



Employee handbook proposed updates June 20, 2016

1. Page 2 reviewed instead of read
2. Page 6 delete benefit and
3. Page 7 Personal instead of Wireless
4. Page 9 rsd instead of sdr
5. Page 13
 - a. Delete serious illness, time off without pay, and thereafter may be use in increments, paid vacation may be used in (1) hour increments.
 - b. Change her to his
 - c. Add or enter a negative (-) amount for the same day of the original request to cancel the leave request
6. Page 14 add holiday
7. Page 15
 - a. Delete long term care
 - b. Added 1st and 15th
8. Page 17
 - a. Added not to go over 8 hours
 - b. Deleted one hour and replaced with 15 minutes
9. Page 18 added would and on that day
10. Page 19
 - a. Deleted one hour and added fifteen (15) minutes
 - b. Deleted long-term
 - c. Changed Shall to can
 - d. Deleted the Payroll &
 - e. Added and the District's expense
 - f. Added once every 30 days
11. Page 20
 - a. Deleted However, if an employee on approved unpaid leave of absence, but receiving long term disability benefits, has paid sick leave available, he/she may apply the per diem value of the sick leave to pay for his/her District's group health insurance premium
 - b. Delete long term

- c. Add With the change to a sixty (60) day elimination period in our disability benefit, we would allow up to twenty-five (25) days to be received during the 2016-2017 school year

12. Page 21

- a. Delete one (1) hour, with
- b. Added fifteen
- c. Deleted thereafter

13. Page 23 delete long term care

14. Page 24

- a. Delete Employees assigned to work forty (40) or more hours per week will pay a minimum of twelve percent (12%) of the cost of health and dental insurance premium. For employees assigned to work at leave thirty (30) hours per week, but less than forty (40) hours per week, the District will pay a prorated amount toward the cost of the health and dental insurance premium
- b. Delete verbiage for Alternative Benefit Plan
- c. Add expected to work 880 hours per year
- d. Delete and have completed (6) months of covered employment or have previously served six (6) months under the WRS and have not withdrawn the employee's retirement money

15. Page 25

- a. Delete thirtieth (30th)
- b. Added sixtieth (60th)
- c. Delete Long Term Care Insurance paragraph
- d. Deleted (IRC 105 & 125) of two thousand five hundred dollars
- e. Added allowable under the Flexible Spending Account / Cafeteria Plan (IRC 105 & 125) regulations
- f. Deleted Employee may select any 403(b) provider from the District approved list. The District has the right to select the tax shelter annuity providers, eligible providers are:
- g. Deleted all the previous TSA providers
- h. Added WEA Member Benefits

16. Page 27

- a. Deleted forty (40)
- b. Added thirty (30)
- c. Deleted The District shall pay a prorated amount toward the cost of monthly health insurance premiums for eligible employees assigned to work less than forty (40) hours per week
- d. Deleted Such a reduction shall also be prorated for eligible employees assigned to work less than forty (40) hours per week
- e. Deleted Please see Addendum #2 at the end of this Handbook

- f. Added Refer to individual administrative contract benefit language for post-employment benefit
- g. Added for employees assigned to work 30 hours or more per week
- h. Deleted The District shall pay a prorated amount toward the cost of monthly dental insurance premiums for eligible employees assigned to work less than forty (40) hours per week
- i. Deleted verbiage for Long Term Care Insurance

17. Page 29

- a. Deleted forty (40)
- b. Added thirty (30)
- c. Deleted The District shall pay a prorated amount toward the cost of monthly health insurance premiums for eligible employees assigned to work less than forty (40) hours per week
- d. Deleted Such a reduction shall also be prorated for eligible employees assigned to work less than forty (40) hours per week
- e. Added The District shall contribute a prorated amount toward the cost of monthly health insurance premiums for an employee working less than a hundred percent (100%) contract
- f. Deleted #2 and replaced with 1
- g. Added Handbook for the Transition Plan covering the 2016-2017, 2017-2018, 2018-2019
- h. Added Basic Plan – Teacher Post-Employment Benefit language
- i. Added for employees assigned to work 30 hours or more per week
- j. Deleted The District shall pay a prorated amount toward the cost of monthly dental insurance premiums for eligible employees assigned to work less than forty (40) hours per week
- k. Added The District shall contribute a prorated amount toward the cost of monthly health insurance premiums for an employee working less than a hundred percent (100%) contract
- l. Deleted verbiage for Long Term Care Insurance

18. Page 30

- a. Deleted Holidays
- b. Deleted verbiage for Personal Days and replaced with a new paragraph

19. Page 31

- a. Deleted #2 verbiage
- b. Deleted 540.00 and replaced with 600.00

20. Page 32 deleted or certification

21. Page 33

- a. Deleted forty (40) and replaced with thirty (30)

- b. Deleted For employees assigned to work at leave thirty (30) hours per week, but less then forty (40) hours per week, the District will pay a prorated amount toward the cost of the health insurance premium
- c. Deleted For the 2014-2015 2015-2016 2016-2017 school year
- d. Deleted to the employee upon retirement
- e. Added to a tax shelter annuity on behalf of the employee
- f. Deleted forty (40) and replaced it with thirty (30)
- g. Deleted The District shall pay a prorated amount toward the cost of monthly dental insurance premiums for eligible employees assigned to work less then forty (40) hours per week

22. Page 35

- a. Deleted thirty five (35) and replaced it with thirty (30)
- b. Deleted For employees assigned to work at least thirty (30) hours per week, but less than forty (40) hours per week, the District will pay a prorated amount toward the cost of the health insurance premium
- c. Deleted For the 2014-2015 2015-2016 2016-2017
- d. Deleted 2014 2015 and replaced with 2016
- e. Added to a tax shelter annuity on behalf of the employee
- f. Deleted to the employee upon retirement

23. Page 36

- a. Deleted Thirty five (35) and replaced with thirty (30)
- b. Deleted Part time employees will have the District's health insurance contributions prorated. For employees assigned to work at least thirty (30) hours per week, but less than forty (40) hours per week, the District will pay a prorated amount toward the cost of health insurance premiums
- c. Moved the Post Employment Benefit placement
- d. Deleted For the 2016-2017 school year eligible retirees are

24. Page 38

- a. Added Health Insurance verbiage
- b. Moved the Post Employment Benefit verbiage (Page 39)
- c. Added to a tax shelter annuity on behalf of the employee

25. Page 40

- a. Added Payroll, Human Resources
- b. Deleted forty (40) and replaced with thirty (30)
- c. Deleted contribution down to twelve percent (12%). For employees assigned to work at least thirty (30) hours per week, but less than forty (40) hours per week, the District will pay a prorated amount toward the cost of health insurance premiums
- d. Deleted For the 2014-2015 2016-2017
- e. Added to a tax shelter annuity on behalf of the employee

26. Page 41 added Payroll, Human Resources

27. Page 42

- a. Added Topics
- b. Deleted Payroll
- c. Deleted Long Term
- d. Added True Time
- e. Deleted 2 and replaced with 1

28. Page 45 Updated phone numbers

29. Page 46

- a. Deleted long-term care
- b. Deleted The June 1 paycheck deductions may be adjusted for rate changes effective July 1

30. Page 47 Deleted verbiage and replacing with new verbiage for Teachers post Employment