



AGENDA

Wisconsin Rapids Board of Education
Personnel Services Committee

510 Peach Street · Wisconsin Rapids, WI 54494 · 715-424-6701

Sandra Hett, Chair
Larry Davis
Mary Rayome
John Krings, President

March 1, 2021

Location: Board of Education, 510 Peach Street, Wisconsin Rapids, WI
Conference Room A/B

Time: Immediately following the Educational Services Committee meeting, but not before 6:15 p.m.

- I. Call to Order
- II. Public Comment
- III. Actionable Items
 - A. Appointments
 - B. Retirements
 - C. Resignations
 - D. Board Policy Review
 - E. Employee Handbook Language
- IV. Updates and Reports
 - A. Employee Assistance Program Activity and Utilization Update
- V. Consent Agenda
- VI. Adjournment

The Wisconsin open meetings law requires that the Board, or Board Committee, only take action on subject matter that is noticed on their respective agendas. Persons wishing to place items on the agenda should contact the District Office at 715-424-6701, at least seven working days prior to the meeting date for the item to be considered. The item may be referred to the appropriate committee or placed on the Board agenda as determined by the Superintendent and/or Board President.

With advance notice, efforts will be made to accommodate the needs of persons with disabilities by providing a sign language interpreter or other auxiliary aids, by calling 715-424-6701.

School Board members may attend the above Committee meeting(s) for information gathering purposes. If a quorum of Board members should appear at any of the Committee meetings, a regular School Board meeting may take place for purposes of gathering information on an item listed on one of the Committee agendas. If such a meeting should occur, the date, time, and location of the Board meeting will be that of the particular Committee as listed on the Committee agenda.



Wisconsin Rapids Board of Education
Personnel Services Committee

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BACKGROUND

Sandra Hett, Chair
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Time: Immediately following the Educational Services Committee meeting, but not before 6:15 p.m.

- I. Call to Order
- II. Public Comment
- III. Actionable Items
 - A. Appointments

The administration recommends approval of the following support staff appointments:

Keegan Crowley	Location: Woodside Elementary Position: Noon Duty Aide (2.25* hrs/day) <i>*Increased hours are due to COVID-19 and are subject to change</i> Effective Date: February 10, 2021 Hourly Rate: \$13.05 (starting rate) / \$13.74 (after 60 days)
Afton Gordon	Location: WRAMS Position: Health Aide (5.5 hrs/day) Effective Date: February 12, 2021 Hourly Rate: \$14.35 (starting rate) / \$15.11 (after 60 days)
Gail Prochnow	Location: Mead Elementary Position: Secretary (7.5 hrs/day) Effective Date: March 22, 2021 Hourly Rate: \$15.90 (starting rate) / \$16.74 (after 60 days)
Karrie Moore	Location: Central Office Position: Accounts Payable Secretary (8.0 hrs/day) Effective Date: March 1, 2021 Hourly Rate: \$17.86 (starting rate) / \$18.80 (after 60 days)

B. Retirements

The administration recommends approval of the following professional staff early retirements:

Tammie Rau	Location: WRAMS Position: Teacher (1.0 FTE) Effective Date: June 7, 2021 Date of Hire: August 19, 1991
Jamie Graper	Location: Howe Elementary Position: Teacher (1.0 FTE) Effective Date: June 7, 2021 Date of Hire: August 28, 2002

Sara Esser	Location:	WRAMS
	Position:	Teacher (1.0 FTE)
	Effective Date:	June 7, 2021
	Date of Hire:	August 20, 1990
Connie Henke	Location:	Grove Elementary & Woodside Elementary
	Position:	Teacher (1.0 FTE)
	Effective Date:	June 7, 2021
	Date of Hire:	August 19, 1991
Curt O'Brien	Location:	Grove Elementary
	Position:	Teacher (1.0 FTE)
	Effective Date:	June 7, 2021
	Date of Hire:	August 19, 1985

The administration recommends approval of the following support staff early retirements:

Linda Leinweber	Location:	Lincoln High School
	Position:	Kitchen Helper (5.62 hrs/day)
	Effective Date:	March 2, 2021
	Date of Hire:	September 2, 2005

C. Resignations

The administration recommends approval of the following support staff resignations:

