

## **3422a - PROFESSIONAL STAFF MEMBER BENEFITS**

The Wauwatosa School Board has established this policy regarding benefits for professional staff members.

### **Authorized Leave of Absence**

After five (5) years of full-time service, a full-time professional staff member is eligible to take one (1) year unpaid leave of absence subject to discretion of the Board and recommendation of the Superintendent. The request will be due by February 1<sup>st</sup> in the school year prior to the school year of requested leave. The professional staff member on leave must request reinstatement by February 1<sup>st</sup> of the school year prior to the school year of such reinstatement. The leave is limited to one (1) year in duration except as approved by the Board for one (1) additional year. The Board has the right to make exceptions. A professional staff member returning from a leave of absence shall retain fringe benefits, accrued sick leave and salary in effect prior to the leave, except that no length of service credit shall be earned while on leave, and the District shall not contribute toward a professional staff member's insurance premiums or other fringe benefits during the leave.

### **Childrearing Leave of Absence**

In addition to any available leave under federal or state FMLA laws, all full-time professional staff members who have been employed for a minimum of one (1) year prior to the request, may request an unpaid leave immediately following birth or placement of a child for adoption or foster care. Requests must be made in writing to the Director of Human Resources at least three (3) months prior to beginning of leave and must identify length of leave requested. No such leave will be granted more frequently than once every three (3) years or exceed one (1) calendar year. During non-FMLA unpaid childrearing leave, the District shall not contribute toward a professional staff member's insurance premiums or other fringe benefits. No extension will be granted unless there are highly unusual circumstances based on recommendation of the Superintendent and discretion of the Board. If granted, this leave shall run concurrent with FMLA leave under state and federal law.

### **Days Worked**

All professional staff members are required to work a minimum of one-hundred and ninety-two days (192).

### **Dental Insurance**

Single or family group premium will be paid by the Board. Benefits will be determined under the terms of the District's current dental plan. Regular part-time professional staff members may participate in the District's dental plan, with premiums paid on a pro-rata basis.

The dental plan design and benefits may be modified at any time at the discretion of the Board.

## Post-Employment Benefits

The number of professional staff members eligible will be limited to twenty (20) individuals during any one school year and a total of twenty-five (25) individuals during any two-year period, commencing with the 2011-2012 school year, unless specifically authorized by the Board.

A combination of age and service in the District will be the determining factor in admitting participants to the program. The individuals with the greatest number of total points will be admitted to the program. Total points will be calculated by adding each individual's age and years of service in the District.

The professional staff member must attain age fifty-five (55) prior to the first day of the first school year of retirement. Employees hired after July 1, 2010, must attain the age of fifty-seven (57) prior to the first day of the first school year of retirement. District retirement benefit payments shall not begin prior to September 1, of the school year in which the retirement is effective.

### Section 1. Eligibility:

A professional staff member with a minimum of twenty (20) years of \*\*continuous full-time employment with the District in a professional staff position and attainment of age fifty-five (55), or age fifty-seven (57) if hired after July 1, 2010, may retire and receive benefits set forth below. Professional staff members desiring to do so shall notify the Superintendent, in writing, by February 1, of the school year prior to the effective date.

*\*\*For the purpose of this section any professional staff member who has taken a leave authorized by the Board or Superintendent or otherwise allowed by Board policy, shall be considered to have "continuous" employment. For purposes of calculating full-time employment, professional staff members will receive prorated credit for years of service for part-time or partial-year service, based on the percent of contract or year worked.*

- A. Qualifications: For Professional Staff Members Hired Before July 1, 2010:  
Health insurance premiums shall be paid to a maximum per year equal to the amount payable to active professional staff members for the coverage which is in effect for active professional staff members.
1. Professional staff members with twenty (20) years of continuous, full-time employment shall receive premiums paid for three (3) years plus five (5) additional years at the payment rate in effect during the third year of the professional staff member's retirement.
  2. Professional staff members with twenty-five (25) years of continuous, full-time employment shall receive premiums paid for eight (8) years.
  3. Professional staff members with thirty (30) years of continuous, full-time employment shall receive premiums paid until the professional staff member reaches Medicare eligibility.
- B. Benefits: For Professional Staff Members Hired Before July 1, 2010:
1. Professional staff members shall receive insurance premium payments in accordance with the following: all insurance premium payments under this

section shall cease upon the retiree's attaining eligibility for Medicare, death, or completion of the years of insurance premium payments identified in Section 1, A.1., A.2. and A.3., above.

2. The percentage of District contribution toward a retired professional staff member's benefits shall be the same as was in effect at the time of the professional staff member's date of retirement. The percentage shall not be impacted by future changes, if any, to the level of employer contribution for active professional staff members.

