

**Call to Order**

Lisa Wolfe called the meeting to order at 7:17 pm in the high school board room #335. Board members present were Larry Cyrus, Lisa Wolfe, Amanda Lacey, Michael Ayala, Wendy Baures, Kevin Kubis, and Nathan Brandt. Troy White, Brian Wolfe and Tom Hiebert were also present.

Lisa Wolfe attested to the publication of the meeting.

**Approval of the Agenda**

Michael Ayala made a motion to approve the agenda as presented. Nathan Brandt seconded the motion. Motion carried.

**Connection with the community**

- **District celebrations and recognitions**
  - **School board Recognition of Service**  
Darrin Dillinger was thanked for his service and time as board president. Other celebrations and recognitions were presented in the board packet.

**Reports and discussion items**

- **Referendum update**  
Summer referendum projects were presented. These include roof repairs, classroom flooring, the junior high vestibule, and concrete drainage. There will be group staff meetings for referendum input on May 15<sup>th</sup>. Timelines for the design phase, bids, and construction were discussed.
- **Insurance update**  
Mr. White shared that medical insurance will be switching to Ticket Health for self-funded insurance. There will be a 0% premium increase next year for medical insurance.
- **Budget update**  
The five-year forecast was shared. With a zero increase for medical and dental insurance, the budget is sustainable longer without depleting the fund balance.
- **Handbook language changes**  
Mr. White explained the handbook changes to the Board. Most of the changes are related to the elimination of the post-employment benefits and the changes in the compensation plans.
- **Staffing**  
An offer was made to a special education teacher. The hire will be on the May board meeting agenda for approval. There were many applications for a social studies teacher. This position should be filled soon.
- **Board retreat dates & topics**  
Dates for a Board retreat were discussed. The date agreed upon was July 24 from 4:30 to 7 p.m. Topics will be determined at a later date.

**Future Agenda Items**

- Project 180 (Door Co.)    - DPI Mental Health Framework    - Buffalo County Dating Violence

**Review Timelines and Items for Future Board Agendas and Meetings.**

Wednesday	May 21 <sup>st</sup> , 2025	Regular Meeting	6:00 p.m.
Monday	June 2 <sup>nd</sup> , 2025	Committee of the Whole	6:00 p.m.
Wednesday	June 25 <sup>th</sup> , 2025	Regular Meeting	6:00 p.m.

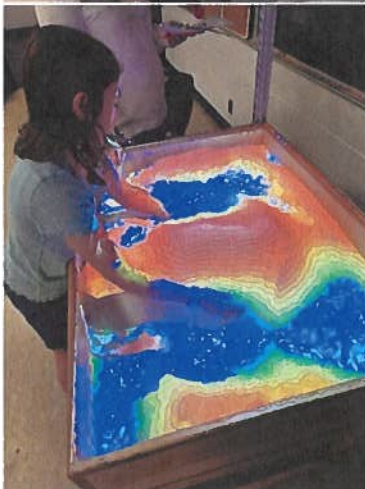
**Adjourn**

Lisa Wolfe made a motion to adjourn at 8:18 p.m. Kevin Kubis seconded the motion. Motion carried.

## Math and Science Night

13 interactive stations featuring robots, sand tables, games, catapults, coding, and more, curiosity and excitement filled the air! Guests were also treated to three fantastic community presentations from Riverland Energy, Buffalo County 4-H, and River Valley Raptors. To top it off, nachos and walking tacos kept everyone fueled for learning.

A huge thank you goes out to the 40+ volunteers who made the evening possible—teachers, board members, FFA members, and student helpers, we couldn't have done it without you!





**Personal Finance class** took learning beyond the classroom on a field trip to WNB Financial and Merchants Bank! Students explored real-world lessons on checking and savings accounts, loans, credit scores, and even career opportunities in banking. Huge thanks to Peyton at WNB and Amy at Merchants for their time and insights! 🙏🏻💰

Before heading back to school, the group made a quick snack stop at Nate & Ally's, and got an unexpected bonus! Owner Dennis not only treated students to a behind-the-scenes tour but also shared his entrepreneurial journey, all while serving customers with a smile. Thank you, Dennis, for your generosity and inspiration!



**4K classes** have been getting their hands dirty in the best way! These [#CFCPiratePride](#) gardeners learned all about the seed cycle and what plants need to grow. Each student planted their very own 'lawn' and decorated a cozy little home to go with it.





# C-FC girls hoops players honored

Members of the Cochrane-Fountain City girls basketball team received awards and recognition for their efforts during the 2024-25 season at the team's recent banquet.

Photo to the right: Receiving All-Dairyland Conference recognition were Kaelyn Comero, First Team; Mackenzie Wenger, Second Team.



Team Award Winners are Macy Hunger, Most Improved; Aubrey Smith and Ana Knecht, Pirate Award; Addy Duellman and Mackenzie Wenger, Hustle Award; Kaelyn Comero, MVP.



Receiving JV Team Awards were: Paxtyn Duellman, Defensive MVP; Delaina Kupietz, co-Offensive MVP; Danielle Hesck, Most Improved; Keira Holien, Pirate Award. Not pictured—Mackenna Aspenson, co-Offensive MVP.

Team Statistical Leaders are: Addy Duellman, Charges Taken, Kaelyn Comero, Most Rebounds, Blocked Shots, Points, FG%, FT%; Mackenzie Wenger, Most Assists, Steals, 3pt FG%.



Members of the 2024-25 C-FC junior varsity girls basketball team include (left to right) Paxtyn Duellman, Delaina Kupietz, Brooklyn Pehler, Layla Semling, Danielle Hesck, Lucy Scharmach and Keira Holien. Not pictured—Mackenna Aspenson.



Academic All-State recipients include: Front, Brooklyn Pehler, Addy Duellman, Mackenzie Wenger, Keira Holien; back, Aubrey Smith, Ana Knecht, Kaelyn Comero, Macy Hunger, Kiera Worthington. Not pictured—Cecelia Dittich.



