64 per hour

\*Relative of SASD employee

## 1 min. 2. **SEPARATIONS – Ms. Jami Hintz** (Information)

The following separations have been granted:

Michelle Bernhardt	Teacher	Farnsworth	July 26, 2024
Sonya Lambert	Cook	North High	July 5, 2024
Amber Miller	Teacher	North High	July 26, 2024
Kathryn Tulppo	Teacher	North High	June 10, 2024
Azelin Ugalde	Educational Assistant	Jackson	June 7, 2024

2 min. **3. INTRODUCTION (FIRST READING) OF REVISED BOARD OF EDUCATION POLICY 3430 – LEAVES OF ABSENCE – Ms. Jami Hintz** (Information/Possible Action)

The administration recommends the introduction (first reading) of the following revised policy:

- Policy 3430 – Professional Staff; Leaves of Absence

2 min. **4. INTRODUCTION (FIRST READING) OF REVISED BOARD OF EDUCATION POLICY 4430 – LEAVES OF ABSENCE – Ms. Jami Hintz** (Information/Possible Action)

The administration recommends the introduction (first reading) of the following revised policy:

- Policy 4430 – Support Staff; Leaves of Absence

2 min. **5. INTRODUCTION (FIRST READING) OF REVISED BOARD OF EDUCATION POLICY 3431 – EMPLOYEE LEAVES – Ms. Jami Hintz** (Information/Possible Action)

The administration recommends the introduction (first reading) of the following revised policy:

- Policy 3431 – Professional Staff; Employee Leaves

2 min. **6. INTRODUCTION (FIRST READING) OF REVISED BOARD OF EDUCATION POLICY 4431 – EMPLOYEE LEAVES – Ms. Jami Hintz** (Information/Possible Action)

The administration recommends the introduction (first reading) of the following revised policy:

- Policy 4431 – Support Staff; Employee Leaves

2 min. **7. SUPPORT STAFF HANDBOOK CHANGES – Ms. Jami Hintz** (Information/Possible Action)

The administration will review the recommended changes to the Support Staff Handbook.

2 min. **8. PROFESSIONAL STAFF HANDBOOK CHANGES – Ms. Jami Hintz** (Information/Possible Action)

The administration will review the recommended changes to the Professional Staff Handbook.

Book	Policy Manual
Section	3000 Professional Staff
Title	PERSONAL LEAVES OF ABSENCE
Code	po3430*jrm
Status	First Reading
Adopted	October 22, 2013
Last Revised	October 10, 2022

### 3430 - **PERSONAL LEAVES OF ABSENCE**

~~Any professional staff member may request a discretionary voluntary leave of absence from the District Administrator. All requests shall state the reason for the leave and the expected duration of the leave.~~

~~The Board authorizes the District Administrator to approve a leave of absence pursuant to this policy; however, if a request for a leave of absence requires modification of a professional staff members employment contract which may by law only be modified by agreement of the Board, such request must be approved by the Board before it can be granted.~~

~~This policy governs leaves, in addition, to leave under Policy 3430.01 (FMLA) or other District leave policies, however, any leave under this policy that is also qualifying leave under Policy 3430.01 will be designated as such and count towards the employee's leave entitlement. Approved leave under this policy shall state the conditions applicable to the employee's return to work. Nothing in this policy shall serve as a guarantee of any job protection for leave beyond otherwise protected leave.~~

~~Any professional staff member granted a leave of absence by the District Administrator shall be considered to have stopped the performance of all work with the District until the completion of the leave. Exceptions may be made by the District Administrator in cases where the best interest of the District might be served.~~

The District may grant an employee an unpaid personal leave of absence in situations not otherwise covered by applicable leave and/or disability protection laws (e.g., Family and Medical Leave Act leave, leave as an accommodation under the Americans with Disabilities Act, etc.).

Unpaid personal leaves of absence will be granted only in extraordinary circumstances. Such leaves are reserved for exceptional situations and require submission of a written request to the Assistant Superintendent of Human Resources and support from the employee's supervisor. Request forms can be obtained from the Human Resources Department. A request for a personal leave of absence should be submitted at least four (4) weeks prior to the requested start date.

Requests for leaves lasting thirty (30) calendar days or less, and the exact dates of such leaves, are subject to approval by the immediate supervisor and the Assistant Superintendent of Human Resources. Such leaves will begin, and end, on the approved dates.

