



**ADMINISTRATIVE, SUPERVISORY AND TECHNICAL
PERSONNEL AGREEMENTS
2025-2026**

I. APPLICATION AND EFFECTIVE DATE OF OPERATION

The agreements herein set forth and detailed shall be effective upon the date of adoption and shall govern the classification, compensation and working conditions of all administrative, supervisory, and technical (“AST”) personnel, except the Superintendent of Schools, in addition to language outlined in the Employee Handbook and Board Policies and Rules. Detailed benefit information can be found on the staff intranet.

II. ADOPTION OF THIS AGREEMENT

In the adoption of this agreements, the Board of Education expresses the plan that it shall follow in compensating and classifying its AST personnel. It is understood that the Board of Education reserves the right from time to time to make adjustments to these agreements to meet the fiscal, administrative and programmatic requirements and needs of the District in an efficient and effective manner. The agreements contained herein shall, at a minimum of one year, be reviewed by the Superintendent of Schools, with any recommended changes and/or modifications being reported to the Board of Education.

III. BASIS FOR DETERMINATION OF SALARY AGREEMENT AND OTHER WORKING CONDITIONS

Recognition is made of the fact that only professionally qualified individuals who meet the qualifications identified in the position’s job description will be appointed to positions herein specified based on the approved job description for the position. Prior to posting and filling any of these positions, AST job descriptions shall be reviewed and updated by the Office of Human Resources and approved by the Superintendent of Schools prior to posting on WECAN and/or other job boards deemed appropriate by HR. All other job descriptions shall be reviewed and updated as needed.

IV. EMPLOYEE CLASSIFICATION DEFINITIONS

- A. Administrative employee – For the purpose of this agreement, “administrative employee” will be defined, as per the EEOC definition of an Executive/Senior Level Official Manager or First/Mid-Level Official/Manager as an employee who:

1. Plans, directs, and formulates policies; sets strategy; and who plans, directs, and coordinates activities with the support of subordinate executives and staff managers; or
 2. Oversees and directs the delivery of services or functions and who implements policies, programs and directives of an Executive/Senior Level Official/Manager.
 3. The administrative employees' job titles on the AST salary schedule will include an “***” indicator.
- B. Supervisory employee – For the purpose of this agreement, “supervisory employee” will be defined, as per the EEOC definition of Professional, as an employee:
1. Whose job requires bachelor and/or graduate degrees, and/or professional certification and comparable professional experience to perform the required job tasks; and
 2. Whose job tasks include the ability to exercise significant direction over another person’s daily tasks including tangible employment actions such as hiring, firing, and disciplining subordinate employees.
 3. The supervisory employees' job titles on the AST salary schedule will include an “***” indicator.
- C. Technical employee– For the purpose of this agreement, “technical employee” will be defined, as per the EEOC definition of a Technician or Administrative Support Worker, as an employee:
1. Whose job is comprised of activities that require applied scientific and/or technical skills, usually obtained by post-secondary education of varying lengths, depending on the particular occupation, recognizing that in some instances additional training, certification, or comparable experience is required; or
 2. Whose job involves non-managerial tasks providing administrative and support assistance, primarily in office settings.
 3. The technical employees' job titles on the AST salary schedule will include an “*” indicator.

V. SALARY AGREEMENT

- A. Annual Salary Adjustment
1. Salary percentage increases for AST personnel (other than the Superintendent) shall be considered and determined annually by the Board of Education based upon recommendation from the Superintendent of Schools and in compliance

with guidelines imposed by the State legislature.

2. Eligible ASTs shall be advanced for step movements on the salary schedule in effect upon Board approval provided that the District has the ability to pay for step advancements.

B. Salary Schedule Structure

1. Salaries are established for each level of employment with annual longevity, salary schedule and education/professional lane increases determined by the Board of Education following review of recommendations from the Superintendent of Schools.
 - a. Individuals who are on a performance improvement plan or do not provide satisfactory service are not eligible for any salary increases, stipends or merit awards.
 - b. The Superintendent, with the approval of the Board of Education, may implement a merit pay plan.