Members of the 2024-25 C-FC varsity girls basketball team include (front row, left to right) Keira Holien, Delaina Kupietz, Brooklyn Pehler, Mackenzie Wenger, Addy Duellman; back, Aubrey Smith, Ana Knecht, Macy Hunger, Kiera Worthington, Kaelyn Comero. Not pictured—Cecelia Dittich and Mackenna Aspenson.



# BCPC prepares seniors for next steps after graduation

A day of prevention education just for graduating seniors took place on Thursday, April 10, at Cochrane-Fountain City School. Buffalo County Senior Day, sponsored by the Buffalo County Partnership Council, is an opportunity for graduating students across Buffalo County to think critically about potential risk behaviors from local speakers. The event centered on considering the consequences of one's choices related to the use of alcohol and drugs. Senior students from the Alma, Gilmanton, Mendon, and Cochrane-Fountain City schools all participated.

This year's Senior Day keynote was Mike McGowan, a renowned family and youth advocate, who has presented to over two million students in his years as a professional therapist and speaker. McGowan's keynote address fo-

cused on preparing youth for life after high school.

McGowan has been an integral part of BCPC's Senior Day for more than two decades, yet he shared important new messages about preparing for making connections with others at college or in the workforce and considering impacts of social media content in obtaining future jobs. He encouraged seniors with personal stories from his own family and children while infusing humor and messages of hope.

Buffalo County Sheriff Mike Osmond spoke to graduating students about many of the results of poor choices he has observed as a law enforcement officer. He shared professional experiences related to the illegal use of meth, heroin and fentanyl. Sheriff Osmond also told graduating seniors that as mature young adults they need

to know that marijuana can stay in your system for weeks and any trace of drugs can result in arrest if there is a death involved. Osmond shared real life photos from Buffalo County and the surrounding local region. He encouraged students to report individuals and situations that endanger children by placing them in the harm of drugs. Finally, Sheriff Osmond reminded students the risks of sharing nude photos and videos with strangers or peers.

Shane Umess is also an integral part of BCPC's Senior Day. For nearly two decades, Umess has shared about the day he doesn't remember, but will never forget. He tells more about the total impact that resulted from poor choices he made in rural Gilmanton in 2004.

Umess spoke genuinely and candidly to high school seniors about the real-life

consequences associated with drinking and driving. Umess told students about the physical, emotional, and financial pain he endures because of his decision to get behind the wheel after a night of heavy drinking. As a result, Umess does not call the event an accident. He names it what it was—a crash. He reminds students that he made the intentional decision to drink alcohol. He tells seniors he

gives his presentation because he doesn't want anyone to be in his situation or to feel the grief him, his victims and their families endure every day.

Umess' story is a powerful one that silences the auditorium and encourages students to truly consider the multitude of consequences that could follow a young adult for their entire life if they choose to get behind the

wheel while under the influence of drugs or alcohol.

Buffalo County Senior Day was made possible in part by a memorial from the Tony Myren family and a student mini grant from the Department of Public Instruction. The Buffalo County Partnership Council is a youth-adult coalition that works to influence people and policy through prevention efforts.



Buffalo County Sheriff Mike Osmond spoke to graduating students at Senior Day about many of the results or impacts of making poor choices as young adults.



Shane Umess spoke genuinely and candidly to high school seniors about the real-life consequences associated with drinking and driving.



Senior Day keynote speaker Mike McGowan shared important new messages about considering impacts of social media content in obtaining future jobs.





### Moving from Quarts to Ticket Health – Key Points

- Ticket Health is a self-insured cooperative (Kwik Trip, Dairyland Power, Whitehall, DeSoto).
- We collect premiums and pay claims.
- Cooperative provides a larger group for better rates, services, and protection for high claims.
- Financial incentives for non-emergency services to employees & the district.
- Medical network – Included in the plan
  - Neighborhood clinics – NO COST to you, covered by the district
  - Gunderson
  - Mayo
  - Others outside Wisconsin & Minnesota

- Premiums
  - Family = 0% increase
  - Single = 0% increase
  - Gunderson and Mayo plans are both at the rate of the current Gunderson plan premiums

- Incentives
  - Call “MOM” (Alithias) to decide where to go
  - Options will be given that have incentives

- Requirements
  - May 30<sup>th</sup> meetings – **Must** attend one meeting
    - 1:00 – 1:45
    - 1:45 – 2:30
    - 2:30 – 3:15
  - Employee Navigator
    - Same as this year to select your insurance choice.
    - You are **required** to select again at the May 30<sup>th</sup> meeting that you attend.
  - Anyone not able to attend the May 30<sup>th</sup> meeting **MUST** meet with the district office before May 30<sup>th</sup>.

### Health Insurance Premiums 2025-2026

#### Per Pay Period Amounts:

Single (24pp) \$48.68

Single (18pp) \$64.91

Family (24pp) \$107.59

Family (18pp) \$143.45

## Handbook Changes

- Other Post Employment Benefits
  - Pg 5 ..... Remove Table of contents Part I, section 13.09
  - Pg 7 ..... Remove Table of contents Part IV, section 11
  - Pg 8 ..... Remove Table of contents Part V, section 10
  - Pg 8 ..... Remove Table of contents Part VI, section 10
  - Pg 9 ..... Remove Table of contents Appendix O
- Pg 15 ..... Part I, Section 3 – Employee Communications
  - 3.02 Confidentiality
- Pg 29 ..... Remove section 13.09 – Other Post Employment Benefits
- Pg 29 ..... 13.11 Sick Leave Incentive
- Pg 31 ..... Part IV, Section 1 – Teacher, Assignments, Vacancies and Transfer
  - 1.01 Teacher, Assignments, Vacancies and Transfer
    - B. Assignment Preference Consideration
    - E. Involuntary Transfers
- Pg 36 ..... Remove section 11 – Post Employment Benefits
- Pg 38 ..... Remove section 10 – Post Employment Benefits
- Pg 40 ..... Remove section 10 – Post Employment Benefits
- Appendix H..... Professional Staff Salary and Compensation Plan
- Appendix J ..... Support Staff/Bus Route Wage Schedule
- Appendix O..... Remove Other Post Employment Benefits

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2. **Requisitions:** Requisitions for textbooks, equipment and supplies must be done through Alio. Instructions are kept in the District Office. The District Administrator approves all purchase orders after they have gone through departmental authorizations. When an order arrives, it will be checked in at the Main Office. Discrepancies in orders (i.e. missing items, duplicates) should be reported to the District Office.
- E. **School Issued Credit Cards:** Employees who have been issued a credit card through a District-controlled account must adhere to the procedures and fiscal controls for the use of such cards. See [Board Policy 673.1](#) and [673.1 Rule](#).

