

School District of Rhinelander
Employee Relations Committee

Meeting Notes
Monday, Mach 19, 2018

The Employee Relations Committee meeting was called to order on Monday, December 18, 2017 at 4:30 p.m. in the Superior Diesel Advanced Learning Center-Rhinelander High School, located at 665 Coolidge Avenue, Rhinelander, WI.

Committee Members Present: Duane Frey, Judy Conlin, Dennis O'Brien
Committee Members Absent: None

Others present:

- Kelli Jacobi, Superintendent of Schools
- Marta Kwiatkowski, Administrator for Support Staff
- Board President Ron Counter as an Ex-Officio Committee Member
- Josh Skubal, UniServ Director
- Shari Wendland, Rhinelander Education Association Representative
- Jamie Taylor of the Northwoods River News

The Pledge of Allegiance was led by Mr. Frey, Committee Chair.

Chair/Superintendent Reports/Comments (if any)

Mr. Frey and Superintendent Jacobi had nothing to report.

Citizens/Delegations

No citizens/delegations wished to address the Committee.

Report, Discussion and/or Action Topic(s)

Minutes of the December 18, 2017 Committee Meeting

The Minutes of the December 18, 2017 Committee meeting were accepted.

Added/Deleted and/or New Language to the Professional Employee Handbooks

As proposed by the Administration and agreed to by the Rhinelander Education Association representative, the Committee recommended the following handbook changes be approved by the school board:

ADDITION TO
ARTICLE V - PROFESSIONAL LICENSURE

The following language to be inserted into the handbooks after the section entitled *Definition of Credits*:

Master's Degree Earned During the School Year/Salary Increase Approval

When a professional employee earns his/her master's degree mid-year of a school year, the following process is required for the employee's increase in salary:

1. The professional employee must submit an official transcript to the Personnel Office.
2. Upon receipt, the official transcript will be submitted to the Director of Business Services for approval of a salary increase.
3. The Director of Business Services will notify the Personnel Office administrative assistant and payroll clerk of the approved salary increase.
4. The approved salary increase will be prorated for the remainder of that school year and will begin with the next reasonable payroll after approval.

Master's Degree Earned During the Summer Months/Salary Increase Approval

When a professional employee earns his/her master's degree during the summer month, the following process is required for the employee's increase in salary:

1. The professional employee must submit an official transcript to the Personnel Office.

2. Upon receipt, the official transcript will be submitted to the Director of Business Services for approval of a salary increase.
3. The Director of Business Services will notify the Personnel Office administrative assistant and payroll clerk of the approved salary increase.
4. The salary increase will be effective with the employee's contract for the new school year and will be included in the 1st payroll for professional employees; or will be retroactive if the official transcripts are not received in time for the salary increase to be approved and included in the 1st payroll.

ADDED LANGUAGE TO
ARTICLE XXI - LIQUIDATED DAMAGES

It is agreed by the professional employee who is employed under a continuing contract and who submits a written request to be released from his/her individual contract, that the following process will be followed:

1. The written notice of resignation should be given at least three (3) weeks prior to its effective date.
2. The administration must provide a written response to the professional employee acknowledging receipt of their notice of resignation.

The professional employee will be subjected to liquidated damages in the amounts listed below.

A. A notice of resignation between when school is out and before July 1	\$ 500.00
B. A notice of resignation on July 1 and before August 1	\$1,500.00
C. A notice of resignation on August 1 and before the start of the school year	\$3,000.00
D. A notice of resignation effective during the school year	\$4,000.00

"School year" in this Section is defined as those dates as designated on the Board-approved school year calendar.

The liquidated damages for part-time professional employees will be prorated according to their FTE (full-time equivalent) contract.

This provision does not apply to professional employees retiring from the District at the end of a semester under a District retirement benefit, provided they comply with the requirements pertaining to retirement and notification of retirement to the District during the school year for the upcoming school year, and individuals terminating their contract because of losing long-term disability status.

It is understood that the Board may waive any or all of the liquidated damages costs to the professional employee in extenuating circumstances. Liquidated damages not waived must be paid back to the District prior to receipt of the professional employee's last pay check or employee agrees that the payment will be deducted from his/her last pay check.

NEW ARTICLE
ARTICLE XXXII
TECHNOLOGY RESOURCES / DISTRICT PROPERTY

All District technology resources are the District's property and are intended to be used for business purposes. Pursuant to Policy 7540.01, Technology Privacy, the Board retains the right to access and review all information resources, including but not limited to electronic and voice mail, computer files, databases, and any other electronic transmissions contained in or used in conjunction with the District's computer system/network, telephone system, electronic mail system, and voice mail system.

Professional employees resigning or retiring from the District are not allowed to delete information resources (i.e. Google Drive, T Drive, other shared resources) that have been or are being used for District and/or instructional purposes. Resigning or retiring staff members who delete such information resources will be required to compensate the District for any and all staff time and equipment costs necessary to retrieve such deleted information. Costs for such retrieval of information will be deducted from the staff member's last salary payment

2018-19 Salary Increase for Professional and Support Employees

The following proposal was reviewed by the Committee regarding salary increases for the 2018-19 school year:

Professional Employees

When Act 10 went into effect, the District was not able to adjust employee salaries. In 2017-18, the District had energy

exemption revenues, which were used to fund employee salary increases.

There are currently 14 steps that professional employees can reach. Following are the Administration's recommendations for the 2018-2019 professional employee compensation:

Proposal:

· Move those professional employees that are currently on the correct step up one step, and move those professional employees who are behind up two steps depending on their date of hire, or their step on their date of hire. Those employees already at Step 14 and above will receive 2.13% (Consumer Price Index)

Total Cost: \$382,548.10 - 3.86% of total

· Move all professional employees with supervisory responsibilities that are currently on the correct step up one step, and move those professional employees who are behind up two steps depending on their date of hire, or their step on their date of hire. Those employees already at Step 14 and above will receive 2.13% (Consumer Price Index)

Total Cost: \$10,923.56 - 2.67% of total

Total Professional Employee Cost: \$393,471.66

A professional employee on a plan of improvement would not move ahead on the compensation plan until the year following successful completion of the improvement plan.

Support Employees Proposal

The administration is recommending an increase of 2.13% (Consumer Price Index) for support staff.

Total: \$46,800.22

The committee recommended school board approval of the salary increases as proposed.

Adjournment

The meeting adjourned at 5:25 p.m.