Sandra Ashbeck	Location:	THINK Academy
	Position:	Noon Duty Aide (2.0 hrs/day) / Instructional Aide (1.25 hrs/day)
	Effective Date:	February 2, 2021
	Date of Hire:	September 5, 2017
Debra Nelson	Location:	Mead Elementary
	Position:	Library Aide (6.5 hrs/day)
	Effective Date:	February 4, 2021
	Date of Hire:	September 24, 2012
Erin Hepp	Location:	Mead Elementary
	Position:	Special Education Aide (7.0 hrs/day)
	Effective Date:	March 4, 2021
	Date of Hire:	September 1, 2020
Amanda Mrozek	Location:	THINK Academy
	Position:	Special Education Aide (7.0 hrs/day)
	Effective Date:	March 9, 2021
	Date of Hire:	September 3, 2019
Sarah Doughty	Location:	Mead Elementary
	Position:	Office Aide (7.0 hrs/day)
	Effective Date:	February 12, 2021
	Date of Hire:	November 18, 2019

D. Board Policy Review

Board Policy 672 Purchasing Procedures/Competitive Pricing, Second Reading

This policy was reviewed and approved for first reading at the regular Board of Education meeting in February 2020. The administration recommends approval Board Policy 672 Purchasing Procedures/Competitive Pricing for second reading. (*Attachment A*)

E. Employee Handbook Language

Discussion and possible action to approve recommended language changes to the Post-Employment Insurance Benefit section within the following Employee Handbooks: Office/Clerical and Aide Support Staff, Professional Staff, Food Service, and Custodial and Maintenance Staff. (*Attachments B, B1, B2, B3, B4*)

IV. Updates and Reports

A. Employee Assistance Program Activity and Utilization Update

An update on the activities and utilization of the school District's Employee Assistance Program (EAP) will be provided to the Committee.

V. Consent Agenda

Personnel Services Committee members will be asked which agenda items from the Committee meeting will be placed on the consent agenda for the regular Board of Education meeting.

VI. Adjournment

672 PURCHASING PROCEDURES/COMPETITIVE PRICING

The Board desires that purchases be made locally whenever possible. Therefore, local vendors will be given preference if service, quality, delivery time, and price are comparable with other vendors.

Insofar as is practical, and in the best interest of the District, materials and services are to be ordered from local merchants whenever possible. However, it must be understood that such materials and services must be equal to or exceed the requirements (award criteria) for price and quality as imposed upon other vendors. This policy shall in no way be interpreted to bind the District to the purchasing of goods and services totally from local vendors. However, it shall be interpreted as a meaningful directive to those with the authority to make purchases to give full and complete consideration to local merchants.

The School Board reserves the right to reject any or all bids (or proposals), to waive technicalities, to modify selection procedures, to make adjustments in specifications or quantities, and to make selections based on the best judgment or deemed to be most advantageous to the district, and said decisions and determinations shall be final.

All purchasing should be done through the Business Office in accordance with State Statutes, accepted purchasing procedures, and ethical business practices. Selection of a product for reasons other than price must be justified in writing and attached to the purchase order copy.

The official budget document approved by the Board of Education shall be considered as the authority for all expenditures made during the fiscal year. Expenditures shall not exceed the budgeted amount for any fund without School Board approval. The administrative staff shall be authorized to order items approved in the School District budget with prior approval of the Superintendent or his/her designee.

Individual items exceeding \$10,000 shall be based, when possible, on competitive pricing, and must first be approved by the Board of Education. All items costing less than \$10,000 shall be administratively reviewed and approved by the Superintendent or designee. When multiples of the same item are purchased from an individual vendor on the same day and total more than \$10,000, those items must be approved by the Superintendent or his/her designee and shall be included in the Business Services update to the Board.

All quotation awards shall be based on the lowest priced responsible qualified supplier, consideration being given to the qualities of the articles to be supplied, their conformity with the specifications, their suitability to the requirement of the educational system, the delivery terms, and the past performance of vendors.