### **SECTION 3. EMPLOYEE COMMUNICATIONS**

#### **3.01 Bulletin Boards**

The District may provide a bulletin board as a limited forum for employees to post professional development information and other apolitical literature that is directly connected to employment at the District and is consistent with District policy and applicable law. Distributed and posted materials shall be professional in approach, shall not contain any derogatory comments about staff, parents, students, or board members, and shall not contravene District policy or the law. The District Administrator will be provided with a copy of all posted material at the time of the posting. The District Administrator and/or his/her designee shall be allowed to remove material from the bulletin board(s) at his/her discretion.

#### **3.01 Calendar of Events**

A master calendar of events is maintained by the Main Office. Employees should notify the Main Office of all upcoming events so an accurate daily/monthly calendar can be maintained.

#### **3.02 Confidentiality**

~~Pupil information that employees obtain as the result of their employment with the District is confidential and protected by law unless such information has been designated as pupil directory data as set forth in [Board Policy 347.1](#). In addition to student information, confidentiality is expected in other areas, including employee or District business information. Any requests for District records shall be referred to the appropriate administrator.~~

Employees are expected to comply with state and federal pupil records laws, as well as many other laws that govern the confidentiality of District records. Employees must also understand that records, and information from records, can sometimes still be personally identifiable even when the individual's name is not used or when the name has been redacted. As such, employees should not presume that removing a pupil or person's direct identifiers from a record will be sufficient to satisfy a confidentiality requirement.

Employees who are uncertain as to whether information or records are confidential are expected to refer such questions to the administration. Some examples of records and information that employees must be especially careful not to disclose or provide access to without proper authorization include, but may not be limited to: (1) medical records, (2) pupil records, (3) electronic system(s) access records including passwords, (4) employee personnel and payroll records, (5) child abuse and neglect reports, (6) financial account information, and (7) records that are subject to attorney-client privilege.

An employee who receives a public records request should refer the request to the District's records custodian(s) in accordance with the District's public records policies. The District may discipline or discharge any employee who discloses or provides access to a confidential record or confidential information in violation of the law, a District policy, an employee handbook provision, or a supervisory directive. For more information, employees should refer to [Board Policy 347, 347-Rule, 347.1, 526, and 823](#).

#### **3.03 Daily Announcements**

Daily announcements are announced in the morning of each school day and posted on the school website. Employees wishing to have information included in the daily announcements should email the information to the Main Office or write the information on the applicable form available in the Main Office with at least one day's advance notice.

#### **3.05 Mailboxes**

Staff mailboxes are located in the employee lounge, should be checked daily and should be cleared regularly.

#### **3.06 Methods of Communication by the School**

In addition to the school newsletter and local newspapers, the District will use the school website ([www.cfc.k12.wi.us](http://www.cfc.k12.wi.us)) and social media sites (Facebook, Instagram and Twitter) to post calendars and other school information. The District will use the announcement portal on Infinite Campus to post selected announcements and information and/or possible school delays or closings and/or use Infinite Campus Messenger to send emails or texts regarding such announcements.

#### **3.07 News Articles**

District employees who wish to submit articles and/or pictures for the school's quarterly newsletter must submit such articles/pictures by e-mail to the District Office. Employees are encouraged to submit articles of interest to the local newspapers (C-FC Recorder, Winona Daily News, Winona Shopper).



insurance, cancer insurance and similar, related insurance coverages. The employee will pay 100% of the premium and any deductibles for any optional insurance coverages elected.

### 13.09 Other Post-Employment Benefits

The District may provide other post-employment benefits to employees at the discretion of the Board and subject to available funding. Post-employment benefits available to employee types are described in the relevant section of this handbook for that employee type.

### 13.10 Sick Leave Bank

The District maintains two sick leave banks, one for teachers and one for support staff and district staff. A sick leave bank allows eligible employees who contribute to the bank to withdraw sick days due to qualifying conditions, after they have exhausted all other available leave that is available to them.

- A. Eligibility for Participation: An employee must satisfy all the following criteria to be able to withdraw sick leave from the applicable sick leave bank.
1. The employee must be a teacher (for the teacher sick leave bank) or a support staff or district employee (for the support staff/district employee sick leave bank).
  2. The employee must deposit 1 sick leave day into the applicable sick leave bank by September 10<sup>th</sup> of the school year in which the employee desires to access the bank. For full-time employees, 1 sick leave day equals 8 hours. The number of hours is prorated for part-time employees.
  3. The employee must have exhausted all his or her individual leave time (sick leave and personal leave or PTO).
  4. The employee is not presently eligible to receive long-term disability, workers' compensation, Social Security disability or other similar income-replacement benefits. Sick leave bank eligibility shall cease if the employee becomes eligible for other any income-replacement benefits at any time during his/her absence.
  5. The employee or a qualifying family member must have a serious health condition and provide appropriate documentation of the condition.
    - a. Serious health condition means an illness, injury, impairment or physical or mental condition that involves inpatient care in a hospital, hospice or residential medical care facility, or continuing treatment by a health care provider. Exclusion: The birth or adoption of a child which does not result in a serious health condition of the child or parent DOES NOT qualify as a serious health condition for purposes of the sick leave bank.
    - b. A qualifying family member is a child, spouse, or parent of the employee.
  6. The employee must be unable to return to work due to the serious health condition for more than five consecutive workdays.
- B. Accessing the Sick Leave Bank: An employee who satisfies the eligibility requirements may apply for sick leave pay from the applicable sick leave bank. Requests for a withdrawal from the sick leave bank must be made in writing to the Superintendent by the employee or his/her designee and must be accompanied by a doctor's report identifying the serious health condition and expected duration of the condition.
- C. Limitations on Payment of Sick Leave Bank Pay:
1. The maximum number of days that an employee may withdraw from the sick leave bank in a school year is 30 days.
  2. The employee will become ineligible for sick leave bank pay if (1) the employee returns to work; (2) the employee reaches the maximum withdrawal set forth above; or (3) the employee becomes eligible for long-term disability, workers' compensation, Social Security disability or other similar income-replacement benefits.
  3. The sick leave bank program may not be used in conjunction with any other income-replacement benefits or unemployment compensation benefits provided by the District.