Requests for leaves lasting thirty-one (31) calendar days or longer are subject to the following conditions:

1. Leave must be approved by the Assistant Superintendent of Human Resources and the Board;
2. Leave may not exceed twelve (12) calendar months;
3. The employee will not be allowed to participate in District-sponsored benefits during the leave period (COBRA will be offered);
4. Paid time off will not accrue during the leave period; however, sick leave accumulated at the time the leave begins will be reinstated upon return; and
5. Employees will not receive an HRA contribution for the year in which they are on leave of absence.

Employees returning from personal leaves of absence of thirty-one (31) days or more will be given a position within the District, but it may not be the same position the employee held when the leave began.

Employees returning from personal leaves of absence of thirty-one (31) days or more may not be eligible for an annual salary increase upon return.

Nothing in this policy shall be construed to contradict with any applicable leave protection laws.

Revised 2/23/16

Revised 7/28/20

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Book	Policy Manual
Section	4000 Support Staff
Title	PERSONAL LEAVES OF ABSENCE
Code	po4430*jrm
Status	First Reading
Adopted	October 22, 2013
Last Revised	July 28, 2020

#### 4430 - **PERSONAL LEAVES OF ABSENCE**

~~Any support staff member may request a discretionary voluntary leave of absence from the District Administrator. All requests shall state the reason for the leave and the expected duration of the leave.~~

~~This policy governs leaves, in addition, to leave under Policy 4430.01 (FMLA) or other District leave policies, however, any leave under this policy that is also qualifying leave under Policy 4430.01 will be designated as such and count towards the employee's leave entitlement. Approved leave under this policy shall state the conditions applicable to the employee's return to work. Nothing in this policy shall serve as a guarantee of any job protection for leave beyond otherwise protected leave.~~

~~Any support staff member granted a leave of absence by the District Administrator shall be considered to have terminated all work with the District until completion of the leave. Exceptions may be made by the District Administrator in cases where the best interests of the District might be served.~~

The District may grant an employee an unpaid personal leave of absence in situations not otherwise covered by applicable leave and/or disability protection laws (e.g., Family and Medical Leave Act leave, leave as an accommodation under the Americans with Disabilities Act, etc.).

Unpaid personal leaves of absence will be granted only in extraordinary circumstances. Such leaves are reserved for exceptional situations and require submission of a written request to the Assistant Superintendent of Human Resources and support from the employee's supervisor. Request forms can be obtained from the Human Resources Department. A request for a personal leave of absence should be submitted at least four (4) weeks prior to the requested start date.

Requests for leaves lasting thirty (30) calendar days or less, and the exact dates of such leaves, are subject to approval by the immediate supervisor and the Assistant Superintendent of Human Resources. Such leaves will begin, and end, on the approved dates.

Requests for leaves lasting thirty-one (31) calendar days or longer are subject to the following conditions:

1. Leave must be approved by the Assistant Superintendent of Human Resources and the Board;
2. Leave may not exceed twelve (12) calendar months;
3. Leave will begin and end on the dates approved by the Board;
4. The employee will not be allowed to participate in District-sponsored benefits during the leave period (COBRA will be offered);
5. Paid time off will not accrue during the leave period; however, sick leave accumulated at the time the leave begins will be reinstated upon return; and
6. Employees will not receive an HRA contribution for the year in which they are on leave of absence.

Employees returning from personal leaves of absence of thirty-one (31) days or more will be given a position within the District, but it may not be the same position the employee held when the leave began.

Employees returning from personal leaves of absence of thirty-one (31) days or more may not be eligible for an annual salary increase upon return.

Nothing in this policy shall be construed to contradict with any applicable leave protection laws.

Revised 2/23/16

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Book	Policy Manual
Section	3000 Professional Staff
Title	EMPLOYEE LEAVES
Code	po3431*jrm
Status	First Reading
Adopted	October 22, 2013
Last Revised	November 30, 2023

### 3431 - EMPLOYEE LEAVES

~~As a School District, our business is education. We expect our teachers to be here to teach on scheduled school days. We also realize that people are our most valuable assets and situations arise that may necessitate teacher absences. The District shall provide Paid Leaves of Absence.~~

~~**Sick Leave**—A teacher will earn one (1) sick day for every month worked. Sick days will be accrued monthly after they have been earned. Teachers should make every effort to schedule routine medical appointments outside of their regularly scheduled work hours.~~

~~**Sick Leave Use**—Sick leave shall be paid for an absence from work due to:~~

- ~~A. Personal illness, injury, pregnancy, or serious health condition of the employee;~~
- ~~B. Illness or injury of an employee's child under the age of eighteen (18) or age eighteen (18) or older if the child has a handicapping condition;~~
- ~~C. Serious health condition of a spouse, child, or parent as defined by the FMLA;~~
- ~~D. Birth (own child) or day of acquiring an adopted child;~~
- ~~E. Bereavement is allowed for up to five (5) consecutive days for immediate family (defined as spouse, child, parent, or other household member), up to three (3) consecutive days for sibling, grandparent, grandchildren, spouse's parent, and one (1) day for other family members or close personal friend.~~

