

Personnel Committee Meeting: 3/13/2023
Minutes

Start of the meeting Monday, March 13, 2023 5:30 pm.

- I. Moving to Skyward Matrix relative to the CPI increase on the Cell - (Information)
Angela Erdmann informed the Personnel Committee that due to the transition to Skyward future CPI increases to teacher salaries will be applied to the cell in the Skyward matrix. Prior to this transition the CPI increase was applied to the base salary. This change will result in providing a true CPI increase to each teacher's respective salary.

- II. Proposed Handbook Revisions - (Information/Action)
 - A. Benefits - Health & Dental Insurance - Eligibility and Payment (Administrator, Teacher, and Non-Teacher Handbooks)
 - B. Benefits - Post-Employment Benefits - Post-Employment Payout (Teacher Handbook)
 - C. Benefits - Post-Employment Benefits - Post-Employment Requirements (Teacher Handbook)
 - D. Benefits - Post-Employment Benefits - Post-Employment Insurance (Teacher Handbook)
 - E. Benefits - Absence/Leave Information - Absence Due to Illness (Administrator, Teacher, and Non-Teacher Handbooks)
 - F. Benefits - Absence/Leave Information - Unpaid Leave (Administrator, Teacher, and Non-Teacher Handbooks)
 - G. Benefits - Personal Days (Teacher Handbook)
 - H. Compensation - Dates of Payment (Teacher Handbook)
 - I. Compensation - Substitute Teaching Compensation (Teacher Handbook)
 - J. Compensation - Compensation for Curriculum and Summer Work (Teacher Handbook)
 - K. Compensation - Department Head Position and Compensation (Teacher Handbook)
 - L. Compensation - IB, ELL, & Early Childhood Coordinators, Math & Reading Specialists (Teacher Handbook)
 - M. Procedures - Grade Preparation Time (Teacher Handbook)
 - N. Procedures - Vacancies (Teacher Handbook)
 - O. Procedures - Individual Contracts (Teacher Handbook)
 - P. Procedures - Release from Contract (Teacher Handbook)
 - Q. Procedures - Reduction in Staff - Re-employment (Teacher Handbook)

Administrator, Teacher, and Non-Teacher Handbooks

I. BENEFITS

A. HEALTH & DENTAL INSURANCE

1. Eligibility and Payment

e.

Current Language:

Coverage for employees new to the District will begin with their first day of employment.

Proposed Language:

Coverage for employees new to the District will begin *the first day of the month following their first work day.*

Teacher Handbook

I. BENEFITS

H. POST-EMPLOYMENT BENEFITS

1. Post-Employment Payout

Current Language:

Retirement: A notice of retirement submitted on or before March 15 will be eligible for retirement benefits.

Each teacher who has accumulated fifteen (15) years of service in the District and is at least 55 years of age, will be entitled to a post-employment benefit of one hundred dollars (\$100) for each year of service to be paid in cash. Teachers will be credited for one full year of service if they have worked one (1) semester or ninety (90) days, whichever is less, during any one (1) school year. Teachers working less than the above will receive no credit for years of service for the purposes of this benefit. Employees who choose to notice the district of retirement after January 3, 2019 but prior to March 15, 2019 will be eligible for \$100 for each year of service, if they are at least 55 years of age and have accumulated fifteen (15) years of service.

Proposed Language:

Retirement: A notice of retirement submitted on or before March 15 will be eligible for retirement benefits.

Each teacher who has accumulated fifteen (15) years of service in the District and is at least 55 years of age, will be entitled to a post-employment benefit of one hundred dollars (\$100) for each year of service to be paid in cash. Teachers will be credited for one full year of service if they have worked one (1) semester or ninety (90) days, whichever is less, during any one (1) school year. Teachers working less than the above will receive no credit for years of service for the purposes of this benefit. ~~Employees who choose to notice the district of retirement after January 3, 2019 but prior to March 15, 2019 will be eligible for \$100 for each year of service, if they are at least 55 years of age and have accumulated fifteen (15) years of service.~~

Teacher Handbook

I. BENEFITS

H. POST-EMPLOYMENT BENEFITS

2. Post-Employment Requirements

Current Language:

Post-employment benefits will be available to teachers of age 55 to 65 who resign from their regular teaching position at the end of the school year and who have taught at least fifteen (15) years in the District will be eligible to receive post-employment benefits. A part-time teacher will receive pro-rata benefits. Teachers who plan to take post-employment benefits will notify the District in writing of their intention to retire on or before March 15 of the school year preceding their voluntary separation from the district.