### 13.11 Sick Leave Incentive

Sick leave incentive is available to certain employee types of the District, provided they meet the qualifications. Sick leave incentive pay will be provided to eligible employees in a supplemental paycheck following their resignation/retirement. An employee who provides the following continuous years of service to the district and a minimum two (2) week notice shall receive an incentive payment for all earned and unused sick leave in the amounts listed below:

- A. ~~Sick Leave Incentive for district staff and support staff: A district employee or support staff employee who voluntarily leaves the District after 15 years of continuous service and provides a minimum two (2) week notice shall receive an incentive payment for all earned and unused sick leave in the amount of \$50 per 8 hours of accumulated sick leave.~~
- B. ~~Sick Leave Incentive for bus drivers: A bus driver who voluntarily leaves the District after 15 years of continuous service and provides a minimum two (2) week notice shall receive an incentive payment for all earned and unused sick leave in the amount of \$50 per 1 day of accumulated sick leave.~~
- C. ~~Sick Leave Incentive for teachers: A teacher who voluntarily resigns from regular employment after 15 years of continuous teaching in the District shall receive an incentive payment for all earned and unused sick leave in the amount of \$100 per 8 hours of accumulated sick leave.~~

Employee	After 5 years	After 10 years	After 15 years
District or support staff	\$25 per 8 hours	\$50 per 8 hours	\$75 per 8 hours
Bus Driver	\$25 per 1 day	\$50 per 1 day	\$75 per 1 day
Teacher	\$50 per 8 hours	\$75 per 8 hours	\$100 per 8 hours

#### **1.04 Dismissal/Removal**

The District Administrator is solely responsible for implementing any or all disciplinary measures, including, but not limited to, suspension and/or dismissal from employment. Such discipline or termination shall be subject to the District grievance procedures. See [Board Policy 527](#), [527 Rule 1](#), [527 Rule 2](#), [527 Exhibit](#), [Appendix D](#).

#### **1.05 Duties**

The job responsibilities of district staff are as set forth in this Handbook, the individual letters of employment and job descriptions, Board Policies and Rules and Federal and state laws and regulations.

#### **1.06 Evaluation**

All district staff shall report to and be supervised by the District Administrator, who shall evaluate them in writing at least once each calendar year. See [Board Policy 548](#).

#### **1.07 Licenses, Certifications and Permits**

District staff shall maintain all licenses, certifications and permits necessary for the proper discharge of their duties, including compliance with application state and Federal laws, rules and regulations.

#### **1.08 Training**

District staff members are encouraged to continue professional growth through participation in workshops, membership in professional organizations and other similar activities.

#### **1.09 Work Schedule**

District staff work schedules are set by the District Administrator with the duties of each district staff member taking into account in the setting of the work schedule. Full-time employees are generally expected to work eight-hour duty days. Work schedules may vary because of different start times and job responsibilities.

## **PART IV – TEACHERS**

### **SECTION 1. TEACHER ASSIGNMENTS, VACANCIES AND TRANSFERS**

#### **1.01 Teacher Assignments, Vacancies and Transfers**

- A. Determination of Assignment: Teachers will be assigned or transferred by the District Administrator or his/her designee.
- B. Assignment Preference Consideration: Teachers may express in writing to the District Administrator and/or his/her designee their preference of grade level or subject. If a teacher wishes to be transferred to another position which may open during the summer, application for a transfer ~~should~~ **shall** be made in writing to the District Administrator and/or his/her designee. Insofar as possible, consideration shall be given to these requests.
- C. Job Posting: When a position becomes vacant or a new position is created, notice of such available position shall be posted on the District's website for a minimum of 10 days or until filled. The District retains the right to temporarily fill vacant positions at its discretion during the posting and selection period.
- D. Process for Filling Vacancies: An employee who applies for a vacant position, prior to the end of the posting period, may be granted an interview for the position. The District retains the right to select the most qualified applicant for any position based upon stated job descriptions (this restriction does not prohibit the District from considering qualifications that are related to the position and exceed those minimum qualifications listed in the job description). The term "applicant" refers to both internal candidates and external candidates for the position. The District retains the right to determine the job descriptions needed for any vacant position.
- E. Involuntary Transfers: When the District determines that an involuntary transfer of an employee is necessary or in the best interests of the District, it may, at its discretion, transfer any employee in the District qualified for the position. No employee will be involuntarily transferred by the District without a conference followed by a written notice from the District Administrator and/or his/her designee which will include the reasons for the transfer. An employee who is involuntarily transferred shall suffer no loss of wages, hours, or other fringe benefit as a result of such transfer. An employee who is involuntarily transferred and suffers a loss of wages, hours, or other fringe benefit as a result of such transfer may contest the transfer as discipline under Section 9 of this *Handbook*. **An involuntary transfer that results in the loss of wages or benefits may not be possible without first nonrenewing the teacher's individual contract.**

#### **1.02 Teacher Resignations**

A teacher's individual contract is binding on both parties. If a teacher breaches this contract through a resignation prior to the expiration of the contract, the District may recover liquidated damages from the teacher as set forth in the employment contract. The following sums will be assessed following such a breach: \$200 if the resignation is submitted prior to June 30, \$400 if the resignation is submitted during the month of July, \$600 if the resignation is submitted after July. Any employee involuntarily called into service by the United States government for military duty shall not be assessed liquidated damages. Additionally, the Board may waive liquidated damages for good cause.



and/or necessary to meet the minimum annual school year requirements of the State of Wisconsin. Teachers shall not receive additional compensation in the event the District requires such day(s)/time to be made up with or without pupils.

