



Classified Staff Employment Guidelines

2011-12 School Year

TABLE OF CONTENTS

Hourly Classifications.	1
Work Schedules	1
Hourly Wages and Benefits	2
Longevity	2
Job Changes	3
Personal Leave	3
Unpaid Leave	4
Paid Holidays.	4
Health, Dental, Life and Long- Term Disability Insurances	5
Flexible Spending Account.	6
Wisconsin Retirement/Employee Trust Funds.	6
403(b) Employee Savings Plan	6
Sick Leave.	6
Bereavement Leave.	7
Snow Days.	7
Early Release Days.	7
Vacation.	8
Jury Duty.	8
Lay-Off Language.	8
Physical Examination	9
Supervision & Evaluation.	9
Job Posting.	9
In-Service.	9
Retirement	9
Appendix (Employee Rights and Responsibilities).	A-1

CLASSIFIED STAFF EMPLOYEE GUIDELINES

Effective July 1, 2011

HOURLY CLASSIFICATIONS

Hourly Classification	Hours per Week During the School Year Only
A	30 to 40 hrs/week
B	20 to 29 hrs/week
C	Less Than 20 hrs/week

Limited term employees are covered by these guidelines only to the extent outlined in their letter of employment.

WORK SCHEDULES

1. Work schedules shall be developed by each immediate supervisor.
2. If an employee works beyond his/her regularly scheduled hours per week in any week, **prior approval must** be given by the immediate supervisor. Also, the reason for overtime must be indicated on the employee's time card, which must be submitted for payment.
3. An employee shall take a one-half (1/2) hour unpaid lunch break near the mid-point of each work day. Employees working less than six (6) hours per day may or may not have a lunch break at the discretion of the employer.
4. Employees working at least seven (7) hours per day may take two (2) paid breaks, not to exceed fifteen (15) minutes each. An employee working more than two (2) but not more than six and one-half (6 ½) hours per day may take one (1) paid break. An employee working two (2) hours or less per day shall be given no paid break. Paid break times shall be determined by the supervisor, and shall not be taken consecutively or in conjunction with lunch breaks.
5. If necessary, supervisors may adjust schedules to meet the needs of the District.

HOURLY WAGES AND BENEFITS

1. Wages shall be reviewed annually.
2. Fringe benefits, which include: retirement, medical, dental and long-term disability insurance, shall also be reviewed annually.
3. The District shall contribute the employer's share of state retirement. The employee shall contribute the employee's share.

Position	Minimum	Maximum
Bus Drivers	\$12.70	\$17.22
Para-Educator -Special Education, Computer Assistant, Health Assistant	\$10.95	\$16.63
Para-Educator - Regular Education, LMTC Assistant	\$10.53	\$16.63
Copy Clerk, Crossing Guard	\$10.47	\$13.20

LONGEVITY PAY

1. If the budget allows, longevity pay shall be added to an employee's base wage at the beginning of the school year during which he or she will complete the indicated number of years of service based upon hire date as permanent (vs. substitute) employee. School year is defined as July 1st – June 30th. Eligibility for longevity pay is determined as follows:

Longevity		
Years	Longevity Pay	Employment Dates
1 to 4 years	\$.15 per hour	July 1, 2007 to June 30, 2011
5 to 9 years	\$.20 per hour	July 1, 2002 to June 30, 2007
10 to 14 years	\$.25 per hour	July 1, 1997 to June 30, 2002
15 to 19 years	\$.30 per hour	July 1, 1992 to June 30, 1997
20 + years	\$.35 per hour	Before June 30, 1992
<i>*This chart reflects longevity pay beginning the 2011/12 fiscal school year.</i>		

*If there is a break in service, the employee must work an additional year before becoming eligible for longevity pay.

