

Classified Handbook Proposed Changes – see italics

PAYDAY

Employees are paid monthly for actual time worked. Paychecks will be issued on the 10th day of each month or the first working day before (if the 10th falls on a weekend or holiday). All employees will be paid off of a completed timesheet for the hours worked in the prior month. Paychecks will not be released early for any reason.

Health/Dental Insurance

Group health insurance is available through the district health insurance plan. Group dental insurance is available through the district dental insurance plan. All employees that work half-time or more are eligible to join the district health insurance plan.

Any full-time classified employee may receive a determined amount per month toward his/her membership in the school district health plan. Said amount shall not exceed \$425 or the cost of a single membership, whichever is less. *Employees who elect to receive membership in the school district health plan will have health/dental accounts established to make payments for the months not working. Contributions towards health/dental and other employee elected deductions will be made with the October through May payroll.*

Classified employees that were employed during the 2008-09 school year and received board-paid dental insurance or \$300 cash in-lieu in place of the district health insurance shall continue to receive this grandfathered fringe benefit. However, if the employee should elect to take the district health insurance, drop his/her grandfathered fringe benefit or terminate employment, he/she will not be able to re-elect these benefits.

Any part-time classified employee that works 17.5 hours – 35 hours per week may receive half of this determined amount to be used toward the premium of a health plan. This fringe benefit will be paid by the district twelve months per year, or until employment is terminated, for all eligible classified employees. If no health plan or dental plan is elected the district paid fringe benefit will be lost.

Leave

Prior to July 1, 2015.

Twelve-month classified employees, *employed prior to July 1, 2015*, shall be granted – 14 days of paid leave per year. Nine/ten-month classified employees shall be granted 11 days of paid leave per year. Leave is allocated to employees on the first payroll after their contract start date and is cumulative each year to a maximum of 75 days.

New classified employees will be granted prorated leave at the time of board-approved employment according to the following schedule:

Employment Date	12-month Employees	9/10-month Employees
July 1 – Sept. 30	14	11
Oct. 1 – Dec. 31	10.5	8.25
Jan. 1 – Mar. 31	7	5.5
Apr. 1 – June 30	3.5	2.75

Leave may be used at the employee's discretion. If an employee uses 3 continuous days of leave, documentation of reason shall be provide to the building principal or superintendent of schools.

After July 1, 2015

After a six month probationary period, twelve month classified employees shall be granted six days of leave at which point leave may accumulate to a maximum of 12 days leave per year. After a six month probationary period, nine/ten-month classified employees shall be granted three days of leave at which point leave may accumulate to a maximum of 8 days leave per year. Leave is cumulative to a maximum of 75 days.

Sick Leave Bank (New)

USD 434 will establish a Sick Leave Bank available for up to thirty (30) additional days of leave based on the employees beginning of the year accumulative leave. Classified employees who have depleted their accumulated leave due to emergency situations or prolonged illness are eligible to use this bank. This Sick Leave Bank may also be used for the emergency situations or prolonged illness or injury of the employee's spouse or children. All requests for bank days must be made in writing by the employee or the employee's family and/or adult agent. A written statement from a doctor stating the condition is one of a very serious nature is required.

To participate in the Sick Leave Bank, classified employees must donate one day of leave to the Sick Leave Bank on a yearly basis. All classified employees have until September 1st to notify the District Administrative Center of their intent to participate in the Sick Leave Bank. The decision to participate in the Sick Leave Bank is a yearly decision of the classified employee.

The amount of leave to be awarded will be based on the accumulated leave an employee (as of July 1st) begins the year with. An employee is entitled to apply for no more than 50% of the amount of leave they begin the year with. Granting of use of the Sick Leave Bank and determination of the amount of days awarded will be determined by a committee comprised by one administrator in the district and a classified representative from each of the attendance centers (OAC, SAC, CAC, &

SFTHS), along with one member from the District Administrative Center. A request for information regarding prior leave use of the employee may be requested by the committee to help determine the amount of days awarded. Should there be a tie vote to grant requested leave, the request will be approved. Sick Leave Bank enrollment form located on page 21 and Sick Leave Bank request form located on page 22.

VACATION DAYS (BOE Policy GCRH)

Twelve-month employees that work half-time or more will earn vacation days at the following corresponding annual rate:

Tier I: Vacations for Non-Certified Employees (employed prior to January 1, 2005)

Years of Service	Number of Vacation Days
0 – 4	10
5 – 9	15
10 – 14	20
15 – 24	25
25 or more	30

Tier II: Vacations for Non-Certified Employees (employed on or after January 1, 2005)

Years of Service	Number of Vacation Days
0 – 9	10
10 – 19	15
20 or more	20

Twelve-month employees will be given vacation days at the rate of one-twelfth of the corresponding annual rate. Vacation days are accrued monthly beginning with the first pay period. A classified employee will move to the next allocation rate on the anniversary of his/her employment. Vacation days are cumulative to twice the maximum number of days allowed per year. *Twelve-month employees have 30 days beyond the end of contract date to use leftover vacation days. If not used, days will be forfeited.*

Inclement Weather *or Other School Cancellations*

Full-time maintenance/custodial employees are expected to report to work on days when school is dismissed unless they are notified by the immediate supervisor.

Administrative staff (district nurse, office managers, central office, district technology) have the option of taking leave/vacation or reporting to work.

*Classified employees who have direct student contact positions (paraeducators, food service, nursing staff, library aides, computer paras, assistant office managers) will not report to work on days when school is dismissed due to inclement weather. **These days can be claimed as being worked by using leave days.***