## **SECTION 11. POST-EMPLOYMENT BENEFITS**

Please refer to Addendum N, Pages 67-68.

## **PART V – SUPPORT STAFF**

Additional provisions related to Support Staff (custodians, food service, secretaries, paraprofessionals, and bus mechanic):

### **SECTION 1. ASSIGNMENTS, TRANSFERS & VACANCIES**

#### **1.01 Assignments**

Should the District anticipate a continuing need for an employee's services during the next school year, it will issue a *Notice of Intent to Employ* that will be consistent with, but subservient to, this *Handbook* and board policy, before the last student contact day of the school year. The specific assignments and hours cannot be guaranteed, but an effort will be made to place the employee in a similar position (i.e. assignment, wages, and hours) of the one currently held. By September 15 each fall, a *Letter of Assignment* will be issued to each support staff employee which will identify the employee, the position(s) that the employee is employed for, the employee's rate of pay, the number of hours assigned, and the leaves available for the year.

#### **1.02 Transfers or Change of Assignment**

When the District determines that an involuntary transfer of an employee is necessary, the District reserves the right to transfer an employee in the District qualified for the position. No employee will be involuntarily transferred by the District without a conference followed by a written notice from the District Administrator which will include the reasons for the transfer. In the case of a change of assignment, the employee shall be provided with at least 14 calendar days' notice of the change of assignment via a new letter of appointment, if practicable, as determined by the administration.

#### **1.03 Vacancies**

Should a position become vacant, or a new position created, existing employees may apply for the position following the same procedures as external applicants. The District retains the right to select the most qualified applicant for any position based upon stated job description. This restriction does not prohibit the District from considering qualifications that are related to the position and exceed the minimum qualifications listed in the job description.

### **SECTION 2. BENEFITS AND LEAVE**

Support staff shall be entitled to the employee benefits and leave as outlined in Part I of this *Handbook*.

### **SECTION 3. COMPENSATION**

#### **3.01 Wage Schedule – See Appendix J**

#### **3.02 Wage Schedule Placement – See Appendix J**

#### **3.03 Special Pay Rates or Circumstances**

- A. Overtime Pay: Time worked over forty (40) hours per week is paid at one and one-half (1.5) times the regular rate, except for blended-rate employees discussed below. Time over forty (40) hours per week does not include PTO time. The reason for overtime must be indicated on the employees' time records. For the sole purpose of determining the appropriate pay period for the receipt of overtime pay, a week is defined as a pay period starting at 12:00 a.m. on Sunday and ending at 11:59 p.m. on Saturday.
- B. Blended-Rate Time Pay: Employees who work in more than one job position may be entitled to a blended rate for any overtime worked, which factors in the regular wages earned from the various positions to arrive at an overtime rate.
- C. Call-In Pay: Employees called in to work hours outside of their regular work schedule that are not contiguous with their regular work schedule, except as noted below, shall be paid no less than one (1) hours pay. The District may, in its discretion, require such employees to work the full one (1) hour period. Employees called in to open the building for a special event will be paid for the time that the employee is required to be on duty.
- D. Shift Differential Pay: Employees who are assigned to the night shift will receive \$.25 per hour added to their regular hourly rate of pay. Night shift is defined as hours worked between 3:30 p.m. through 5:59 a.m. during the school year.

### **SECTION 4. DISCIPLINE, TERMINATION, REDUCTIONS (LAYOFFS) AND RESIGNATIONS**

#### **4.01 Dismissal/Removal**

The District Administrator is solely responsible for implementing any or all disciplinary measures, including, but not limited to, suspension and/or termination of employment. Such discipline or termination shall be subject to the District grievance procedures. See [Board Policy 527](#), [527 Rule 1](#), [527 Rule 2](#), [527 Exhibit](#).

schedule. This section shall not be construed as a guarantee or limitation on the number of hours per day or hours in a work week which may be scheduled or required by the District.

### **9.03 Part-Time Employees**

The District will indicate the schedule of hours for part-time employees in their letter of assignment. Hours can be adjusted by the administration when necessary.

### **9.04 Additional Hours and Overtime – Approval and Assignment**

- A. Approval: For an employee to work beyond his or her regular hours in any week, prior approval must be obtained from the immediate supervisor. In exceptional cases, overtime may be approved after it is worked when all administrators/principals/immediate supervisors are unavailable and waiting for pre-approval may cause harm to students, staff, the community, or District property.
- B. Assignment of Overtime: Non-emergency scheduled overtime assignments will be filled using volunteers first, with as much notice as possible, and if insufficient volunteers are found, the work will be assigned to a qualified employee as determined by the District. If no one volunteers to perform the overtime work, the District may assign the work on a rotating basis, within the applicable job classification. Emergency overtime assignments shall be assigned at the discretion of the District.

### **9.05 Breaks/Lunch**

Employees scheduled to work at least four (4) hours per workday will receive fifteen (15) minutes of paid break. Employees scheduled to work at least eight (8) hours per workday will receive thirty (30) minutes of paid break. All employees who work six (6) or more hours per day are entitled to a thirty (30) minute duty-free, unpaid lunch.

Hours Worked	Break(s) and Lunch Period Scheduling
0 to 3.99 hours	0 minutes
At least 4.0 hours to 5.99 hours	15-minutes of paid break
At least 6.0 hours to 7.99 hours	15-minutes of paid break and 30-minute unpaid lunch
At least 8.0 hours or more	30-minutes of paid break and 30-minute unpaid lunch

### **9.06 Emergency School Closings**

The following procedures will be followed when school is closed due to inclement weather or other situations beyond the control of the District.

- A. Who Reports to Work: All custodians, secretaries and the bus mechanic are expected to report to work, if possible, unless otherwise instructed not to do so by their immediate supervisor. All other support staff should *not* report to work unless otherwise instructed to do so by their immediate supervisor.
- B. Payment for Days School Is Closed: Any employee who does not work when school is closed for an emergency/weather will not be paid for that day. The employee may elect to use PTO for that day.
- C. Make-Up Days: Employees are required to report to work in the event that the District schedules make-up days.
- D. Partial Days: If employees report to work and a decision to close school is made after that time, those employees will be paid only for the actual hours worked.