~~Additional bereavement for immediate family may be allowed up to ten (10) total consecutive days with approval from the Assistant Superintendent of Human Resources.~~

~~Administration has the right to request written verification from a physician for absences of more than three (3) consecutive days or a pattern of absences.~~

~~If the ten (10) day sick leave benefit is not used in the current school year, the balance may be accumulated up to sixty (60) days. The sick leave bank total shall not exceed sixty (60) days for any one school year.~~

~~A teacher new to the District must enter upon the execution of their contract and duties with the Board in order to be eligible for sick leave. This does not apply to teachers who have been under contract with the Sheboygan Area School District for the previous school year.~~

~~If any employee does not return to work at the beginning of the next school year, the teacher shall not earn any sick leave until the teacher returns to work. The amount of sick leave credited for that year to the employee upon their return will be prorated at one (1) day per full month left in the academic year.~~

~~Under extraordinary circumstances employees may donate one personal leave day to any employee who has exhausted their sick leave. Such donated days will be used to continue the salary and benefits of the employee who has exhausted their sick leave. Once the employee has qualified for long term disability, no further donated days may be received.~~

**Personal Leave of Absence with Compensation**—A Personal Leave of Absence with Compensation shall be granted by the individual's responsible administrator for up to two (2) school days per year. Personal leave for full time employees shall not require explanation. Part time employees will receive a pro-rated personal day based on the percentage of time they work. Teachers hired on or after the first day of the second semester will receive one (1) day of personal leave for the current school year.

- A. The employee shall give their responsible administrator at least twenty four (24) hours advance notice in writing. For personal leave to be issued in May or June, notification to the employee's responsible administrator must be made by April 15; for notice after this date, approval is at the discretion of the building administrator.
- B. The number of employees granted a personal day in a given building on a given day shall be prorated as follows:
  - 1. 1-20 employees = two (2) per day
  - 2. 21-40 employees = three (3) per day
  - 3. 41-70 employees = four (4) per day
  - 4. 71+ employees = five (5) per day

The traveling teacher's and part time teacher's home school will determine total staff of a building and the number of teachers granted a personal day.

- C. The personal day may not be taken during the first or last week of school, on an in-service day, or immediately before or after a holiday or recess period as defined in the calendar.
- D. Requests for personal days submitted to the building administrator by September 30th will be given consideration and scheduled. If arrangements can't be worked out among employees requesting a specific day, the deciding factor will be years in the District.
- E. Employees who have the maximum sixty (60) days of sick leave at the end of the school year may choose any contract day as a personal day except for the first or last week of school. This personal day provision would require a four (4) week advance notice in writing if occurring on a day previously ineligible for personal use day.
- F. Leaves with compensation will not be granted for the purpose of working for another employer.

The total of all such personal leaves of absence with compensation shall not exceed two (2) days in one (1) school year. Unused personal leave of absence days shall be credited to the employee's sick bank the following year. Administration has the discretion to make allowances in mitigating circumstances.

The Board recognizes that there may be instances in which employees can not report to work and recognizes that in certain circumstances it is appropriate to provide compensation or job protection during those absences. The leave provided for in this policy is provided in conjunction with other Board leave policies, including Policy 3430.01 Family & Medical Leave of Absence ("FMLA") and Policy 3430 Leaves of Absence.

The Board recognizes that there may be instances in which employees can not report to work and recognizes that in certain circumstances it is appropriate to provide compensation or job protection during those absences. The leave provided for in this policy is provided in conjunction with other Board leave policies, including Policy 3161 Unrequested Leaves of Absence/Fitness for Duty, Policy 3430.01 Family & Medical Leaves of Absence ("FMLA"), and Policy 3430 Personal Leaves of Absence.

#### A. Bereavement Leave

Staff members are eligible for bereavement leave as specified in the Employee Handbook.

#### B. Military Leave

Staff members will be afforded protected leave from employment to perform their obligations to the United States Armed Forces, whether for reserve duty or a call to active duty, and potential deployment. Leave shall be provided in accordance with the law.

#### C. Leave for Jury Duty

Staff members who are called to jury duty shall be excused as specified in the Employee Handbook.

