

**NON-UNION SUPPORT STAFF WAGE AND BENEFITS**

Statement of Purpose

The purpose of this policy is to describe the wage and benefits provisions for non-union support staff.

Statement of Policy

1. Wages  
An hourly rate for each position shall be established annually by the school board to include custodians, maintenance personnel, all SAU office personnel and technology support personnel.
2. Employment Status  
For purposes of supplemental compensation and fringe benefits there shall be the following categories:
  1. Full time is equal to 1820 hours or 35 hours per week.
  2. Part time is equal to 1040 hours or more, or greater than 20 hours per week.
  3. Casual part time is less than 1040 hours, or less than 20 hours per week.

Full-time employees will be eligible for full benefits. A full-time employee hired after the start of the fiscal year will receive benefits based on a pro-ration of full benefits.

Part-time employees will be eligible for a pro-rated benefit package based on 2080 hours, or a 40-hour workweek. A part-time employee hired after the start of the fiscal year will receive benefits based on a pro-ration of one-half of benefits.

Casual part time employees will not be eligible for benefits.

An employee's first ninety (90) days of employment are on a trial basis and are considered a continuation of the employment selection process. The ninety (90) day probationary period provides the District an opportunity to observe and evaluate the capacity of the employee, which includes the employee's ability to satisfactorily perform the essential functions of his or her job; and to observe and evaluate the employee's work habits and conduct, including attendance and the employee's relationship with coworkers and superiors.

During this probationary period, the District may terminate employment immediately, with or without cause and with or without notice. Likewise, the employee may also terminate his or her employment with the District at any time, with or without notice and with or without cause.

The 90 day probationary period is not a term of employment and is not intended, nor does it, impact the at will nature of the relationship between the District and the employee.

3. Sick Leave

Each full-time employee shall receive 13 days of sick leave per year. Sick leave is cumulative for such employees to 120 days. Sick leave is interpreted to mean absence due to sickness of the employee or sickness in his/her immediate family (spouse, children, and/or parents living in same household) or a disability caused by or contributed to by pregnancy, miscarriage, abortion, childbirth, and recovery therefrom.

All employees who utilize no more than two sick days during a given year shall receive two day's per diem salary at the conclusion of the year.

Employees will be given a written accounting of their accumulated sick leave at the beginning of each school year. It will be assumed by the SAU office that the written account is correct if no questions are raised within thirty days. Because detailed absence forms are retained for only one year, it should be understood that the only year in question will be the previous school year.

4. Personal Leave

Personal leave for full-time employees will be at the rate of three (3) days per year, non-accumulative. Permission to take personal leave days must be approved in advance, whenever possible, by the employee's direct supervisor. Generally speaking, personal leave will not be granted immediately before and immediately after school vacations and/or school holidays. Personal leave may only be used for reasons that can only be attended to during a normal work day. Unused personal leave shall not be cumulative.

5. Bereavement Leave

Full-time employees shall be granted a maximum of three (3) paid leave days per death in the immediate family. The employee shall be granted a maximum of three (3) paid leave days per death. Immediate family shall be interpreted as husband, wife, children, mother, father, brother, sister, step-father, step-mother, stepchildren, grandparents, grandchildren, father in-law, and mother in-law, or any other person living in the home of the employee or persons for whom the employee is support. Additional days' bereavement leave may be granted by the Superintendent of Schools under extenuating circumstances, such days will be drawn from sick leave. Unused funeral/bereavement leave shall not be cumulative.

6. Sick Leave Upon Retirement

Upon retiring from the district after serving the district for fifteen (15) consecutive years, full-time employees will receive a portion of their accumulated sick leave as follows: Payment will be the number of accumulated days times the average daily rate times .5. The maximum number of accrued days will be 120.

