

2021-22 Employee Handbook Modifications

Part I – Provisions Applicable to All Staff

Section I – Introduction

I. Updating language to match a current policy/practice

I.02 Definitions

- A. Administrative Employees: Administrative Employees are defined as persons who are required to have a contract under § 118.24, Wis. Stats. and other supervisory/administrative personnel designated by the District.
- B. Discipline: Discipline is defined as an employment action that results in a written reprimand, disciplinary suspension or disciplinary demotion. For further definition of employment actions not considered discipline, refer to Part I, Section 5.02 (E) of the Handbook.
- C. Permanent Employees: Permanent employees are defined as employees whom the District considers continuously employed, working either a fiscal year or a school year, until the District, at its discretion, changes the status of the employee.
 - 1. Full-time Employee: A permanent full-time employee is defined as an individual who works 40 or more hours per week for a school year or full calendar year.
 - 2. Part-time Employee: A permanent part-time employee is defined as an individual who works a school year or more, but less than 40 hours per week for a school year or full calendar year.
 - 3. Exclusions: A full-time or part-time employee does not include limited term employees as defined in this Section.
- D. Supervisor: The District will identify the individual employee's supervisor on the employee's job description.
- E. Teacher: Teachers are defined as persons hired under a contract under § 118.22, Wis. Stats.
- F. Limited Term Employees (LTE): LTEs are defined as persons hired for a specific project for a specific length of time. A limited term employee has no expectation of continued employment, contract, or benefits. LTE's should contact the Payroll Department to determine benefit eligibility. Examples: Substitute teacher, long-term substitute, summer school employees, and seasonal employees.

Seasonal/summer school employees performing non-exempt duties shall be paid in accordance with the following hourly wage schedule:

- a. Teachers = \$26.70
- b. Buildings & Grounds Staff = ~~\$9.13~~ \$14.00
- c. Classified Staff = ~~\$11.82~~ Level A

d. Special Education Assistant = \$12.30 Level A

e. Food Service Staff = 1st Cook: \$13.04 Level A

- G. Termination: Termination is defined as an involuntary discharge involving the dismissal of an employee, usually for some infraction of the rules or policies of the District, abandonment of the position, incompetence or other reason deemed sufficient by the Board and/or its designee. Termination results in involuntary separation and with prejudice to the employee. A termination will result in the loss of length of service and other employment benefits. For the purposes of this document, “termination” shall not include:
1. voluntary retirement;
 2. voluntary resignation;
 3. layoff;
 4. reduction in workday;
 5. furlough;
 6. reduction in workforce;
 7. job transfer or reassignment;
 8. nonrenewal of contract under § 118.22, Wis. Stats. or § 118.24, Wis. Stats.; or
 9. separation from employment as a result of a reduction in force.
- H. Reduction-in-force: A Reduction-in-Force procedure is defined as procedures applied in carrying out any reduction in force due to reorganization, lack of funds, curtailment of work, or due to any other factor that relates to student enrollment or staffing the organization.
- I. Insurance Eligibility: Employees hired at a minimum .75 FTE will be eligible for insurance according to current insurance laws. If an employee’s FTE is reduced below a .75, the employee no longer meets eligibility requirements for insurance.
- J. Flex Time: Non-traditional work schedule practice which allows full-time employees to change their individual starting and end times within certain limits, with supervisory approval. Flextime periods usually precede or follow a common time during which all employees must be present.

Section 3 – General Employment Practices and Expectations

2. Adding language for a new policy/practice

3.14 Emergency School Closures for the 2021-22 School Year

Language related to the instructional expectations for an emergency school closure day is currently being drafted by a committee of teachers and administrators. It will be necessary to revisit this section after July 1, 2021, to provide the committee members with an opportunity to meet after the end of the current school year.

