



## APPENDIX D

Effective July 1, 2013

### **EDUCATIONAL/HEALTH ROOM ASSISTANTS**

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## **ASSIGNMENTS**

All Educational and Health Room Assistant assignments will be at the District or building administrator's discretion. Professional development and in-service time will be expected periodically throughout the year. The District will provide advance notice of these requirements.

## **AT WILL EMPLOYMENT**

Educational and Health Room Assistants are at-will employees, and nothing set forth in this handbook or appendix shall be interpreted to provide any guarantee or contract for on-going employment.

## **COMPENSATION & PAYROLL**

Educational Assistants will be paid by direct deposit on a semi-monthly payroll.

## **EMERGENCY SCHOOL CLOSINGS**

Educational and Health Room Assistants will not be paid on days when there is an emergency school closing. If you are asked to make up the time it will be at your regular rate of pay and also subject to overtime provisions in the General Handbook.

## **EMPLOYEE CLASSIFICATIONS**

Regular Education Educational Assistants – Educational Assistants who do not work solely with Special Needs students or Special Needs Classrooms.

Special Education Educational Assistants – Educational Assistants assigned to a Special Needs Classroom or a specific Special Needs child.

Health Room Assistants

## **HOLIDAYS**

Educational Health Room Assistants will receive the following three (3) paid holidays per year:

New Years Day

Memorial Day

Thanksgiving Day

## **INSURANCE**

Educational Assistants must work at least 20 hours per week to be eligible for benefits.

Health Insurance: Educational and Health Room Assistants who work more than 4 hours per day are eligible for the Health Insurance Benefit. District contribution is currently 50% of the total elected premium, and will be set annually by the District. The District may change the insurance plan options at any time.

Cash in Lieu of Insurance: Educational Assistants and Health Room Assistants hired before January 1, 2013, who chose not to take the District Health Insurance may take cash in lieu in the amount of \$260. Educational and Health Room Assistants hired after that date will only be offered the Insurance. This election will be subject to all required/applicable deductions, see the general handbook for more information.

Life Insurance: Benefit will be a payout of one (1) times employee's salary at the time of their death. The benefit is fully paid by the District. Employees are eligible to purchase supplemental life for themselves, spouses, domestic partners and children.

## **LICENSING**

All Special Education Educational Assistants will be required to hold either a WI teaching license or WI Special Education Aide license. The District will pay the fee for this license directly to the DPI. A copy of this license must be submitted to the Human Resources Office within twenty (20) days of receipt of an original or renewed license.

## **RETIREMENT**

Employees must be at least 62 years of age and have 20 years of experience in the District to qualify for the retirement benefit. The retirement benefit is a TSA in the amount of \$250 per month for twelve (12) months.

If a retiree should die during the period of the annuity payments, the surviving spouse or surviving domestic partner shall be entitled to a lump sum payment equal to one hundred (100%) percent of the remaining annuity payments owed to the retiree. The surviving spouse or domestic partner will receive the lump sum payment in cash within thirty (30) days after the District receives documentation confirming the death of the retiree. Internal Revenue Service rules and regulations prohibit the District from making the surviving spouse/domestic partner lump sum payment into a tax sheltered account. The surviving spouse/domestic partner benefit is vested in the employee at the time they retire, meaning that if the employee is married at the time of retirement and the employee has any surviving spouse/domestic partner at the time the retiree dies, the surviving spouse/domestic partner will receive the remaining benefit. If the employee is single at the time of retirement, they are vested in a single benefit with no surviving spouse/domestic partner benefit. The benefit provided to the surviving spouse/domestic partner may be subject to tax implications as would be required by local, state and federal laws.