## **SECTION 10. Post Employment Benefits**

Please refer to Addendum N, Pages 67-68.

## **PART VI – BUS DRIVERS**

### **SECTION 1. Assignments**

Assignments of bus routes and trips to a driver will be made pursuant to guidelines as follows.

#### **1.01 Regular Routes**

Regular routes will be assigned at the beginning of the year by the Transportation Director with input from the bus drivers and based upon the length and difficulty of the route, experience of the driver and other factors as appropriate.

#### **1.02 Planned Trips**

Trips that are scheduled more than two weeks in advance, such as athletic events or other known, recurring events, are considered *planned trips*. Planned trips will be assigned to interested drivers using the following procedures:

- A. Seasonal Assignment: Scheduling of these trips will be done three times per year prior to the fall, winter and spring athletic seasons. Drivers will be assigned trips based upon a driver rotation schedule, which is based upon alphabetical order. The Transportation Director will hold a meeting prior to the fall, winter and spring assignments to review the planned trips and make adjustments if necessary.
- B. Replacements:

## **SECTION 4. Dismissal/Removal**

The District Administrator is solely responsible for implementing any or all disciplinary measures, including, but not limited to, suspension and/or termination of employment. Such discipline or termination shall be subject to the District grievance procedures. See [Board Policy 527](#), 527 Rule 1, Rule 2, 527 Exhibit, [Appendix D](#).

## **SECTION 5. Duties**

The duties and expectations required of District bus drivers are as set forth on the Bus Driver Duties & Responsibilities page which is attached to this *Handbook* as [Appendix K](#).

## **SECTION 6. Evaluation**

Periodic evaluation of bus drivers is necessary to ensure safety of transportation operations and provide continuous improvement in the quality of service to the community, students and staff of the District. The District has the sole right to determine whether employees will be evaluated and if so, by whom. The District will orient all new employees regarding evaluation procedures and processes. An employee will receive a copy of his/her evaluation and will be expected to sign an acknowledgment indicating that he/she has received the evaluation. The employee may respond to written evaluations in writing, with his/her comments, which will be attached to the completed evaluation. See [Board Policy 548](#).

## **SECTION 7. Licenses, Certifications and Permits**

Bus drivers must maintain all licenses, certifications and permits necessary for the proper discharge of their duties, including compliance with applicable state and Federal laws, rules and regulations.

## **SECTION 8. Training**

Suitable programs of training and orientation for bus drivers may be provided by supervisory staff or others as appropriate. The District will provide the use of a bus for training purposes for existing bus drivers and individuals wishing to become bus drivers for the District.

## **SECTION 9. Work Schedule**

Bus routes run on a very close, consistent schedule. Bus drivers must report to work with enough time prior to their scheduled departure so that they may complete the required pre-trip inspection and proper warm-up procedures. Bus drivers should follow the provisions of Part I, Section 11 of this *Handbook* for reporting/requesting absences.

### **9.01 Absence Due to Illness**

Bus drivers who are unable to drive their regular route due to illness must notify the Transportation Director as soon as possible, but no later than 5:30 a.m. on the day of the route.

### **9.02 Time Off Requests**

Bus drivers requesting the use of PTO must make a request in the Employee Service Portal as far in advance as possible. Every attempt will be made to honor time off requests; however, on occasion, requests may be denied due to driver unavailability.

## **SECTION 10. Post-Employment Benefits**

Please refer to Addendum N, Pages 67-68.

# **PART VII – 130 EMPLOYEES**

## **SECTION 1. ALL SUBSTITUTE EMPLOYEES**

### **1.01 Pre-Employment Requirements**

All new substitute staff hires will have to meet all new staff requirements, including but not limited to completion of W4, I9, direct deposit form and a criminal background check. See [Board Policy 523.1](#) and [Board Policy 533.1](#).

### **1.02 Assignments**

Substitutes shall be assigned at the discretion of the District.

### **1.03 Training/Evaluation**

Suitable programs of training, orienting and evaluating the work of substitute staff may be provided by other district staff and/or the District as appropriate.

### **1.04 Dismissal/Removal from Substitute List**

Substitute teachers and support staff are casual employees and therefore have no expectation of continued employment. As such substitutes may be disciplined or discharged for any reason without recourse to the grievance procedure. Substitutes may also be removed from the substitute call list at the discretion of the district.



## H. Professional Staff Salary Schedule and Compensation Plan – Approved 3/15/23

Category	Yrs	Experience Increase	Base Salary	Base + Max Enhancements
Base	1st year teaching	0	\$44,500	\$51,500

Initial I	2nd Yr. Teaching	\$2,000	\$46,500	\$54,500
	3rd Yr. Teaching	\$0	\$46,500	\$54,500

Initial II	> 3 Yrs. Teaching	\$1,500	\$48,000	\$56,000
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Professional	> 5 Yrs. Total	\$2,000	\$50,000	\$58,000
	> 10 Yrs. Total or > 8 @ C-FC	\$2,000	\$52,000	\$60,000
	11 - 14 @ C-FC	\$2,000	\$54,000	\$62,000

Leader	> 10 Yrs. w/ Masters or > 15 Total	\$1,500	\$55,500	\$63,500
	> 15 Yrs. w/ Masters or > 20 Total	\$3,000	\$58,500	\$66,500
	> 20 Yrs. w/ Masters or > 25 Total	\$4,000	\$62,500	\$70,500

\$4,000 Enhancement	\$2,000 Enhancement	\$1,000 Enhancement
Class I Masters Degree - content education, counseling, social work, limited to 1, unless otherwise approved	Class II ESL certificate (non-primary license). Spanish (fluent) w/other license. Additional DPI license in different grade span, STEAM, STEM, Technology, At-Risk, Gifted and Talented, Reading Teacher, or reading specialist. Special Education (non-primary license). LETRS or equivalent certification	Class III Instructional coach (as defined by DPI). Instructional/Pupil Services Certificate (as defined by DPI).