C. Changes in Salary and Classification

1. Salary

- a. The Superintendent will annually meet with the Board of Education for discussion of AST salary and benefit proposals in accordance with the timelines described in Article V, A, 1. Prior to such meeting, the Superintendent will meet with the Education Leaders of Kenosha (hereinafter referred to as "ELK") or its designee.
- b. Salary levels are to be reviewed and compared with normative information, and recommended changes may be incorporated as a budget assumption to be presented to the Board of Education for consideration.

2. Classification

- a. The Superintendent may institute reclassification of positions as needed to reflect changes in responsibility with the approval of the Board of Education.

D. Salary Status as a Result of Transfer Appointment or Position Reclassification Persons in the District transferred from one AST position to another position, will be placed at a salary level based upon qualifications and experience at the discretion of the Superintendent of Schools with the approval of the Board of Education. Such transfer could result in an increase or decrease in salary. Any such increase in salary shall commence on the first pay period following the position change; any such decrease in salary shall commence on the first pay period of the school semester following the position change.

E. Conformity with Applicable Laws

All salary compensation changes, whether pertaining to base salary, equity adjustment, merit or any other salary compensation item, and all fringe benefit changes, shall comply with any applicable laws regarding same.

VI. FRINGE BENEFITS

A. Vacation

Vacation shall be accrued on a fiscal year (July 1 - June 30) and taken on a calendar year (January 1 - December 31). Vacation is accrued at a 1/12 per month basis.

All supervisory and technical employees under this agreement will receive vacation as follows:

- a. One week = five days
- b. During first year of employment – two weeks (prorated)
- c. After first year – three weeks
- d. After second year – four weeks
- e. New employees will not be allowed to take vacation during the first six months of employment.

All administrative employees under this agreement will receive vacation as follows:

- a. One week = five days
- b. During first year of employment – three weeks (prorated)
- c. After first year – four weeks
- d. After second year – five weeks
- e. New employees will not be allowed to take vacation during the first six months of employment.

B. The following days will be paid holidays for AST personnel:

New Year's Eve	Labor Day
New Year's Day	Thanksgiving Day
Martin Luther King Day	Friday after Thanksgiving
Good Friday	Christmas Eve
Spring Break Week	Christmas Day
Memorial Day	Winter Break
Independence Day	

If any of the named holidays fall on a Saturday or Sunday, either the preceding or the following normal workday as approved by the Board of Education shall be observed as the holiday.

C. Tuition Reimbursement

AST personnel shall be eligible to request tuition reimbursement for college, university or technical school coursework under the following conditions provided the

Employee has completed one full year of continuous full-time employment within the AST classification:

1. Courses must be job related and individuals must request written approval in advance of taking the course(s) from the Superintendent or designee prior to enrollment. The approval for reimbursement shall be contingent upon the availability of funds.
2. An official transcript or certification attesting to completion of such coursework must be filed with the Office of Human Resources along with evidence of tuition payment by the individual within 60 days after the completion of the coursework.
3. Reimbursement will be made for actual tuition costs only not to exceed the UW-System (Milwaukee) cost per credit up to a maximum sum of 24 credits in the last five years. Employees earning an "A", "B" or "Pass" in any authorized course will be reimbursed at 100% of the documented cost. There will be no reimbursement for less than "B" level work. Employees who leave employment with the District for reasons other than retirement within one year of completion of the authorized course(s) shall be obligated to repay the District two-thirds of the tuition cost paid by the District within 30 days of resignation or termination; and employees who leave employment for reasons other than retirement within two years shall repay one-third of the tuition cost within 30 days of resignation or termination.