Requests of an emergency nature made after the March 15 deadline may be granted by the Superintendent in a non-precedent setting manner. Notification on or before March 15 will make the teacher exempt from paying the contractual release reimbursement. Teachers will only be permitted to retire under this policy prior to the beginning of the school year following the teacher's birth-date of Eligibility.

Proposed Language:

Post-employment benefits will be available to teachers of age 55 to 65 who **retire** from their regular teaching position at the end of the school year and who have taught at least fifteen (15) years in the District will be eligible to receive post-employment benefits. A part-time teacher will receive pro-rata benefits. Teachers who plan to take post-employment benefits will notify the District in writing of their intention to retire on or before March 15 of the school year preceding their voluntary separation from the district.

Requests of an emergency nature made after the March 15 deadline may be granted by the Superintendent in a non-precedent setting manner. Notification on or before March 15 will make the teacher exempt from paying the contractual release reimbursement. Teachers will only be permitted to retire under this policy prior to the beginning of the school year following the teacher's birth-date of Eligibility.

Teacher Handbook

I. BENEFITS

H. POST-EMPLOYMENT BENEFITS

2. Post-Employment Insurance

Current Language:

Teachers who retire will be eligible to remain in the group insurance coverage maintained by the District if they notify the District in writing of their intention to retire on or before March 15 of the school year preceding their retirement. Requests of an emergency nature made after the March 15 deadline may be granted by the Superintendent in a non-precedent setting manner. Retiring employees who wish to maintain insurance coverage will, subject to the rules of insurance carrier, make the necessary payments to the Board for the desired coverage (the payments will be deducted from their personal account – ACH). Retirees will have up to eight (8) years of health insurance paid at 50% of the monthly premium but not to exceed \$6,000 (\$500/month) for a family plan and \$3,000 (\$250/month) for a single plan. The District payments towards insurance coverage ceases when the retiree becomes eligible for Medicare. Employees who retire are eligible to apply for the plan developed by the district through Humana. Benefits will be paid beginning September 1 of any year.

Proposed Language:

Teachers who retire will be eligible to remain in the group insurance coverage maintained by the District if they notify the District in writing of their intention to retire on or before March 15 of the school year preceding their retirement. Requests of an emergency nature made after the March 15 deadline may be granted by the Superintendent in a non-precedent setting manner. Retiring employees who wish to maintain insurance coverage will, subject to the rules of insurance carrier, make the necessary payments to the Board for the desired coverage (the payments will be deducted from their personal account – ACH). Retirees will have up to eight (8) years of health insurance ~~paid at 50% of the monthly premium but~~ not to exceed \$6,000 (\$500/month) for a family plan and \$3,000 (\$250/month) for a single plan. The District payments towards insurance coverage ceases when the retiree becomes eligible for Medicare. Employees who retire are eligible to apply for the plan developed by the district through Humana. Benefits will be paid beginning September 1 of any year.

Administrator Handbook

I. BENEFITS

I. ABSENCE/LEAVE INFORMATION

1. Absence Due to Illness

f.

Current Language:

f. Employees will be responsible for reporting any absence because of illness or accident through AESOP.

Proposed Language:

f. Employees will be responsible for reporting any absence because of illness or accident through **AESOP Skyward and Frontline**.

Teacher Handbook

I. BENEFITS

I. ABSENCE/LEAVE INFORMATION

1. Absence Due to Illness

e.

Current Language:

e. Employees will be responsible for reporting any absence because of illness or accident through AESOP.

Proposed Language:

e. Employees will be responsible for reporting any absence because of illness or accident through **AESOP Skyward and Frontline**.

Non-Teacher Handbook

I. BENEFITS

I. ABSENCE/LEAVE INFORMATION

1. Absence Due to Illness

d.

Current Language:

d. Employees will be responsible for reporting any absence because of illness or accident through AESOP.

Proposed Language:

d. Employees will be responsible for reporting any absence because of illness or accident through **AESOP Skyward and Frontline**.

Administrator, Teacher, and Non-Teacher Handbooks

I. BENEFITS

I. ABSENCE/LEAVE INFORMATION

Add New Heading

Proposed Language:

8. Unpaid Leave

All Paid Leave (including Personal Days) must be exhausted prior to requesting unpaid leave.