To the extent possible, the daily operations of the school district will continue, through the use of technology during an Emergency School Closure. Although individual school or district buildings may be closed to students and or the community, District staff will be expected to perform their job responsibilities either on-site or remotely. In the event a position’s responsibilities are not conducive to being performed remotely, the supervisor of that position will communicate expectations for Emergency School Closure days to affected employees. During an Emergency School Closure, specifically identified positions may be required to physically

report to the District. In these instances, supervisors will contact employees to inform them of the expectation. Identified positions which may be required to physically report include:

- Assistant Principal/Athletic Director
- Buildings and Grounds (including School Year Custodians and Buildings and Grounds Secretary II)
- Central Services Receptionist
- Directors
- Principals
- Executive and Administrative Assistants
- Executive Directors
- Systems Engineer responsible for finance and human resource systems
- First Cooks
- Kitchen Managers
- Student Information Specialist
- Technology Repair/Support Supervisor
- Superintendent of Schools

Late Start/Two-Hour Delay

In the event of a two-hour delay, Emergency School Closure Report Positions should report to work as close to their regularly scheduled start times as it is safe to do so. All other staff should report two hours after their regularly scheduled start time. In the event the District must change this expectation due to excessive closures and/or delays, staff will be notified of modified expectations.

When a two-hour delay is announced, the following changes will be made to the school day:

- Buses will run two hours after their normal schedule
- Buildings will begin classes two hours after the normal start time
- Cold breakfast will be served at all schools
- School lunch will be at or around the normal time
- All morning and afternoon District Early Learning Programs (Head Start, Early Learning & EC4T) will be cancelled

Early Release

In the event of an early release, all school building staff are expected to remain 30 minutes past the building's student dismissal time. Staff located in non-school buildings are expected to remain 30 minutes past the latest student dismissal time. Departure time for positions identified as critical to the operations of the District will be determined on a case by case basis.

3. Updating language to match a current policy/practice

3.26 Personnel Files

An employee shall have the right, upon request and consistent with the timelines and content limitations specified in state law, to obtain or review a copy of his/her personnel file. ~~review the contents of his/her personnel file while in the presence of an administrator or his/her designee. If the employee's personnel file is stored in a hard copy format, the employee shall be entitled to have a representative accompany him/her during such review.~~ Personnel files are stored electronically and employees may request to review an electronic copy of the personnel file. A review of the electronic personnel file must be accomplished in the presence of the person officially charged by the Superintendent with custody of those files. ~~The removal of this file from the safekeeping place will be done by the official file custodian. The employee's personnel file or any part thereto may not be removed from the visual presence of the official custodian. If the employee's personnel file is stored electronically, upon request, copies will be provided to the employee.~~ An employee shall have the right, upon request, to receive copies of any documents contained in the personnel file except those delineated in § 103.13(6), Wisconsin Statutes. Employees will be provided with a copy of any document before the document is placed in the employee's personnel file. Copies of the employee personnel file are subject to a fee of .25 per page and applicable mailing costs. Fees must be paid prior to receiving the file.

After reviewing his or her personnel records, the employee has the right to request that records he or she believes to be inaccurate or obsolete be removed from his/her file. If the District denies the request, the employee has the right to file a written rebuttal statement and have that rebuttal attached to the disputed record. If the District intends to release the disputed record to a third party, the District must also release the attached employee rebuttal statement to the third party. § 103.13(4) Wis. Stats.

4. Adding language for a new policy/practice

6.01 Payroll Cycle

- A. School Year Certified Employees: School year certified employees that work on a ten (10) month or eleven (11) month basis will have a one-time option to select to be paid over ten (10) months or over twelve (12) months. The 10 month pay for school year employees will begin in September and end the following June; or twelve (12) month pay will begin in September and end the following August. Employees who retire or resign at the end of the school year will receive a payoff of any remaining money owed in June.
- B. Calendar Year Employees: All employees scheduled to work the full calendar year will be paid over twenty-six (26) pay periods. The pay periods for calendar year employees shall follow the fiscal year and begin in July and end the following June.
- C. Hourly Employees: ~~Hourly employees hired after July 1, 2018, w-~~ Will complete time cards and be paid two weeks in arrears.

5. Clarifying an existing policy/practice

10.03 Sick Leave Accumulation

Sick leave for employees will accumulate to the equivalency of 120 days maximum. Accumulated sick leave will not be paid out upon separation of employment.

6. Clarifying an existing policy/practice

13.01 Personal Leave

Eleven month administrators shall be granted five (5) days of personal leave per year, all remaining employees shall be granted three (3) days of personal leave per year, accumulative up to five (5) days. Once the maximum amount of personal days are accumulated, any additional days will be allocated as sick days, and credited to the sick leave balance. Allocation of personal days is dependent upon employee group. If an employee does not use any sick leave during the school year, the employee can earn an additional personal leave day the following year. This additional day will be earned as two separate .5 personal day increments. The first .5 personal day can be earned if no sick time is taken from July to December, and the second .5 personal day can be earned if no sick time is taken from January to June. The deposit of these days will be made into the individual employee's leave balance as soon as feasible after the time period measurement. If hired after the school year starts, personal leave time will be prorated. Accumulated personal leave may be taken consecutively with supervisor approval. Personal leave is paid for all employees. **Accumulated personal leave will not be paid out upon separation of employment.**

7. Adding language for a new policy/practice

Remote Work

There are certain positions whose essential duties can be performed remotely with the assistance of District-provided technology. However, the expectation is that employees will work primarily in person and therefore the remote work will be limited to occasional, infrequent occurrences.

