

# **CLASSIFIED EMPLOYEE BENEFIT SUMMARY**

## **LEAVE BENEFITS - GENERAL PROVISIONS**

All benefits granted by this summary will be based upon the percentage of full-time employment. Leave days are awarded at the beginning of the school year as listed below:

### **SICK LEAVE**

Employees shall be granted sick leave as follows:

1st full year of employment	10 days
2nd full year of employment	11 days
3rd full year of employment	12 days
4th full year of employment	13 days
5th full year of employment	14 days
6th full year of employment +	15 days

The above amounts of sick leave shall apply only to consecutive years of employment in the Central Lyon School District, and unused portions shall be cumulative to a total of ninety-five (95) days plus the sick leave for the current year of employment. This policy shall be retroactive to the first day of employment and prorated as appropriate.

Sick leave may be used for a personal illness or the illness of the employee's spouse, child(ren), and parent(s).

Evidence may be required to confirm the employee's or family member's illness, the need for sick leave, the employee's ability to return to work, and the employee's capability to perform the duties of the employee's position. It shall be within the discretion of the superintendent to determine the type and amount of evidence necessary. When sick leave is greater than three (3) consecutive days, the employee shall comply with the Federal Medical Leave Act.

When using sick leave for a prescheduled doctor's appointment within 50 miles of Rock Rapids, the employee may use ½ day per appointment. If the appointment is 51 or more miles away from Rock Rapids, the employee may use a full sick day. If a ½ is not possible because of scheduling, a full day may be granted at the discretion of the Superintendent. The preceding statement also applies to family emergency leave and the Federal Medical Leave Act.

An employee who qualifies for the Federal Medical Leave Act and has exhausted all of his/her accumulated sick leave may draw up to twenty (20) days of emergency sick leave per year from the voluntary Emergency Sick Leave Bank if he/she has donated two (2) of his/her sick days by July 1st of that current fiscal school year. Days from the bank may only be used for situations which qualify for the Federal Medical Leave Act. The bank is contingent upon voluntary donations, thus, when the bank is empty, it will be impossible to draw any additional days. This sick leave bank will carry over any unused days until the next school year to a maximum of 200 days.

### **PERSONAL LEAVE**

Classified employees shall be granted three (3) days personal leave per contract year with no questions asked.

- A. Personal leave may not be used during the first day of in-service for a new school year or the first or last week of student contact. Extenuating circumstances are at the discretion of the Superintendent.
- B. Personal leave may accumulate up to a total of four (4) days.
- C. When personal leave is not used, the employee will not be compensated for unused days at the end of the contract year.
- D. Personal days must be requested at least three (3) working days prior to the absence and will be approved once a suitable substitute has been secured.
- E. Personal leave will be approved by the employee's supervisor/director and Superintendent.

### **FAMILY/EMERGENCY LEAVE**

- A. An employee covered by this contract is eligible to use up to four (4) days of his/her allotted sick leave for family emergency in which imminent danger exists as determined by the Superintendent or illness of a grandparent, grandchild, sibling, mother-in-law, or father-in-law is hospitalized, under the direct supervision of a health care professional, or actively dying.
- B. All other related family emergency leave requests are at the discretion of the Superintendent. The intent of this leave is not for babysitting children or grandchildren who are not hospitalized, under the direct supervision of a health care professional, or actively dying.
- C. If an employee voluntarily donates one of his family emergency days to the family emergency sick leave bank, that employee will be eligible to draw up to five (5) additional family emergency days per school year if they have donated one (1) of their sick days by July 1<sup>st</sup> of that current fiscal school year. The bank is contingent upon voluntary donations, thus, when the bank is empty, it will be impossible to draw any additional days. Unused days in the bank are not cumulative from one (1) contract year to another.

### **FEDERAL MEDICAL LEAVE ACT**

- A. If an employee has a situation which qualifies for the Federal Medical Leave Act, the employee will be allowed to use all of his/her accumulated sick leave.
- B. An employee who qualifies for the Federal Medical Leave Act and has exhausted all of his/her accumulated sick leave may draw up to twenty (20) days of emergency sick leave per year from the voluntary Emergency Sick Leave Bank if he/she has donated two (2) of his/her sick days by July 1<sup>st</sup> of that current fiscal year. The bank is contingent upon voluntary donations, thus, when the bank is empty, it will be impossible to draw any additional days. This bank will carry over any unused days until the next school year to a maximum of 200 days.

## **BEREAVEMENT LEAVE**

The number of days of leave designated for each category shall be provided to an employee on a per occurrence basis and shall be approved by the Superintendent. Eighty percent (80%) of an employee's allowable bereavement days may be used within 21 calendar days of the actual death. Twenty percent (20%) of allowable days may be used within one calendar year from the actual death. Extenuating circumstances are at the discretion of the superintendent.

<b><u>DAYS</u></b>	<b><u>CATEGORIES</u></b>
10 days	Spouse, son, daughter, stepchild, and/or legal dependents
5 days	Mother, father, sister, brother.
5 days	Grandchild, sister-in-law, brother-in-law, mother-in-law, father-in-law, son-in-law, and daughter-in-law provided travel distance is over 250 miles.
4 days	Grandchild, sister-in-law, brother-in-law, mother-in-law, father-in-law, son-in-law, and daughter-in-law provided travel distance is 250 miles or less.
3 days	Grandmother, grandfather.
1 day	Any other funeral 25 or more miles from Rock Rapids.
1/2 day	Any other funeral less than 25 miles from Rock Rapids.

If an employee is asked to be a pallbearer or the funeral is for any relative, the 25-mile limit will be waived. When attending funerals, the building principal must be notified at least one day prior to the employee's absence. If the funeral is on a Monday, the building principal could be called as late as Sunday at home.

