



CALENDAR YEAR EMPLOYEES

ACCOUNTING, BENEFITS, EXECUTIVE ASSISTANTS, CUSTODIANS, HEAD CUSTODIANS, MAINTENANCE,
MECHANICS, HELP DESK / SYSTEM SUPPORTS, AND 12-MONTH ADMINISTRATIVE ASSISTANTS

CALENDAR YEAR EMPLOYEES RATE OF PAY

SCHOOL DISTRICT OF HOLMEN																			
2022-23 WAGE SCHEDULE (Following changes in Base Wage Rate)																			
Non-Exempt (Hourly) Employees																			
Step Placement (Awarded Annual on July 1)	Wage Rate for Employees in these Classifications with Continuous Employment Starting After 6/30/12							Executive Assistant \$	Nutrition Services			Drivers			CUST MAINT TECH				
	Office Prof		Educational Asst						Cook \$	Cook Step 4 grandfathered \$	Team Leader I \$	Bus Driver (CDL) \$	Van Driver (Non-CDL) \$	Extra Trips & Non- Driving \$	Custodian \$	Head Custodian \$	Help Desk and Systems Support \$	Maintenance \$	Mechanic \$
	Administrative Assistants \$	Business, Benefits & Payroll Specialist \$	Ed Assist \$	EEN, Health, & LMC Ed Assist \$	COTA \$	Hrng Imprd Ed Assist \$	Trans Ed Assist \$												
0	\$20.18	\$23.60	\$17.82	\$18.19	\$24.98	\$32.86	\$19.19	\$26.63	\$17.46	\$17.02	\$19.61	\$24.23	\$18.79	\$14.46	\$19.47	\$21.07	\$25.65	\$21.32	\$23.94

LEAVE TIME

Number of Fiscal Years Worked	Vacation Days Allocated
Initial Year of Hire	Pro-rated up to 10 days
First-Third Full Years	10 days
Fourth-Ninth Full Years	12 days
Tenth-Twelfth Full Years	17 days
Thirteenth Full Year and Beyond	20 days

Employees in their first year of service receive a pro-rated allocation of paid leave based upon the number of months worked between their hire date and the following July 1.

- **VACATION DAYS** – The total annual allocation in the first three full years may not exceed ten (10) days.
- **SICK LEAVE** – Each employee shall be annually allocated one (1) day of paid leave per month of employment to a maximum of twelve (12) days per fiscal year.
- **PERSONAL DAYS** – The total annual allocation shall not exceed two (2) days of personal leave each fiscal year.

HOLIDAY PAY

Holiday	Full Calendar Year Employees (non-drivers)
Fourth of July	X
Labor Day	X
Thanksgiving Day	X
Day After Thanksgiving	X
Christmas Eve	X
Christmas Day	X
New Year's Eve Day	X
New Year's Day	X
Memorial Day	X
Spring Holiday as Designated by the DA	X
Spring Holiday as Designated by the DA	X

A **paid holiday** is a day off with pay for the number of hours the employee normally works. Paid holidays will be provided to full-time and part-time employees according to this schedule.

HEALTH INSURANCE WCA

Insurance Plan	Hourly Eligibility Requirements	Employee Required Deduction	Employer Paid Portion
Plan – Single	750+ Hours (Staff who work 4-5 hours daily) District pays 85% of lowest cost plan	\$59.10/check	\$334.90/check
Plan - Family	1350 to 1949 Hours (Staff who work 5.5-7 hours daily) District pays 70% of family lowest cost plan (or 59.5%)	\$360.86/check	\$530.15/check
Plan – Family (Lowest Cost)	1950+ Hours (Staff who work 7.5-8 hours daily) District pays 85% of lowest cost plan	\$133.65/check	\$757.35/check

ALTERNATE BENEFIT PLAN (ABP)

Must be eligible for health insurance, family (lowest cost) to elect the ABP in lieu of health insurance

- Contact the School District of Holmen Business Services Office for details on how to annually qualify for the Maximum Level wellness status.

Insurance Plan	ABP Annual Amount
Maximum Level: Starting participation on or after 7.1.12	\$4,200 Annually
Base Level: Starting participation on or after 7.1.12	\$2,100 Annually

DENTAL INSURANCE – DELTA DENTAL

DENTAL INSURANCE - DELTA

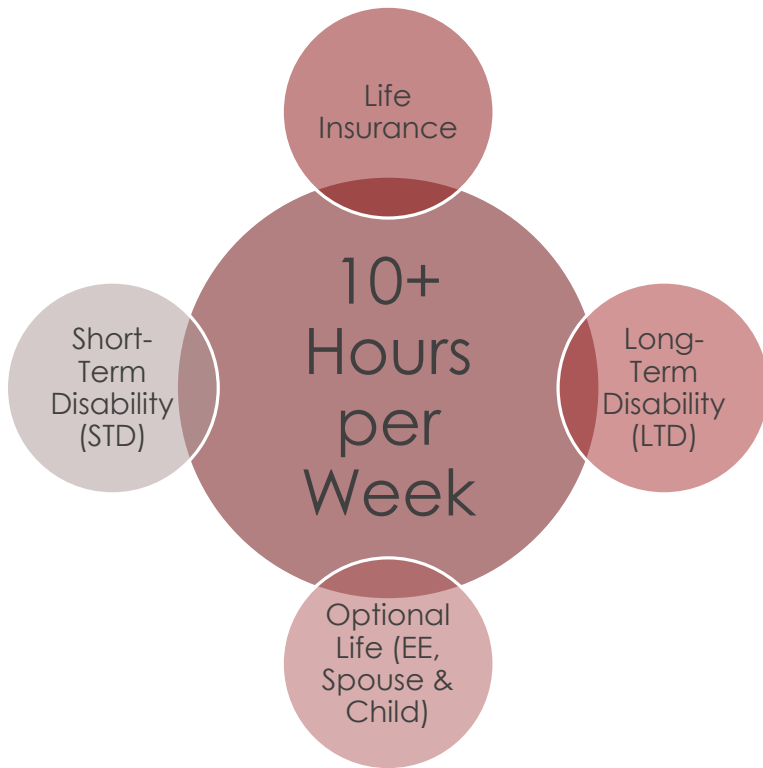
Insurance Type	Hourly Eligibility Requirements	Employee Required Deduction	Employer Paid Portion
Single	1520+ Hours (Staff who work 6-8 hours daily)	\$4.36/check	\$17.44/check
Family	1520+ Hours (Staff who work 6-8 hours daily)	\$11.37/check	\$45.48/check