Interested local suppliers will be given serious consideration and the opportunity to provide competitive pricing. Vendors shall be invited to request that their names be placed on mailing lists to receive quotation requests. Annually, the District will publish an advertisement in the local newspaper soliciting local vendors interested in being added to the vendor list for bids/quotes/purchases. It shall not be the responsibility of the District or its agents to contact said local suppliers in each instance. Rather, it shall be the responsibility of the vendor to be sure his/her name is on record as being a purveyor of specific goods and/or services. When quotation requests are prepared, they will be mailed to all local vendors who express an interest in quoting, as well as other vendors as deemed appropriate. Requests for quotes shall be sent to at least three (3) vendors whenever possible.

The Board's intent is to give all vendors/businesses a fair and equal chance to supply goods and services to the School District.

All purchasing and recommendations for purchasing will be made through the administrative staff. Board members may question any recommendations made to assure that the best possible quality items are purchased at the lowest cost, best service, and with the best warranty.

Emergency Situations

The Superintendent or his/her designee has the authority to approve individual purchases that exceed \$10,000 in special circumstances or emergency situations.

Special circumstances may include those in which the use of the bidding or quotation procedure would not be in the best interests of the School District. Examples may include instances where the School District would recognize significant cost savings by the immediate purchase, or selection of a provider or when the circumstances require immediate action to correct a deficiency or problem in the operations of the School District where a failure to act would immediately cause appreciable damage to physical facilities, interrupt the educational program, or endanger the life or health of students, staff or community.

The Superintendent of Schools shall, as soon as possible following the onset of the emergency, call the President of the Board to describe the situation and the necessity for the purchase. The President will determine whether a specific meeting of the Board is required or whether the situation can be reported at the next regular meeting to request Board confirmation.

Formal Bids

Bidding is defined as a formal process where sealed written prices are received based upon written specification and is normally used for construction, additions, remodeling or renovation projects.

When utilizing formal bid procedures, the Board shall request bids be published in the appropriate publications to obtain the best number of bidders for the School District. Administration will determine if Bid Bonds and Performance Bonds are required. Requests for such bids may also be sent directly to local vendors and/or prospective bidders known to the School District.

All bids must be submitted in sealed envelopes, and plainly marked with the name of the bid and bid opening date. All bids shall specify that they are to be received by a specified date and time and, if applicable, at a specific location/address. Bids shall be opened in public at the time and location listed in the specifications. Final acceptance of the bid shall be approved by the School Board. Bids received after the date and time indicated in the specifications shall be returned to the bidder unopened. The Business Services Committee Chair or designee shall open bids with the Director of Business Services and appropriate department head.

Low bids can be rejected if, in the opinion of the Board/Superintendent or his/her designee, the following circumstances occur:

1. Quality of goods or services does not meet bid specifications.
2. On the basis of previous experience or knowledge, the goods or services provided were not satisfactory in quality.
3. Vendor has demonstrated a history of providing inferior service.

Bids are not required for:

1. Instructional media and related materials (textbooks, software, books, tapes, films, workbooks, periodicals, and educational materials directly related to a specific district curriculum).
2. Replacement parts for existing equipment.
3. C.E.S.A. contracts.
4. Cooperative agreements with other school districts.
5. Maintenance contracts where the maintenance is to be performed on a routine or as-needed basis on specific equipment (i.e., boilers or manufacturer-specific equipment).
6. Services renewed annually (such as proprietary equipment like the fire alarm system, energy management computer system, etc.) unless requested by Board action or recommendation of the Superintendent or his/her designee.
7. Emergency purchases.

Competitive Pricing/Quotations

A quotation is defined as an inquiry of vendor price via phone, fax, e-mail, or written communication.

1. On purchases with an estimated total less than \$1,000, competitive pricing is encouraged, but not required.
2. Requirements for purchases with an estimated total between \$1,000 and \$10,000 are as follows:
 - a) A minimum of three informal solicitations (such as telephone quotations, fax quotes, catalog prices, etc.) shall be obtained.
 - b) A notation should be made if three solicitations cannot be obtained.
 - c) Each department is responsible for obtaining the solicitations and retaining the corresponding records.
 - d) The department shall retain all supporting solicitation documentation attached to their signed office copy of the purchase requisition.
 - e) This documentation shall be kept for the current fiscal year and three subsequent fiscal years.
3. Purchases with an estimated total of \$10,000 or more shall be performed by the Business Services Office with the exception of purchases made by the following departments:
 - a) Buildings & Grounds Department
 - b) Curriculum Department
 - c) Technology Department
 - d) Food Service Department

Quotations may require a specific due date. Quotations will be opened at the designated time and location. No evaluation or vendor access shall be allowed until after the due date. Quotations received from a vendor shall not be disclosed to other parties until a decision to purchase has been made or until a purchase order has been issued. Quotations shall not be considered when received after the date specified by the District for receipt of quotations.