JOB CHANGES

When employees within the classified staff move from one position to another, pay and benefits shall be determined as follows:

1. There shall be no hourly wage increase when employees move between positions within the same classification.
2. When an employee moves into a position that has a higher wage scale than his/her current position, he/she shall be placed within the pay range to insure that they have received a pay increase. If the beginning hourly wage for the new position is higher than the employee's current hourly wage, he or she may be placed at the minimum hourly wage for the new position. If the employee is currently earning more than the beginning hourly wage for the new position, he or she will be placed higher within the range to insure a pay increase.
3. If an employee moves from a position that doesn't earn vacation into a position that does earn vacation, he or she will have to work in the new position for the length of time indicated in order to qualify for vacation. Previous time worked in a position that does not earn vacation will not apply. If, however, an employee has been earning vacation, he or she will retain their earned vacation and previous time worked will apply toward vacation in the new position.
4. Longevity pay shall apply to years of employment within the district. For example, if an employee works as an assistant for ten (10) years, and then moves into a secretary position, he or she will be paid on the longevity scale for ten (10) years of service.

PERSONAL LEAVE

Employees have two (2) personal days per school year, which can be used for anything, and although the request shall be made in writing, a reason need not be given. Personal days may not be used to extend holidays or recesses unless prior approval is given by the Director of Human Resources. A maximum of three (3) people per day per classification can be on personal leave. No personal day may be taken on the last ten (10) school days of the year. The Director of Human Resources may waive this restriction for good cause in extenuating circumstances and "once-in-a-lifetime situations." Personal days shall be taken in no less than one-half (1/2) day increments. Personal leave not used shall be added to accrued sick leave, which is accumulative to 120 days. One personal day is equivalent to the number of scheduled hours per day for each employee.

Employees who have completed ten (10) consecutive years of service in the district may bank up to three personal days. These days may be combined with the two (2) personal days given at the beginning of the year to allow for one (1) full week off with pay. Any employee who wishes to bank personal days must notify the Director of Human Resources in writing prior to the end of the school year. The use of banked personal days is subject to the restrictions listed under personal leave.

UNPAID LEAVE

After one (1) year of employment, members of the support staff shall be able to take one (1) unpaid leave day per year of employment cumulative to a maximum of three (3) days at any time. An employee could take one (1) day per year, or they could choose not to use any for two (2) years and in the third year, he or she could take three (3) days. If an employee didn't take any unpaid leave days for ten (10) years, the most he or she could take in the tenth year would still be three (3). Once three (3) unpaid leave days were used, there would be no unpaid leave days available until the following year, when there would be one (1).

1. The allowance for unpaid leave days will be on a first come, first served basis with no more than two (2) support staff members per day on leave without pay.
2. Support staff members must have written approval from their immediate supervisor and the Director of Human Resources prior to taking leave without pay.
3. Leave without pay shall be taken in increments of not less than one (1) full day.
4. Requests for leave without pay must be submitted at least five (5) days prior to the time off being requested. This requirement may be waived in case of an emergency.
5. Leave without pay may not be used to extend holidays or recesses.
6. Leave without pay shall not be granted for days during the first five (5) days of school or the last ten (10) days of school.
7. The superintendent may approve additional unpaid leave at any time at his/her discretion.

PAID HOLIDAYS

If the holiday falls within the employee's regular work schedule.

(For Classifications A, B & C):

- | | |
|---------------------|-------------------------------|
| 1. Labor Day | 3. Day After Thanksgiving Day |
| 2. Thanksgiving Day | 4. Memorial Day |

HEALTH & DENTAL INSURANCES

Health & Dental Insurances Percentages Paid By The District Classifications A & B			
Single Coverage		Family Coverage	
100% - 40 Hours (8)	75% - 30 Hours (6)	80% - 40 Hours (8)	60% - 30 Hours (6)
97% - 38.75 Hours (7.75)	69% - 27.5 Hours (5.5)	78% - 38.75 Hours (7.75)	55% - 27.5 Hours (5.5)
94% - 37.5 Hours (7.5)	63% - 25 Hours (5)	75% - 37.5 Hours (7.5)	50% - 25 Hours (5)
91% - 36.25 Hours (7.25)	56% - 22.5 Hours (4.5)	73% - 36.25 Hours (7.25)	45% - 22.5 Hours (4.5)
88% - 35 Hours (7)	50% - 20 Hours (4)	70% 35 Hours (7)	40% - 20 Hours (4)
81% - 32.5 Hours (6.5)		65% - 32.5 Hours (6.5)	

1. If both husband and wife are employed by the District, and both are eligible for insurance benefits, the Board shall pay 100% of a family plan for health and dental insurances.
2. If an employee waives health insurance but elects single or family dental insurance, the District will pay 100% of the dental premium.
3. When an employee resigns or retires, his or her health and dental insurance coverage will end on the last day of the final month of employment with the district. The employee will have the opportunity to continue the coverage at his or her own expense in accordance with COBRA laws.