Employees must receive written approval in advance of working remotely. Approvals will be granted on a case-by-case basis by the immediate supervisor. ~~with oversight from~~ The Human Resources Department has oversight and will periodically review the Remote Work option for the District.

Approval for remote work will be limited to those few positions whose duties, tasks and other work obligations do not require the employee to be physically present in a district building and, as a result, do not require additional staffing (including the use of substitutes) or significant imposition on other employees.

If remote work has been approved, staff must be accessible and available during their scheduled work hours.

Part II – Staff with Individual Contracts under §118.22, Wis. Stats. And Professional/Exempt Non-Supervisory Employees

Section 7—Early Retirement

8. Clarifying an existing policy/practice

Adding language for a new policy/practice

Deleting language that is no longer applicable

7.01 Early Retirement

Any teacher retiring under this plan shall write a letter to the Superintendent and Executive Director of Human Resources on or before February 1 of the last year of proposed regular employment expressing his/her intent to participate in the early retirement program. An exception may be approved by the superintendent and/or his/her designee in cases of provable emergency or extenuating circumstances.

Any teacher retiring under this plan shall be carried to the completion of his/her program.

Early retirement (stipend or insurance) cannot begin during the school year except for special circumstances approved by the Superintendent. This program cannot be used in conjunction with disability insurance. Employees who are given approval to retire during the school year are not eligible to receive the benefit of the increased stipend of the next year's settlement.

7.02 Early Retirement Stipend

For employees hired before July 1, 2004, the Board shall offer an early retirement stipend to teachers who elect to retire, provided the teacher has attained the minimum age of 55 and has a minimum of 25 years of teaching experience (these years are years of service as defined below in Part II, Section 7.04 and not necessarily seniority years) of which fifteen (15) were in the Eau Claire Area School District.

The amount of the stipend shall be 25% of teacher base. An additional one percent (1%) of the amount will be paid for each year of service at the Eau Claire Area School District beginning with the sixteenth (16th) year through the twenty-fifth (25th) year (to a maximum of 35%).

The stipend will be paid monthly over a five (5) year term.

7.03 Early Retirement Insurance for Employees Hired Before July 1, 2008

For employees hired before July 1, 2008, the Board shall offer an early retirement insurance contribution to teachers who elect to retire, provided the teacher has attained the minimum age of 55 and has a minimum of 25 years of teaching experience (these years are years of service as defined below in Part II, Section 7.04 and not necessarily seniority years) of which fifteen (15) were in the Eau Claire Area School District.

- A. Premium Contribution. The Board will provide to all early retirement program participants hospital-surgical, prescription drug, and dental insurances until the employee becomes eligible for Medicare. No retiree may remain in the District's health insurance group after becoming eligible for Medicare. The District's contribution will be capped at the dollar amount in effect on the date of retirement. ~~for similarly situated active employees in the school year following retirement unless the contribution that school year is less than the District's contribution in the year of retirement. If the District's premium contribution in the school year following retirement is less than in the year of retirement, the District's premium contribution will be the dollar amount contributed for active employees in the year of retirement. Any additional amounts for the cost of coverage shall be paid by the teacher to the District on a monthly basis.~~
- ~~1. Early retirees who retire in or after the 2009-2010 school year shall have the District's premium contribution capped at a dollar amount equal to the District's contribution to the applicable coverage in the school year following retirement;~~
- B. Health Insurance. For teachers retiring at age sixty-two (62) with fifteen (15) years of service to the Eau Claire Area School District, the Board will provide hospital and surgical insurance until they qualify for Medicare if the teacher notifies the Superintendent of their intent to retire no later than February 1 of the last year of proposed regular employment. No retiree may remain in the District's health insurance group after becoming eligible for Medicare.