D. Sick Leave

1. General Provisions

- a. Sick leave with full pay shall be earned and credited at the rate of one day per month for each month the employee is employed by the District. Unused sick leave shall be accumulated to a maximum of 120 days. AST employees, who had accumulated sick leave while employed by the District as a non-AST employee, may carry over their accumulated non-AST sick days.

Non-AST sick days shall be used before any sick days accrued as an AST, but in no case shall the total of AST and non- AST sick days exceed 120 days.

- b. After a minimum of 10 full years of continuous employment as AST personnel, employees covered under this agreement whose employment ends for reasons other than termination (i.e., resignation or retirement) shall be entitled to receive a payment equal to 50% of the value of any accumulated unused sick leave earned as an AST employee at the time of such separation (i.e., resignation or retirement) at the rate of pay at the time of separation (i.e., resignation or retirement). The District shall make such payment within 90 days after

separation (i.e., resignation or retirement) of employment. The District shall make such payment in the form of a post-employment contribution to a tax-sheltered annuity.

2. Personal Injury Benefits

- a. Whenever the employee is absent as a result of personal injury caused by an assault by a student, occurring in the course of the employee's employment, the employee shall be paid his/her full salary for the period of such absence, and no part of such absence will be charged to his/her annual sick leave. Under these conditions, any benefits accruing to the employee would be remitted to the District.
- b. Whenever the employee is absent as a result of personal injury occurring on district property and not due to the employee's negligence, the employee shall be paid his/her full salary less weekly indemnity under the Workers' Compensation Act for the period of his/her disability up to thirty 30 contract days and no part of such absence shall be charged to his/her accumulated sick leave.

3. Initial Sick Leave Credit

The District acknowledges that no formal sick leave policy existed prior to the adoption of this agreement effective July 1, 1997. Therefore, in recognition of the tenure of the District's employees prior to July 1, 1997, the full-time employees of the District as of July 1, 1997, covered by this agreement, are granted accrued sick leave benefits as of July 1, 1997, (whether or not such full-time employment was as an AST employee) as follows: One day per month for each month of consecutive full-time employment with the district as of July 1, 1997, to a maximum of 120 days.

E. Other Leave

1. Employees covered by this agreement who have completed a minimum of three years of continuous full-time service within the AST classification shall be eligible to request a personal leave for up to one year. Said leave, if approved by the Superintendent or his/her designee, shall be without compensation. Upon return from such leave, the AST personnel shall be immediately reinstated in his or her former position, if then available, and if not to a substantially equivalent position which he or she is competent to perform. Employees who take a leave of absence for any period longer than six months shall not accrue District seniority during that time.
2. The District will grant the necessary time off with pay for employees who are subpoenaed to appear in court proceedings: (1) in connection with the employee's employment; or (2) in any other legal proceeding, if the employee is not a party to the action. Such approved absence will be with pay provided the employee remits to the District any fees received and files

the subpoena with the Office of Human Resources. Time off with pay for purpose of attending court proceedings shall include the adoption and/or accepting appointment as guardian of a child by the employee.

VII. ADDITIONAL COMPENSATION – EDUCATION AND PROFESSIONAL DEVELOPMENT LANES

The Board of Education shall provide compensation in the amount of \$1,500 annually for up to one achievement in each of the following categories for no more than a total of \$4,500 annually:

- A. Master's degree plus 30 college credits or equivalent continuing education units (CEU's) (Implied in Ph.D. or Ed. D.). *Once this achievement is approved and received, no further documentation is needed to continue receiving this stipend on an annual basis.*
- B. Professional licensure/certifications including, but not limited to, Certified Public Accountant (CPA), American Institute of Architects (AIA), Professional Engineer (PE), Registered Dietician (RD), Certified Network Engineer (CNE), Microsoft Certified Software Engineer (MCSE), etc. Those who attained this achievement on or prior to June 30, 2019, shall be grandfathered in receiving their annual stipend without needing to meet the criteria below. Those attaining the achievement July 1, 2019, and beyond must meet all criteria as outlined.

