

2021-22 Proposed Handbook Language Changes / Additions

	Current Language	Proposed Language	Information Re: Change
CHILD REARING LEAVE LANGUAGE	Professional Educator Handbook, Section 7.02		
	Child Rearing Leave Certain dates through the school year are logical dates for commencement of child rearing leave because such dates are likely to present the fewest difficulties in student adjustment and professional educator replacement. Therefore, it is agreed that upon request, the professional educator will be granted child rearing leave of absence of up to one (1) year duration so as to coincide with such logical dates. Such logical dates are the beginning of each semester. Leave for child-rearing purposes will be allowed according to the following method: A. One leave per fifty (50) full-time equivalent professional educators (rounded to the nearest whole number) per school year will be granted within the District at the professional educator's discretion; such leave to be granted on a first come, first served basis. B. Any additional leaves will be at the District's discretion. C. To be granted such leave, a professional educator must make application at least thirty (30) days prior to the effective date of such leave. D. The professional educator on child rearing leave shall be eligible for the health insurance benefits at the group rate at the professional educator's expense. A professional educator on child rearing leave shall be eligible for no other benefits other than the right to be reinstated to his/her previous assignment or, if it no longer exists, to a reasonably equivalent position. E. Professional educators may be granted more than one (1) child rearing leave when the allocation of child rearing leaves for any given year have not been fully utilized by first time requests; subject, however, to the following criteria: 1. Second requests will be considered no sooner than three (3) contract years following completion of the first child rearing leave. 2. The date the application is received in the District Office will determine the order of	Child Rearing Leave A. Application Procedures The employee shall make written application for an unpaid child rearing leave to the Director of Human Resources at least thirty (30) days in advance unless the employee is unable to provide such notice due to medical reasons, or in the case of an adoption, the employee is unable to provide such advance notice due to the placement requirements of the adoption process. The application for an unpaid child rearing leave shall include acceptable medical or legal (for adoption) verification and the anticipated date of beginning the leave and return to work. Such application will be reviewed and processed by the Director of Human Resources and shall be granted or denied in his/her sole discretion. A. Duration of the Unpaid Child Rearing Leave The maximum length of the leave shall be limited to 36 weeks. B. Benefits during the Unpaid Child Rearing Leave 1. The child rearing leave is unpaid leave. 2. During the unpaid child rearing leave, the employee may continue participation in insurance programs at his/her own expense subject to approval of the carrier. If the premium is not received by the due date established by the District, the employee's insurance coverage shall be terminated. 3. During the unpaid child rearing leave, the employee shall retain accumulated paid leave, but shall not accrue any additional benefits (PTO, insurance) 4. Time spent on leave will not count towards an employee's years of service. C. Return from the Unpaid Child Rearing Leave The employee shall notify the District Administrator or their designee of the employee's intent to return to work at least forty-five (45) days prior to the expiration of the leave. If the employee does not	• The Child Rearing Leave section will be added to the All Employee Handbook and replace the sections in Professional Educator and Support Staff handbooks (See Current Language Column) • Creates equity in language between all employee groups • Brings clarity in length of leave. Using semesters is ambiguous and doesn't clearly show how many days/weeks an employee can access this leave.

	consideration. F. However, professional educators returning from leave shall be subject to the non-renewal process.	provide such notice, he/she will be deemed to have resigned from his/her position with the District as of the expiration date of the leave. Upon return from any leave of absence, the employee may be returned to their former position, if available. If the former position is not available as determined by the District, the employee will be placed in a position equivalent in terms of percentage of contract unless the employee's percentage of contract was reduced or increased due to nonrenewal and/or reduction in force, whichever is applicable. D. Interaction with family and medical leave provisions E. The term (i.e., length) of any approved unpaid child-rearing leave shall run concurrent with any leave(s) provided for under the Wisconsin Family and Medical Leave Act and/or under the federal Family and Medical Leave Act. F. One Leave per fifty (50) full-time equivalent employees per work group (rounded to the nearest whole number) per school year will be granted within the District. Such leave shall be granted on a first come, first served basis. 1. Employees may be granted more than one (1) child rearing leave when the allocation of child rearing leaves for any given year have not been fully utilized by first time requests. Second requests will be considered no sooner than three (3) contract years following completion of the first child rearing leave.	
Support Staff Handbook, Section 8.04			
	Child Rearing Leave A. Application Procedures The employee shall make written application for an unpaid child rearing leave to the Director of Human Resources at least thirty (30) days in advance unless the employee is unable to provide such notice due to medical reasons, or in the case of an adoption, the employee is unable to provide such advance notice due to the placement requirements of the adoption process. The application for an unpaid child rearing leave shall include acceptable medical or legal (for adoption) verification and the anticipated date of beginning the leave and return to work. Such application will be reviewed and processed by the Director of Human Resources and shall be granted or denied in his/her	See language above regarding "All Employee" Handbook	See language above regarding "All Employee" Handbook

sole discretion. Generally, an employee seeking unpaid leave will be required to fully exhaust any available and accrued paid leave that is available for the purpose.