- C. Dental Insurance. For teachers retiring at age sixty-two (62) with fifteen (15) years of service to the Eau Claire Area School District, the Board will provide dental insurance until they qualify for Medicare if the teacher notifies the Superintendent of their intent to retire no later than February 1 of the last year of proposed regular employment.
- D. Combined years of service for early retirement health and dental insurance benefit: Teachers retiring at age fifty-five (55) with a minimum of 25 years of service to the ECASD, of which fifteen (15) must have been teaching years of experience qualify for the premium contribution benefit listed in Section 7.03 (A) above.

Part III – Non-Exempt Staff Without Individual Contract Under §§ 118.22 or 118.24, Wis. Stats.

- 9. Adding language for a new policy/practice
- Deleting language that is no longer applicable

Section 14 – Incremented Positions

Increment positions are paid a set amount for completing the required duties of the increment. The pay is not determined by the amount of time worked in any given period. Hourly employees who choose to work in an incremented position are required to sign an Extra Curricular Volunteer Agreement. Fair Labor Standards Act (FLSA) laws state that all hourly employees must be paid at least minimum wage for every hour worked and one and one-half times their regular hourly rate for any hours exceeding 40 in a week. Hiring hourly employees to work an increment violates the FLSA laws. Therefore, District employees paid at an hourly rate are not eligible for hire in incremented positions.

Part IV – Staff With Individual Contracts Under § 118.24, Wis. Stats., Executive, Administrative, and Academic Administrative Employees

Section 7—Post-Employment Benefits

- 10. Adding language for a new policy/practice
- Deleting language that is no longer applicable

7.01 Post-Employment Benefits by Hire Date

- A. Early Retirement Stipend for Employees Hired Before July 1, 2008. The Board of Education shall provide an early retirement stipend to administrators who elect to retire and are at least 55 years of age and who have a minimum of twenty-five (25) years of teaching/administrative experience of which ten (10) were in the Eau Claire system. Administrators who meet the above requirements would receive an annual stipend of 20% of that Administrator's base for their current position. The base is Level A of that Administrator's current salary grade. For each additional year of local experience beyond ten, an administrator would receive an additional 1% up to a total of 35%. Administrators who elect early retirement will receive the benefits of the next year's settlement. The stipend will be paid monthly over a five (5) year term.

- B. Insurance for Employees Hired Before July 1, 2008. The Board of Education will provide hospital-surgical, dental, and prescription drugs insurance to all retirees. The amount deposited shall be the district contribution on the date of retirement. paid shall not exceed the contractual limit in effect for each of the three years following retirement. Thereafter, the amount paid would be the same rate paid the third year of early retirement (for eligible participants) and beyond until the employee becomes eligible for Medicare. No retiree may remain in the District health insurance group after becoming eligible for Medicare.

In the event of a death of an early retiree, the District will offer insurance continuation under COBRA Law, see Part I, Section 18.10 for more information.

- C. Defined Contribution for Employees Hired On or After July 1, 2008: Employees hired on or after July 1, 2008, who have completed five years of service to the District, will receive an annual district contribution to an HRA account of \$5,000 for each of the first five years of employment at a maximum of \$25,000 (plus interest at the applicable federal rate (AFR) each June 30).

Employees working less than full-time shall have their defined contribution prorated to correspond to their full-time equivalency. The amount deposited will reflect the employee's full-time equivalency on the date the contribution is made to the HRA account.

Employees working under LTE contracts will receive a defined contribution in the year they are working as an LTE. If the employee is not rehired the following year under an LTE or permanent contract the defined contribution will be forfeited.

- D. Early retirement cannot begin during the school year except for special circumstances and with the approval of the Superintendent. This program cannot be used in conjunction with disability insurance.
- E. Administrators retiring under this plan shall be carried to the completion of their program.
- F. Any administrator retiring under this plan shall write a letter to the Superintendent on or before March 1 of the last year of proposed regular employment expressing his/her intent to participate in the early retirement program.