SANBORN REGIONAL SCHOOL DISTRICT

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7. Vacation Schedule

Vacation time shall be computed as of each employee's anniversary date, and vacations will be granted, subject to approval by the employee's direct supervisor, according to the following schedule:

FULL-TIME EMPLOYEES

- 1 - 5 years - 2 weeks
- 6 years - 2 weeks + 1 day
- 7 years - 2 weeks + 2 days
- 8 years - 2 weeks + 3 days
- 9 years - 2 weeks + 4 days
- 10 years - 3 weeks
- 11 years - 3 weeks + 1 day
- 12 years - 3 weeks + 2 days
- 13 years - 3 weeks + 3 days
- 14 years - 3 weeks + 4 days
- 15 years - 4 weeks

PART-TIME EMPLOYEES

- 1 - 5 years - 1 week
- 6 years - 1 week + .5 day
- 7 years - 1 week + 1 day
- 8 years - 1 week + 1.5 days
- 9 years - 1 week + 2 days
- 10 years - 1 week + 2.5 days
- 11 years - 1 week + 3 days
- 12 years - 1 week + 3.5 days
- 13 years - 1 week + 4 days
- 14 years - 1 week + 4.5 days
- 15 years - 2 weeks

A pro-rata accumulation of unused vacation time will be paid to employees terminating employment. Full time employees may carry a maximum of five (5) vacation days forward with permission of the Superintendent. Those days expire within one year if not used.

8. Holidays

The following will be non-working paid holidays: Labor Day, Columbus Day, Veterans' Day, Thanksgiving Recess (2), Christmas Recess (2), New Year's Day, MLK Civil Rights Day, Presidents' Day, Memorial Day, and July 4.

A part-time employee will receive only those holidays that falls within his/her normal work week.

9. Health/Dental Insurance

Employees are entitled to become members of the group plan (including health and dental). The school district shall pay 90% of the district plan.

**WAIVER OF HEALTH INSURANCE BENEFITS**

Employees who would otherwise be eligible for district coverage, who elect insurance coverage under their spouse's plan, or another comparable insurance plan, will be eligible for compensation in lieu of the district's health insurance plan. Eligible employees will be compensated Three Hundred Dollars (\$300) per month for waiver of the benefit.

To be eligible for this benefit, the employee must meet the following criteria:

- a. Have and show proof of their health insurance coverage in a comparable plan;
- b. Sign a "Waiver of Health Insurance Benefits" form discontinuing health insurance coverage with the district.

# SANBORN REGIONAL SCHOOL DISTRICT

SRSD File: GDB

Employees who sign a "Waiver of Health Insurance Benefits" form may re-enroll in the district's health plan at the district's annual renewal/open enrollment date, subject to the qualifications established by the provider or carrier.

Part-time employees as defined in Article 2 – Employment Status will receive 50% of the amounts listed for such insurance as they choose to elect.

10. Life Insurance

Term life insurance policy with a policy value of twice the employee's annualized wages will be provided by the district.

11. Longevity Pay

Longevity payment at the end of each year beginning 2011-2012 will be made in accordance with the following schedule:

\$250	upon completion of 10 – 14 years of service
\$500	upon completion of 15 – 19 years of service
\$750	upon completion of 20 – 24 years of service
\$1,000	upon completion of 25 – 29 years of service
\$1,500	upon completion of 30 years of service which will continue for each additional year of service thereafter.

12. Overtime

Overtime hours will be authorized by employee's direct supervisor for emergencies and extra curricular activities. Overtime will be paid at the rate of one and one-half the hourly rate for time worked over 40 hours per week.

13. Substitute Personnel

Substitute personnel may be employed as necessary at an hourly rate established by the school board. Substitute employees are not eligible for benefits.

14. Severance Pay

Employees shall be eligible for a severance payment upon voluntary termination of employment as follows: (1) After 10 years of service - \$1,200. (2) After 15 years of service - \$1,750.

15. Reimbursement for College Courses

Reimbursement will be made at the cost per credit, but not to exceed the prevailing rate for graduate courses at the University of New Hampshire, for the successful completion of courses with a grade of "B" or better. Employees may request reimbursement for up to two (2) courses/eight (8) credits per fiscal year. If the individual employee leaves the district within two years, he/she agrees to reimburse the district 50% of the course tuition.

16. Personnel Agreement

A written agreement for employment will be issued by June 1 detailing wage and fringe benefits for the next work year.

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