B. Duration of the Unpaid Child Rearing Leave

The maximum length of the leave shall be limited as follows:

1. Child born or adopted during the summer vacation – the following two semesters.
2. Child born or adopted during the first semester – the balance of that semester plus the second semester.
3. Child born or adopted during the second semester – the balance of that semester plus the first semester of the following school year. Shorter leave and/or an early return from the leave shall only be upon the mutual agreement of the employee and the Board.

C. Benefits during the Unpaid Child Rearing Leave

1. The child rearing leave is an unpaid leave.
2. During the unpaid child rearing leave, the employee may continue participation in insurance programs at his/her own expense subject to approval of the carrier. If the premium is not received by the due date established by the District, the employee's insurance coverage shall be terminated.
3. During the unpaid child rearing leave, the employee shall retain accumulated paid leave, but shall not accrue any additional paid leave during the unpaid child rearing leave.

D. Return from the Unpaid Child Rearing Leave

The employee shall notify the District Administrator or his/her designee of the employee's intent to return to work at least forty-five (45) days prior to the expiration of the leave. If the employee does not provide such notice, he/she will be deemed to have resigned from his/her position with the District as of the expiration date of the leave. Upon return from any leave of absence, the employee may be returned to his or her former position, if available. If the former position is not available as determined by the District, the employee will be placed in a position equivalent in terms of percentage of contract unless the employee's percentage of contract was reduced or increased due to nonrenewal and/or reduction in force, whichever is applicable.

E. Interaction with family and medical leave provisions

	The term (i.e., length) of any approved unpaid child-rearing leave shall run concurrent with any leave(s) provided for under the Wisconsin Family and Medical Leave Act and/or under the federal Family and Medical Leave Act.		
	Current Language	Proposed Language	Information Re: Change
PERSONAL DAY LANGUAGE	Professional Educator Handbook, Section 7.04, Item 5		
	It is understood that personal days will not be granted during the following black out days. 1. The first three (3) contracted days of the school year. 2. Three (3) days before or after Thanksgiving Break, Winter Break and Spring Break. 3. The day before or after any other scheduled holiday, break day, break period, or non-student workday not identified above. For the purpose of this leave, conference days with parents/guardians will be considered student days. 4. The last three (3) contracted days of the school year. 5. On Fridays in the month of May and June	1. PTO-personal days will not be granted during the following restricted days. • The first three (3) contracted days of the school year. • Three (3) days before or after Thanksgiving Break, Winter Break and Spring Break. • The day before or after any other scheduled holiday, break day, break period, or non-student workday not identified above. For the purpose of this leave, conference days with parents/guardians will be considered student days • The last three (3) contracted days of the school year. • On Fridays in the month of May and June.	• Change in name of “black out” days to “restricted” days will allow for less confusion. • Definitions of “Black Out” days vary between school districts/organizations which causes confusion for new employees.
	Current Language	Proposed Language	Information Re: Change
REMOTE WORK LANGUAGE	All Employee Handbook, Section 5.51		
	No language currently	Remote Work When there is an extenuating circumstance (i.e. global pandemic) where the district determines the need for employees to work remotely, the employee must adhere to the following expectations: • The employee will remain accessible and productive during scheduled work hours. • Non-exempt (hourly) employees will record all hours worked and meal periods taken in accordance with regular timekeeping practices. • Non-exempt (hourly) employees will obtain supervisor approval prior to working unscheduled overtime hours. • The employee will communicate regularly with his or her supervisor and co-workers and attend any work related meeting as scheduled. • The employee will comply with all Sun Prairie Area	• This language will allow for a basic list of expectations that employees must adhere to if ever working remotely with district approved need. • This language was used as an agreement staff were required to sign during the pandemic when staff were working remotely.

		School District rules, policies, practices and instructions that would apply if the employee were working at the employer's work location. • The employee will maintain satisfactory performance standards. • The employee will make arrangements for regular dependent care and understands that remotely working is not a substitute for securing dependent care. • The employee has the responsibility to have reliable internet access and the technology tools needed to support their work. If they do not have access, the employee must work with their supervisor to gain access or will be asked to work onsite. • The employee will maintain a safe and secure work environment at all times. • The employee will report work-related injuries to his or her manager as soon as practicable. • If the employee is not able to meet the expectations or their work role does not allow for remote work, the employee must utilize Paid Time Off (PTO) or take unpaid days if the employee does not have PTO available.	
	Current Language	Proposed Language	Information Re: Change
REASSIGNMENT PAY	Professional Educator Handbook, Section 5.06		
	No language currently	Forced External Reassignment Pay • If a professional educator is forced to be externally reassigned within 10 days of the end of a school year or after the school year ends and before the start of the new school year, the professional educator will be compensated for 4 hours of work at the curriculum rate of pay.	• There are times, though limited, where an external reassignment needs to be made within the last 10 days of school ending or after school ends. • The payment is to recognize the work that needs to be done outside of contract time to prepare materials to be moved.

