

BENEFITS

SUPPORT PERSONNEL

Benefits do not go into effect until employment is finalized by board action.

Final recommendation for employment will not be made until background check received.

School Board Policy Manuals are available in each Library. You are required to review these and contact your supervisor within 48 hours of this date if you have a question concerning any policy.

IN ADDITION TO SALARY - Eligible employees are those working a minimum of twenty (20) or more hours per week.

- **Insurance**
 - Vision & life insurance policy total package 2011-2012 school year \$11.62.
 - Flex Benefit from state: with state health \$449.48
 - If taking state health – also receive dental insurance \$29.84
 - Without state health \$189.69
- **Retirement** For eligible employees (after one year) 75% paid with 1-7 year continuous employment and 100% for those with 8 or more years continuous employment not to exceed .075269%
- **Vacation** (12 month employees)
 - after 1 yr. continuous employment 5 days
 - after 2 yrs. continuous employment 10 days
 - after 5 yrs. continuous employment 15 days
- **Sick Leave** - 1 day per month
- **Personal Leave** - 3 days per year
- **Emergency Leave** - 2 days per year
- **Bereavement Leave** - 3 days per year - immediate family only
- **Bereavement Leave** - 1 day per year - employee grandparent
- **Attendance Incentive** - An attendance incentive for perfect attendance by support personnel will be established by the Board.

Any support employee working:

One full contract year with no absences due to sick leave will receive:

12 month employee - 4 bonus vacation days

10 month employee - 3 days compensation at hourly wage

Perfect attendance will be defined as having no absences due to sick leave. Days absent due to personal, emergency, or vacation days will not be included in determining perfect attendance.

Contracts for support personnel shall reflect the following days/holidays/hours:

Custodians/Day/Night/Maint. Asst. 249 days + 11 paid holidays
Maint./Spec.Tech. Skilled/License wage figured on 260 x 8= 2080 hrs.
Head Grounds/Asst.Grounds/Head Mechanic/Apprentice Mechanic

Central Office, Maint. Secretary, 239 days + 11 paid holidays
HS Secretary, Compliance Officer wage figured on 250 x 8 = 2000 hrs.

Secretary/Clerks/Registrar 190 days + 10 paid holidays
Computer Technician wage figured on 200 x 8 = 1600 hrs.

Teacher Assistants 180 days + 10 paid holidays
wage figured on 190 x 8 = 1520 hrs.

Paras/Skilled Paras 180 days + 10 paid holidays
wage figured on 190 x 8 = 1520 hrs.

Cafeteria (Reg. Cooks/Dishwashers-6 hrs) 180 days + 10 paid holidays
wage figured on 190 x 6 = 1140 hrs.

(Reg. Cooks -7 hrs) 180 days + 10 paid holidays
wage figured on 190 x 7 = 1330 hrs.

(Head Cook – 8 hrs) 182 days + 10 paid holidays
wage figured on 192 x 8 = 1536 hrs.

(Cafeteria Clerks – 7 hrs) 184 days + 10 paid holidays
wage figured on 194 x 7 = 1358 hrs.

Paid Holidays are as follows:

250 and 260 day employees

July 4 (1 day)
Labor Day (1 day)
Thanksgiving (3 days)
Christmas (3 days)
New Year's (1 day)
Good Friday (1 day)
Memorial Day (1 day)

Other employees

Labor Day (1 day)
Thanksgiving (3 days)
Christmas (3 days)
New Year's (1 day)
Good Friday (1 day)
Memorial Day (1 day)

Authorized by: Supervisor Signature

Date

Agreed and accepted by: Employee Signature

Date

Superintendent Signature

Date

***Employment finalized by approval of School Board**