VOLUNTARY DENTAL INSURANCE - DELTA

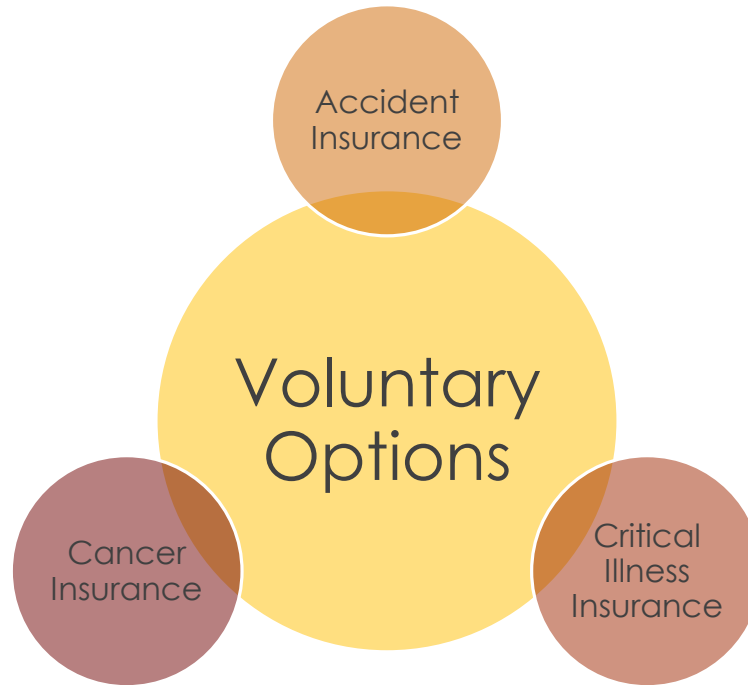
Insurance Type	Hourly Eligibility Requirements	Employee Required Deduction
Voluntary Single	750-1519 Hours (Staff who work 4-5.5 hours daily)	\$21.80/check
Voluntary Family	750-1519 Hours (Staff who work 4-5.5 hours daily)	\$56.85/check

HOURLY ELIGIBILITY REQUIREMENTS PER INSURANCE TYPE

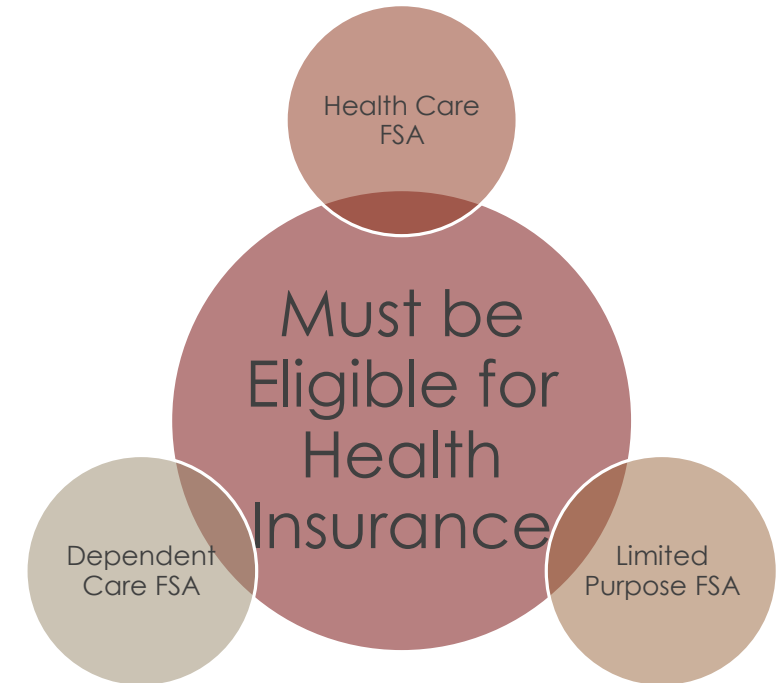
KANSAS CITY LIFE



ALLSTATE



FLEX SPENDING ACCOUNTS - EBC



QUESTIONS?

Human Resources Executive Assistant

- Sara Schott
- 526-6610 x1327

Benefits Specialist

- Amie Koxlien
- 526-6610 x1305

Hourly Payroll Specialist

- Dawn Helfrich
- 526-6610 x1317

Salary Payroll Specialist

- Jane McKinney
- 526-6610 x1316