Professional licensure/certifications considered for additional compensation must:

1. Be earned through the State of Wisconsin or a professional association
 2. Be pertinent to the employee's current position
 3. Receive supervisor approval (specifically as it relates to the employee's position)
 4. Require continuing education to maintain the licensure/certification (e.g., credits or coursework required to remain certified/licensed)
 5. Be turned in to the Office of Human Resources on an annual basis on or before April 30 with all supporting documentation showing supervisor approval, what continuing education is required to maintain licensure/certification, the credits/coursework completed to maintain licensure/certification, and the updated license/certificate for the current year
- C. Master Administrator designation through the Wisconsin Department of Public Instruction. *Once this achievement is approved and received, no further documentation is needed to continue receiving this stipend on an annual basis.*

Any and all required documentation for each area outlined above must be turned in on or before April 30. The Office of Human Resources shall review submissions in May and notification of approval and payment will be provided by June 30 of the fiscal year. This section excludes additional teaching or administrative licenses; certifications or licenses required to hold a position; and/or certifications and licenses required to accomplish responsibilities or essential job duties as outlined in the job description.

VIII. OTHER CONDITIONS OF EMPLOYMENT

A. Duration of Individual Employment Contract

1. Individual employment contracts issued to employees covered by this agreement will be issued in accordance with any applicable State Statutes and Board of Education policy.
2. Employment contracts for individuals covered by, Wis. Stat. § 118.24 may be for a term up to, but not to exceed, two years.
3. Individuals covered by Wis. Stat. §118.24., who are placed on a professional improvement plan, shall be entitled to a contract with a term not to exceed one year. Individuals covered by Wis. Stat. § 118.24 who are in the last year of a two-year contract, and who are placed on a professional improvement plan, shall be given preliminary notice and notice of nonrenewal of their two-year contract pursuant to Wis. Stat. § 118.24, so as to renew their contract for a term not to exceed one year.
4. Employment contracts for individuals not covered by Wis. Stat. § 118.24 may be for a term not to exceed one year. Individuals not covered by Wis. Stat. §118.24, who are placed on a professional improvement plan, shall be given notice of same at the time their contract is considered for renewal and shall be provided the opportunity to meet with the Board of Education in closed session to discuss the matter.
5. Six months prior to the expiration of this Agreement, no later than March 1, representatives of the Board of Education and representatives of Educational Leaders of Kenosha will meet to discuss any changes, modifications or updates, to the Administrative, Instructional Administrative, Supervisory and Technical Personnel Agreement.

B. Placement on the Salary Schedule

1. Any newly hired employee or current employee changing positions within the AST group prior to January 1 of any given year shall be eligible for salary advancement for the ensuing school year.
2. Prior experience credit as determined by the Superintendent may be granted personnel being employed in accordance with provisions contained herein.
3. Salary placement shall be made effective as of July 1 of each year.

C. Overtime for Non-Exempt Positions

Positions classified at Levels 1 through 6 on the Salary Schedule (Appendix A) are classified as non-exempt employees, and overtime will be paid at one-and-a-half

times the employee's hourly rate of pay. Overtime will be paid for work in excess of 40 hours per week. Similarly, the District may provide mutually agreed compensatory time off in lieu of overtime pay that will be accrued at one-and-a-half hours for every hour a non-exempt employee works over 40 hours per week.

D. Outside Employment

Refer to Board Policy 4391 Limitations On Outside Employment.

