



Administrator Employment Guidelines

2011-12 School Year

TABLE OF CONTENTS

Compensation Plan	Page 1
Beginning Salaries	Page 2
Guidelines for Salary Increases	Page 3
Benefits – Health, Dental, Life, Long-Term Disability.	Page
4	
Flexible Spending Account	Page 5
Wisconsin Retirement/Employee Trust Funds	Page 5
403(b) Employee Savings Plan.	Page 5
Tuition Reimbursement.	Page 6
Vacation	Page 6
Personal Leave	Page 7
Sick Leave	Page 7
Bereavement Leave	Page 7
Holidays	Page 7
Comp Time	Page 8
Other Leaves	Page 8
Expense Accounts	Page 8
Membership Dues	Page 8
National Convention	Page 8
Reduction in Force.	Page 8
Retirement	Page 8
Liquidated Damages	Page 12
Appendix (Employee Rights and Responsibilities).	A-1

SECTION I

COMPENSATION PLAN

A goal of the Waunakee Community School District is to attract, retain, and recognize the highest level of competent Administrative staff possible. The beginning salaries are intended to be internally and externally consistent and to be competitive with comparable school districts in south central Wisconsin.

Factors used to determine appropriate beginning salaries include:

- the administrative position's role within the organization
- the reporting relationship of the position
- the scope of responsibilities of the position
- the diversity of functions performed within the position
- the required level of experience for the position
- the required level of education for the position

The classification schedule and beginning salaries are presented on the next page.

July 2011

REVISED AND REVIEWED ANNUALLY

2011-12
Beginning Salaries

Any part-time administrator shall have his or her salary pro-rated based upon his or her FTE.

Position	Contracted Days (for 100% FTE)	Minimum (for 100% FTE)
District Administrator	261 days	\$126,296
Director of Curriculum & Instruction	261 days	\$99,693
Assistant Director of Curriculum & Instruction	261 days	\$80,127
Business Manager	261 days	\$104,220
Director of Special Education	261 days	\$96,384
Director of Human Resources	261 days	\$94,831
Director of Technology	261 days	\$83,700
High School Principal	261 days	\$98,957
Middle School Principal	261 days	\$92,314
Intermediate Principal	238 days	\$81,500
Elementary Principal	238 days	\$81,500
Assistant High School Principal	238 days	\$74,492
Assistant Middle School Principal	200 days	\$63,050
Activities Director	238 days	\$72,766

Initial placement and future advancement are determined by the Superintendent of Schools, subject to the approval of the Board of Education. The variance of contract days, full or part time responsibility, experience, and education, are some of the factors that can be considered in initial placement and in movement through the ranges.

SECTION II

GUIDELINES FOR SALARY INCREASES

Each administrator's performance evaluation will be reviewed annually. Based on that review an appropriate salary adjustment will be made. The following process will serve as a guideline for the review.

- a) Annually, all administrator evaluations will be reviewed by the appropriate supervisor no later than May 1st.
- b) Determination of salary adjustments will be made by the superintendent and his recommendation will be submitted to the Board of Education for adoption.
- c) The Board of Education will annually authorize an amount of money to be made available for administrator compensation.
- d) The allocation of annual pay adjustments for each administrator will be determined by the superintendent. The superintendent will consider and recommend adjustments to the Board of Education which reflect annual increases, job performance increases, or role adjustment increases.

If the budget allows, an annual increase will be granted for work performance which is at the "satisfactory" level based on the annual evaluation.

A role adjustment increase or decrease and a corresponding salary range increase or decrease may be made in those instances where the length of the annual contract is substantially changed, the organizational role is substantially modified, a salary inequity exists, or other non-performance factors warrant such a change.

SECTION III

BENEFIT PLAN

Any part-time administrator shall have his or her benefits pro-rated based upon his or her FTE.

I. INSURANCE BENEFITS

A. Health Insurance

1. Active Administrators

The Board shall provide health insurance and pay no less than 88% of the single or no less than 88% of the family premium of the lowest cost plan. If both husband and wife are employed by the district and both are eligible for insurance benefits, the Board will pay 100% of the cost of premiums. Should an administrator die during his/her term of employment by the Board, his/her surviving spouse and dependents may remain in the group insurance plan for four months plus the month in which death occurred with the above-mentioned premium paid by the Board. The surviving spouse may continue in the District's health insurance plan at his/her own expense as provided by COBRA.

