

Waterville School District Support Staff Statement of Employment & Benefits

Effective from July 1, 2006 until rescinded

1) CONDITIONS OF EMPLOYMENT

New support staff employees are hired on probation for their first 180 workdays. This period is the new employee's opportunity to demonstrate his/her level of competence on the job and dependability in attendance and promptness. The school board retains the right during this probationary period a) to terminate the employee's employment at anytime, with two weeks paid notice and without the need to demonstrate cause, or b) to withhold a contract of employment for the next school year.

Paraeducators constitute a special category of employee. Because their work assignments are directly tied to the support of a single student ("1:1 assignment") they are subject to lay off with ten (10) days advanced notice if the need for direct support to that student changes for any reason, e.g. the student's move out of district or a change in the IEP is required.

2) BENEFITS ELIGIBILITY and COST PRO-RATION

Any Support Staff employee who works at least 1320 hours per year is eligible for employee benefits. The following chart will apply for purposes of pro-rating costs, based on an eligible employee's regularly scheduled hours in a five workday week. Benefits equating to dollars will be rounded to the nearest penny. Benefits equating to days will be rounded to the nearest quarter (.25) day.

At least 30 hours per week	100% of district benefits
At least 29 Hours but less than 30 hours per week	96.7% of district benefits
At least 28 Hours but less than 29 hours per week	93.3% of district benefits
At least 27 Hours but less than 28 hours per week	90% of district benefits
At least 26 Hours but less than 27 hours per week	86.7% of district benefits
At least 25 Hours but less than 26 hours per week	83.3% of district benefits
At least 24 Hours but less than 25 hours per week	80% of district benefits
At least 23 Hours but less than 24 hours per week	76.7% of district benefits
At least 22 Hours but less than 23 hours per week	73.3% of district benefits
At least 21 Hours but less than 22 hours per week	70% of district benefits
At least 17.5 Hours but less than 21 hours per week	67% of district benefits
Less than 17.5 Hours per week	0% of district benefits

3) CAFETERIA PLAN

The Section 125 Plan is offered to eligible Support Staff employees and includes: optional payment of employee contributions to group health and dental plans on a pre-tax (premium conversion) basis, optional health care expense reimbursement saving accounts, optional dependent care assistance accounts, and the "cash in lieu of health coverage" ("buy-out"*) benefit.

*The buy-out provision of the Section 125 cafeteria plan must be elected each year in May during the LNSU open enrollment period.

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4) HOLIDAYS

Extended year and full year Support Staff employees will be paid for the holidays listed below. If a listed holiday is also a workday, e.g. an in-service day, then these eligible support staff employees working that day will receive pay for their actual work and another day of compensatory time off in recognition of the holiday. Time off on alternate days must be pre-approved by the Principal.

Paid holidays: 4th of July, Labor Day, Thanksgiving Day, Christmas Day, New Years Day, Presidents' Day, Town Meeting Day, and Memorial Day.

5) INSURANCE

Eligible Support Staff employees shall received the following insurance benefits, as outlined below:

A) Health Insurance –

The Waterville School District (hereinafter “the district”) will pay a cost share allowance on behalf of eligible employees equal to 90% of the cost of single coverage in the VEHI Dual Option Blue Cross Blue Shield Plan. Employees may also elect to cover qualified dependents under the Blue Cross Blue Shield Dual Option or JY Plans and will pay the full difference over the Board’s stated cost share allowance.

The district also offers the VEHI Comprehensive 1000 Blue Cross Blue Shield plan paying the full (100%) cost for single coverage toward the enrollment option selected by the employee: single, two-person, or family coverage.

Notwithstanding the above, the district cost share allowance for extended year and full year Support Staff will equal 90% of the VEHI Dual Option Blue Cross Blue Shield Plan selected by the employee, i.e. single, two-person, or family coverage.

Any employee electing not to participate in the health insurance coverage shall receive “cash in lieu of health coverage” (buy-out) equal to 20% of the district’s cost share allowance for single coverage in the VEHI Dual Option Blue Cross-Blue Shield Plan. Each employee must notify the LNSU Central Office of his election of and eligibility for the “buy-out” for the following year by May 31st of each year.

B) Term Life Insurance –

The District shall provide, and pay the premiums, for a term life insurance plan for each employee in the face amount of \$30,000.

C) Long Term Disability Insurance –

The District shall provide, and pay the premiums, for long-term disability insurance.

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D) Social Security –

All support staff shall be covered by Social Security.

E) Dental Insurance –

The District shall also offer enrollment in a designated dental insurance plan with the cost of single coverage paid in full by the District. Two-person or family coverage may be elected with the employee paying the full cost difference in excess of the cost of single coverage.

6) VACATION AND SICK TIME

Full year employees will be entitled to ten (10) days of paid vacation each year on a non-cumulative basis, and five (5) days of sick leave each year, cumulative to a maximum of 25 days, after five years of continuous service. Advanced approval for use of vacation time must be secured from the principal.

Extended year and school year employees will be eligible for five (5) days of sick leave each year, cumulative to a maximum of 25 days.

