

**Salmon School District No. 291**

**PERSONNEL**

**5800P**

Compensation Guides and Miscellaneous Provisions

\*Letters stating position, salary and work day will be presented in the fall of each year. Employed positions will be asked their intent to return each spring.

\*Insurance coverage carries a sixty(60) day probationary period prior to enrollment when hire date is outside the open enrollment period

**BENEFITS:**

12 MONTH, FULL-TIME EMPLOYEES, 32+ HOURS PER WEEK

1. Employee's share of medical insurance
2. State Retirement System (PERSI)
3. Workman's Compensation Insurance
4. District Liability Insurance
5. One day sick leave per month worked, accumulative to 180 days
6. Paid holidays to include New Year's, Easter, Independence Day, Thanksgiving (2), Christmas (2) Presidents' Day, Memorial Day and Labor Day—10 days total.
7. Vacation based on years as a 12 month employee: 1-4 years – 2 weeks; 5-9 years – 3 weeks; 10+ years – 4 weeks.
8. Employees may use their accumulative sick leave for their own illness or that of their minor dependent children, spouse or parent.
9. Up to 5 days of bereavement leave will be granted per death for funerals within the immediate family. Personal leave may be used for funerals outside the immediate family.
10. Secretaries, supervisors and specialists receive 3 days of personal leave (use it or lose it policy.)

10 MONTH EMPLOYEES, 32+ HOURS PER WEEK

1. Employee's share of medical insurance
2. State Retirement System (PERSI)
3. Workman's Compensation Insurance
4. District Liability Insurance
5. One day sick leave per month worked, accumulative to 180 days
6. Paid holidays inside the work year to include Labor Day, Thanksgiving Day, Christmas Day, New Year's Day, Presidents' Day, Memorial Day – 6 days total.
7. Employees may use their accumulated sick leave for their own illness or that of their minor dependent children, spouse or parent.
8. Up to 5 days of bereavement leave will be granted per year for funerals within the immediate family. Personal leave may be used for funerals outside the immediate family.

9. Secretaries receive three personal leave days with pay (use it or lose it policy).

#### 9 MONTH EMPLOYEES, 32+ HOURS PER WEEK

1. Employee's share of medical insurance
2. State Retirement System (PERSI)
3. Workman's Compensation Insurance
4. District Liability Insurance
5. One day sick leave per month worked, accumulative to 180 days
6. Paid holidays inside the work year to include Labor Day, Thanksgiving Day, Christmas Day, New Year's Day, Presidents' Day, Memorial Day – 6 days total.
7. Employees may use their accumulated sick leave for their own illness or that of their minor dependent children, spouse or parent.
8. Up to 5 days of bereavement leave will be granted per death for funerals within the immediate family. Personal leave may be used for funerals outside the immediate family.
9. Instructional paraprofessionals, library paraprofessionals and bus drivers receive three days of personal leave (use it or lose it policy).

#### 9/10/12 MONTH EMPLOYEES 20-32 HOURS PER WEEK

1. Employee's share of medical insurance prorated based on number of hours worked per week.
2. State Retirement System (PERSI)
3. Workman's Compensation Insurance
4. District Liability Insurance
5. One day sick leave per month worked, accumulative to 180 days based on hours worked per week.
6. Paid holidays inside the work year to include Labor Day, Thanksgiving Day, Christmas Day, New Year's Day, Presidents' Day, Memorial Day – 6 days total for 9/10 month employees and Easter, Independence Day – 8 day total for 12 month employees.
7. Employees may use their accumulated sick leave for their own illness or that of their minor dependent children, spouse or parent.
8. Up to 5 days of bereavement leave will be granted per death for funerals within the immediate family. Personal leave may be used for funerals outside the immediate family.
9. Instructional paraprofessionals, library paraprofessionals and bus drivers receive three days of personal leave (use it or lose it policy).

#### 9 MONTH EMPLOYEES, LESS THAN 20 HOURS PER WEEK

1. Workman's Compensation
2. District Liability Insurance
3. Sick leave prorated by portion of day worked, i.e., a 3 hour per day employee earns one 3 hour day of sick leave per month worked, accumulative to 120 days.

## MISCELLANEOUS PROVISIONS

1. Medical Insurance: All employees currently carrying District and Blue Cross Insurance must continue to do so, and all new employees qualifying for insurance must take single group health insurance provided by the District unless proof of equal or better coverage under another plan is provided to the district.
2. Employees will report all absences. Using district software tracking program. All days off must be approved by the supervisor or superintendent.
3. The superintendent may grant days without salary reductions under extraordinary circumstances. Leave without pay for 10 days or less per school year may be granted by the superintendent under extraordinary circumstances.
4. Vacation serves as a renewing function and shall be taken within the year earned or lost. If extenuating circumstances arise, the superintendent may make arrangements to allow a 60 day extension from July 1 in which vacation may be used. It is the employee's responsibility to inform the superintendent of any changes to vacation plans. At least two weeks notice must be given to the immediate supervisor for all vacations.
5. Employees who work 9 months or more and greater than 20 hours per week will qualify for membership in a Classified Employee Sick Leave Bank after 1 full year of employment. Employees must donate a minimum of 1 day of sick leave to the bank by September 15<sup>th</sup> of each year to establish and maintain membership in the bank. Applications to the bank may be made under the following conditions:
  1. All personal sick leave has been exhausted
  2. All personal leave has been exhausted
  3. The employee has been off work for at least two days for which pay has been docked

Application shall be made to the superintendent who will make a recommendation to the Board for final action. Maximum allowable from the Sick Leave Bank for any employee shall be 10 days in any one year.

### Policy History:

Adopted on: 061107

Revised on: 091619

Prior Board Policy: (there was no number assigned to this policy)