2. Retired Administrators

Health premiums shall be paid in accordance with procedures established by the Board according to Section VII f2. Should the retiree die, a retired administrative employee's spouse may continue said coverage at his/her own expense, for said spouse and dependent children at his/her own expense as provided by COBRA.

B. Dental Insurance

The Board shall provide dental insurance and pay no less than 88% of the single or no less than 88% of the family premium of the lowest cost plan. If both husband and wife are employed by the district and both are eligible for insurance benefits, the Board will pay 100% of the cost of premiums.

C. Individual Life Insurance

This payment for life insurance shall be made annually via payroll on July 30th.

238 day contracts	\$500 per year
261 day contracts	\$550 per year
Less than 238 day contracts	\$250 per year

- D. Term Life Insurance
The Board shall provide active administrators with term life insurance equal to their annual salary (rounded up to the next \$1000) under the program adopted by the district for all employees.
- E. Long Term Disability Insurance
The district will offer a coordinated plan of loss of wage insurance.
- F. Short-Term Disability
The employer shall offer a voluntary, employee-paid short-term disability policy for employees working 20 or more hours per week. When an employee resigns or retires, his/her short-term disability insurance ends on the last day of employment with the district.

II. FLEXIBLE SPENDING ACCOUNT

The district shall provide an Internal Revenue Service authorized flexible spending account under applicable sections of the Internal Revenue Code (§105, §106, §125 and §129) to permit employees to choose between:

- a. Payment of insurance premium amounts (IRC §106);
- b. Permitted medical expenses not covered by the insurance plan (IRC §105) to a maximum of five thousand dollars (\$5,000) per calendar year, until August 31, 2012
- c. Dependent care costs (IRC §129) subject to the limitations set forth in the Internal Revenue Service Code.

Effective September 1, 2012: An employee may designate, under the flexible reimbursement plan/cafeteria plan, a maximum of two thousand five hundred dollars (\$2,500) of eligible health and dental care expenses not covered by the insurance plan (IRS Code §105, §125) per plan year.

Employees who are regularly scheduled to work 20/hrs/wk are eligible on date of hire. Payments and the designation of amounts to be contributed to the employee's account will be subject to the procedures, rules and regulations of the plans' administrating agency. The provision of this plan shall be contingent upon the continuance of this benefit under the applicable Internal Revenue Code Sections (§105, §106, §125 and §129). The district shall pay the monthly participation fee for each eligible employee who opts to utilize the program.

III. WISCONSIN RETIREMENT/EMPLOYEE TRUST FUNDS

The Board shall pay the employer's required contribution to the Wisconsin Retirement Fund. The administrator shall pay the employee's required contribution.

IV. 403(b) EMPLOYEE SAVINGS PLAN

The Board of Education does allow employees to establish a 403(b) Employee Savings Plan to be funded solely by voluntary employee salary reduction contributions which will be, in part, administered by Board of Education. The Board of Education does not

maintain a 403(b) Employee Savings Plan which provides for contributions by the Board of Education or matching contributions. In order to participate, employees must comply with all rules and regulations as established by the Board of Education in compliance with Internal Revenue Service code(s).

V. TUTION REIMBURSEMENT

The Board shall reimburse administrators (with a Master’s Degree or more) for full tuition of credit earned from a recognized college or university up to a maximum of twenty-one (21) credits in any rolling 5 year period. To be eligible for such reimbursement, the administrator must receive at least a “B” grade and a “pass” for a pass or fail course. CEU’s or Equivalency Clock hours will be accepted with approval. Authorization of the superintendent shall be obtained by an administrator prior to enrollment to be eligible for such reimbursement.

Administrators will be required to take six (6) college credits or 180 Equivalency Clock Hours or any combination thereof every five (5) years. Thirty (30) Equivalency Clock Hours shall equal one (1) college credit.

VI. VACATION

Experience	261 Day Contracts	238 Day Contracts
0 - 5 years	3 weeks	2 weeks
6 - 10 years	4 weeks	3 weeks
Over 10 years	5 weeks	4 weeks

Administrators working less than 238 days are not eligible for vacation.

A. Unused Vacation Days

Administrators may carry over ten (10) unused vacation days to the next year. Accumulated vacation may not exceed the normal allocation plus 10 days at the beginning of any contract year.