## **ABSENCE WITHOUT PAY**

Absence without pay may be authorized by the Superintendent for purposes which are considered necessities. Absences without pay shall be deducted from the employee's salary in accordance with the school district's pay deduction regulations and appropriate to the employee's daily or hourly wage.

## **INVOLUNTARY ABSENCES**

The employee shall make application to the Superintendent immediately for **Jury Duty/Civic Responsibility**, and deductions in salary shall be made or the employee, if paid as a witness, submits payments to the District to receive their regular daily (hourly) rate of pay. Leave granted within this section shall not be deducted from the sick leave bank. (Example: Jury Duty, civic responsibilities, legal summons).

## **VACATIONS**

All twelve (12) month, full-time employees shall earn, on a daily basis, paid vacation based on the following schedule:

- A. 1 year – probationary: 1 week (earned daily)
- B. 2 year - 3 year employment: 2 weeks (earned daily)
- C. 4 years and continues thereafter: 3 weeks (earned daily)
- D. All employees who are employed for less than twelve (12) months shall not receive a paid vacation.

## **HOLIDAYS**

- A. All twelve (12) month employees shall be provided ten (10) paid holidays as listed: July 4, Labor Day, Thanksgiving Day (2), Christmas (2), New Years Day, Presidents' Day, Friday before Easter, and Memorial Day.
- B. All 225 day or 11 month employees shall be provided nine (9) paid holidays under the same provisions as twelve (12) month employees. Eleven month employee holidays are as follows: Labor Day, Thanksgiving Day (2), Christmas (2), New Years Day, Presidents' Day, Friday before Easter, and Memorial Day.
- C. All employees with 196 days of employment shall be provided with the following eight (8) paid holidays: Labor Day, Thanksgiving Day (2), Christmas Day, New Years Day, Presidents' Day, and the Friday before Easter, and Memorial Day.
- D. All employees with fewer than 196 days of employment shall be provided with the following seven (7) paid holidays: Labor Day, Thanksgiving Day (2), Christmas Day, New Years Day, Presidents' Day, and the Friday before Easter.

If the holiday falls on a Saturday, the preceding Friday shall be the designated holiday; if the holiday falls on a Sunday, the following Monday shall be the designated holiday.

## **LONGEVITY INCREASE**

Effective in the 2008-2009 school year, employees with years of continuous employment will be provided with a longevity increase at the following intervals and amount: ten (10) years will receive an increase of \$.20 and twenty (20) years will receive an increase of \$.25. Longevity increases will be given in the anniversary year. One retroactive longevity increase will be given to any employee with greater than 20 years of service. The one (1) year and five (5) year longevity increases will cease to exist effective July 1, 2006.

## **PARAPROFESSIONALS**

Paraprofessionals who attain certification will receive an increase of \$ .25 per hour in the school year following certification. Certification may be obtained with a baccalaureate degree or specialized training.

## **TRANSPORTATION PERSONNEL**

Transportation Personnel shall receive a per meal allowance based on District policy on out-of-town trips. They will also be reimbursed up to the rate charged by the Pioneer Medical Center for an annual bus physical examination. The District will reimburse the employee for the actual cost of their CDL. The District will reimburse route drivers in ½ hour increments at their activity wage rate for drug and alcohol screenings. Should Bus Drivers be called to duty for early dismissals or late starts, due to inclement weather, they shall be compensated at the hourly activity rate times 1½ hours.

## **TAX SHELTERED ANNUITY**

All Classified employees may participate in tax sheltered annuities. Annuities must be a minimum of \$300.00 per calendar year payable to the state plan, RIC 403b plan. The payment may be monthly or one yearly payment of the total amount of benefit the employee is eligible to receive.

## **Benefits Summary – Full-Time Staff ONLY**

### 1. Health Insurance

- The District pays \$597 towards the cost of the single premium and the remainder of the premium is at the employee's expense
  - If the employee wishes to go on the family plan, the district will pay the above benefit and the remainder of the premium is at the employee's expense.
- If the employee enrolls in the \$4000 HDHP, the district will fund the negotiated amount to the plan.
  - The employee can fund the remainder up to the IRS limits for that calendar year.

### 2. Flexible Spending Account (FSA)

- The Board agrees to establish Flexible Spending Accounts (FSA) for all employees according to Internal Revenue Code Section 125.
  - The FSA will be administered by a Third Party Administrator.
    - The employee will be charged a \$5.00 monthly administration fee if enrolled.
    - The employee CANNOT be enrolled in both an HSA and an FSA for medical benefits.

### 3. Dental Insurance

- Dental insurance through Delta Dental is optional and is at the employee's expense.

### 4. Vision Insurance

- Vision insurance through Ameritas is optional and is at the employee's expense.

### 5. Life Insurance

- Life, accidental death and Dependent Life insurance through Lincoln Financial is optional and is at the employees' expense. Tiered coverage is available upon qualification.

### 6. Long Term Disability (LTD)

- Long Term Disability will be available to employees presently covered under Schedule C (Employee Health Insurance Plan) and is at the employee's expense.
  - The premium for the LTD insurance is a percent of the employee's salary.

### 7. Supplemental Insurance

- Supplemental insurance through AFLAC is optional and is at the employee's expense.

## **Benefits Summary – ALL Staff**

### 8. FICA/IPERS Employer Contributions

- The District funds employer contributions totaling 17.09% of salary under the guidelines established by the Federal Social Security Administration (7.65%) and the State IPERS (9.44%) regulations.
  - Employees are also required to contribute to both funds at the rates of 7.65% and 6.29%, respectively.