**D. Volunteer Firefighter, Emergency Medical Technician, First Responder, or Ambulance Driver**

A staff member who is a volunteer firefighter, emergency medical technician, first responder, or ambulance driver for a volunteer fire department or fire company, a public agency, or a nonprofit corporation may be late for or absent from work without pay if the lateness or absence is due to the staff member responding to an emergency that begins before the staff member is required to report to work and if the staff member complies with all of the following requirements:

1. By no later than thirty (30) days after becoming a member of a volunteer fire department or fire company or becoming affiliated with an ambulance service provider, submits to the District a written statement signed by the chief of the volunteer fire department or fire company or by the person in charge of the ambulance service provider notifying the District that the staff member is a volunteer firefighter, emergency medical technician, first responder, or ambulance driver for a volunteer fire department or fire company, a public agency, or a nonprofit corporation;
2. When dispatched to an emergency, makes every effort to notify the District that the staff member may be late for or absent from work due to the staff member responding to the emergency or, if prior notification cannot be made due to the extreme circumstances of the emergency or the inability of the staff member to contact the District, submits to the District a written statement from the chief of the volunteer fire department or fire company or from the person in charge of the ambulance service provider explaining why prior notification could not be made; and
3. When late for or absent from work due to responding to an emergency, provides, on the request of the District, a written statement from the chief of the volunteer fire department or fire company or from the person in charge of the ambulance service provider certifying that the staff member was responding to an emergency at the time of the lateness or absence and indicating the date and time of the response to the emergency.

When the status of a staff member as a member of a volunteer fire department or fire company or as an affiliate of an ambulance service provider changes, including termination of that status, the staff member shall notify the District of that change in status.

**E. Organ Donor Leave**

A staff member may take up to six (6) weeks of leave in a twelve (12) month period as necessary for the employee to undergo bone marrow or organ donation procedure and to recover from the procedure. The employee may be required to provide written medical certification that s/he will serve as a donor and the amount of leave time necessary.

Leave taken for this purpose is unpaid, however, an employee is eligible to substitute available accrued paid leave for all or some of the leave taken under this policy. An employee must provide as much advance notice as possible so as not to unduly disrupt the District's operations. The employee will be returned to the same position upon return or if that position is no longer available an equivalent position and shall not lose any benefits during leave, including the right to continue health insurance coverage as provided for in the District's FMLA policy, Policy 3430.01.

**F. Leave for Voting**

A staff member who is eligible to vote may take up to three (3) consecutive hours of unpaid leave to vote while the polls are open on Election Day. The staff member must submit a leave request to the District Administrator prior to Election Day. The District Administrator must approve the leave, but may identify a specific three (3) hour period during the staff member's work hours that the staff member is permitted to utilize for voting.

Leave for voting is provided on an unpaid basis. However, the District Administrator may approve the leave with pay or allow the employee to substitute paid leave for the unpaid Election Day leave. Staff members may not be penalized for using voting leave.

**G. Election Official Leave**

The District Administrator shall approve a one (1) day unpaid leave of absence for any staff member who is appointed to serve as an election official, provided the staff member has given the District at least seven (7) days' notice of the leave. In accordance with State law, the District may request confirmation from the municipal

clerk of the staff member's appointment as an election official.

Leave to serve as an election official is provided on an unpaid basis. If available, a staff member may substitute paid leave such as personal leave. Staff members may not be penalized for using leave to serve as an election official.

#### **H. Leave to Testify**

Any employee who is issued a subpoena to testify in a criminal court proceeding shall be provided the following:

1. If the proceeding relates to a criminal matter under Chapters 48 or 938 of the Wisconsin Statutes, the employee may not be discharged from employment for absences due to testifying, provided that the employee provides notice within one (1) business day of receiving the subpoena;
2. Any employee subpoenaed to testify in a matter that involves a crime committed against the employer or against the employee in the course of employment (including an act committed by a juvenile that would be a crime if committed by an adult), shall be provided paid time off to do so such that no loss of wages or benefits occurs as a result of compliance with the subpoena.

Revised 2/23/16

T.C. 11/30/23

Book	Policy Manual
Section	4000 Support Staff
Title	EMPLOYEE LEAVES
Code	po4431*jrm
Status	First Reading
Adopted	October 22, 2013
Last Revised	November 30, 2023

#### 4431 - **EMPLOYEE LEAVES**

##### **EARNED TIME OFF (ETO)**

~~As a School District, our business is education. We expect our employees to be here on scheduled workdays. We also realize that people are our most valuable assets and situations arise that may necessitate employee absences. The District shall provide Earned Time Off (ETO).~~

~~**Sick Leave**— An employee will earn one (1) sick day for every month worked. Sick days will be accrued monthly after they have been earned. Employees should make every effort to schedule routine medical appointments outside of their regularly scheduled work hours.~~