Up to ten (10) unused vacation days may annually be placed in a “bank” of vacation days to a maximum of sixty (60) days. Upon retirement (not resignation) these days shall be converted to a one time retirement payment based on the last year’s per diem wage rate for the retiring administrator.

Retiring Administrators are also entitled to receive a payment of their last year’s unused vacation days in addition to the maximum of sixty (60) days in their “bank”.

VII. PERSONAL LEAVE (Not deducted from sick leave)

238 day contracts	3 days
261 day contracts	4 days
Less than 238 days	2 days

VIII. SICK LEAVE (Any accumulated days over 120 may be banked to be used for sickness)

238 day contracts	11/120 days
261 day contracts	12/120 days
Less than 238 days	10/120 days

IX. BEREAVEMENT LEAVE

Administrators shall be entitled to up to three days of paid leave for death in the immediate family. These days shall not be deducted from sick leave. An additional 3 days of sick leave may be used as bereavement leave for deaths in the immediate family. Immediate family to include spouse, child, step-child, parent, step-parent, grandparent, grandchild, brother, sister, parent-in-law, brother or sister in law. Administrators may request sick leave for attendance at funerals not covered under bereavement leave. Verification of attendance may be required. The superintendent may grant additional days as unpaid days at his/her discretion.

X. HOLIDAYS

Administrative Personnel are eligible for the following holidays:

If a paid holiday falls on a Saturday, the previous Friday shall be considered the holiday. If a paid holiday falls on a Sunday, the following Monday shall be construed the holiday. These holidays may be adjusted to best fit the work year.

261 day contract

New Year's Day	Thanksgiving Day
Good Friday	Friday after Thanksgiving
Memorial Day	Christmas Eve Day
4th of July	Christmas Day
Labor Day	New Year's Eve Day

200 & 238 day contracts

New Year's Day	Friday After Thanksgiving
Good Friday	Christmas Eve Day
Memorial Day	Christmas Day
Labor Day	New Year's Eve Day
Thanksgiving Day	

XI. COMP TIME

Because of the many extra hours that administrators put in beyond the normal day, 238 and 261 contract day administrators will receive 7 comp days to be taken during Spring or Winter break.

XII. OTHER LEAVES

Administrators will not be able to take more than five (5) consecutive days off while students are in session. Approval is necessary from the superintendent.

XIII. EXPENSE ACCOUNTS

Actual expenses will be paid for travel to and expenses for meetings, workshops, conferences and conventions in Wisconsin as approved by the superintendent. Note the national convention restrictions that follow.

XIV. MEMBERSHIP DUES

The Board of Education shall provide up to \$900 per year for 261 day contracts, up to \$800 per year for 238 day contracts, and up to \$700 per year for less than 238 day contracts . This may be distributed among one or more professional organizations.

XV. NATIONAL CONVENTION

The Board of Education shall provide reimbursement of expenses up to \$1,500.00 for National Conventions every other year. The superintendent may increase, at his / her discretion, the maximum expense allowance to \$2,000.00 for administrators attending national conventions at expensive locations such as San Francisco, Boston, New York.

XVI. REDUCTION IN FORCE

In the event of any reduction of administrative personnel, the administrator, if appropriate, shall have the opportunity to be reassigned to a suitable position if it does not violate state law and the district's policies or existing contracts. However, administrative assignments will be decided on the needs of the district and the individual's record of performance notwithstanding any other contract provisions.

XVII. RETIREMENT

A. Eligibility

Administrators are eligible for retirement benefits at age 55. No more than two (2) persons shall be eligible for retirement in any one year. In the event more than two (2) persons apply for retirement in any one year, preference will be given on the basis of years of service. The Board of Education reserves the right to approve more than two (2) retirement requests in any one year.

B. Notification

Notification for retirement must be given in writing to the superintendent on or before January 2nd preceding the requested retirement date. The normal retirement date shall be July 1st. These dates may be waived by the Board of Education, upon recommendation of the superintendent.

C. Benefits

The following benefits are provided to retiring administrators in recognition for the years of service provided the Waunakee Community School District. No other payment for retirement such as severance pay or payment for unused sick days will be granted as the cost of the outlined benefits is already substantial.