LIFE INSURANCE

Life insurance shall be provided for employees working twenty (20) or more hours per week. Life insurance shall be in the amount of the employee’s annual earnings (rounded up to the next thousand). The District shall pay 100% of the premium. When an employee resigns or retires, his or her life insurance ends on the last day of employment with the district.

LONG-TERM DISABILITY (LTD)

The employer shall pay for a disability insurance plan for all employees working 20 hours or more per week. When an employee resigns or retires, his or her long-term disability insurance ends on the last day of employment with the district.

SHORT-TERM DISABILITY

The employer shall offer a voluntary, employee-paid short-term disability policy for support staff working 20 or more hours per week. When an employee resigns or retires, his or her short-term disability insurance ends on the last day of employment with the district.

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.

WISCONSIN RETIREMENT/EMPLOYEE TRUST FUNDS

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

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).

SICK LEAVE

1. One day of sick leave is equivalent to the number of scheduled hours for that employee and is accumulated on this basis. Part-time employees who do not work on an every day basis will have a prorated number of sick days based upon their individual schedule.
2. A physician's statement of illness may be requested if considered necessary by the immediate supervisor.
3. Employees shall be given to one day of sick leave per month worked (10 sick days per school year), accumulative to 120 days.
4. If an employee exhausts all available sick leave, he or she must use any available personal leave, vacation, or any other accrued, paid leave prior to requesting unpaid sick leave. There may be certain exceptions under the State and Federal Family and Medical Leave Laws.
5. Sick leave may be used for:
 - a. Personal illness.
 - b. Doctor and/or dentist appointments for self, spouse or children, which cannot be scheduled outside of the employee's regular work schedule.

- c. Care of spouse, child, parent, grandparent, brother/sister, or parent-in-laws.
 - d. Death in the immediate family for a period of up to three (3) days, after paid bereavement leave is used up. Immediate family shall include spouse, child, step-child, parent, step-parent, grandparent, grandchild, brother or-sister, parent-in-law, brother or sister-in-law. These days are non-cumulative.
6. Sick leave shall be taken in increments of not less than one-half (1/2) day. If sick leave is utilized to attend a morning or afternoon appointment, and the appointment is completed in time for the employee to return to work for the remaining half-day (1/2), he or she is expected to do so.

Under the State and Federal Family and Medical Leave Acts, employees may be entitled to leave above and beyond the leaves provided in these guidelines. If employees have questions they should contact the Director of Human Resources.

BEREAVEMENT LEAVE

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

SNOW DAYS

Employees shall be paid for up to two (2) snow days if it is necessary to cancel school. In the case of an early release or delayed start, hours paid for hours not worked shall be counted toward the maximum of two (2) paid snow days. In the event of a third snow day or any snow day thereafter, employees will have the option of taking an unpaid day, or using a personal or vacation day if available. Employees are asked to submit a leave request indicating how they choose to account for the time.

EARLY RELEASE DAYS/LAST DAY OF SCHOOL

On early release days and on the last day of school, the elementary school day shall end at 12:40 p.m., and the intermediate, middle and high school day shall end at 1:25 p.m. Bus drivers and crossing guards shall work and be paid for their normal number of hours; however they will need to shift their starting and ending times. Para-educators (regular and special education), and computer, health and LMTC assistants shall work and be paid for a reduced schedule.

For example, if a Para-educator works at an elementary school and his or her regular schedule ends at 2:40 p.m., he or she will only work until 12:40 p.m., and be paid for two (2) hours less than a normal day. If he or she works at the intermediate school and his or her regular schedule ends at 2:00 p.m., he or she will only work until 1:25 p.m., and be paid for thirty-five (35) minutes less than a normal day.