IX. EARLY RETIREMENT

A. Eligibility

1. Individuals who have been employed in the District on a regular full-time basis for at least 15 years, who also meet the additional age and other requirements set forth below and whom the District currently employs, may apply for early retirement benefits under this Article IX.
2. Individuals who have been employed by the District for at least 15 years and who are currently employed by the District, and have served the last 10 years of continuous full-time employment within the AST classification, and have reached the age of 55 are entitled to the insurance coverage specified in Article IX-D-1. Employees eligible for early retirement insurance benefits may maintain their current single/family coverage until age 65 or Medicare eligibility, whichever occurs first.
3. Individuals who retire shall not be eligible for re-employment with the District either as a full-time equivalent (FTE) or a consultant without the approval of the Board of Education.
4. Employees who do not meet the eligibility criteria in paragraph 2 above, but who do meet the criteria in paragraph 1 above and who have attained age of 55 shall be eligible for single health insurance coverage specified in Article IX-D-1.

B. Application Procedure

1. Applicants shall apply for early retirement benefits to the Superintendent and/or his/her designee at least six months in advance of the effective date of retirement.
2. The effective date of retirement for instructional administrators shall be July 1. The employee shall tender notice of the effective date of early retirement immediately upon being notified that the application has been accepted.
3. Once notice of intent to retire is given by an employee, and is accepted by the District, the notice of intent to retire shall be irrevocable.

C. Payments

1. The District shall have the discretion to determine whether it will make any supplemental payment to WRS for any retiree, as determined by WRS, in accordance with Wis. Stat. §40.05(2)(i).
2. The District shall provide a Letter of Agreement to the retiring employee that specifies the amount to be paid to the WRS on behalf of the retiring employee.

D. Retiree Health/Dental

1. Employees who retire pursuant to this Article shall be eligible to remain in the group health, dental and life insurance programs that the District may maintain from time to time for similarly-situated active employees until age 65 or until the individual qualifies for Medicare, whichever occurs first. The District does not pay premium contributions for life insurance.
2. The District shall make its portion of premium contributions on behalf of early retirees until age 65 or until the individual qualifies for Medicare, whichever occurs first based on the following contribution schedule. Retirees will be responsible for their portion of the premium contribution.
3. The District will establish the employee/retiree contributions from time to time and communicate such rates to affected individuals through a separate benefit schedule or other written communication. Premium contribution rates and plan design are subject to change.

E. Other Retirement Benefits

1. Employees, who attain the minimum age to retire with 15 years of continuous full-time employment in the District, shall be entitled to receive a payment equal to \$2,000 per year of continuous full-time employment within the AST classification. Payment may occur within 90 days of the termination or may be paid in three equal yearly installments (including any accrued interest based on the average investment rate for the previous year's fixed annuity account of the District's investment vehicle) on the same corresponding date. The District may choose to make such a payment through a tax-deferred plan. This and all retirement transactions must be in compliance with applicable Wisconsin Retirement System rules and regulations and/or state law.

This provision shall sunset at the close of the 2005/06 classification policy period (June 30, 2006). (No additional benefits shall accrue.) Those members covered by this classification policy at the time of sunset will be eligible to receive \$2,000 for each year of service they have attained as of 2005/06 provided they meet the minimum age to retire (age 55).

X. DURATION AND PROVISIONS FOR AMENDING THIS AGREEMENT

This agreement and all its provisions shall be construed as being in full force and effect starting July 1, 2019 and may be revised or amended only by action of the Board of Education. The Board of Education may amend this Agreement and any underlying plan or program at any time and any such changes may apply immediately to a covered individual, even after an employee retires.

If any portion of this Agreement is held invalid by operation of law or by any tribunal or agency of competent jurisdiction, or if compliance or enforcement of any part should be restrained by such tribunal or agency, or in the event of substantial changes in the social security or retirement systems which would affect this Agreement, the entire Agreement shall become null and void and shall be reassessed at that time by the Board of Education.

XI. RESIDENCY

Administrative, Supervisory and Technical personnel are strongly encouraged to reside within the school district boundaries.

