

# Colby School District Employee Handbook

## Part II SECTION 8. POST-EMPLOYMENT BENEFITS

### 8.01 Voluntary Early Retirement Benefit Program

#### A. Eligibility

Teachers will be eligible for the early retirement benefit provided for in this Article if a) they declare, in writing, to the Board of Education, their retirement intentions prior to February 1 of the calendar year in which they intend to retire from an employer contributing to the Wisconsin Retirement System, b) are WRS eligible for retirement and c) were hired prior to July 1, 2015.

#### B. Application and Limitation

Application for participation in the early retirement benefit provided for in this Article must be made by the teacher in writing and submitted to the School Board on or before February 1st of the last school year prior to retirement from an employer contributing to the Wisconsin Retirement System. No more than three (3) teachers shall be eligible to begin participation in the early retirement benefits provided for in this Article in the same year unless the School Board, at its sole discretion, approves a higher number. In the event there are more applicants than are eligible to participate, the most senior applicants, based on Colby School District experience, will be selected. If seniority is equal, the selection will be based on the order of receipt of the application.

#### C. Early Retirement Benefit Health Insurance

##### For Staff hired prior to July 1, 1986

Upon retirement, for an eligible teacher whose application has been approved, the District will credit up to three thousand dollars for each year of service (\$3,000 x years of service at the Colby School District) ~~to serve as a credit for the retiree for use in the payment of the~~ a premium ~~only for health~~ reimbursement account (HRA) ~~insurance / medical expenses through the District until the teacher becomes entitled to Medicare.~~

- 1) ~~Effective with the 2011-12 school year, e~~Each qualifying teacher shall have \$3,000, or such amount as proportional to the employment status of the teacher pursuant to his/her letter of appointment, designated in an HRA (Health Retirement Account) to be used for health insurance benefits ~~premiums~~ upon retirement.
- 2) ~~The HRA benefit shall accrue to the teacher (subject to the terms of this provision) at the completion of the teacher's sixth full year of service in the Colby School District. Full year is defined as "full-time" (1.0 FTE) and prorated based on FTE specified in the teacher's letter of appointment with the District.~~
- 3) In the event of death of the retiree, his or her spouse will be eligible to the above credits on the above basis as if the retiree was still living through the eligibility period reflected in this benefit offering had the employee survived.
- 4) There is no cash equivalency benefit available under this provision for the retiree or any surviving spouse.

##### For Staff hired after July 1, 1986, yet prior to July 1, 1992

Upon retirement, for an eligible teacher whose application has been approved, the District will credit up to three thousand dollars for each year of service (\$3,000 x years of service at the Colby School District, ~~up to a maximum of \$100,000~~) ~~to serve as a credit for the retiree for use in the payment of the~~ a premium ~~only for health~~ reimbursement account (HRA) ~~insurance / medical expenses through the District until the teacher becomes entitled to Medicare.~~

- 1) ~~Effective with the 2011-12 school year, e~~Each qualifying teacher shall have \$3,000, or such amount as proportional to the employment status of the teacher pursuant to his/her letter of appointment, designated in an HRA (Health Retirement Account) to be used for health insurance benefits ~~premiums~~ upon retirement. The HRA may be funded or unfunded as determined by the District unless otherwise required by law.
- 2) ~~The HRA benefit shall accrue to the teacher (subject to the terms of this provision) at the completion of the teacher's sixth full year of service in the Colby School District. Full year is defined as "full-time" (1.0 FTE) and prorated based on FTE specified in the teacher's letter of appointment with the District.~~
- 3) In the event of death of the retiree, his or her spouse will be eligible to the above credits on the above basis as if the retiree was still living through the eligibility period reflected in this benefit offering had the employee survived.
- 4) There is no cash equivalency benefit available under this provision for the retiree or any surviving spouse.

For Staff hired after July 1, 1992, yet prior to July 1, 2004.