##### **Sick Leave Use**

- A. ~~Sick leave shall be paid for an absence from work due to:~~
  1. ~~personal illness, injury, pregnancy, or serious health condition of the employee;~~
  2. ~~illness or injury of an employee's child under the age of eighteen (18) or age eighteen (18) or older if the child has a handicapping condition;~~
  3. ~~serious health condition of a spouse, child, or parent as defined by the FMLA;~~
  4. ~~birth (own child) or day of acquiring an adopted child;~~
  5. ~~bereavement is allowed for up to five (5) consecutive days for immediate family (defined as spouse, child, parent, or other household member), up to three (3) consecutive days for sibling, grandparent, grandchild, spouse's parent, and one (1) day for other family members or close personal friend. Additional bereavement for immediate family may be allowed, up to ten (10) total consecutive days, with approval from the Assistant Superintendent of Human Resources and Administrative Services or designee.~~
- B. ~~Administration has the right to request written verification from a physician for absences more than three (3) consecutive days or a pattern of absences.~~
- C. ~~If the full sick leave benefit is not used in the current fiscal year, the balance may be accumulated up to sixty (60) days. The sick bank total shall not exceed sixty (60) days for any one (1) school year.~~
- D. ~~If an employee does not use any sick leave from July 1st through June 30th, they will be credited with one (1) additional personal day the following year.~~
- E. ~~An employee new to the District must enter upon the execution of their employment start date and duties with the Board in order to be eligible for sick leave. This does not apply to employees who have been employed with the Sheboygan Area School District during the previous school year.~~
- F. ~~If any employee does not return to work at the beginning of the next school year, the employee shall not earn any sick leave until the employee returns to work.~~

- G. Under extraordinary circumstances, employees may donate one (1) personal leave day or vacation day to any employee who has exhausted their sick leave. Such donated days will be used to continue the salary and benefits of the employee who has exhausted their sick leave. Once the employee has qualified for long term disability, no further donated days may be received.

**Personal Leaves of Absence**—Personal leave of absence with compensation shall be granted by the individual's responsible administrator/supervisor for up to one (1) school day per year. One (1) day of personal leave shall not require explanation. Part-time employees will receive a pro-rated personal day based on the percentage of time they work. New employees hired on or after February 1 will not receive one (1) day of personal leave for the current school year.

#### **Personal Leave Use**

- A. The employee shall give their responsible administrator/supervisor at least twenty four (24) hours advance notice, in writing. For personal leave to be used in May or June, notification to the employee's responsible administrator/supervisor must be made by April 15th. Approval is at the discretion of the administrator/supervisor.
- B. No more than one (1) employee per given area of concentration will be granted a personal day for the same day, except due to emergency closings.
- C. The personal day may not be taken during the first or last week of school, on an in-service day that pertains to their position, or immediately before or after a holiday or recess period as defined in the calendar.
- D. Requests for personal days submitted to the administrator/supervisor by September 30th will be given consideration and scheduled.
- E. Leaves with compensation will not be granted for the purpose of working for another employer.
- F. The total of all such personal leaves of absence with compensation shall not exceed two (2) days in one (1) school year (leave for current year plus up to one (1) day earned from previous year).

**Holidays**—All employees are eligible for holiday pay for the following legal holidays if they fall in the months that they are assigned to work:

#### **A. Specified Days**

July 4th, Labor Day, Thanksgiving Day, the day after Thanksgiving, December 24th, Christmas Day, December 31st, New Year's Day, Good Friday, and Memorial Day. Employees who work less than an eight (8) hour day will have their holiday pay prorated accordingly.

#### **B. Occurring on Saturday or Sunday**

When holidays occur on Saturdays or Sundays, provisions shall be made to allow such days to be added to vacation days. For employees who do not qualify for vacation, the holiday will be an additional paid day.

#### **C. Within a Vacation Period**

When a holiday falls within an employee's vacation period, such holiday shall not be counted as part of the vacation.

**Vacations**—The vacation year runs concurrent with the fiscal year (July 1st through June 30th). Employees who are scheduled to work more than ten (10) months per year qualify for vacation according to the following schedule:

- A. **First Year:** The employee will earn, but not receive, up to five (5) vacation days prorated based upon the date of employment to the end of the fiscal year. Employees who work less than an eight (8) hour day will have their vacation pay prorated accordingly.
- B. **Subsequent Years:** On July 1st, or the start of the school year for employees not working during the summer, employees shall be credited with their vacation days earned during the prior fiscal year.
- C. **Up to 7th anniversary**—two (2) weeks/ten (10) days.
- D. **7th anniversary to 15th anniversary**—three (3) weeks/fifteen (15) days.
- E. **15th anniversary to 25th anniversary**—four (4) weeks/twenty (20) days.