Personnel Committee did not move this item forward to the Full Board.

Teacher Handbook

I. BENEFITS

J. PERSONAL DAYS

Current Language:

Teachers will be granted two (2) days of personal leave per school year. The first personal leave day will be granted with full pay with no deduction for the cost of the substitute teacher. The second personal leave day will be granted with full pay with the cost of the substitute teacher deducted from their pay for the day or appropriate proration of the day. Personal days may be taken in full-day or half-day increments or less.

Teachers may only use one of their two personal days on a staff development day. The request for such leave will be submitted electronically at least five (5) days before the day of the requested leave. The employee will receive electronic confirmation and then the absence should be entered in Absence Management. If this leave is of an emergency nature, the request will be submitted at the earliest possible time. Only twelve (12) members of the teaching staff may be on personal leave for any given day, unless leave is of a family emergency nature. However, only eight (8) may be on personal leave two (2) days before or after a scheduled vacation or holiday. Positions that do not require a substitute teacher will not be counted against the maximum number allowed on personal leave for any given day.

If a teacher needs additional time off beyond the two personal days, the same personal leave form is used and submitted to the Director of Human Resources. Additional days should be kept to a minimum in order to provide consistent instruction and will not be granted on an annual basis.

In all instances of leave, the teacher is expected to program for his/her substitute to the extent he/she can so that his/her classes will not suffer from lack of meaningful use of time.

Proposed Language:

Teachers will be granted two (2) days of personal leave per school year. The first personal leave day will be granted with full pay with no deduction for the cost of the substitute teacher. The second personal leave day will be granted with full pay with the cost of the substitute teacher deducted from their pay for the day or appropriate proration of the day. Personal days may be taken in full-day or half-day increments or less.

Teachers may only use one of their two personal days on a staff development day. The request for such leave will be submitted electronically *by completing the Personal Leave Request Form (see Appendix D)* at least five (5) days before the day of the requested leave. The employee will receive electronic confirmation and then the absence should be entered in **Absence Management Skyward and Frontline**. If this leave is of an emergency nature, the request will be submitted at the earliest possible time. Only twelve (12) members of the teaching staff may be on personal leave for any given day, unless leave is of a family emergency nature. However, only eight (8) may be on personal leave two (2) days before or after a scheduled vacation or holiday. Positions that do not require a substitute teacher will not be counted against the maximum number allowed on personal leave for any given day.

If a teacher needs additional time off beyond the two personal days, the same personal leave form is used and submitted to the Director of Human Resources. Additional days should be kept to a minimum in order to provide consistent instruction and will not be granted on an annual basis.

In all instances of leave, the teacher is expected to program for his/her substitute to the extent he/she can so that his/her classes will not suffer from lack of meaningful use of time.

Teacher Handbook

II. COMPENSATION

B. DATES OF PAYMENT

Current Language:

Teachers will be paid monthly on the sixth of each month. If the sixth falls on a weekend, they will be paid on the Friday prior. Teachers that elect 10 monthly payments will be paid beginning with the payroll of September 6th and ending on June 6th of the following year. Employees who elect 12 payrolls will have 10 monthly payments paid beginning with the payroll in September 6th and ending June 6th of the following year. An additional two-month payroll in one final payment will be made on the last Friday of June.

Proposed Language:

Teachers will be paid ~~monthly on the sixth of each month~~ *bi-weekly on Fridays*. ~~If the sixth falls on a weekend, they will be paid on the Friday prior.~~ Teachers that elect ~~10 monthly~~ *22 bi-weekly* payments will be paid beginning with the *last* payroll ~~of September 6th in August~~ and ending ~~on June 6th~~ *the first payroll in June* of the following year. Employees who elect ~~12 payrolls~~ *26 bi-weekly payments* will ~~have 10 monthly payments paid beginning~~ *be paid beginning* with the *last* payroll ~~of September 6th in August~~ and ending ~~the last pay period in June 6th~~ of the following year. ~~And additional two-month payroll in one final payment will be made on the last Friday of June.~~ The final balance of contract payment will be made on the last payroll in June.

If the payroll falls on a Bank Holiday, payroll will be processed the day prior.

