

IMPORTANT

Employee Handbook Updates

Board approved on May 21, 2018 – Any/All previous handbooks/agreements are invalid.

1. Under attendance Professional staff will report fifteen (15) minutes prior to the official start of the student day. – Page 13
2. Summer School compensation changed from \$26.00 per hour to \$29.50 per hour. Page 32
3. Teacher Compensation Module has been updated and added as an appendix at the end of the handbook.
4. For Teachers under Sick Days add language: “Upon retirement you will receive \$60 per day of unused Sick Leave, to a maximum of \$6,000 (100 day maximum) paid into a 403(b) Tax Shelter Annuity (TSA). To be eligible for the unused sick leave benefit, the retiree must provide notice of their intent to retire at the end of the school year by February 15.” – Page 30
5. Under the Administration section and Teacher section under wellness pay Add language: Payment for this benefit will be paid to a Tax Sheltered Annuity (TSA) Plan on the October 1st payroll. – Page 29 & Page 32
6. Under Tax Shelter Annuity Plan add language: “For the purpose of the 403(b) the district defines disability as the same definition used by the district’s long term disability provider.” – Page 26
7. Under Tax Shelter Annuity Plan add language: New employees will be automatically enrolled with a 2% contribution. The employee will be able to opt out of this contribution at any time. – Page 26
8. Under Insurances add language: “Will offer long term substitutes who work 30 hours or more a week single health insurance coverage only, with an effective date the 1st of the month after 60 days of employment.” – Page 25

9. Under Fringe Benefits and under Insurances add header: Voluntary Insurance
Page 27

Add language:

- a. All employees who work 30 hours per week or more are eligible for the Voluntary Short Term Disability Program. (Already in place)
- b. All hourly school year employees are eligible to participate in the **Voluntary Dental** Insurance Program. (Effective October 1, 2018)
- c. All employees are eligible to participate in the **Voluntary Vision** Insurance Program. (Effective October 1, 2018)

(Open enrollment will be in September with more information to come at that time.)

10. Under the Bookkeepers, Bus Mechanics, Dispatchers, Payroll, Human Resources & Secretaries section of the handbook Add header: **Comp Time**
Add Language: The time off received by an employee who worked extra hours instead of receiving overtime pay. Comp time that is accumulated and is not used by August 31 will be paid out as time and a half at the current pay rate on the September 15th check. – Page 39

11. Added bone marrow and organ donors language that runs the same as FMLA – Page 8

12. Under Overtime removed the word holiday. This will allow employees to receive overtime pay in a work week that has a paid holiday. – Page 15

13. Updated Jury Duty section to add Subpoena Leave- Page 14

14. Personal leave for Teachers has been updated and will go into effect 7/1/2018:

- a. Teachers are eligible for ~~two (2)~~ **three (3) personal** days per year [to come from available sick days] **that will not roll over to the next school year.** ~~with an accumulation of up to three (3) personal days.~~ If a teacher has accumulated ~~twenty (20)~~ **twenty-five (25)** sick days at the start of the school year, that teacher may “purchase” two (2) additional personal leave days per year by trading three (3) sick days for one (1) personal day. A teacher may take a maximum of five (5) personal leave days per year. – Page 30