Part V – Non-Affiliated Employees

Section I—Employee Groups and Status

II. Clarifying an existing policy/practice

I.01 Employee Group and Status*

The following employee job titles are in the following groups:

Group 1-Non-Exempt:

Administrative Assistant to Superintendent
Executive Assistant to Administration Services
Executive Assistant to Business Services
Executive Assistant to Human Resources
Executive Assistant to Teaching and Learning
Executive Assistant to Special Education
Executive Assistant to Student Services
Human Resources Generalist

Group 2-Exempt*:

Director of Buildings & Grounds
Director of Food & Nutrition

Group 3- Exempt*:

Building Services Manager
Facilities Planning Manager
Finance Manager
Homeless and Homebound Coordinator
Human Resources Manager
Human Resources System & Project Specialist
Information Analyst
Kitchen Manager
Payroll Manager
Purchasing Manager
~~Safety Coordinator~~
Safety and Security Manager
Senior Accountant
Student Information System Specialist
Technology Coordinator
Technology Lead Systems Engineer
Technology Service Supervisor
Technology Systems Engineer

Group 5-Exempt*:

Special Education Parent Facilitator
~~American Indian Education Coordinator~~

Group 6-Non-Exempt:

~~Early Learning Family Services Facilitator+~~
Headstart Secretary+
Title I Reading Partnership Coordinator
American Indian Education Coordinator

Group 7-Non-Exempt:

Crossing Guards

*Employees in Group 2, 3, 4, 5, are professional employees (exempt) as defined by the Federal Fair Labor Standards Act and the Wisconsin Municipal Employee Relations Act, § 111.70(1)(L), Wis. Stats.

+Employees follow Handbook Language in Part 1 and Part 3.

Section 2 – Group I Non-Exempt Employees

- 12. Adding language for a new policy/practice
- Deleting language that is no longer applicable

2.09 Post-Employment Benefits

- A. Insurance for Employees Hired Before July 1, 2008: The Board of Education shall offer to provide hospital/surgical, dental, and prescription drug insurance to administrative/executive assistants who have reached the age of 55 and who have worked a minimum of 15 years for the Eau Claire Area School District until they become eligible for Medicare. The amount deposited shall be the district contribution on the date of retirement. paid by the school district for this insurance shall not exceed the contracted limit in effect one year after retirement. In the event that an employee retires at age 62 or beyond and meets the minimum required years of experience as indicated above, the insurance at the rate set at the time of retirement will be paid until the employee becomes eligible for Medicare.

13. Adding language for a new policy/practice

Deleting language that is no longer applicable

5.01 Post-Employment Benefits

	Early Retirement Stipend	Early Retirement Insurance	Defined Contributions
Group 2 Director of Buildings & Grounds Director of Food & Nutrition	Hired into this position prior to 7/1/2008 N/A	Hired into this position prior 7/1/2008 N/A	Hired into this position on/after 7/1/2008
	An early retirement stipend will be paid to employees who elect to retire at or after the age of 55 who have a minimum of 15 years' experience in district and 25 years of total experience either in education or a job related field. Up to an additional ten years may be granted for job related experience by the Executive Director of Human Resources at the time of employment. Employees retiring after 15 years of in district and a total of 25 years of education and/or approved related experience will receive an annual stipend of 25 percent (25%) of the base salary for their position. For each additional year of experience beyond 15, up to a maximum of 25 years, an employee retiring between the ages of 55 and 62 would receive an additional 1 percent (1%), up to a total of 35 percent (25%) based on years of experience granted. Employees who elect early retirement will receive the benefits of the next year's settlement. The stipend will be paid monthly over a five (5) year term.	The Board of Education will provide hospital, surgical, dental, and prescription drug insurance to retired employees who elect to retire at or after the age of 55 who have a minimum of 15 years' experience in district and 25 years of total experience either in education or a job related field. The amount paid shall not exceed the contractual limit in effect the year following the year of retirement. Thereafter, the amount paid will be the same rate until the employee becomes eligible for Medicare. In the event of a death of an early retiree, the Board of Education will offer continuation of insurance under COBRA Law, see Part 1, Section 18.10.	Employees who have completed five years of service to the District, will receive an annual district contribution to an HRA account of \$5,000 for each of the first five years of employment at a maximum of \$25,000 (plus interest at the applicable federal rate (AFR) each June 30). Employees working less than full-time shall have their defined contribution prorated to correspond to their full-time equivalency. The amount deposited will reflect the employee's full-time equivalency on the date the contribution is made to the HRA account. Employees working under LTE contracts will receive a defined contribution in the year they are working as an LTE. If the employee is not rehired the following year under an LTE or permanent contract the defined contribution will be forfeited.