Teacher Handbook

II. COMPENSATION

E. SUBSTITUTE TEACHING COMPENSATION

Current Language:

If a regular substitute teacher cannot be secured for an absent teacher, the administration can require a regular teacher, during that teacher's preparation time, to substitute for the absent teacher. Administration will first ask for volunteers before assigning the responsibility. For such substitute teaching, secondary teachers will be paid \$20 per class period. Elementary teachers will be paid \$20 per incidence with no incidence to be more than 60 minutes and not less than 30 minutes.

Proposed Language:

If a regular substitute teacher cannot be secured for an absent teacher, the administration can require a regular teacher, during that teacher's preparation time, to substitute for the absent teacher. Administration will first ask for volunteers before assigning the responsibility. For such substitute teaching, secondary teachers will be paid ~~\$20~~ \$30 per class period. Elementary teachers will be paid \$30 per incidence with no incidence to be more than 60 minutes and not less than 30 minutes.

Teacher Handbook

II. COMPENSATION

H. COMPENSATION FOR CURRICULUM AND SUMMER SCHOOL WORK

Current Language:

Effective July 1, 2017, compensation for curriculum work occurring at any time throughout the year will be paid at the rate of \$18.00 per hour. Compensation for Summer School instruction will be at the rate of \$23.00 per hour. Preparation time will be at \$17.50 per hour.

Proposed Language:

~~Effective July 1, 2017,~~ Compensation for curriculum work occurring at any time throughout the year will be paid at the rate of \$18.00 per hour. Compensation for Summer School instruction will be at the rate of ~~\$23.00~~ \$32.00 per hour *which includes preparation time*. ~~Preparation time will be at \$17.50 per hour.~~

II. COMPENSATION

J. DEPARTMENT HEAD POSITION AND COMPENSATION

Current Language:

J. DEPARTMENT HEAD POSITION AND COMPENSATION

The decision to accept a Department Head position will be voluntary. Any performance evaluations relative to the Department Head duties will not affect the individual's teaching position.

Teachers working in Department Head positions, outside the scope of their contracted days, will be reimbursed at their per diem rate for additional days worked in the service of fulfilling their Department Head duties. Teachers must receive pre-approval from their immediate supervisor if they will be requesting payment for working additional days.

Teachers working in these positions who request pay for additional days worked will submit the form found in Appendix F in advance to the Director of Elementary & Secondary Education.

Proposed Language:

J. DEPARTMENT HEAD STUDENT LEARNING LIAISON POSITION AND COMPENSATION

The decision to accept a ~~Department Head~~ *Student Learning Liaison* position will be voluntary. Any performance evaluations relative to the ~~Department Head~~ *Student Learning Liaison* duties will not affect the individual's teaching position.

Teachers working in ~~Department Head~~ *Student Learning Liaison* positions, outside the scope of their contracted days, will be reimbursed at their per diem rate for additional days worked in the service of fulfilling their ~~Department Head~~ *Student Learning Liaison* duties. Teachers must receive pre-approval from their immediate supervisor if they will be requesting payment for working additional days.

Teachers working in these positions who request pay for additional days worked will submit the form found in Appendix F in advance to the ~~Director of Elementary & Secondary Education~~ *Director of Educational Programs*.

II. COMPENSATION

P. **IB, ELL, & EARLY CHILDHOOD COORDINATORS, MATH & READING SPECIALISTS**

Current Language:

P. **IB, ELL, & EARLY CHILDHOOD COORDINATORS, MATH & READING SPECIALISTS**

IB Coordinators will work up to an additional 5 days beyond their contract year.

Math/Reading Specialists, and Early Learning/ELL Coordinators will be allowed to work up to an additional 10 days beyond their contract. Said days will be at their respective per diem rate of pay. Complete Appendix F and submit it to the Director of Education.

Proposed Language:

P. **IB, ELL, SFA & EARLY CHILDHOOD COORDINATORS, MATH & READING SPECIALISTS**

~~IB Coordinators will work up to an additional 5 days beyond their contract year.~~

Math/Reading Specialists, *Success For All Coordinators (SFA)*, and Early Learning/ELL Coordinators will be allowed to work up to an additional 10 days beyond their contract. Said days will be at their respective per diem rate of pay. Complete Appendix F and submit it to the Director of Educational *Programs*.

