

## Policy - 5022

### Personnel

#### Classified Employee Benefits

Classified employees shall be eligible for the following benefits:

#### Section A – Leave

1. Sick Leave - employees shall be granted leave of absence for personal illness with pay and benefits at the rate of 186 days = 10 days; each additional 10 days work = 1/2 day leave, to a maximum of 12 days. Sick leave shall accrue without limit.

Sick Leave during the first ninety days of employment will be accrued at the rate of one day per month. At the end of 90 days, the employee will be credited with the remaining sick days available to him/her.

2. Bereavement - employees will be granted up to a maximum of five (5) days per year leave with pay and benefits for death in their immediate family. Sick leave may be used for additional bereavement leave.
3. Family Medical Leave Act (FMLA) - Employees eligible for FMLA (as defined in Policy 5330) may use accumulated sick and personal leave and request additional leave without pay but with continuation of benefits, such that all FMLA leave shall not exceed 12 workweeks in any 12-month period. (See BP 5328)
4. Professional Leave - employees may be absent for a variety of professional reasons, including attendance at in-service or professional meetings. Leave and benefits will be provided in these instances, provided that the absence has been approved by the immediate supervisor and the Superintendent on forms provided by the District. This approval must be made at least three days prior to the leave. The employee may be reimbursed at the rates established by the state of Idaho for mileage, fares, meals, and rooms.
5. Jury Duty and Subpoena Leave - In the event that an employee is called for jury duty, the employee will receive full pay and benefits from the District. If the employee is paid (excluding travel and meal allowances) for such duty, any payments received will be paid to the District.
6. Personal Leave - Personal leave with pay will be limited to 3 days per year except for those hired prior to September 1, 2001, whom shall receive 5 days per year.

Paid Holidays – Classified employees shall be paid for District recognized holidays that fall within their work calendar. (See BP 5333)

Vacation – Leave applies to 12 month (260 days) employees. (See BP 5334)

An employee may elect to carry the unused personal leave to the following school year. The number of personal days that can be accumulated at any one time is limited to 15 days. The number of consecutive days an employee may use is limited to 5 days, except in the case of illness.

Upon request, the employee shall be reimbursed for unused personal days under the following conditions:

- a. The number of days that will be reimbursed is capped at five days per year, except for those employees who will be retiring or terminating services at the end of the school year. For them, the cap is lifted.
- b. The reimbursement rate shall be determined using the base rate of pay on the Classified salary schedule for the current school year.
- c. All employees who wish to be reimbursed for unused personal leave must notify the District of their intent to sell back days by June 15 of the current school year.

#### Sick Leave Incentive

- a. Employees who in the prior school year were employed by the District and used 2 days or less of sick leave, exclusive of death in family and sick leave bank contribution, shall be entitled to 1 day of additional personal leave with pay. This day must be taken the year earned or it will be lost.
- b. Personal leave earned in accordance with the paragraph above shall be granted to the employee without any limitation on the use of such days.

#### Section B

The McCall-Donnelly Joint School District will pay staff the actual cost of the class, course, credit and instructor fees, for continuing their education up to a maximum of \$300 per employee per fiscal year.

Courses must be directly related to educational assignment and/or professional improvement. For reimbursement, prior approval must be granted by the building principal and Superintendent of schools.

A record, showing credits earned and a statement showing cost of course, must be on file in the District office before reimbursement will be made.

## Insurance and Cafeteria Plans

1. For the 2019-20 school year the district will provide two medical insurance options as defined below.

### A. Employee Health Care

#### a. Plan 1

- Statewide Schools Standard PPO Medical plan, Delta Dental and United Heritage Vision, employee life insurance (\$30,000 term life).
- For the full time employee under Plan 1, the District will pay up to \$546.64 per month.

#### b. Plan 2

- Statewide Schools HSA Plan, Delta Dental and United Heritage Vision, employee life insurance (\$30,000 term life).
- For the full time employee under Plan 2, the District will pay up to \$510.99 per month.

### B. Dependent Health Care

#### a. Plan 1

- The Employee will pay 100% of dependent premiums for Statewide Schools PPO Medical, Delta Dental and United Heritage Vision.

#### b. Plan 2

- The District will pay 50% of any Dependent Statewide Schools HSA Medical Plan premium.
- The Employee will pay 100% of dependent premiums for Delta Dental and United Heritage Vision, if selected.

2. Employee Health Care Incentive

- A. For the 2019-2020 school year, the District will provide an incentive to employees who select the Statewide Schools HSA Plan. The incentive provides a one-time deposit into their Health Savings Account of \$800 for each single (no dependent coverage) enrollee or \$800 for each family or dependent enrollee. The district will match employee HSA contributions up to \$500.

- B. Newly hired classified employees will receive the applicable incentive upon completion of 90 days of employment.
3. The district will provide for each employee an Employee Assistance Plan (EAP).
4. Employees must work a minimum of 30 hours a week to qualify for District health, vision and dental insurance.
5. Employees will be provided an opportunity once each year to participate in a voluntary cafeteria plan through which individual employees may elect to pay additional qualified premiums and costs, as listed below, through payroll deductions exclusive of such payroll taxes as allowed by law. Selected payroll deductions required for these programs will be qualified through an internal revenue code 125 plan. Allowable premiums and costs:
  - A. Premium costs for health, vision and dental insurance above the amount paid by the district and as permitted by law.
  - B. Amounts required to recover out-of-pocket medical costs as permitted by law. Childcare costs as permitted by law.
  - C. Cafeteria plan benefits will be administered by a qualified third party administrator selected by the district.

Policy History:

Adopted: April 2014

Amended: July 2017