



Ripon Area School District

1120 Metomen St., Ripon, WI 54971

www.ripon.k12.wi.us

MEMORANDUM

To: Board of Education

From: Administrative Team

Date: December 13, 2024

Subject: Consider Approval of Support Staff Handbook Updates

Current Handbook Language - Custodial Staff hired before 5/20/2019

POSITION	YEAR 1	YEAR 2	YEAR 3	YEAR 4+
DISTRICT SPECIALIST	21.92	23.13	24.35	25.57
STUDENT SUPPORT STAFF (yearly system)	*	*	17.34	18.42
CUSTODIAL STAFF (hired before 5/20/2019)	21.71	22.68	23.75	25.01

Proposal:

Currently, no custodial staff in the District were hired before May 20, 2019. Therefore, we propose removing the wages listed in the 2024-2025 Support Staff Wage & Benefit Guide for this group.

The hourly wage for rehired retired substitute custodians, originally hired prior to May 20, 2019, will remain at \$21.71. Additionally, the wage categories for Years 2-4 will be removed from the wage schedule. This substitute custodian wage will continue to follow the annual adjustment schedule applicable to other staff wages.

Current Handbook Language - Manager Benefit Guide

Accumulated Sick Leave Pay Out

Managers who qualify for and elect to access this retirement benefit outlined herein shall be eligible to convert accumulated sick leave to a credit at the following rate per day of accumulated sick leave, based on years of experience in the District, up to a maximum of one hundred (100) days of accumulated sick leave.

Proposal:

We propose updating the language in the Manager Benefit Guide to be similar to the Administrative Contract Benefit Guide regarding sick leave and vacation payouts upon retirement:

SICK LEAVE/ RETIREMENT

1. Managers shall have a sick leave allowance of twelve (12) days per year. Sick days not used in any one year shall be accumulative at the end of the year but to a total of not more than one hundred (100) days.
2. Each manager who has worked for the Ripon Area School District for a minimum of ten (10) years and who retires from the manager position shall, at the time of retirement, be required to convert accumulated vacation leave and sick leave to a Benefit Conversion Plan/ HRA, based on the manager's total years of professional service in the Ripon Area School District, up to a maximum of one hundred (100) days of accumulated sick leave and a maximum of accumulated vacation leave (maximum of 25 days).

Years of Service	Payout Rate Per Day
5 years	n/a
10 years	\$184
15 years	\$189
20 years	\$194
25 years	\$200
30 years +	\$205

Current Handbook Language - Support Staff Handbook

VI. TIME OFF AND LEAVES

A. PAID LEAVE DAYS

Full-time support staff or support staff that work 20 hours per week (0.50FTE) are eligible for paid leaves. Each support staff will have access to his or her paid leave balances through the online employee portal. Paid leave may be taken in hourly increments. Paid leave days shall be exhausted for necessary absences from duty prior to being granted unpaid leave. The responsibility for applying for and claiming leave rests with the support staff in all cases of absence, it is the responsibility of the support staff to submit via the online employee portal to his/her supervisor in a timely manner.

*Annually, on the first day the 9-month support staff reports to work for the contract year, ten sick leave days and one personal leave day are credited to the employee's account. **Annually on the first day the 12-month support staff reports to work for the contract year, ten sick leave days and two personal leave days are credited to the employee's account.** Support staff whose employment commences after the beginning of the contract year shall receive a prorated amount of sick leave.*

Proposal:

VI. TIME OFF AND LEAVES

B. PAID LEAVE DAYS

Full-time support staff or support staff that work 20 hours per week (0.50FTE) are eligible for paid leaves. Each support staff will have access to his or her paid leave balances through the online employee portal. Paid leave may be taken in hourly increments. Paid leave days shall be exhausted for necessary absences from duty prior to being granted unpaid leave. The responsibility for applying for and claiming leave rests with the support staff in all cases of absence, it is the responsibility of the support staff to submit via the online employee portal to his/her supervisor in a timely manner.

Annually, on the first day the 9-month support staff reports to work for the contract year, ten sick leave days and one personal leave day are credited to the employee's account. **Annually on July 1, 12-month support staff will have twelve sick leave days and two personal leave days credited to the employee's account.** Support staff whose employment commences after the beginning of the contract year shall receive a prorated amount of sick leave.