**F. 25th anniversary and beyond — five (5) weeks/twenty five (25) days:**

Employees hired before July 1, 2012 will be allowed to keep the vacation day allotment they have earned under the prior agreement and will be eligible for additional days as they meet the new levels of service.

Employees may carry over up to five (5) vacation days to the following year with administrator/supervisor approval.

**Vacation Requests**— At least one (1) week's advanced notice for vacation should be given to the responsible administrator/supervisor. Vacations may be taken on any of the days on which an employee is scheduled to work; however, employees are encouraged to take vacation during non-peak times. Administration reserves the right to deny vacation requests in mitigating circumstances.

**Emergency Closing of Schools**— If school does not convene, starts late, or dismisses early, or your worksite is closed due to an emergency, employees who are normally scheduled to work may use leave without compensation, personal day, and/or vacation, provided they have such time remaining in the fiscal year. This does not pertain to custodial or maintenance staff who are required to work snow removal. Facilities Services will coordinate custodial and maintenance staff work schedules.

## **JURY DUTY**

Subject to the provision on "Payment for Time Out on Jury Duty" (see below), a non-accumulative for as much time as is required will be provided to an employee to serve on a jury for which the employee is summoned by the court when such duty occurs during the employee's regular work hours or workdays.

**Employee Notice**— An employee must notify their administrator/supervisor as soon as notice of jury duty is received. Also, the employee is expected to contact his/her administrator/supervisor upon termination of jury duty or when temporarily relieved of jury duty.

**Payment for Time Out on Jury Duty**— An employee who is unable to report for work because of jury duty will be paid the regular hours the employee is scheduled to work. The employee will reimburse the District the amount received from serving on jury duty (less any travel expenses received) to the office of Business and Operational Services. The employee will not suffer any loss of benefits that would be accrued during this time (i.e. sick leave, health insurance, vacation, etc.) or loss of any salary adjustment to which the employee is entitled.

## **UNIFORMED SERVICES LEAVE**

**Uniformed Services Leave of Absence**— Employees performing duty, whether on a voluntary or involuntary basis, in a uniformed service shall be granted a leave of absence without pay in accordance with the provisions of Federal law and state law.

**Seniority/Length of Service During Uniformed Services Leave**— Employees shall continue to accrue length of service for wage/salary increments, if applicable, and all other purposes where length of service is a factor. The employee's absence shall not be construed as a break in service for any purpose.

**Reemployment Rights**— Reemployment rights extend to persons who have been absent from a position of employment because of "service in the uniformed services." "Service in the uniformed services" means the performance of duty on a voluntary or involuntary basis in a uniformed service, including:

- A. Active duty and active duty for training;
- B. Initial active duty for training;
- C. Inactive duty training;
- D. Full-time National Guard duty;
- E. Absence from work for an examination to determine a person's fitness for any of the above types of duty;
- F. Funeral honors duty performed by National Guard or Reserve members; and/or
- G. Duty performed by intermittent employees of the National Disaster Medical System (NDMS), which is part of the Department of Health and Human Services, when activated for a public health emergency, and approved training to prepare for such service (added by Pub. L. 107-188, June 2002). See 42 U.S.C. § 300hh-11(d).

**Request for Uniformed Services Leave** When time permits, the request for a reserve military leave should be as far in advance as possible so the employer can adequately plan for the absence. Whenever possible, the request should be accompanied by a copy of the reservist's military orders. The request shall be submitted to the District Administrator or their designee.

## **UNPAID LEAVES OF ABSENCE**

### **Leaves Without Compensation**

- A. An employee may be granted a leave of absence without compensation for personal reasons for a period not to exceed one (1) year and providing it does not injure the program of the school system.
- B. The conditions under which an employee may return from a leave for personal reasons shall be determined by the Board upon the recommendations of the Superintendent at the time of approval of the request for such leave.
- C. The immediate supervisor may grant leaves without compensation for short periods of time if there is no serious interruption of the operational program.
- D. The employee shall provide as much notice as possible for leave without compensation. If the notice is less than forty eight (48) hours, leave without compensation may be granted at the discretion of the immediate supervisor.

The Board recognizes that there may be instances in which employees can not report to work and recognizes that in certain circumstances it is appropriate to provide compensation or job protection during those absences. The leave provided for in this policy is provided in conjunction with other Board leave policies, including Policy 4161 Unrequested Leaves of Absence/Fitness for Duty, Policy 4430.01 Family & Medical Leaves of Absence ("FMLA"), and Policy 4430 Leaves of Absence.

