

# Support Staff Handbook Revisions 2019

## Section 2 EMPLOYMENT LAWS

**School Violence Threat Reporting - Under Wisconsin Act 143, all mandatory reporters such as teachers, school counselors, administrators, and other school employees are required to report directly to the Sheboygan City of Sheboygan or the Sheboygan County Sheriff's Department if they believe in good faith, based on a threat made by an individual seen in the course of professional duty regarding threats of school violence and there exists a serious and imminent threat to the health and safety of a student, a school employee, or the public. Anyone who, in good faith, participates in the making of a report pursuant to the legal mandate shall in so doing be immune from any liability, civil or criminal, that might otherwise be imposed. State law also protects employees from being discharged from employment as a direct result of such a report.**

## Section 8 EARNED TIME OFF (ETO)

**Sick Leave -** An employee will earn one (1) sick day for every month worked. **Employees who work less than 40 hours in a week will have their sick leave prorated accordingly.** 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.

A. Sick leave shall be paid for an absence from work due to:

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, Human Resources and Administrative Services or designee.

**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. **Employees who work less than 40 hours in a week will have their personal day prorated accordingly.** One (1) day of personal leave shall not require explanation and must be taken in a full day increment. Part-time employees will receive a pro-rated personal day based on the percentage of time they work. The one (1) day of personal leave will be allotted each July 1. The personal leave of absence day must be used by June 30 of that school year. New employees hired on or after February 1 will not receive one (1) day of personal leave for the current year. They will be eligible on July 1 for the subsequent 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:

2. Specified Days

July 4, Labor Day, Thanksgiving Day, the day after Thanksgiving, December 24, Christmas Day, December 31, New Year's Day, Good Friday, and Memorial Day. Employees, who work less than **an eight (8) hour day 40 hours in a week**, will have their holiday pay prorated accordingly. **Employees with scheduled cut days are not eligible for the July 4 holiday.**

**Vacations** - The vacation year runs concurrent with the fiscal year (July 1 – June 30). Employees who are scheduled to work more than ten (10) months per year qualify for vacation according to the following schedule. Vacation will be prorated on both hours per day **per week** and months per year. **On July 1, or the start of the school year for employees not working during the summer, employees shall be credited their vacation days.**

1. ~~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.~~ **Year of Hire: A new employee will receive the following vacation their first year:**

Month of Hire	Number of Days
July, August, September	5
October, November, December	4
January, February, March	3
April	2
May	1
June	0

**The employee will receive their allotted number of days as of their date of hire but they are actually earning as the year progresses. If an employee leaves the District during this year, their vacation will be prorated based on the number of full months completed. If the employee has used more than their earned vacation, the District would deduct the difference from the employee's final paycheck.**

2. ~~Subsequent Years: On July 1, 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.~~ **Employees hired on or after July 1, 2019 will receive their vacation days based on the years of service schedule below. These individuals earn their vacation during that same year they are taking the vacation. If an employee leaves the District, their vacation will be prorated based on the number of full months completed during that year. If the employee has used more than their earned vacation, the District would deduct the difference from the employee's final paycheck.**

**Employees hired prior to July 1, 2019 will receive their vacation days based on the years of service schedule below. These individuals earn their vacation during the prior year. If an employee leaves the District, they will receive their remaining vacation and they will also receive prorated vacation for the year in which they leave based on the number of full months completed.**

3. Up to **Through the 7<sup>th</sup> 4<sup>th</sup> anniversary** – two (2) weeks/ten (10) days
4. ~~7<sup>th</sup> 5<sup>th</sup> anniversary up to 15<sup>th</sup>~~ **through the 9<sup>th</sup> anniversary** – three (3) weeks/fifteen (15) days
5. **10<sup>th</sup> anniversary through the 14<sup>th</sup> anniversary** – seventeen (17) days
6. 15<sup>th</sup> anniversary up to 25<sup>th</sup> **through the 19<sup>th</sup> anniversary** – four (4) weeks/twenty (20) days

**7. 20<sup>th</sup> anniversary through the 24<sup>th</sup> anniversary – twenty-two (22) days**

8. 25<sup>th</sup> anniversary and up – 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.

**Section 13 EARLY RETIREMENT BENEFITS**

These retirement options are in effect beginning July 1, 2014. Support Staff who are Medicare eligible (**a person becomes Medicare eligible the first of the month that they turn 65 years of age**) are not entitled to any District retirement benefits.

**Appendix B  
Educational Assistant Job Classifications**

<b>Group II</b>
Child Care
Regular Education/General
Special Education
<b>Group III</b>
Science Center
IMC
Special Education – Self-contained
<b>Group IV</b>
English <b>Language</b> Learner (ELL) (language proficient)
Special Education – medical needs
Tower
Kidship and Teenship
<b>Group V</b>
ELL/Bilingual Translator
<b>Group VI</b>
Library Technology Assistant
Security Assistant
Truancy Officer

**Appendix C**  
**Support Staff Pay Ranges**

<b>Food Service</b>	<b>Hire</b>	<b>Top</b>
<b>F-1 <del>Food Server</del> Assistant Cook</b>	\$10.50	\$19.72
<b>F-2 Cook</b>	\$12.00	\$20.45
<b>F-3 Lead Cook</b>	\$12.50	\$20.95
<b>F-4 Production Cook</b>	\$13.50	\$21.84