

FRINGE BENEFITS—CLASSIFIED

DATES (Adopted/Revised)	GUIDE WORDS
Adopted January, 1974 Revised September, 1977 Revised May, 1980 Revised August, 1984 Revised November, 1984 Revised March, 1986 Revised April, 1988 Revised July, 1988 Revised October, 1988 Revised June, 1989 Revised October, 1991 Revised January, 1994 Revised January, 1995 Revised September, 2000 Revised February, 2002 Revised April, 2002 Revised March, 2004 Revised May 2004 Revised June, 2006 Revised June, 2008 Revised January 2009	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

Classified employees who are employed nine or more months per year for at least 20 hours per week will be eligible to receive fringe benefits as detailed for each area of fringe benefit. Positions in which the work time is flexible and which may at times be more than 20 hours per week and at other times less than 20 hours per week shall not be eligible for the fringe unless determination is made prior to the start of the school year (or at the commencement of the position) that the position is intended to be at least a 20 hour per week position.

GROUP MEDICAL/DENTAL/HOSPITAL/VISION/LIFE INSURANCECoverage

The District pays medical/dental/hospital/vision/life insurance premiums for employees who are employed at least 32 ½ hours per week for a nine month period each year. The District will pay ½ the premium for employees who are employed between 20 and 32 ½ hours per week for at least a nine month period if the employee elects to pay the other half through payroll deduction. Insurance premiums will also be paid on the same basis for such employees during the summer vacation who have had at least seven continuous months of employment if employment is continued the following year. Employees who do not receive a check during the summer, for whom summer insurance premiums have been paid, who fail to return to employment in the fall, and work at least one full pay period, will be required to reimburse the District for summer insurance premiums paid by the District. Employees who have less than seven continuous months of employment may

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continue their coverage through the summer vacation by notifying the Business Office by June 1 and paying the insurance premium on the schedule provided by the Business Office.

Dependents

Dependent insurance coverage (where available) may be obtained for employees at the time they are hired if they are employed at least 20 hours per week for at least a nine month period each year. Such coverage will be at employees' expense through payroll deduction. Such coverage may be continued during summer vacation if employees notify the Business Office by June 1st of each year and pay the insurance premium on the schedule provided by the Business Office.

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 unpaid, 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.

In addition to the above, the following provisions of the FMLA are applicable to District personnel:

1. Twenty-six (26) weeks of FMLA leave is available to a qualifying employee to take unpaid time off of work to care for a spouse, child, parent or next of kin (nearest blood relative) recovering from a serious illness or injury sustained in the line of duty on active duty.
 - Military caregiver leave is available during a single twelve (12) month period during which an eligible employee is entitled to a combined total of twenty six (26) weeks of all types of FMLA.
 - Military caregiver leave is applied on a per-covered service member per injury basis.
2. Twelve (12) weeks of FMLA leave is available to a qualifying employee to take unpaid time off of work because of any qualifying exigency arising out of the fact that a covered employee's spouse, child or parent is on active duty or has been notified of an impending call to active duty in the U.S. Armed Forces.

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Determination of an employee's eligibility and definition of applicable terms will be in accordance with established law and the FMLA Regulations published on November 17, 2008 and as may be amended thereafter.

Employees will be required to use accrued sick leave, vacation and personal leave days as FMLA leave. If an employee has not accrued leave days as outlined above, FMLA leave will be without pay.

Retirement Coverage/Termination of Coverage (See Policy 7510 for EMPLOYMENT AND TERMINATION OF EMPLOYMENT)

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 carrier. 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 Superintendent or designee, classified employees who are employed for 20 or more hours per week on at least a nine month basis 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.

SICK LEAVE

Number of Days

Classified employees who are employed at least 20 hours per week on at least a nine month basis will earn sick leave annually. Sick leave may accumulate to an amount allowed to be accumulated by a professional teaching staff employee. 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 may 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, when living in the same household as the employee, including: spouse, employee (or spouse's) child, parents, brother or sister when living in the same household as the employee, and (c) bereavement.