Upon retirement, for an eligible teacher whose application has been approved, the District will credit up to three thousand dollars for each year of service ( $\$3,000 \times$  years of service at the Colby School District, up to a maximum of  $\$75,000$ ) to serve as a credit for the retiree for use in the payment of the a premium only for health reimbursement account (HRA) insurance / medical expenses through the District until the teacher becomes entitled to Medicare.

- 1) Effective with the 2011-12 school year, eEach qualifying teacher shall have  $\$3,000$ , or such amount as proportional to the employment status of the teacher pursuant to his/her letter of appointment, designated in an HRA (Health Retirement Account) to be used for health insurance benefits premiums upon retirement. The HRA may be funded or unfunded as determined by the District unless otherwise required by law.
- 2) The HRA benefit shall accrue to the teacher (subject to the terms of this provision) at the completion of the teacher's sixth full year of service in the Colby School District. Full year is defined as "full time" (1.0 FTE) and prorated based on FTE specified in the teacher's letter of appointment with the District.
- 3) In the event of death of the retiree, his or her spouse will be eligible to the above credits on the above basis as if the retiree was still living through the eligibility period reflected in this benefit offering had the employee survived.
- 4) There is no cash equivalency benefit available under this provision for the retiree or any surviving spouse.

For Staff hired after July 1, 2004, yet prior to July 1, 2009.

Upon retirement, for an eligible teacher whose application has been approved, the District will credit up to three thousand dollars for each year of service ( $\$3,000 \times$  years of service at the Colby School District, up to a maximum of  $\$50,000$ ) to serve as a credit for the retiree for use in the payment of the a premium only for health reimbursement account (HRA) insurance / medical expenses through the District until the teacher becomes entitled to Medicare.

- 1) Effective with the 2011-12 school year, eEach qualifying teacher shall have  $\$3,000$ , or such amount as proportional to the employment status of the teacher pursuant to his/her letter of appointment, designated in an HRA (Health Retirement Account) to be used for health insurance benefits premiums upon retirement. The HRA may be funded or unfunded as determined by the District unless otherwise required by law.
- 2) The HRA benefit shall accrue to the teacher (subject to the terms of this provision) at the completion of the teacher's sixth full year of service in the Colby School District. Full year is defined as "full time" (1.0 FTE) and prorated based on FTE specified in the teacher's letter of appointment with the District.
- 3) In the event of death of the retiree, his or her spouse will be eligible to the above credits on the above basis as if the retiree was still living through the eligibility period reflected in this benefit offering had the employee survived.
- 4) There is no cash equivalency benefit available under this provision for the retiree or any surviving spouse.

For Staff hired after July 1, 2009, yet prior to July 1, 2015.

Upon retirement, for an eligible teacher whose application has been approved, the District will credit up to three thousand dollars for each year of service ( $\$3,000 \times$  years of service at the Colby School District, up to a maximum of  $\$25,000$ ) to serve as a credit for the retiree for use in the payment of the a premium only for health reimbursement account (HRA) insurance / medical expenses through the District until the teacher becomes entitled to Medicare.

- 1) Effective with the 2011-12 school year, eEach qualifying teacher shall have  $\$3,000$ , or such amount as proportional to the employment status of the teacher pursuant to his/her letter of appointment, designated in an HRA (Health Retirement Account) to be used for health insurance benefits premiums upon retirement. The HRA may be funded or unfunded as determined by the District unless otherwise required by law.
- 2) The HRA benefit shall accrue to the teacher (subject to the terms of this provision) at the completion of the teacher's sixth full year of service in the Colby School District. Full year is defined as "full time" (1.0 FTE) and prorated based on FTE specified in the teacher's letter of appointment with the District.
- 3) In the event of death of the retiree, his or her spouse will be eligible to the above credits on the above basis as if the retiree was still living through the eligibility period reflected in this benefit offering had the employee survived.
- 4) There is no cash equivalency benefit available under this provision for the retiree or any surviving spouse.