C. Qualifications: For Professional Staff Members Hired On or After July 1, 2010:

1. A professional staff member with twenty (20) years of continuous full-time employment shall receive a credit equal to ninety percent (90%) of his/her last year's base salary that will be used to pay premiums in the District's health insurance plan upon retirement.
2. A professional staff member with twenty-five (25) years of continuous full-time employment shall receive a credit equal to one-hundred fifteen percent (115%) of his/her last year's base salary that will be used to pay premiums in the District's health insurance plan upon retirement.
3. A professional staff member with thirty (30) years of continuous full-time employment shall receive a credit equal to one-hundred forty percent (140%) of his/her last year's base salary that will be used to pay premiums in the District's health insurance plan upon retirement.

D. Benefits: For Professional Staff Members Hired On or After July 1, 2010:

1. A professional staff member shall be credited with the appropriate amount of salary as determined by Section 1.C., above.
2. The District shall debit this account each month by an amount equal to the monthly premium for the District's health plan, allowing the retired professional staff member and his/her spouse, domestic partner and/or dependents, if any, to continue participation in such plan at the District's expense for as long as there is a positive balance in the retired professional staff member's bookkeeping account. In the event the amount in the account is not enough to fully cover the entire premium, the retiree must pay the difference. Under no circumstances may the retired professional staff member or his/her spouse, domestic partner and/or dependents continue in the District's plan if they become eligible for comparable insurance through another source. The District will define whether or not such insurance is comparable on a case-by-case basis and retains the right to validate all information provided.
3. In the event that a retired professional staff member who has not yet attained eligibility for Medicare benefits no longer has a positive account balance, such professional staff member shall be permitted to continue participation in the District's health plan at the retired professional staff member's own expense. In the event that a retired professional staff member dies prior to attainment of Medicare eligibility, the retired professional staff member's spouse, domestic partner and/or dependents shall be permitted to continue participating in the

health plan. This continued participation of the retired professional staff member's spouse, domestic partner and/or dependents shall be at the District's expense to the extent that the retired professional staff member still has a positive account balance or until the retired professional staff member would have attained Medicare age. The spouse, domestic partner and/or dependents may continue to participate at his/her own expense thereafter. In all events, the retired professional staff member and his/her spouse, domestic partner and/or dependents shall cease to participate in the District's health plan upon becoming eligible for comparable insurance through another source.

4. Upon the attainment of Medicare eligibility, the District's payment for insurance benefits shall cease, regardless of whether the retired professional staff member has any positive remaining balance in this account. In no event shall a retired professional staff member receive any cash benefit in lieu of health coverage nor shall the retired professional staff member receive cash benefit if he/she has a positive account balance upon attainment of Medicare eligibility or otherwise becomes ineligible to continue in the health plan.
  5. The health care benefits shall be determined under the terms of the District's health care plan and shall be the same benefits provided to the active professional staff members.
- E. Life insurance premiums will be paid by the District for coverage in an amount consistent with the terms of the life insurance policy purchased by the District.
- F. The benefits contained in this policy shall vest with the professional staff member in the year in which the professional staff member obtains the age and service requirements stated above, and retires while the policy is in effect. The policy may be modified from time-to-time by the Board.
- G. Changes in law may create significant liability for District if the benefits outlined in this post-employment section of this policy (hereinafter "this section") result in penalties, fees, or excise tax payments. Accordingly, notwithstanding anything in this policy to the contrary, if the District reasonably determines that one or more provisions of the benefits outlined in this section may subject the District to liability for any penalty, fee, or excise tax payment, or the potential for same, under any provision(s) of the Patient Protection and Affordable Care Act, the Health Care and Reconciliation Act, any regulations formulated pursuant to either such Act or otherwise, or any other relevant law, the District reserves the right to unilaterally modify the benefits outlined in this section to eliminate the potential liability for District. In the event the District unilaterally modifies one or more of the benefits in this section as a result of liability for any penalty, fee, or excise tax payment, or the potential for same, the District will (a) provide notice to the retired professional staff member that it is modifying the benefit(s) pursuant to this paragraph; and (b) provide the retired professional staff member with a cash payment or other benefit(s), as determined by the District, of approximately the same cost to the District. It is the District's stated intent that it will make a good faith effort to attempt to maintain the approximate value (based on the cost to the District) of the benefits provided for in this section in any unilateral modification(s) instituted pursuant to this paragraph.

### **Limited Purpose Flexible Spending Account**

The professional staff member has the option to establish a limited purpose flexible spending account and to have dollars deducted from his/her paycheck on a pre-tax basis to pay for qualified dependent care expenses, in accordance with the terms of the District's limited purpose flexible spending plan.

### **Health Savings Account**

The professional staff member has the option to establish a health savings account and to have dollars deducted from his/her paycheck on a pre-tax basis to pay for qualified medical expenses, in accordance with the terms of the District's health savings account.

### **Funeral Leave**

Up to five (5) days' leave per year will be granted for the funeral of father, mother, brother, sister, spouse, child, son-in-law, daughter-in-law or domestic partner of the professional staff member or spouse/domestic partner. In addition, one (1) day per year will be allowed for other relatives not listed above. Days taken as funeral leave are charged to sick leave.