#### **A. Bereavement Leave**

Staff members are eligible for bereavement leave as specified in the Employee Handbook.

#### **B. Military Leave**

Staff members will be afforded protected leave from employment to perform their obligations to the United States Armed Forces, whether for reserve duty or a call to active duty, and potential deployment. Leave shall be provided in accordance with the law.

#### **C. Leave for Jury Duty**

Staff members who are called to jury duty shall be excused as specified in the Employee Handbook.

#### **D. Volunteer Firefighter, Emergency Medical Technician, First Responder, or Ambulance Driver**

A staff member who is a volunteer firefighter, emergency medical technician, first responder, or ambulance driver for a volunteer fire department or fire company, a public agency, or a nonprofit corporation may be late for or absent from work without pay if the lateness or absence is due to the staff member responding to an emergency that begins before the staff member is required to report to work and if the staff member complies with all of the following requirements:

1. By no later than thirty (30) days after becoming a member of a volunteer fire department or fire company or becoming affiliated with an ambulance service provider, submits to the District a written statement signed by the chief of the volunteer fire department or fire company or by the person in charge of the ambulance service provider notifying the District that the staff member is a volunteer firefighter, emergency medical technician, first responder, or ambulance driver for a volunteer fire department or fire company, a public agency, or a nonprofit corporation;
2. When dispatched to an emergency, makes every effort to notify the District that the staff member may be late for or absent from work due to the staff member responding to the emergency or, if prior notification cannot be made due to the extreme circumstances of the emergency or the inability of the staff member to contact the District, submits to the District a written statement from the chief of the volunteer fire department or fire company or from the person in charge of the ambulance service provider explaining why prior notification could not be made; and



3. When late for or absent from work due to responding to an emergency, provides, on the request of the District, a written statement from the chief of the volunteer fire department or fire company or from the person in charge of the ambulance service provider certifying that the staff member was responding to an emergency at the time of the lateness or absence and indicating the date and time of the response to the emergency.

When the status of a staff member as a member of a volunteer fire department or fire company or as an affiliate of an ambulance service provider changes, including termination of that status, the staff member shall notify the District of that change in status.

#### **E. Organ Donor Leave**

A staff member may take up to six (6) weeks of leave in a twelve (12) month period as necessary for the employee to undergo bone marrow or organ donation procedure and to recover from the procedure. The employee may be required to provide written medical certification that s/he will serve as a donor and the amount of leave time necessary.

Leave taken for this purpose is unpaid, however, an employee is eligible to substitute available accrued paid leave for all or some of the leave taken under this policy. An employee must provide as much advance notice as possible so as not to disrupt the District's operations. The employee will be returned to the same position upon return, or if that position is no longer available an equivalent position and shall not lose any benefits during leave, including the right to continue health insurance coverage as provided for in the District's FMLA policy, Policy 4430.01.

#### **F. Leave for Voting**

A staff member who is eligible to vote may take up to three (3) consecutive hours of unpaid leave to vote while the polls are open on Election Day. The staff member must submit a leave request to the District Administrator prior to Election Day. The District Administrator must approve the leave but may identify a specific three (3) hour period during the staff member's work hours that the staff member is permitted to utilize for voting.

Leave for voting is provided on an unpaid basis. However, the District Administrator may approve the leave with pay or allow the employee to substitute paid leave for the unpaid Election Day leave. Staff members may not be penalized for using voting leave.

#### **G. Leave to Testify**

Any employee who is issued a subpoena to testify in a criminal court proceeding shall be provided the following:

1. If the proceeding relates to a criminal matter under Chapters 48 or 938 of the Wisconsin Statutes, the employee may not be discharged from employment for absences due to testifying, provided that the employee provides notice within one (1) business day of receiving the subpoena;
2. Any employee subpoenaed to testify in a matter that involves a crime committed against the employer or against the employee in the course of employment (including an act committed by a juvenile that would be a crime if committed by an adult), shall be provided paid time off to do so such that no loss of wages or benefits occurs as a result of compliance with the subpoena.

Revised 2/23/16  
T.C. 11/30/23

## COMPENSATORY TIME

**CURRENT:** For the purposes of calculating overtime or compensatory time, sick leave, vacation, personal day, and holidays will be counted towards hours worked.