Teacher Handbook

III. PROCEDURES

E. GRADE PREPARATION TIME

Current Language:

Teachers will have five (5) school days following the end of the marking period to have grades ready, except that elementary teachers will have grades ready so that report cards can be distributed to students on the last day of school attendance. Junior and senior high school teachers will have grades ready on the last day of teacher attendance of the school year.

Proposed Language:

Teachers will have ~~five (5)~~ *ten (10)* school days following the end of the marking period to have grades ready, except that elementary teachers will have grades ready so that report cards can be distributed to students on the last day of school attendance. ~~Junior and senior high school~~ *Secondary* teachers will have grades ready on the last day of teacher attendance of the school year.

Teacher Handbook

III. PROCEDURES

G. VACANCIES

Current Language:

1. The Administration will post, during the course of the school year, an email notification to all employees, and on the Manitowoc Public School District website: www.manitowocpublicschools.org notifications occurring in all teaching positions for the following school year.
2. Before a position is filled, teachers presently within the system will have at least five (5) school days or seven (7) calendar days, whichever occurs first, from date of posting and notification to apply for those positions posted on or before April 15. Teachers may also apply for postings after April 15.

Proposed Language:

- ~~1.~~ The Administration will post, during the course of the school year, an email notification to all employees, and on the Manitowoc Public School District website: www.manitowocpublicschools.org notifications occurring in all teaching positions for the following school year.
- ~~2. Before a position is filled, teachers presently within the system will have at least five (5) school days or seven (7) calendar days, whichever occurs first, from date of posting and notification to apply for those positions posted on or before April 15. Teachers may also apply for postings after April 15.~~

Teacher Handbook

III. PROCEDURES

J. INDIVIDUAL CONTRACTS

Current Language:

Individual contracts will be issued following the timeline in Wisconsin Statute 118.22. Teachers hired during or after new teacher/ mentor week will be under limited term contracts. The District may also place any newly hired Title I funded teacher on limited term contract during his/her employment in the District. Limited term contract teachers will be considered temporary hires. The terms of contract will be stated in the limited term contract. Said teachers will have all the benefits of non-limited term employees except the right to renewal or nonrenewal.

Proposed Language:

Individual contracts will be issued following the timeline in Wisconsin Statute 118.22. ~~Teachers hired during or after new teacher/ mentor week will be under limited term contracts. The District may also place any newly hired Title I funded teacher on limited term contract during his/her employment in the District. Limited term contract teachers will be considered temporary hires. The terms of contract will be stated in the limited term contract. Said teachers will have all the benefits of non-limited term employees except the right to renewal or nonrenewal.~~

Teacher Handbook

III. PROCEDURES

K. RELEASE FROM CONTRACT

Current Language:

Any teacher released from his/her contract will pay liquidated damages for breaking said contract to the School Board in accordance with the schedule below unless for serious personal illness or serious illness in the family.

After June 15 \$500

After August 1 \$750

After 1st day of School \$1,000

Proposed Language:

Any teacher released from his/her contract will pay liquidated damages for breaking said contract to the School Board in accordance with the schedule below unless for serious personal illness or serious illness in the family.

~~After June 15 \$500~~

~~After August 1 \$750~~

~~After 1st day of School \$1,000~~

After June 15 *\$750*

After August 1 *\$1,000*

After 1st day of School *\$1,500*

After 1st day of School with Less than 30 Day Notice *\$2,000*

Teacher Handbook

III. PROCEDURES

Q. REDUCTION IN STAFF

Re-employment:

Current Language:

Re-employment: No staff member whose position has been eliminated shall have any right to be contacted by the District in the event that a vacancy opens in the future for which the laid off employee may be qualified. Likewise, no such staff member is entitled to a future position or is provided any preference over other applicants. Any staff member whose position was eliminated under this policy may file a grievance under the district's Grievance Policy. Staff whose employment ended with the district due to a reduction in force, shall not be prevented from applying for future positions with the district.

Proposed Language:

Re-employment: No staff member whose position has been eliminated shall have any right to be contacted by the District in the event that a vacancy opens in the future for which the laid off employee may be qualified. Likewise, no such staff member is entitled to a future position or is provided any preference over other applicants. ~~Any staff member whose position was eliminated under this policy may file a grievance under the district's Grievance Policy.~~ Staff whose employment ended with the district due to a reduction in force, shall not be prevented from applying for future positions with the district.

Adjourned 6:26 pm.