VACATION SCHEDULE	
<p>Classification A</p> <p>Members of the classified staff who were actively employed prior to July 1, 1996 are eligible for this vacation benefit. Employees hired after that date shall not be eligible for vacation.</p>	<p>5 days during 6th year of employment</p> <p>6 days during 7th year of employment</p> <p>7 days during 8th year of employment</p> <p>8 days during 9th year of employment</p> <p>9 days during 10th year of employment</p> <p>10 days during 11th year of employment and thereafter</p>

VACATION

1. Employees must have written approval from their immediate supervisor and the Director of Human Resources prior to taking vacation days.
2. Vacation days shall be taken in increments of not less than one half (1/2) day.
3. Vacation may not be taken during the first five (5) days or the last ten (10) days of the school year.
4. Vacation cannot be used to extend a holiday or recess (a recess is defined as any break in the regular five (5)-day school week). This restriction may be waived at the discretion of the Director of Human Resources for extenuating circumstances.
6. Up to five (5) days of unused vacation may be carried over to the next school year upon written request to the Director of Human Resources. This request must be made prior to the end of the school year.
7. Vacation may be taken on days which employees are not scheduled to work, including winter break, spring break, and convention days.
8. A maximum of two (2) people per day, per classification can use vacation time except on days when employees are not scheduled to work.
9. Employees who properly resign or retire shall be paid for accrued, unused vacation. During their fifth year of employment in the district, employees are accruing vacation that will be posted for use during their sixth year of employment in the district. Vacation will be accrued accordingly for future years. Prior to an employee's fifth year in the district, no vacation is earned or accrued.

JURY DUTY

Any employee who is required to respond to a call for jury duty as a witness in court not involving a party to this employer shall be excused from work and the employer agrees to pay the difference between jury fees paid the employee (excluding mileage and parking fees or Saturday or Sunday fees) and the employee's regular daily rate. Employees are asked to submit to the payroll office a copy of the check they receive for jury duty within three (3) days of their receipt of the check.

LAY-OFF LANGUAGE

1. Employees shall be given fifteen (15) calendar days notice of any lay-off.
2. Layoff decisions shall be based upon the relative ability, training, qualifications, experience, performance, and seniority of the employees within affected classifications. Seniority shall be defined as continuous, permanent employment with the District.
3. An employee who is to be laid off or reduced in hours shall not be allowed to replace (bump) a less senior employee in another classification.

4. Employees on lay-off shall be recalled to vacancies in their classification in the inverse order of lay-off. If an employee refuses the position, they shall be removed from the re-call list.

PHYSICAL EXAMINATION

Upon initial employment, an employee must have a limited physical examination, including a chest x-ray or TB test, and a physician must certify the employee to be free from communicable disease. The District shall provide for the physical at one of the local clinics at employer expense. The employee may elect to have a physical at another clinic or provider at his/her own expense.

SUPERVISION & EVALUATION

1. Employees shall be evaluated annually during their first three years of employment in the district and every third year thereafter, or more often if necessary as determined by their immediate supervisor. Direct supervisors shall meet with each employee to discuss their written evaluation at least one week prior to the end of the school year. The District Administrator, subject to Board of Education approval, may hold a staff member at his/her present hourly wage.
2. A staff member shall be notified if he/she is to be held at his/her present level, and why the job performance does not warrant a raise. If, after a period of time, the employee's performance does not improve, notice of termination shall be given.

JOB POSTING

Any job opening within the classified staff shall be posted in the building offices for a minimum of five (5) working days. It shall be the responsibility of the employee to check the postings and to apply for the vacant positions. In situations where administration determines that the needs of the students and the district will be best served by doing so, an employee may be reassigned to an open position in lieu of posting the particular vacancy.

IN-SERVICE

All classified staff are encouraged to attend in-service sessions or take courses for credit as recommended and approved by their immediate supervisor.

RETIREMENT

Employees who have been employed at least fifteen (15) years in the Waunakee School District and who have reached the age of 55, shall be eligible to receive retirement benefits.