Group 3 Building Services Managers Facilities Planning Manager Finance Manager Homeless and Homebound Coordinator Kitchen Managers Purchasing Manager Payroll Manager HR Manager HR System & Project Specialist Safety Coordinator Safety and Security Manager Senior Accountant Student Information System Specialist Technology Coordinator Technology Lead Systems Engineer Technology Service Supervisor Technology Systems Engineer		Hired into this position prior 7/1/2008	Hired into this position on or after 7/1/2008
	N/A	For employees retiring at age 55 or older, with 15 years of service to the Eau Claire Area School District, the Board will provide hospital,	Employees who have completed five years of service to the District, will receive an annual district contribution to an HRA account of \$3,000 for
		surgical, prescription drug, and dental insurance until they become eligible for Medicare. The amount deposited shall be the district contribution on the date of retirement. paid for this insurance shall not exceed the contractual limit in effect one year after retirement.	each of the first five years of employment at a maximum of \$15,000 (plus interest at the applicable federal rate (AFR) each June 30). Employees working less than full-timesshall have their defined contribution prorated to correspond to their full- time equivalency. The amount deposited will reflect the employee’s full-time equivalency on the date the contribution is made to the HRA account. Employees working under LTE contracts will receive a defined contribution in the year they are working as an LTE. If the employee is not rehired the following year under an LTE or permanent contract the defined contribution will be forfeited.
Group 5 Special Education Parent Facilitator American Indian Education Coordinator		Hired into this position prior to 7/1/2008	Hired into this position on or after 7/1/2008
	N/A	Same as Group 3.	Same as Group 3.
Group 6 Early Learning Family Services Facilitator Headstart Secretary Title 1 Reading Partnership Coordinator		Hired into this position prior to 7/1/2012	Hired into this position on or after 7/1/2012

		<p>The Board of Education shall offer to provide medical insurance coverage, which consists of medical insurance premium and potential HRA contributions, and dental insurance to all retirees who have reached the age of fifty-five (55) and who have worked a minimum of fifteen (15) years for the Eau Claire Area School District, until the employee becomes eligible for Medicare.</p> <p>The amount deposited shall be the district contribution on the date of retirement, paid by the school district for medical/dental insurance coverage shall not exceed the contractual limit in effect one year after the time of retirement. The Board contribution shall be applied to insurance premium first; any balance shall be applied to an HRA up to \$1,000 (single)/\$2,000 (limited family/family).</p> <p>In the event that an employee retires at age 62, the Board contributions for medical insurance coverage and dental insurance set at the time of retirement shall be paid until the employee qualifies for Medicare.</p>	<p>Employees who have completed five years of service to the District, will receive an annual district contribution to an HRA account of \$3,000 for each of the first five years of employment at a maximum of \$15,000 (plus interest at the applicable federal rate (AFR) each June 30). Employees working less than full-time shall have their defined contribution prorated to correspond to their full-time equivalency. The amount deposited will reflect the employee's full-time equivalency on the date the contribution is made to the HRA account.</p> <p>Employees working under LTE contracts will receive a defined contribution in the year they are working as an LTE. If the employee is not rehired the following year under an LTE or permanent contract the defined contribution will be forfeited.</p>
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14. Deleting language that is no longer applicable

Section 7—Group 6 Non-Exempt

7.01—Early Learning Family Services Facilitator and Headstart Secretary

A. These positions will follow all benefits as outlined in Part III of this Handbook.

7.02—Title I Reading Partnership Coordinator

A. Length of contract: 184 days.

B. Salary: \$16.28/hour; increase in salary schedule is based on the Classified Employees salary.

C. Holidays: Employee will be paid for the following holidays:

— Memorial Day

— Labor Day

— Thanksgiving Day

A. Early Retirement:

— Insurance for Employees Hired Before July 1, 2008: For employees retiring at age 55 or older, with 15 years of service to the Eau Claire Area School District, the Board of Education will provide hospital,

surgical, dental, and prescription drug insurance until they reach become eligible for Medicare. The amount paid shall not exceed the contractual limit in effect the year following the year of retirement.

Defined Contribution for Employees Hired On or After July 1, 2008: Employees hired on or after July 1, 2008, who have completed five years of service to the District, will receive an annual district contribution to an HRA account of \$3,000 for each of the first five years of employment at a maximum of \$15,000 (plus interest at the applicable federal rate (AFR) each June 30).

Employees working less than full-time shall have their defined contribution prorated to correspond to their full-time equivalency. The amount deposited will reflect the employee's full-time equivalency on the date the contribution is made to the HRA account.