The Board of Education reserves the right to reject any and all bids/quotations or parts thereof, or to select any combination which may be deemed most advantageous to the School District. Where quality and service are relatively equal, price will be the determining factor.

In awarding purchases or contracts for services, approval will be based upon:

- Price
- Quality of the product, service and warranty
- Service, delivery, and maintenance of product
- Suitability of the product or service
- Conformance to specifications
- Past performance to the District
- Vendor reliability
- Payment terms

Professional Services

Contracts for professional services shall be reviewed and reconsidered by the School Board on a regular basis, normally every three (3) years. Contracts awarded by the School Board and requests for proposals shall be maintained for a period of six (6) years after closing and final approval of the work contracted.

Prohibitions Related to Purchases

No Board member, officer, or employee of this district, or their families shall be interested financially in any contract entered into or purchase made by the Board.

- Personal Purchases – No personal purchases may be made using the School District’s name.
- Purchase of Items for Sale to Employees – No purchase of items shall be made for the sale to employees whatsoever except meals, public services and such specialized appliances as may be required for the safety or health of the employees.
- Private Interest in Public Contracts – State law prohibits any public officer or employee to negotiate, bid for or enter into a contract in which he/she has a private pecuniary interest, direct or indirect, if at the same time he/she is authorized or required by law to participate in his/her official capacity in the making of that contract or to perform in exercise of discretion on his/her part.
- Acceptance of Gifts or Other Items of Value – Under state law, no public official or employee may use his/her public position or office to obtain financial gain or anything of substantial value for the private benefit of him/herself or his/her immediate family, or for any organization with which he/she is associated.

LEGAL REF.: Sections 66.949 Wisconsin Statutes

118.12
120.12(24)
120.13
120.44
946.12

946.13

CROSS REF.: 672 Rules (1) Performance Guarantees
672 Rule (2) Purchasing Procedures
672.1, Bidding Requirements
WREA Agreement

APPROVED: November 11, 1974

REVISED: November 14, 1988
January 8, 1990
March 11, 1996
January 14, 2002
March 12, 2007

672 PURCHASING PROCEDURES/COMPETITIVE PRICING

The following requirements and associated procedures and guidelines are established to help all employees through the procurement process. It is the intent that a sense of ownership within our schools will bring about fiscally sound judgment and responsibility.

The Board desires that purchases be made locally whenever possible. Therefore, local vendors will be given preference if service, quality, delivery time, and price are comparable with other vendors.

The official budget document approved by the Board of Education shall be considered as the authority for all expenditures made during the fiscal year. Expenditures shall not exceed the budgeted amount for any fund without School Board approval.

Purchasing requirements for purchases of more than \$5,000:

1. The Superintendent, or his/her designee, is authorized to purchase any item or group of items in a single transaction, costing more than \$5,000 but less than \$25,000, upon the receipt of at least three written quotations, or bids where possible. The Superintendent, or his/her designee, shall use discretion in deciding whether such purchases are made on the basis of requested quotations or through advertised bids.
2. No purchase shall be made for supplies, services or equipment costing \$25,000 or more unless three written quotations are received or the formal bid notification procedures are followed and the purchase is approved by the Board of Education.
3. Purchases with an estimated total of \$25,000 or more shall be performed by the Business Services Office with the exception of purchases made by the following departments.
 - a. Buildings & Grounds Department
 - b. Curriculum Department
 - c. Technology Department
 - d. Food Service Department
4. Bids are not necessarily required for:
 - a. Instructional textbooks, books, media, workbooks, educational kits, periodicals, digital media, online subscriptions and computer hardware, peripherals, and other software.
 - b. Administrative software renewals. (i.e. Student Information Systems, HR/Finance software, HVAC software, etc.)
 - c. Replacement parts for existing equipment.
 - d. Cooperative Educational Service Agency (CESA) and other intergovernmental contracts.
 - e. Used equipment (including demonstrators) where a definite cost advantage can be demonstrated.