Employees who plan to retire shall notify the Director of Human Resources in writing of their intent to do so three months prior to the date on which they wish to retire.

Benefits: Employees retiring shall receive a credit for unused sick days of up to \$110 per day based on their per diem salary up to a maximum of 120 unused sick days.

This credit will be known as the "retirement credit" and will be paid as set forth below. If the retired employee is enrolled in the District's health insurance plan at the time of retirement, the District shall continue to make premium payments for the retired

employee for the period following the date of retirement to January first of the next year, provided their retirement credit will cover the cost. The premium payments will reduce the balance of the retirement credit. If enrolling in dental only at retirement you will receive a cash payout minus the dental premium.

The remaining balance of the retirement credit shall be used solely for annual contributions to the flexible compensation plan (the "plan") beginning January first of the year following the effective date of retirement. The amount of the annual contribution to the plan on behalf of the retired employee shall be determined as of the time of retirement based on enrollment of the retired employee in the District's health care insurance plan. For employees with single coverage at the time of retirement, the maximum contribution to the plan shall be \$5000 per year. For employees with family coverage or not participating in the District's health care plan, the maximum contribution to the plan shall be \$12,500 per year. The contributions shall be paid to the plan in equal installments monthly. The amount allocated for cash payout by the retired employee shall be paid twice annually (June 30 and December 30). Retirees may choose from the following options in the flexible benefits plan: cash benefit, health insurance, dental insurance, and extended Medicare benefits.

The District may, after consulting with the insurance committee, prospectively increase the contribution uniformly for all retirees with a retirement credit balance for the next calendar year at least thirty (30) days prior to the commencement of the next calendar year. When the balance of a retiree's retirement credit is reduced below the annual contribution amount, the entire remaining balance shall be the final contribution to the plan.

If, following retirement, the retired employee changes coverage in the District's health care insurance plan due to a change in family status as defined in the plan, the District's contribution shall be changed to reflect the new coverage status of the retired employee effective as of the date of the next monthly payment due from the District to the plan.

Benefits under the flexible compensation plan shall be governed by the terms of the plan and shall be elected by the retired employee in accordance with the terms of the plan. In the event of any discrepancy between the plan document and these guidelines, the terms of the plan document shall control. The plan document shall provide for a Medicare supplemental plan for retired employees.

The retirement credit shall not be funded by the District, and no assets will be segregated, set aside, or otherwise restricted for payment of the retirement credit. No retired employee shall have any right to receive any portion of their retirement credit in any manner other than as provided in this section. A forfeiture of any amount under the plan shall not be added back to the unused balance of the retirement credit, and the entire credit shall be forfeited upon death of the retiree.

The retired employee may, if permitted by the health care insurance provider, continue coverage under the health care insurance plan by paying the monthly plan premium directly to the insurance provider if such premium is not paid through the flexible compensation plan or if benefits available in the plan are not sufficient to pay such premiums in full. The surviving spouse of a deceased retired employee may continue

coverage under the health insurance plan by paying the monthly plan premium directly to the insurance provider as per COBRA.

The Waunakee 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.

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

WWW.WAGEHOUR.DOL.GOV

U.S. Department of Labor | Employment Standards Administration | Wage and Hour Division

A-1



This handbook is not to be construed as a contract with the Waunakee Community School District. The contents of this handbook are presented as a matter of information only. The procedures described are not conditions of employment. The school district reserves the right to modify, revoke, suspend, terminate, or change any or all such procedures, in whole or in part, at any time with or without notice. The language which appears in this booklet is not intended to create, nor is it to be construed to constitute, a contract between the school district and any one or all of its employees or a guarantee of continued employment. Notwithstanding any provisions of this handbook, employment may be terminated at any time, with or without cause.

This school district is an equal opportunity employer and does not discriminate against any individual on the basis of age, race, creed, color, handicap, marital status, sex, national origin, ancestry, arrest record, conviction record, membership in the National Guard, State Defense Force or any reserve component of the military forces of the United States or this state or use or nonuse of lawful products off the employer's premises during nonworking hours.