#### **D. Payment of Benefit**

1a) For Staff hired prior to July 1, 1986

Upon Board approval of the retirement date, a monthly benefit is determined by dividing the total benefit credit by the number of months until the employee becomes entitled to Medicare eligibility.

1b) For Staff hired prior to July 1, 2015.

Upon Board approval of the retirement date, an annual benefit is determined by dividing the total benefit credit by 5.

2) Retired employees may use the HRA credit to receive reimbursement for qualifying health insurance through the District or to receive reimbursement of qualifying for premium only health reimbursement account insurance/medical expenses from a third party vendor selected by the district.

3) Retired employees who return to work in any position which offers health insurance shall have their benefit suspended until they no longer work in a position that is eligible for health insurance, subject to the terms for participation eligibility. Upon termination of any health insurance qualifying post retirement employment, monthly benefits with the Colby School District will be recalculated as described in Part II, Section 8, D(1a) and D(1b).

4) Any retiree who fails to provide notice to the District as provided in Part II, Section B within twelve (12) months of their retirement, shall forfeit this benefit.

5) The District reserves the right to modify this benefit offering at any time or cease it in its entirety including for retirees in pay status. Decisions made by the District in the interpretation and operation of this benefit offering shall be in its sole discretion and are final and binding. In the event of any review of a decision by a court of law, the reviewing tribunal shall give deference to the District's decision, confirming such decision, unless it is shown that the District acted in an arbitrary and capricious manner. The decision of the District on all issues under this offering shall be final.

PROPOSED language changes DRAFT Form

*DRAFT Language – November 2015*

# COLBY SCHOOL DISTRICT

## Extra Duty Wage Schedule

Carl Perkins Staff Coordinator	\$ 450.00
Chemical Hygiene Coordinator	\$ 652.80
Steering Committee - Elementary, MS, HS	\$ 489.60
Substitute Caller Grades K-4	\$1,575.00
Substitute Caller Grades 5-12	\$2,100.00
Sustainability Coordinator	\$ 652.80
Teacher Mentors	\$ 510.00
Wellness Coordinator	\$ 652.80
Instructional Technology District Coordinator	\$2,500.00
Instructional Technology High School Support	\$1,500.00
Instructional Technology Middle School Support	\$1,500.00
Instructional Technology Elementary Support	\$1,500.00

Teacher Overload Assignment	\$1,000/semester
Curriculum Study	\$ 12.50 per hour
Homebound Instruction	\$ 12.50 per hour
Summer School	\$ 24.00 per hour
Teacher Substituting in a Class	\$7.50 FOR 1-30 minutes \$15.00 for 31-60 minutes
Volunteer Assignment During Lunch Period	\$ 15.00 per hour
Event Supervisor (Crowd Control)	\$36.00 per event
Ticket Takers, Ticket Sellers, Timers	\$27.00 per event
Scorekeepers, Yard Keepers, Down Keepers (per athletic event)	

Chaperones	\$ 20.00 per trip for 0 – 60 miles
(for any approved bus trip at a time other than during regular school hours)	\$ 25.00 per trip for over 60 miles \$ 50.00 for any overnight trip**

**\*\* Does not apply to advisors/coaches already compensated through extra-curricular Letters of Appointment.**

# Colby School District

## Teacher Substitute Pay Schedule

CATEGORY	WAGE
Short-Term Per Diem Substitute	<b>\$95</b> \$90/Day
AFTER <b>30</b> 45 Days (In a School Year)	<b>\$105</b> \$100/Day
AFTER <b>60</b> 90 Days (In a School Year)	<b>\$115</b> \$110/Day
<b>Long-Term Per Diem Substitute</b> (If employee works more than ten (10) days in the same position, then the long-term rate applies beginning with the first day, unless the nature of the assignment is known in advance, in which case payment will begin on first day.)	<b>\$172.87</b> <b>\$156.30/Day</b>
Homebound or Alternative Site Instruction	<b>\$24</b> \$12.50/Hour
Voluntary Assignment During Lunch Period	<b>\$18</b> \$15/Hour