- f. Maintenance contracts where the maintenance is to be performed on a routine or as-needed basis on specific equipment (i.e., boilers or manufacturer-specific equipment).
 - g. Services renewed annually (such as proprietary equipment like the fire alarm system, energy management computer system, etc.) unless requested by Board action or recommendation of the Superintendent or his/her designee.
 - h. Specific computer equipment only after the Technology Department has demonstrated its unique need.
 - i. Material that can be purchased from only one vendor.
 - j. Emergency purchases.
5. Bids are not required for architectural services, attorney services, and personal service contracts.
 6. Bids are not required when a purchase is made using a current state of Wisconsin competitive bid price for items including, but not limited to: computers, copiers and vehicles.

Requirements for purchases less than \$5,000:

The following guidelines pertain to purchases of less than \$5,000. These guidelines should be used by all employees to help attain the most efficient use of the budgeted dollars available.

1. Only individuals who are responsible for specific budgets shall approve purchases, purchase orders, contracts, and other forms of financial obligation for expenditures from that budget. The Superintendent or his/her designee shall appoint primary and secondary designees for each assigned budget. (Ex.: Directors, Principal, Associate Principal, Etc.)
2. The Superintendent or his/her designee is authorized to purchase any item, group of items and/or services in a single transaction as follows:
 - a. All purchases of less than \$5,000 may be made in the open market but should be based on competitive quotations or prices if available.
 - b. Emergency maintenance needs as required.
3. In reviewing all purchases, cost should be of primary concern. In attempting to maintain high quality and durable goods however, consideration should also be made in relation to the products compatibility with existing materials, warranty, service capability and expected life cycle. Products and/or services which have previously failed to meet expectations may be rejected.
4. Sound accounting procedures shall be followed to insure proper handling and accounting of district funds. The Director of Business Services shall verify such procedures and shall provide the Board with regular reports on expenditures and budget status.
5. Under no circumstances shall gratuities be accepted from vendors which might appear to obligate the district to a particular vendor.

Bidding Procedures

Bidding is defined as a formal process where sealed written prices are received based upon written specification and is normally used for construction, additions, remodeling or renovation projects.

When utilizing formal bidding procedures, the Board or their designee shall request bids be published in the appropriate publications to obtain the best number of bidders for the School District. Administration will determine if Bid Bonds and Performance Bonds are required. Requests for such bids may also be sent directly to local vendors and/or prospective bidders known to the School District.

Bids should be submitted to the Superintendent or his/her designee and marked with the name of the bid. The Superintendent or his/her designee shall review bids. In certain situations, bids may be reviewed in conjunction with a construction management or construction administration firm. Bids will be evaluated on the criteria listed below. The recommended bid will be submitted to the School Board for approval. All submitted bids shall be made available to the School Board for review.

Low bids can be rejected if, in the opinion of the Board/Superintendent or his/her designee, the following circumstances occur:

1. Quality of goods or services does not meet bid specifications.
2. On the basis of previous experience or knowledge, the goods or services provided were not satisfactory in quality.
3. Vendor has demonstrated a history of providing inferior service.

The Board of Education reserves the right to reject any and all bids/quotations or parts thereof, or to select any combination which may be deemed most advantageous to the School District. Where quality and service are relatively equal, price will be the determining factor. Deference will be paid to local vendors and/or contractors where applicable; however, the Board, Superintendent, and/or his/her designee will make their selections based on all available and relevant information and are not necessarily tied to local vendors/ contractors.

In awarding purchases or contracts for services, approval will be based upon:

- Price
- Location of the vendor/ contractor
- Quality of the product, service and warranty
- Service, delivery, and maintenance of product
- Suitability of the product or service
- Conformance to specifications
- Past performance to the District
- Vendor reliability
- Payment terms

Emergency Situations

The Superintendent or his/her designee has the authority to approve individual purchases that exceed \$25,000 in special circumstances or emergency situations.