FOR ADMINISTRATORS HIRED BEFORE APRIL 1, 2010
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1. Health Insurance

The District's program of Health Insurance or its successor program shall be continued in effect and the school district shall contribute toward the premium based upon the following schedule:

After # Years Administrative Experience in the Waunakee Community School District	Premium Amount Contributed	Maximum # Years of Contribution
Less than 6 years	0%	0
After 6 years	10%	10
After 7 years	20%	10
After 8 years	30%	10
After 9 years	40%	10
After 10 years	50%	10

After # Years Administrative Experience in the Waunakee Community School District	Premium Amount Contributed	Maximum # Years of Contribution
After 11 years	60%	10
After 12 years	70%	10
After 13 years	80%	10
After 14 years	90%	10
After 15 years	100%	10

The program offered to district employees is subject to change on an annual basis. If the administrator retires after his/her 55th birthday, the insurance plan will be continued for the administrator, spouse and eligible dependent(s) for the number of years as detailed above, or the age at which the retired employee is eligible for Medicare, whichever occurs first, the premium to be paid by the school district as detailed above.

Instead of continued participation in the district's program of health insurance, the retired administrator may elect to be covered under another policy of health insurance if:

- a. the retired administrator resides in the district's insurer's service area but is eligible for coverage under a policy or plan offered to the retired administrator's spouse; or

- b. the retired administrator moves from the district's plan service area and obtains coverage under another policy or plan.

In either case, the district will pay an amount for such substitute coverage which does not exceed the amount the district would pay for coverage for the retired administrator under the district's health insurance program. The district may make payment to the substitute insurer directly or reimburse the retired administrator for out-of-pocket payments for substitute coverage upon being provided satisfactory proof of payment. Payments under this paragraph will terminate upon death of the administrator and may not be made to a surviving spouse.

2. Dental and Life Insurance

An administrator who elects to retire after his/her 55th birthday shall have his/her dental program premium in the district's dental program paid for by the district according to the schedule established for health insurance for the number of years as detailed above, or the age at which the retired employee is eligible for Medicare, whichever comes first. The administrator may continue in the group plan at his/her own expense after the employee becomes ineligible.

An administrator who elects to retire after his/her 55th birthday, shall have his/her life insurance premium paid by the district for the number of years as detailed above. The premium rate shall be the same as that paid during the administrator's last year of employment.

FOR ADMINISTRATORS HIRED ON OR AFTER APRIL 1, 2010

Health Reimbursement Account Retirement Benefit

1. Eligibility: The following benefit is available to Administrators hired on or after April 1, 2010. This benefit is in place of, and not supplemental to, the benefit set forth in Section C. for Administrators Hired Before April 1, 2010.
2. Benefit: The District shall contribute, pursuant to the following schedule, funds into a post-employment Health Reimbursement Account. The HRA vendor/plan administrator shall be selected by the district. The HRA account is a portable post-employment benefit that can be accessed by the Administrator subject to the terms and conditions of the HRA provider. The annual contribution and vesting procedures, to this HRA account are set forth below:

The District shall annually contribute into an interest bearing post-employment Health Retirement Account (HRA) an amount for Administrators covered by this section who are employed by the District during the 2010-2011 contract year and thereafter. Contributions shall cease when the Administrator's employment with the District ends. Contributions shall be pro-rated for FTE's less than 100%, and for contracts of less than 238 days.

238 day contracts	\$3,650
261 day contracts	\$4,000
200 day contracts	\$3,065

During the 2010-2011 contract year and thereafter, the vesting of the HRA payment is done in accordance with the following schedule;

After # Years Administrative Experience in the Waunakee Community School District	Vested	Non-Vested
After 1 year	10%	90%
After 2 years	20%	80%
After 3 years	30%	70%
After 4 years	40%	60%
After 5 years	50%	50%
After 6 years	60%	40%

After # Years Administrative Experience in the Waunakee Community School District	Vested	Non-Vested
After 7 years	70%	30%
After 8 years	80%	20%
After 9 years	90%	10%
After 10 years	100%	0%

- a. Deposit Schedule by the District in the HRA during employment: The dollar amounts set forth above shall be deposited into the HRA in equal monthly installments.
- b. The Administrator must complete the contract year in order to receive the benefit provided for under this Article.
- c. This annual HRA contribution shall apply only to those Administrators ineligible for the benefits defined in Section C. above.
- d. Non-vested contributions made on behalf of Administrators who terminate employment with the District for any reason will revert back to the District's Fund 73 fund. The schedule above will determine the amount of non-vested contributions compared to vested contributions.