An employee taking a day of sick leave is required to provide telephone notification to the principal before 8 a.m. on the day of absence, except in the case of an emergency. Notification of emergency circumstances should happen as soon as practical on the day of absence. The administration reserves the right to require a physician's note for use of sick leave. Unused sick leave will not be paid out upon employment termination.

An absence of three continuous days without any notification shall be considered job abandonment and will result in the employee's termination effective from the first day of such absence.

Newly hired full year employees on probation will become eligible for vacation and sick days after being employed for 90 work days without an absence. If an absence occurs within 90 days, the 90 day count will restart. The following schedule will apply: if the 91st work day occurs without an absence

- 1) on or before November 1, seven vacation and four sick days will be available on that date,
- 2) after November 1, but on or before March 1, three vacation and two sick days will be available on March 1,
- 3) after March 1, ten vacation and five sick days will become available on the following July 1st.

Newly hired extended year and school year employees will become eligible for sick leave after being employed for 90 work days without an absence. If an absence occurs within 90 days, the 90 day count will restart. The following schedule will apply: if the 91st work day occurs without an absence

- 1) on or before November 1, five sick days will be available on that date,
- 2) after November 1, but on or before March 1, two sick days will be available on March 1,
- 3) after March 1, five sick days will become available on the following September 1st.

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7) FAMILY MEDICAL LEAVE

To the extent that the following statutory provisions are applicable to the Board, the Board shall comply with the requirements of the federal Family and Medical Leave Act (“FMLA”) and the Vermont Parental and Family Leave Act (“PFLA”). Leave pursuant to each of these acts shall be provided according to the Board’s policies and practices. Whenever an employee is entitled to and/or granted family or medical leave pursuant to the terms of the law and this document for the same occurrence, both the leave provided by law and by this document shall run concurrently. FMLA/PFLA leave will be provided concurrent with Workers’ Compensation benefits where concurrent entitlement exists. All other matters regarding the administration of leave governed by FMLA and PFLA shall be as provided for by the District’s policies and practices.

8) DUTY - FREE LUNCH

All Support Staff shall be given a duty-free lunch period equivalent to the student lunch period.

9) MILEAGE REIMBURSEMENT

In the event the Board or the Principal requests an employee to use a personal vehicle during the course of his/her employment, or for the benefit of the District, the Board will compensate the employee at the current IRS mileage reimbursement rate.

10) OVERTIME

Employees will be paid at a rate of one and one half times (1.5) their regular hourly rate or at the rate required by law, for any hours worked over 40 in a workweek. Any additional work hours, above an employee’s regular schedule, must be pre-approved by the employee’s supervisor.

11) PAY SCHEDULE

The LNSU Central Office shall determine payroll practices and the bi-weekly schedule of paydays. If a payday falls on a weekend or holiday, payment will be made on the LNSU Central Office business day preceding.

Hourly employees will be paid based on the hours recorded on a timesheet approved by the principal and submitted to the LNSU Central Office. Overtime hours must be pre-approved by the principal and submitted on the timesheet for payment.

12) DEFINITIONS

Unless otherwise indicated, the following terms as used in this document shall mean:

Administration	The Principal, Superintendent, and/or their designees.
Board	The Waterville Elementary School District Board of Directors.

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Employment Year or Year	A one-year period beginning July 1 and ending the following June 30 (corresponds to the District's Fiscal Year).
Employee, Eligible for Insurance Benefits	An employee who works at least 1320 hours per year and who is otherwise eligible to participate in various benefit plans as determined by each plan's eligibility criteria as set by the insurer or provider, unless otherwise stated.
Employee, Extended Year	An employee who works more than 1450 hours per year, thereby being eligible for paid holidays and five sick days yearly.
Employee, Full Year	An employee who works more than 2000 hours per year, thereby being eligible for paid holidays, 10 vacation and 5 sick days yearly.
Employee, School Year	An employee who works 1450 or fewer hours per year, thereby being eligible for five sick days yearly.
FTE	Full-Time Equivalent.
Hours Worked	For purposes of calculating benefit eligibility the hours worked requirement will be determined based on the employee's total hours regularly scheduled in a 5 work day week for any and all positions the employee is employed by the district.
In session	Any time that could be counted toward meeting state minimum school attendance requirements.
Job Classification	Category of position as determined by board, based on job duties, assigned hours and required workdays, such as full time, part time, full year, school year and extended year.
LNSU	The Lamoille North Supervisory Union.
Principal	The Principal of the School or his/her designee.
Regular Schedule	The hours and workdays assigned by the Principal or his/her designee at the time the position is assigned and annually thereafter. Such schedule may be adjusted due to changes in operational requirements as determined by the Principal.
Scheduled Non-Teaching Day	Scheduled on-site workdays when students are not present.
School or WES	Waterville Elementary School.
School Year	The portion of the calendar year beginning with the first teacher workday and concluding with the last teacher workday.
School, Student or Teaching Day	A day on which school is in session.
Superintendent	The Superintendent of the LNSU or his/her designee.
Support Staff	Any employee contracted to perform duties for which a VT DOE teaching license is not needed.
Workday	Day employee is scheduled by supervisor to perform duties associated with the employee job.
Workweek	The workweek begins at 12 midnight on Sunday and ends at 11:59:59 on the following Saturday.