Special circumstances may include those in which the use of the bidding or quotation procedure would not be in the best interests of the School District. Examples may include instances where the School District would recognize significant cost savings by the immediate purchase or selection of a provider; or when the circumstances require immediate action to correct a deficiency or problem in the operations of the School District where a failure to act would immediately cause appreciable damage to physical facilities, interrupt the educational program, or endanger the life or health of students, staff or community.

The Superintendent or his/her designee, as soon as possible following the onset of the emergency, shall report an update on the purchase to the school board at the next regular meeting.

LEGAL REF.: Sections 66.949 Wisconsin Statutes

- 118.12
- 120.12(24)
- 120.13
- 120.44
- 946.12
- 946.13

CROSS REF.: 672 Rules (1) Performance Guarantees

- 672 Rule (2) Purchasing Procedures
- 672.1, Bidding Requirements
- WREA Agreement

APPROVED: November 11, 1974

REVISED: November 14, 1988

January 8, 1990

March 11, 1996

January 14, 2002

March 12, 2007

March xx, 2021

POST-EMPLOYMENT INSURANCE BENEFIT

If an employee retires after the age of fifty-seven (57) and after fifteen (15) **consecutive** years of service to the District, unused accumulated sick leave shall be converted to a dollar amount equal to one hundred percent (100%) of the employee's daily rate of pay at the time of retirement multiplied by the number of unused accumulated sick leave days (including accumulated days in the sick/retirement bank where applicable). Such monies shall be applied to the health insurance program monthly premium (including the HRA premium) until the total monies are exhausted.

In order to receive post-employment insurance benefits under this provision, eligible employees must give written notice of their intent to resign or retire by the following dates:

- For full-time year round employees, written notice must be submitted thirty (30) days prior to their requested retirement date.

- For all other employees, written notice must be submitted sixty (60) days prior to their requested retirement date. Written notice cannot be submitted prior to the beginning of the school year. Final submission must occur before 4:30 pm on May 1 of their final school year of employment.

Written notice shall be given to the Director of Human Resources and can be given by email, facsimile, US Mail or personal service. Notice shall be complete if email or facsimile is used when the notice is time stamped as sent and, in the case of U.S. Mail or personal service, when the written notice is actually delivered to the District's offices

POST-EMPLOYMENT INSURANCE BENEFIT

Eligibility and Application

Any regular full or part-time teacher with at least 15 **consecutive** years of employment in the District, who is eligible to receive the District health insurance benefit and is electing to take the District's group health insurance plan at the time when the retirement request is submitted, and who is eligible to receive benefits from the Wisconsin Retirement System is eligible to participate in the health retirement benefit described below. For part-time teachers hired prior to 7/1/1997, the years of service criteria will be based upon the total number of years of service rather than cumulative FTE (seniority).

Teachers age 55 or 56, who meet the aforementioned years of service criteria, may maintain participation in the District's group health insurance plan at no cost to the District until age 57. Teachers may retire only at the end of a school year.

Retirement benefits described below are available to teachers who retire from their regular duties, age 57 up to Medicare eligibility, not to exceed eight years. Health retirement benefits cease upon Medicare eligibility, or eight years from the date of retirement, whichever comes first. Participants in the health retirement benefit must maintain continuous coverage in the District's group health insurance plan from the time of retirement and up to the time of achieving Medicare eligibility (not to exceed eight years). Should a participant in the health retirement benefit cause a break in coverage to occur with the District's group health insurance plan prior to achieving Medicare eligibility, the health retirement benefit shall cease.

This policy shall not apply to any teacher who is discharged or non-renewed.

The request for participation in the health retirement benefit must be filed with the district administrator (or designee) no later than the Friday prior to the March Personnel Services Committee meeting for retirement at the end of the school year.

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If an employee retires after the age of fifty-seven (57) and after fifteen (15) **consecutive** years of service to the District, unused accumulated sick leave shall be converted to a dollar amount equal to one hundred percent (100%) of the employee's daily rate of pay at the time of retirement multiplied by the number of unused accumulated sick leave days (including accumulated days in the sick/retirement bank where applicable). Such monies shall be applied to the health insurance program monthly premium (including the HRA premium) until the total monies are exhausted.

POST-EMPLOYMENT INSURANCE BENEFIT

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