**PROPOSED:** For the purposes of calculating overtime or compensatory time, sick leave, vacation, personal days, and holidays will not be counted towards hours worked unless the work is considered crucial and indispensable to District operations and has received prior approval from the supervisor and Assistant Superintendent of Human Resources. Such circumstances include situations such as snow plowing, boiler outages, cybersecurity incidents, weekend coverage, and the like.

### **PROPOSED:**

## ABSENTEEISM

Maintaining consistent attendance is essential for the success of our organization. Through this policy, we aim to foster a culture of accountability, reliability, and professionalism among all employees.

Employees are expected to work when scheduled unless otherwise excused. An “excused absence” is an absence taken pursuant to an applicable District policy (e.g., personal days, unpaid leave of absence, etc.) or is otherwise authorized in advance by District administration. All other absences will be deemed unexcused and subject to discipline pursuant to this policy.

Regardless of the applicable District policy for which excused absences are requested, employees must notify their principal or supervisor of the expected absence at least twenty-four (24) hours in advance (or with as much advance notice as possible considering relevant circumstances) and must obtain principal or supervisor approval. Failure to comply with these requirements will deem the absence unexcused.

An employee who incurs three (3) or more unexcused absences in any twelve (12) month period may be disciplined, up to and including termination of employment, for excessive absenteeism.

In instances where absences are due to illness or other medical reasons, employees may be required to provide medical documentation to substantiate their absence. Failure to provide such documentation may result in the absence being deemed unexcused.

The District reserves the right to waive enforcement of these requirements in very limited circumstances as may be necessary to provide a reasonable accommodation for a qualified individual with a disability under pertinent law or pertaining to absences taken pursuant to other leave protection laws.

For purposes of clarification, District employees may not take “leave without compensation” or otherwise fail to work when scheduled, in exchange for a corresponding compensation reduction, without prior District approval. Any such instance will be considered an unexcused absence and may subject the employee to discipline above and beyond what is stated in this policy.

### **PROPOSED:**

## UNPAID TIME OFF

In rare cases, an employee may be allowed to take up to five (5) days of unpaid time for personal purposes during the school year with principal approval. The employee must be in good standing within the District to be eligible for this unpaid time.

Unpaid time off should not be used during the first or last five days of school. All personal leave must be exhausted before using unpaid time. These unpaid days do not accumulate or carry over to the next school year and are subject to approval by the principal or supervisor.

Requests for unpaid time should be submitted to their supervisor at least 4 weeks in advance.

## 2024-2025 Professional Staff Handbook Revisions

### PROPOSED:

#### ABSENTEEISM

Maintaining consistent attendance is essential for the success of our organization. Through this policy, we aim to foster a culture of accountability, reliability, and professionalism among all employees.

Employees are expected to work when scheduled unless otherwise excused. An “excused absence” is an absence taken pursuant to an applicable District policy (e.g., personal days, unpaid leave of absence, etc.) or is otherwise authorized in advance by District administration. All other absences will be deemed unexcused and subject to discipline pursuant to this policy.

Regardless of the applicable District policy for which excused absences are requested, employees must notify their principal or supervisor of the expected absence at least twenty-four (24) hours in advance (or with as much advance notice as possible considering relevant circumstances) and must obtain principal or supervisor approval. Failure to comply with these requirements will deem the absence unexcused.

An employee who incurs three (3) or more unexcused absences in any twelve (12) month period may be disciplined, up to and including termination of employment, for excessive absenteeism.

In instances where absences are due to illness or other medical reasons, employees may be required to provide medical documentation to substantiate their absence. Failure to provide such documentation may result in the absence being deemed unexcused.

The District reserves the right to waive enforcement of these requirements in very limited circumstances as may be necessary to provide a reasonable accommodation for a qualified individual with a disability under pertinent law or pertaining to absences taken pursuant to other leave protection laws.

For purposes of clarification, District employees may not take “leave without compensation” or otherwise fail to work when scheduled, in exchange for a corresponding compensation reduction, without prior District approval. Any such instance will be considered an unexcused absence and may subject the employee to discipline above and beyond what is stated in this policy.

### PROPOSED:

#### UNPAID TIME OFF

In rare instances, a certified staff member may be permitted to take unpaid time off. For extended periods, a staff member may be granted up to five consecutive days of unpaid leave for personal reasons during the school year, once every three years, with principal approval. The employee must complete one (1) academic year within their position and be in good standing within the District to be eligible for this unpaid time.

Unpaid time off cannot be used during the first or last five days of school. All personal leave must be exhausted before using unpaid time. These unpaid days do not accumulate or carry over to the next school year and are subject to approval by the principal or supervisor.

A request for unpaid time of this nature should be submitted at least four (4) weeks prior to the requested start date.