	Current Language	Proposed Language	Information Re: Change
NOTICE OF RESIGNATION LANGUAGE	Support Staff Handbook, Section 14.01		
	Notice of Resignation Employees shall give a minimum of two (2) weeks written notice to the Director of Human Resources prior to resignation other than for retirement.	Notice of Resignation Employees shall give a minimum of two (2) weeks written notice to the Director of Human Resources prior to resignation (retirement has its own notification timelines). Employees that do not provide two (2) weeks written notice to the Director of Human Resources shall be ineligible for any type of severance pay.	- Brings clarity to the resignation process and the expectation of timely notice of departures. - Exempt (salaried) already have resignation language with liquidated damages when timely notice is not provided.
	Administrative Support Handbook, Section, 8.03		
	No Language Currently	Notice of Resignation Employees shall give a minimum of two (2) weeks written notice to the Director of Human Resources prior to resignation (retirement has its own notification timelines). Employees that do not provide two (2) weeks written notice to the Director of Human Resources shall be ineligible for any type of severance pay.	- Brings clarity to the resignation process and the expectation of timely notice of departures. - Exempt (salaried) already have resignation language with liquidated damages when timely notice is not provided.
	Current Language	Proposed Language	Information Re: Change
VACATION LANGUAGE	All Employee Handbook, Section 9.09		
	9.09 Annual Vacation 260 Day employees earn vacation at a rate identified in the section of the employee handbook that covers your respective employment group. 260 Day employees who commence employment on or before the 15th day of the month shall receive credit for the full month and those who commence on the 16th or thereafter shall receive no vacation credit for that month. Employees who work less than full-time equivalency shall receive vacation on a prorated basis as related to regular full-time employees. Employees shall not be entitled to use vacation during their first ninety (90) work days. Any unused vacation days as of June 30 over the maximum carryover will be converted to Paid Time Off. Vacation time is earned and taken on the school district calendar beginning July 1 and ending June 30. Vacation days are available during the first year on a prorated basis. A maximum of forty (40) hours may be carried over each year. Requests for vacation time shall be made and approved at	9.09 Annual Vacation 260 Day employees earn vacation at a rate identified in the section of the employee handbook that covers their respective employment group. 260 Day employees who commence employment on or before the 15th day of the month shall receive credit for the full month and those who commence on the 16th or thereafter shall receive no vacation credit for that month. Employees who work less than full-time equivalency shall receive vacation on a prorated basis as related to regular full-time employees. Employees may not use vacation during their first ninety (90) work days. Vacation is credited at the beginning of the contract/fiscal year and is fully vested upon the completion of the contract/fiscal year. If the employee does not complete the contract/fiscal year, vacation days will be prorated and a pay deduction will occur for days taken but not earned. Any unused vacation days as of July 31 (of the fiscal year	- Brings clarity to the credit and accrual process of vacation days. - Addresses issues when vacation days are used but unearned if an employee resigns prior to the end of a contract. - Allows for vacation days to be used for one more month (July) creating flexibility when vacation days can be used and helps incentivise the conservation of vacation during the regular school year. - Brings clarity to the expectation of communication of the employee to their supervisor when a vacation will be over 5 consecutive days

	least five (5) working days prior to the request. The number of employees in any classification that may be on vacation at one time shall be determined by the employer as necessary to accomplish work objectives. Upon separation of employment, the amount of vacation used by the employee shall be prorated to the amount of vacation earned and either employee or employer shall pay the other accordingly. Should an employee provide less than two (2) weeks advance notice of separation of employment, the employee will forfeit any unused vacation. Compensation for any unused vacation days will be equal to the hourly wage per accumulated hours at the time of the employee's separation of employment and will be remitted on a separate check.	just completed) over the maximum 40 hour carryover will be converted to Paid Time Off. Requests for vacation time should be made at least five (5) working days prior to the request. Supervisors must pre-approve all vacation before it can be taken. Vacation requests over five (5) consecutive days should be minimized. Requests over five (5) consecutive days require advance conversation and planning with the employee's supervisor in order to be approved. Employees are expected to use their vacation during workload non-peak times. The number of employees in any classification that may be on vacation at one time shall be determined by the employer as necessary to accomplish work objectives. Should an employee provide less than two (2) weeks advance notice of separation of employment, the employee will forfeit any unused vacation. Compensation for any earned and unused vacation days will be equal to the hourly wage per accumulated hours at the time of the employee's separation of employment provided that separation notification timelines are adhered to .	and guidance on best times to use vacation.
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