The purpose of this compensation plan is to attract, retain, and encourage the professional development of highly qualified teachers. This plan prioritized skills and knowledge that are a benefit to the district. Salaries and categories are aligned to professional growth and years of teaching experience.

- Teachers may earn up to three professional enhancements totaling \$8,000.
- Only one Masters enhancement is allowed.
- Professional Enhancements are added to the base to calculate the salary.
- Notification of a NEW professional enhancement are due by March 1st.
- Additional licenses must remain active & current.
- Any yearly increases approved by the Board of Education will be applied to the lowest base salary.
- If an increase is beyond the base salary assigned a stipend will be provided.
- If, due to the district's budgetary/fiscal situation, compensation needs to be adjusted (increase, decrease, freeze (stay the same) such adjustments would occur within this base.

Purpose – To attract, retain, and encourage the professional development of highly qualified teachers. This plan prioritized skills and knowledge that are a benefit to the district. Salaries and categories are aligned to professional growth and years of teaching experience.

- Any yearly increases approved by the Board of Education will be applied to the lowest base salary. If an increase is beyond the base salary assigned to a teacher, a stipend will be provided to make up the difference.
- If, due to the district budgetary/fiscal situation, compensation needs to be adjusted (increase, decrease, freeze (stay the same), such adjustments would occur within this base.

Base Salary – A teacher starting their first year in the profession, starting wage is listed in section H. Professional Staff Salary Schedule and Compensation Plan.

Initial 1 – An automatic raise of \$2,000 occurs in a teacher's second year.

Initial 2 – An automatic raise of \$1,500 occurs in a teacher's fourth year when they move to the Initial 2 category. The initial 2 categories require two consecutive years not on an action plan and satisfactory completion of annual growth through educator effectiveness. A teacher may earn up to three professional enhancements from the approved list. Automatic raises do not necessarily apply if a teacher begins on a different designated step other than the base salary.

Professional – An automatic raise of \$2,000 occurs in a teacher's sixth year when they move to the Professional category. The professional category requires three consecutive years, not on an action plan, and satisfactory completion of professional growth. Teachers in their eleventh year of teaching or ninth year at C-FC will get an automatic \$2,000 raise. An automatic \$2,000 raise will occur again in a teacher's sixteenth year or eleventh year at C-FC. A teacher may earn up to three professional enhancements from the approved list. Automatic raises do not necessarily apply if a teacher begins on a different designated step other than the base salary.

Leader – A teacher is eligible for this category after meeting the following criteria: Completing 25 years in the teaching profession, a portfolio demonstrating district leadership, three consecutive years not on an action plan, and satisfactory completion of professional growth. An automatic raise of \$3,000 occurs when a teacher moves into the leader category. An additional increase of \$2,000 can occur after completing an additional two years, with up to two increases in this category. A teacher may earn up to three professional enhancements from the approved list.

Leader Master – A teacher is eligible for this category after meeting the following criteria: Ten total years of teaching and a Master's degree through an accredited university, three consecutive years not on an action plan, and satisfactory completion of professional growth. An automatic increase of \$1,500 occurs when a teacher moves into the Leader category. A teacher who has 20 total years of teaching or 15 years and holds a Master's degree will earn an additional increase of \$3,000. A teacher who has 25 total years of teaching or 20 years and holds a Master's degree will earn an additional increase of \$4,000. A teacher may earn up to three professional enhancements from the approved list.

Professional Enhancement – A teacher may earn up to three professional enhancements from the approved list with a total of \$8,000.

- Professional Enhancements are added to the base to calculate the annual salary.
- Notification of a NEW professional enhancement for a salary change in the following school year is due to the district office by March 1<sup>st</sup>. All credits must be completed and transcript into the district office prior to August 15<sup>th</sup>.
- If Base Salary movement freezes (stays the same) because of the district's budgetary/fiscal situation, a new Professional Enhancement may still apply.
- Additional licenses used as professional enhancements must remain active & current.

**Additional Compensation not added to Base \* - requires prior approval.**

Additional compensation is available based on specific, limited-term activities. Items classified as additional compensation are added to the certified staff member's salary in the year in which the activity takes place.

Credit Reimbursement - The district will reimburse credits towards an additional license or master's degree at the rate of \$100 per credit for a maximum of 6 credits a year. The following rules apply to credit reimbursement:

- All master's degrees, WI DPI licenses, or certificates for Professional Enhancement must be approved by the superintendent prior to enrollment in the program.
- All credits for reimbursement must be approved by the superintendent prior to enrollment in the course.
- All reimbursed credits must lead to an additional WI DPI license, master's degree, or certificate
- Limit of 32 credits will be reimbursed beyond a bachelor's degree.
- Credits must be graduate level unless they are towards an additional license or pre-approved certification.

## J. Support Staff/Bus Route Wage Schedules

### Bus Drivers

Morning and afternoon Bus Drivers are paid per route.

Route	Full (a.m. & p.m.)	Half (a.m. or p.m.)
A	\$104.41	\$52.20
B	\$87.20	\$43.60
C	\$79.68	\$39.84
D	\$74.19	\$37.09

Extra-curricular Transportation  
\$18.00/ hour  
St. Boniface  
\$17.60/ hour  
Chileda  
\$16.50/ hour

### Custodians

Starting wages per hour determined by years of experience in comparable field.

Student/Sub (0 years)	Class 1 (1–3 years)	Class 2 (4–9 years)	Class 3 (10–15 years)	Class 4 (15+ years)
\$15.00	\$17.00	\$18.00	\$20.00	\$21.00

### Food Service

Starting wages per hour determined by years of experience in comparable field.

Student/Sub (0 years)	Class 1 (1–3 years)	Class 2 (4–9 years)	Class 3 (10–15 years)	Class 4 (15+ years)
\$15.00	\$16.90	\$17.90	\$18.90	\$19.90

### Paraprofessional

Starting wages per hour determined by years of experience in comparable field.