XII. EMPLOYMENT CONTRACT RENEWAL, NON-RENEWAL, MODIFICATION OR TERMINATION

- A. Employment Contract Renewal, Non-Renewal, Modification or Termination for Administrative Personnel under Wis. Stat. § 118.24.
 1. The renewal, non-renewal and termination of the employee's employment contract shall be in accordance with the provisions of Wis. Stat. § 118.24, and the rules, regulations and policies of the Board of Education. The employee contract may be modified or terminated any time during the term hereof by the mutual written agreement of the parties hereto, except that a breach of said contract may result in dismissal rather than acceptance of resignation. A resignation must be made in writing to the Superintendent of Schools at least 30 days prior to the proposed effective date of such resignation and is subject to acceptance or rejection by the Board of Education on the basis of the reasons proffered therefor.
 2. The Superintendent of Schools may unilaterally suspend the individual with or without pay. The Board of Education may discharge or terminate the individual for just cause for a breach of the employee's contract. The Administrator shall be entitled to procedural due process prior to any suspension, discharge or termination that occurs during the term of the employee's contract.
 3. Any employee covered under this agreement who has been placed on a Professional Improvement Plan shall not have their contract renewed for more than one year in accordance with the provisions of this Article and Article VII, A. While on a professional improvement plan, the employee's

salary will be frozen for the duration of the plan. Upon completion of the plan and recommendation for further employment, the employee will be placed on the salary schedule at the level he/she would have achieved had he/she not had his/her salary frozen and shall receive back pay. However, should said individual remain on review for the period of the contract renewal and fail to meet District expectations in their evaluation at the end of the contract term, said individual will be terminated.

B. Employment Contract Renewal, Non-Renewal, Modification or Termination for Administrative, Supervisory, and Technical Personnel Not Covered by Wis. Stat. § 118.24.

1. The Board of Education, or designee, will notify the individual at least 30 calendar days prior to the expiration of the employee's contract of its intent to renew or non-renew said contract. If the individual receives a notice that the Board of Education is considering the non-renewal of the employee's contract, the individual may, within five calendar days after receiving such notice, request, in writing, a private conference with the Board of Education to discuss the reasons for the non-renewal. The Board of Education will advise the individual in writing of its decision to renew or non-renew the individual's contract within five calendar days after such conference.

The employment contract may be modified or terminated any time during the term hereof by the mutual written agreement of the parties hereto, except that a breach of said contract may result in dismissal rather than acceptance of resignation. A resignation must be made in writing to the Superintendent of Schools at least 30 days prior to the acceptance or rejection by the Board of Education on the basis of the reasons proffered therefor.

The Superintendent of Schools may unilaterally suspend the individual with or without pay. The Board of Education may discharge or, terminate the individual without cause for reasons that are not arbitrary or capricious during the term of the employee's contract, provided that the individual shall be given written notice 30 days prior to the effective date of any discharge or termination during the term of the employee's contract. The individual shall be entitled to procedural due process prior to any suspension, discharge or termination that occurs during the term of the employee's contract.

2. Any employee who has been on a professional improvement plan for one year and who fails to meet District expectations in their evaluation at the end of that year shall be terminated.

XIII. EVALUATION

All individuals covered herein shall be evaluated in accordance with the policies and procedures adopted by the Board of Education and receive a written summative copy of said evaluation.

XIV. TRANSFER

The District shall have the right to transfer any employee herein during the term of their contract from one assignment to another whenever, in the judgment of the Board of Education, such transfer is in the best interest of the District. In the event of a transfer, the employee should receive the compensation appropriate for such position pursuant to the current AST Personnel Salary Schedule and Article IV, D of this agreement with consideration of years of service within the AST classification.

XV. MODIFICATION TO AGREEMENT

All modifications to the agreements" noticed in this document for Administrative, Supervisory and Technical personnel will be sent to ELK leadership to share with all AST staff members at such time that the modifications are submitted to the Board of Education, and the Superintendent will meet with ELK leadership to explain such changes prior to adoption.

Agreement revisions approved by the Board of Education on June 24, 2025.

Signed:



Educational Leaders of Kenosha Representatives



Board of Education Representative