

FRINGE BENEFITS – CERTIFICATED ADMINISTRATION

DATES (Adopted/Revised)	GUIDE WORDS
<p>Adopted September, 2004 Revised June, 2006</p>	<p>Child Rearing Leave Christmas Dental Insurance Easter Family & Medical Leave Act, 1993 Health Insurance Holidays Insurance, Life Insurance, Medical Jury Duty Leaves & Vacations Military Leave Personal Leave Retirement Sick Leave Sick Leave Bank Vacation</p>

For the purposes of this policy, Administrative employees include certificated staff members who are issued Administrative contracts as approved by the State Department of Education.

GROUP MEDICAL/DENTAL/HOSPITAL/VISION/LIFE INSURANCE

Coverage

The Board of Trustees will pay medical, dental, vision and life insurance premiums for employees who are employed full time. The Board will pay a pro-rated amount for those employees who work less than full time and will be based on the employee's Full Time Equivalency (FTE). The employee will be responsible to pay for the balance of any premium. Part time employees may waive the offered insurance if they desire, however, the employee will forfeit the value of any waived insurance premiums. The insurance package provided for Administrative staff will not be less than that provided to other staff members. For life insurance, the board will pay for a policy that is valued at twice that of other employee classifications.

Dependents

Dependent insurance coverage (where available) may be obtained by employees at the time they are hired. Such coverage will be at the employees' own expense through payroll deduction.

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FAMILY AND MEDICAL LEAVE

Employees who have worked for at least one year, and for 1,250 hours over the previous 12 months will be eligible for 12 weeks of job-protected leave as outlined in the Family and Medical Leave Act of 1993 (FMLA). An employee is limited to 12 weeks of FMLA each school year. This leave will be granted for the following reasons:

- . to care for the employee's child after birth, or placement for adoption or foster care; (leave must conclude within 12 months of the birth or placement)
- . to care for the employee's spouse, son or daughter, or parent, who has a serious health condition or
- . for a serious health condition that makes the employee unable to perform the employee's job.

If an employee has accrued sick leave, vacation or personal leave days, those days may be used as FMLA leave. For employees that do not have accrued days, FMLA leave will be without pay.

Retirement Coverage/Termination of Coverage

Employees who retire or terminate employment while covered by District health, dental and/or life insurance plans have conversion privileges to individual policies being offered by the District's carriers. Such conversion must take place within thirty (30) days following retirement or termination of employment.

Change or Termination of Insurance

The Board of Trustees reserves the right to change or terminate insurance provided by the District at any time.

LEAVE OF ABSENCE

Upon approval of the Board of Trustee or their designee, administrative employees may be granted leave of absence for a period not to exceed one year. A leave of absence shall be granted only for the purposes which are in the best interest of the District.

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SICK LEAVE

Number of Days

Administrative employees will earn fourteen (14) days of sick leave annually. Sick leave may accumulate to an amount as determined by the District. It should be noted that accumulated sick leave days can be used to pay insurance premiums at the time of retirement at the rate of the employee's current daily wage multiplied by one-half the accumulated days as provided in Idaho Code.

The Board shall require proof of illness adequate to protect the District against malingering and false claims of illness.

Basis for Sick Leave--Definition

Sick leave will be allowed for (a) illness of the employee, (b) illness of a member of the employee's family and (c) bereavement.

Sick leave may be allowed at the discretion of the board of trustees, or designee, for other extenuating circumstances.

SICK LEAVE BANK

Administrative employees who are eligible to receive sick leave day benefits shall be eligible to join a Board of Trustees approved Sick Leave Bank.

CHILD REARING LEAVE

Administrative employees may be granted a leave of absence for child rearing purposes of up to two (2) years without pay. An employee can continue on insurance if they pay the premiums while on leave. This includes leave for rearing a child born to or legally adopted by the employee.

MILITARY LEAVE

Same as Policy 7172.

LEAVE FOR JURY DUTY

Same as Policy 7175.

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PERSONAL LEAVE

Administrative employees will be eligible to receive ten (10) days personal leave each year. New employees will be allocated a prorated number of personal leave days based upon the number of months between the eligibility date and the month in which their contract ends.

Personal leave may be taken for any reason deemed necessary by the employee. Personal leave will be in addition to sick leave and vacation provisions. Personal leave will not accumulate. Personal leave may be taken as full or half days, thus, allowing up to ten (10) full days or twenty (20) half days or any combination resulting in a total of not more than ten (10) full days.

1. Salary Deductions for Personal Leave

There will be no salary deduction for any day of personal leave taken.

2. Payment for Personal Leave Not Used

All Administrative employees eligible to receive personal leave will receive an annual payment for unused days/hours. The payment will be for days/hours which are unused on June 30. Payment will be made on the July paycheck.

VACATION FOR TWELVE-MONTH ADMINISTRATIVE EMPLOYEES

All Administrative employees who are assigned a twelve-month work schedule will receive annual paid vacation at the time of their employment. This is in addition to legal and school holidays and is allocated according to the following schedule:

0 through 4 years of service	15
5 through 14 years of service	20
15 or more years of service	25

New twelve month Administrative employees will be allocated a prorated amount of vacation that would be earned between the employment date and the following July 1st.

It is the intent of this policy that vacation time be used during the year in which it is earned. Vacation leave may not accumulate beyond thirty (30) working days. Vacation days will not accrue any monetary value.

Administrative employees will be eligible to receive remuneration for unused accumulated vacation days at the time service with the District is terminated only after 12 months of continuous service has been completed.

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HOLIDAY LEAVE

The district calendar will determine the holiday schedule for administrative employees. Idaho Code states that school holidays must include the following: New Year's Day, Memorial Day, Independence Day, Thanksgiving Day and Christmas Day. Twelve-month administrative staff will receive ten (10) paid holidays per year, and all other administrative staff will receive five (5) paid holidays per year. Employees who terminate prior to a paid holiday will not be eligible to receive pay for such holiday unless at least one day of employment follows the holiday. The paid and unpaid holidays will be determined by the administration after the board of trustees has approved the annual calendar.

PROFESSIONAL LEAVE

Professional Leave shall be limited and must be approved by the Superintendent.