Employees working under interim/emergency contracts who are rehired the following school year on a regular contract will have their defined contribution created at such time as they become a regular employee. Such employees will be given credit for that interim/emergency service toward the defined contribution, including interest.

Section 11—Post-Employment Benefits

- 15. Adding language for a new policy/practice
- Deleting language that is no longer applicable

11.01 Post-Employment Benefits

	Early Retirement Insurance Hired BEFORE 7/1/2010	Defined Contributions Hired ON/AFTER 7/1/2010
Buildings and Grounds	<p>The Board of Education shall offer to provide medical insurance coverage, which consists of medical insurance premium and potential HRA contributions, and dental insurance to all retirees who have reached the age of fifty-five (55) and who have worked a minimum of fifteen (15) years for the Eau Claire Area School District, until the employee becomes eligible for Medicare.</p> <p>The amount deposited shall be the district contribution on the date of retirement. paid by the school district for medical/dental insurance coverage shall not exceed the contractual limit in effect one year after the time of retirement. The Board contribution shall be applied to insurance premium first; any balance shall be applied to an HRA up to \$1,000 (single)/\$2,000 (limited family/family).</p> <p>In the event that an employee retires at age 62, the Board contributions for medical insurance coverage and dental insurance set at the time of retirement shall be paid until the employee qualifies for Medicare.</p>	<p>Employees who have completed five years of service to the District, will receive an annual district contribution to an HRA account of \$3,000 for each of the first five years of employment at a maximum of \$15,000 (plus interest at the applicable federal rate (AFR) each June 30). Employees working less than full-time shall have their defined contribution prorated to correspond to their full-time equivalency. The amount deposited will reflect the employee's full-time equivalency on the date the contribution is made to the HRA account.</p> <p>Employees working under LTE contracts will receive a defined contribution in the year they are working as an LTE. If the employee is not rehired the following year under an LTE or permanent contract the defined contribution will be forfeited.</p>
Classified	<p>Early Retirement Insurance Hired BEFORE 7/1/2012</p> <p>Same as above.</p>	<p>Defined Contributions Hired ON/AFTER 7/1/2012</p> <p>Same as above.</p>

Food and Nutrition	Early Retirement Insurance Hired BEFORE 7/1/2010	Defined Contributions Hired ON/AFTER 7/1/2010
	Same as above. In the event that an employee retires at age 62 or older, the contribution set at the time of retirement will be paid until the employee qualifies for Medicare.	Same as above.
Non-Affiliated	Early Retirement Insurance Hired BEFORE 7/1/2008	Defined Contributions Hired ON/AFTER 7/1/2008
	Same as above.	Same as above.

Part VI – Athletic Coaching Staff

Section 2 – High School Coaches

16. Adding language for a new policy/practice
- Deleting language that is no longer applicable

2.06 Hiring of ~~Assistant~~ Athletic Coaches

Head Coaches should work with the Athletic Director to hire ~~Assistant~~ Athletic Coaches. ~~Assistant~~ Coaches who are ECASD certified staff and are returning from the previous season do not need to re-apply to coach. ~~Coaches who are hourly ECASD employees must reapply and sign an updated Extra-Curricular Volunteer Agreement each season. Assistant Coaches who are ECASD hourly staff who are grandfathered in must re-apply to coach each season. ECASD hourly staff who are not grandfathered in are not eligible to coach. Assistant~~ Coaches who are not ECASD employees must re-apply to coach each season.

If a need to hire an ~~Assistant~~ Athletic Coach is identified, the Athletic Director will request a vacancy be posted in WECAN through the Human Resources department. The Athletic Director and Head Coach will review applicants and select a candidate for hire. The Athletic Director completes a “Request for Employment Action” to notify Human Resources.

The Human Resources staff then contacts the candidate to complete any necessary items including a background check, employment packet, TB test, etc. Once the recommended candidate has completed the necessary items as instructed by HR, the candidate’s name will be placed on an Employment Report to the School Board for approval of hire. After School Board approval, the candidate is mailed a letter of hire and employment checklist to complete and return to HR, as well as a schedule of their pay dates. Only upon School Board approval is a candidate considered to be hired.

If an ~~Assistant~~ Athletic Coach is needed to begin coaching prior to having completed all of the steps up to and including School Board approval, the candidate MUST successfully clear a background check through HR and complete a [Volunteer Agreement Form](#)