Student/Sub (0 years)	Class 1 (1–3 years)	Class 2 (4–9 years)	Class 3 (10–15 years)	Class 4 (15+ years)
\$15.00	\$16.90	\$17.90	\$18.90	\$19.90

Substitute Paraprofessional \$16.00 / hour



## **O. Other Post Employment Benefit (OPEB) /Retirement Benefit**

*This provision shall be applicable for the 2020-21 through 2024-25 fiscal years and shall apply to employee classifications as noted herein.*

### **6.1 — Eligibility**

- A. Early retirement benefits under this provision shall be available to members of employee classifications noted herein who are at least age 57 and who retire from employment after providing at least 15 years of service to the District or who retire after providing 30 years of service with the District regardless of age. Employees are only eligible for this benefit if they voluntarily resign from regular employment on or before June 30, 2025.
- An applicant under this provision must be an eligible employee who has served the Cochrane-Fountain City School District. Eligibility is determined by a combination of age and years of service. Any employee is eligible who is a member of the employee classifications with fifteen (15) years of local experience that has reached age 57. In addition, staff members who have served the Cochrane-Fountain City School District for thirty (30) years or more shall be eligible, regardless of age.
- B. "Full Time" for the purpose of this policy is defined as regularly scheduled to work 30 or more hours per week, during the agreed upon yearly term of employment, such as 260 or 180 days. "Part Time," therefore, for the purpose of this policy is defined as regularly scheduled to work less than 30 hours per week. For purposes of determining eligibility for benefits, the eligible employee cannot have retired on or before November 18, 2020 (the date of Board approval). For purpose of applying this early retirement provision, the eligible employee must be eligible and retire from the District before July 1, 2025.
- C. Employee classifications are as follows:
1. A Teacher must be a regular, degree-holding teacher who has served full time in the School District.
  2. District staff must be a salaried employee classified as a Supervisor or Business Office Specialist who has served full time in the School District.
  3. Hourly staff include Secretary, Custodians, Food Service Staff and Paraprofessionals who have served full time in the School District.
  4. Part time includes employees classified as Teachers, Custodians, Secretaries, Supervisors, Paraprofessionals, Food Service or Transportation employees that served the School District in a capacity less than full time; however, based upon their age and/or years of service qualify for the early retirement benefits as noted in this Section 6.1 Eligibility.
- D. The school year during which 30 years of service is attained or the school year in which the employee reaches age 57 with 15 years of service shall be the first year of eligibility. An application would need to be made according to the timelines identified below in the school year prior to the retirement becoming effective.
- E. Unusual circumstances involving eligibility for retirement benefits will be left to the discretion of the Superintendent with the approval of the Board.
- F. The HRA is a retirement benefit and shall apply only to eligible employees who were actively employed by the District as of November 18, 2020 and shall not be retroactive to any employee who retired prior to the date that this benefit provision was adopted by the Board of Education. The policy shall not apply to any discharged or terminated employee, employee who previously retired from the district, or to any employee who was employed with the District on November 18, 2020 but who separates from service with the District before becoming eligible to receive the retirement benefits, nor to any employee who retires after June 30, 2025.

### **6.2 — Application**

All applications for early retirement benefits under this provision must be filed with the Superintendent, no later than February 1 of the year prior to the school year in which retirement is to begin. The Superintendent shall make recommendations to the Board for the approval or denial of any application for early retirement benefits at the regular March Board meeting.

### **6.3 — Limitation**

- A. This provision shall be limited annually to four (4) teachers, one (1) District staff, one (1) hourly staff, and two (2) part time employees. In the event that more than the noted number of employees by classification make application for benefits under this provision, employees shall be selected on the basis of seniority within the District based upon years of service. Only those employees who are or will be eligible to retire and receive the early retirement benefit in the upcoming school year may submit their application no later than February 1 of the current school year.
- B. If more than the noted number of employees apply, those who are not selected because they lacked sufficient seniority based upon years of service will be placed on a list for the following year. Carry-over requests from the previous year will be the first requests considered in the subsequent year. This super-seniority status by virtue of request will be the first request considered in the subsequent year. This super-seniority status by virtue of request date shall only apply to this section of the Handbook.
- C. Eligible employees who are selected for this early retirement benefit must complete their regular term of employment for the school year in which they retire. Failure to complete the regular term of employment for the school year in which they retire will result in revocation of this benefit.

### **6.4 — Benefits**

- A. Upon application and approval under this provision, an eligible employee may receive a one-time contribution to the District's Post Employment Health Reimbursement Arrangement (HRA) Plan. These funds may be used for reimbursement of qualified medical expenses and/or insurance premiums in retirement.



Amount of contribution is determined as follows:

Employment Category	Teachers	District Staff	Hourly	Part-time
\$ / year of service	\$750	\$250	\$125	\$75
Maximum Benefit				
2020-2021	\$22,500	\$7,500	\$3,750	\$2,250
2021-2022	\$18,000	\$6,000	\$3,000	\$1,800
2022-2023	\$13,500	\$4,500	\$2,250	\$1,350
2023-2024	\$9,000	\$3,000	\$1,500	\$900
2024-2025	\$4,500	\$1,500	\$750	\$450

*\*The sick leave benefit still exists but is covered in a different part of the Handbook*

#### **6.5 — Termination of Benefits**

- A. Payments under this program shall be automatically terminated if a participant received any unemployment compensation benefit from the District's account.
- B. The Post Employment HRA continues to reimburse qualified medical expenses and/or insurance premiums until the earlier of: exhaustion of the Post Employment HRA balance or death of the former employee when there are no surviving dependents according to IRC Section 105 (h) eligible for reimbursements.

#### **6.6 — Recall Limitations**

- A. Employees electing to retire under this Program shall retain no reemployment rights with the District, nor any other rights or benefits provided them within this Program except those specified within this voluntary retirement provision.
- B. Note that should the Employee receiving these retirement benefits become an active employee of the District, such benefits may be suspended during this period of re-employment.
- C. Further details are noted in the Post-Employment HRA Plan document.

#### **6.7 — Reservation of Rights**

The District intends to contribute to this Program for the period as noted herein, but understands that the benefits outlined in this program will extend into the future and are subject to a variety of tax laws, insurance obligations and other requirements that change from time to time. Accordingly, the District reserves the right to amend or terminate the Program at any time in the future.