- e. Contributions on behalf of part-time Administrators shall be prorated based upon his/her percentage of full-time equivalency, and his or her number of contract days.
- 3. All withdrawals and payments from the HRA Plan shall cease when the funds in the plan are exhausted.
- 4. No HRA plan shall be made available unless the provider of such plan executes a hold harmless provision in favor of the District against any liabilities arising from mistakes of the vendor.
- 5. The retired Administrator may, if permitted by the health and dental care insurance provider, continue coverage under the health and dental care insurance plan by paying the monthly plan premium directly to the insurance provider.
- 6. Survivorship Rights For Retirees Receiving the Health Reimbursement Account Plan

Benefits payable to the spouse and/or dependents will not exceed, in combination with those already provided to the retiree before his/her death, those that would have been available to the retiree if he/she had survived. Such benefits are subject to the terms and conditions of the HRA plan and applicable Internal Revenue Service Code and rules.

- 7. The District shall pay the HRA plan administrative fee for active Administrators. The retired employee shall pay the distribution fee to access the HRA funds.

D. Conditions

This program is subject to annual review and, when deemed appropriate, revisions shall be made. However, individuals already participating in the program shall continue to receive payment and benefits under the retirement program in effect at the time of their retirement and shall do so through the month of such individual's 65th birthday, or the age at which the retired employee is eligible for Medicare, or death, whichever occurs first.

- E. The Waunakee Community School District reserves the right at any time to unilaterally offer additional retirement benefits during a time-related window for employees who meet certain minimum age and service requirements.

XVIII. LIQUIDATED DAMAGES

Administrative staff members who request a release from their contract with the district assume a legal obligation to pay for the reasonable expense incurred by the district in securing a replacement. That reasonable amount shall be: \$500 after June 1st but before July 15th, \$750 after July 15th but before the first day teachers report for the new school year, and \$1500 after the first day teachers report for the new school year

A release from an administrative contract is at the discretion of the Board of Education as the administrator is expected to honor his or her contract except in cases where the circumstances are beyond his or her control. The Board may waive or reduce the above fees at their discretion in such cases. Part-time administrators will have the penalties prorated based upon their FTE.

EMPLOYEE RIGHTS AND RESPONSIBILITIES **UNDER THE FAMILY AND MEDICAL LEAVE ACT**

Basic Leave Entitlement

FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- For incapacity due to pregnancy, prenatal medical care or child birth;
- To care for the employee's child after birth, or placement for adoption or foster care;
- To care for the employee's spouse, son or daughter, or parent, who has a serious health condition; or
- For a serious health condition that makes the employee unable to perform the employee's job.

Military Family Leave Entitlements

Eligible employees with a spouse, son, daughter, or parent on active duty or call to active duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered servicemember during a single 12-month period. A covered servicemember is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the servicemember medically unfit to perform his or her duties for which the servicemember is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list.

Benefits and Protections

During FMLA leave, the employer must maintain the employee's health coverage under any "group health plan" on the same terms as if the employee had continued to work. Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms. Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

Eligibility Requirements

Employees are eligible if they have worked for a covered employer for at least one year, for 1,250 hours over the previous 12 months, and if at least 50 employees are employed by the employer within 75 miles.

Definition of Serious Health Condition

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Use of Leave

An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

Substitution of Paid Leave for Unpaid Leave

Employees may choose or employers may require use of accrued paid leave while taking FMLA leave. In order to use paid leave for FMLA leave, employees must comply with the employer's normal paid leave policies.

Employee Responsibilities

Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days notice is not possible, the employee must provide notice as soon as practicable and generally must comply with an employer's normal call-in procedures.

Employees must provide sufficient information for the employer to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the employer if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees also may be required to provide a certification and periodic recertification supporting the need for leave.

Employer Responsibilities

Covered employers must inform employees requesting leave whether they are eligible under FMLA. If they are, the notice must specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, the employer must provide a reason for the ineligibility.

Covered employers must inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If the employer determines that the leave is not FMLA-protected, the employer must notify the employee.

Unlawful Acts by Employers

FMLA makes it unlawful for any employer to:

- Interfere with, restrain, or deny the exercise of any right provided under FMLA;
- Discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

Enforcement

An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer. FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

FMLA section 109 (29 U.S.C. § 2619) requires FMLA covered employers to post the text of this notice. Regulations 29 C.F.R. § 825.300(a) may require additional disclosures.

For additional information:

1-866-4US-WAGE (1-866-487-9243) TTY: 1-877-889-5627

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A-1

