

**CLASSIFIED PERSONNEL DISTRICT
FRINGE BENEFIT PACKAGE**

THE DISTRICT HAS SEVERAL TYPES OF CLASSIFIED EMPLOYEES. PLEASE BE AWARE OF THE DIFFERENCE AS YOU READ THIS BENEFIT PACKAGE.

HEALTH BENEFITS: The District pays \$442.92 toward the employee's health insurance, which includes Medical, Dental, Vision and Life Insurance coverage. Family coverage is available with the employee paying the cost. Health insurance coverage begins the first of the month following thirty days of employment.

SICK LEAVE: Classified employees shall be granted one day of sick leave for each month worked, such sick leave shall be consistent with the length of their duty day/year and accrued accordingly. All sick leave shall be calculated in one-half or full day units. No classified employee shall accumulate more than ninety (90) sick leave days at year end. Temporary, part-time and substitute employees are not eligible for sick leave.

The employee's immediate supervisor may ask for a doctor's verification of illness when more than two sick days per occurrence have been used.

Classified employees will be allowed to accumulate ninety (90) days of sick leave to carry forward. Therefore, classified employees accumulating over ninety (90) days will receive additional personal leave or vacation leave, whichever is applicable at a rate of one personal or vacation day to every four (4) days of accumulated sick leave days over ninety (90) and the carry forward will be reduced to ninety (90.) At year end, no classified employee will be allowed to accumulate over ninety (90) useable sick leave days.

FAMILY LEAVE: Paid sick leave and days provided by the Sick Leave Bank must be utilized prior to unpaid Federally-mandated Family Leave and count toward the twelve-week entitlement required to be provided by Federal law.

PERSONAL LEAVE: Nine and Ten-Month employees are entitled to two (2) personal leave days per year, effective July 1 of each year. Twelve-month classified employees do not receive personal leave. Leave days are included in their vacation. Personal leave must be requested at least 48 hours in advance and is subject to the approval of the employee's immediate supervisor.

Nine and ten-month classified employees may accumulate additional personal time. Classified employees may accumulate up to five (5) days of personal leave; however, any amount over five (5) days will be forfeited at year end.

Classified employees will be paid for unused personal leave when no longer employed by the district. The district suggests using these days before resignation, retirement or termination.

VACATION LEAVE: *For clarification—This policy is duplicated in #GDD.* Because of coverage requirements, vacation time must be a reasonable request and be pre-approved by the classified employee's supervisor.

All full time twelve month classified employees shall earn vacation time in accordance with the following:

- a. 1st – 6th year employees shall earn twelve (12) vacation days per calendar year. Vacation leave will accrue at one (1) day per month.
- b. Employees with seven (7) or more years of service shall earn eighteen (18) days vacation per calendar year. Vacation leave will accrue at 1.5 days per month.
- c. Employees may accrue up to a maximum of 40 paid vacation days. Employees accumulating over forty (40) days vacation will be paid at the rate of 50% a day for anything over 40 at year end (June 30.) The carry forward will be reduced back to forty (40).

Any employee with ten (10) years of consecutive service to the district, who retires, resigns in good standing or dies prior to taking accrued vacation days will be paid, at the rate of 75% of their most recent hourly wage, for the unused vacation days accumulated at the time of separation, not to exceed forty (40) days

BEREAVEMENT LEAVE: Bereavement leave is part of the sick leave package for classified employees. All classified employees shall be entitled up to a maximum of three (3) days bereavement leave in the event of death in the event of death of the employee's spouse, son, daughter, father, mother, brother, sister, grandmother or grandfather, mother-in-law, father-in-law, brother-in-law, step-parent, step-brother, step-sister and other close relatives as approved by special request by the immediate supervisor. An additional two (2) days bereavement leave may be requested from the Superintendent and if granted, such days will be deducted from the employee's accumulated sick leave. Bereavement leave may not be requested beyond a fourteen (14) day period of time of the death of family member. With approval of the immediate supervisor, vacation leave may be used to supplement bereavement leave if the employee has used up all sick leave. If any employee experiences the death of a person not covered by the above description, but that involves special or extenuating circumstances, the employee may request accommodation.

HOLIDAYS: *Please see separate attached holiday schedule—Policy GDD*

“Snow Days”: On days when school is cancelled because of snow or other weather conditions, employees will be paid for their regular hours if the day is not to be made up. This means that the employee will not lose wages because of the closure. If the day is to be made up, the employee will not be paid for the closure day, but will be paid for working the “make-up” day instead. Either way, no wages will be lost.

Summer Hours: Summer hours are generally not applicable to nine-month employees, except where special needs arise. Classified staff working more than nine months will work summer hours based on a determination of need by their immediate supervisor.

LONG-TERM DISABILITY ON ALL FULL-TIME EMPLOYEES. The District provides classified employees with long-term disability insurance coverage after the initial 90 days of employment.

LIFE INSURANCE: \$25,000 term life on all full-time employees.

TWENTY-YEAR SEPARATION BENEFIT: Classified employees meeting the following criteria qualified for separation benefits at retirement:

1. Twenty (20) years of continuous service with the district.
2. A notification of the intent to retire must be filed with the Office of the Superintendent no later than March 1st of year in which the separation will occur.
3. School Board approval of the Retirement.

THE SEPARATION BENEFIT:

Payment for any unused sick leave days per the classified sick leave policy at:

- a. \$40 per day for regular classified employees
- b. \$50 per day for classified directors
- c. Up to a maximum of 102 days

Approved by the Board: November, 2006