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Sick leave may be allowed at the discretion of the Superintendent, or designee, for illness of family members i.e., employee (or spouse's) child, parent, brother, sister not living within the same household.

SICK LEAVE BANK

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

As of April 30, 2002 classified staff, with approval of the Pocatello Education Association (PEA) and the Board of Trustees, shall be eligible to join the Teacher's Sick Leave Bank subject to procedures approved by the Superintendent and the President of the PEA. Being a member of the PEA shall not be a prerequisite for belonging to the Bank.

In the event the Pocatello Education Association, or the Board of Trustees, or the classified employees determine that classified employees shall no longer be allowed to be members of the Teacher's Sick Leave Bank, then classified employees may establish a Classified Employees Sick Leave Bank. Guidelines for the administration of the bank shall be subject to approval of the Board of Trustees.

CHILD REARING LEAVE

Classified employees who are employed at least 20 hours per week for at least a nine month period each year may be granted a leave of absence for child rearing purposes of up to two (2) years without pay. 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.

PERSONAL LEAVE

All classified employees who are employed at least 20 hours per week on at least a nine month basis will be eligible to receive five(5) days personal leave each year after completing seven (7) months employment with the District. After completion of seven (7) months employment, new employees will be allocated a prorated number of personal leave days based upon the number of months between the eligibility date and the following July 1.

Personal leave may be taken for any reason deemed necessary by employee. Not more than ten (10) percent of the staff in the work location may be on personal leave at any one time. Personal leave will be in addition to present sick leave and vacation provisions. Personal leave will not

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accumulate beyond five (5) days. Personal leave may be taken as full or half days, thus, allowing up to five(5) full days or ten(10) half days or any combination resulting in a total for the year of July 1 through June 30 of not more than five(5) 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 classified employees eligible to receive personal leave may receive an annual payment for unused days/hours as may be determined by the Superintendent. The payment will be for days/hours which are unused on June 30. Payment will be made to active employees in June of each year on each employee's last scheduled check.

VACATION FOR TWELVE MONTH CLASSIFIED EMPLOYEES

All twelve month classified employees who are employed at least 20 hours per week and are assigned a twelve month work schedule will receive annual paid vacation in addition to legal and school holidays according to the following schedule:

1 through 5 years	10
6 through 10 years	13
11 through 15 years	15
16 through 20 years	18
21 through 25 years	20
26 or more years	25

New twelve month classified employees will be allocated ten (10) days vacation after 12 continuous months of service. On July 1 of the year following 12 continuous months of service, a prorated amount of vacation earned between the employment anniversary and the following July 1 will be allocated to the employee for vacation use.

Vacation time with pay may accumulate to a maximum of thirty (30) working days.

Classified 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.

HOLIDAY LEAVE

Holiday leave with full pay shall be granted all classified employees who are employed at least 20 hours per week for at least a nine month period each year. The Board of Trustees will designate paid and non-paid holidays to be observed each year when the annual school calendar is approved. Idaho Code

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states that school holidays must include the following: New Year's Day, Memorial Day, Independence Day, Thanksgiving Day and Christmas Day.

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.

Twelve Month Employees

Classified employees who are employed at least 20 hours per week for a twelve month period will receive ten (10) paid holidays as specified by the administration and Board in the annual calendar.

These holidays will include those specified in Idaho Code. Other holidays scheduled shall be without pay.

Nine Month Employees

Classified employees who are employed at least 20 hours per week for at least a nine month period each year will receive five (5) paid holidays as specified by the administration and Board in the annual calendar. These holidays will include those specified in Idaho Code that fall between regular work days up to the limit of five (5). Other holidays scheduled shall be without pay.

School Calendar

Work days and school holidays (days when students are not scheduled for attendance) may be arranged at the discretion of the Board and administration so that part (or all) of the classified staff are on duty while others are on leave without pay.