### **Group Life Insurance**

After six months of continuous service, group life insurance is provided to full-time professional staff members in multiples of \$1,000 to a maximum to the next even \$1,000 above the prior calendar year's earnings at no cost and without a medical examination. In the case of new professional staff members without prior year's earnings with the District, the maximum shall be the next even \$1,000 above the current year contract.

Professional staff members may purchase additional insurance, up to the plan maximum, at no additional expense to the Board.

Upon retirement, a professional staff member who qualifies for post-retirement benefits, shall continue to receive a life insurance benefit equal to 100% of the professional staff member's amount of basic life insurance in force prior to his/her retirement. Upon attainment of age 65, the retired professional staff member's amount of life insurance will reduce to the greater of twenty-five percent (25%) of his/her basic life insurance in force during the 1973-1974 contract year or \$2,500.

### **Health Insurance**

Professional staff members choosing health insurance coverage may select between two plans:

- Base Plan: The Board shall pay one hundred percent (100%) of the cost of single or family plan coverage. The Board's payment shall be pro-rated based on the percentage of the professional staff member's full time status.
- ACA Plan: A professional staff member may select either single or family plan coverage, and the Board's contribution toward such coverage shall be equivalent to the cost of the single premium minus \$94.00/month. The ACA plan's initial effective date will be October 1, 2016.

Benefits will be determined under the terms of the current health care plans.

The health care plan design and benefits may be modified at any time at the discretion of the Board.

### **Vision Insurance**

The professional staff member has the option to purchase vision insurance through payroll deduction in accordance with the terms of the District's group vision insurance.

### **Holiday Pay**

A total of three (3) days are paid holidays and included as days worked on the Payroll Calendar: Memorial Day, Labor Day and Thanksgiving Day.

In order to be eligible for holiday pay, an employee must work the employee's regularly scheduled workdays immediately preceding and following the holiday, unless the employee is on an excused absence with pay. Employees on an unpaid leave of absence shall not be eligible for holiday pay if the holiday falls during the absence period.

### **Long-Term Disability Insurance**

The Board will pay the cost of long-term disability income insurance for full-time professional staff member professional staff members with maximum monthly benefit of ninety percent (90%) of monthly salary up to the plan maximum.

### **Short-Term Disability**

The professional staff member has the option to purchase short-term disability income insurance through payroll deduction in accordance with the terms of the District's group short-term disability insurance plan.

### **Sick Leave**

Eleven (11) days per year with accumulation to one hundred and twelve (112) days may be used for personal illness or to attend medical appointments. Up to one-half (1/2) of accumulated days or fifteen (15) days, whichever is less, may be used in case of illness of the professional staff member's spouse, child, parent or domestic partner. Sick days shall be credited to the professional staff member's sick leave bank at the start of each year, but are earned on an accrual basis throughout the school year.

To the extent permitted by applicable law, use of sick days for leave which qualifies under state or federal FMLA provisions shall run concurrently with such FMLA leave.

### **Personal Leave**

Up to one day of personal leave per school year with pay shall be granted. Such leave shall not be granted on the day immediately preceding or following a vacation recess, any day in the month of June, any day that has been designated a "Heavy Sub. Day" by the Department of Human Resources & Communications, or when ten percent (10%) or more of the District's teaching staff may be absent, unless granted by the Superintendent at his/her discretion.

At the discretion of the Superintendent professional staff members may be allowed additional absences for personal business that can only be transacted during the school day.

Personal leave shall be taken only in increments of half days or full days and shall not be deducted from sick leave nor shall it be used for that purpose.

Personal days automatically roll over for use in a future year to a maximum of three (3) days accumulation. At the request of the professional staff member, one unused personal day, each year, may be converted to sick leave.

### **Retirement Fund**

The Board will pay the required employer contribution to the Wisconsin Retirement System (WRS). The professional staff member will pay an amount equal to one-half of all actuarially required contributions to WRS.

### **Travel Pay and Mileage**

Authorized mileage pay for professional staff members shall be computed on a mileage basis and based on the IRS mileage rate. Payment shall be made only upon submission of the appropriate claim form by the authorized professional staff member.

When a full-time or part-time traveling classroom professional staff member travels two (2) or more times in a day (may be to the same locations or different locations), the professional staff member will be paid according to the following schedule:

<u>Days of the Week With this Schedule</u>	<u>Compensation for a Semester</u>
5 days per week	\$468
4 days per week	\$357
3 days per week	\$234
2 days per week	\$162
1 day per week	\$117

### **Full-time**

For the purpose of this policy, a full-time professional staff member is one who is scheduled to work a full-time teaching load, relative to his or her assignment, and has a work expectation of at least forty (40) hours per week.

### **Benefits and Domestic Partners**

For the purposes of Wauwatosa's benefit policies, a "domestic partner" is defined as an individual who has signed and filed a declaration of domestic partnership in the office of the register of deeds in the county in which he or she resides.

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