

COLLINS-MAXWELL COMMUNITY SCHOOL CLASSIFIED STAFF BENEFITS

1. Personal Illness Leave

Employees shall be granted leaves of absence for personal illness or injury or medically related disability with full pay in the following amounts:

1. The following paid sick leave shall be allowed for consecutive years of employment:
 - 10 days - the first year
 - 11 days - the second year
 - 12 days - the third year
 - 13 days - the fourth year
 - 14 days - the fifth year
 - 15 days - the sixth and subsequent years
2. Unused sick leave may be accumulated up to a maximum of one hundred twenty (120) days.
3. Notification of Accumulation. Employees shall be given a copy of a written accounting of accumulated sick leave days no later than September 20 each school year.
4. Family Sick Leave. Employees may be granted a maximum of five (5) days paid leave per year for illness of the Employee's immediate family. For purposes of this section, "immediate family" shall include any member of the Employee's household. Extensions of Family Sick Leave not covered in this Article may be made at the sole discretion of the Superintendent. The granting of this leave may require a certificate from a medical provider as proof of such illness.
5. Extended Leave. An Employee who is unable to work because of personal illness or disability, and who has exhausted all sick leaves available, may apply for disability benefits under the group insurance plan if applicable. If the Employee does not qualify for disability benefits, the Employee may request and be granted a leave of absence without pay up to six months or to the end of the school year, whichever occurs first. This leave may be renewed each year at the discretion of the Board.
6. Maternity Leave. An Employee who becomes pregnant may work as long as she is able to perform her duties as determined by mutual agreement between said Employee and the Administration. Expectant mothers who have accumulated sufficient sick leave may use up to six weeks of paid sick leave beginning with the date of birth. Additional paid sick leave beyond six weeks will require a doctor's statement of necessity and be limited to the amount of sick leave accumulated.
7. Second Parent Leave. Second parent leave may use up to three (3) days of personal sick leave at the time of birth of a child. These days will be deducted from accumulated sick leave and will not affect family sick leave days.
8. Employee elective or cosmetic surgery shall not qualify for sick leave.

2. Personal Leave

Employees who work 187 days a year will be allowed a maximum of two (2) days of personal leave to be used without providing a reason. It is within the discretion of the Superintendent to grant personal leave. Application for personal leave must be made in writing at least two (2) school days prior to the requested leave date.

There shall be a limit of two (2) Employees gone per building at the same time, unless otherwise approved by the Principal. No personal leave may be taken in the first two (2) or the last two (2) weeks of the school year or before or after vacation days.

Employees who do not use their personal leave days have the option of carrying one (1) day over to the next year. The maximum number of personal days an Employee may possess or use in a given year is three (3). Employees who do not use their personal leave and do not wish to carry over any day(s) may be reimbursed in the June paycheck for up to two (2) days. The Employee will inform the board secretary no later than two (2) weeks prior to the end of school of the Employee's desire to be reimbursed in the June paycheck at a rate of \$25 for one (1) unused day or \$50 if neither day is used.

The record of personal leave will be displayed on the paycheck stub. Discrepancies should be immediately reported to the board secretary for correction.

3. Bereavement Leave

1. Immediate Family. An Employee may be allowed up to five (5) working days for each death in the immediate family. For purposes of this section, "immediate family" shall include the Employee's spouse, children, legal guardian, mother, father, sister, brother, mother-in-law and father-in-law. The total amount of leave under this category shall not exceed ten (10) days per year.

2. Extended Family. An Employee may be allowed up to three (3) working days for each death in the extended family. For purposes of this section, "extended family" shall include grandchildren, grandparents, step relations and in-laws (excluding mother-in-law and father-in-law). The total amount of leave under this category shall not exceed five (5) days per year.

3. Exceptional Circumstances. The Superintendent may extend additional leave days where circumstances warrant. Such action shall not be precedent-setting.

4. Other Family Members and Friends. This section shall include Bereavement Leave for relatives not identified above in immediate family or extended family, and close friends.

An Employee shall be granted one (1) paid day per year and allowed one (1) additional paid day, minus the cost of the coverage, up to and including substitute required, for the death of a relative or friend. Application for permission to attend the funeral shall be made in advance to the building Principal or his/her designee.

Where possible, time off to attend such a funeral shall be minimized to the extent necessary to attend the funeral and services. This leave may be used in quarterly increments at the Employee's discretion.

No more than one (1) Employee for every ten (10) Employees in a building may be granted leave to attend the same funeral unless the Superintendent finds there are exceptional circumstances which warrant attendance by more Employees in that building.

4. Emergency Leave

Emergency leave of up to one (1) day may be granted at the sole discretion of the Superintendent. The Employee shall pay the cost of the coverage, up to and including the cost of a substitute required. Emergency leave may only be used for emergencies directly resulting from Acts of God or a natural disaster.

5. Jury Duty

An Employee who is called for jury service shall be permitted to be absent from his/her duties without loss of pay and without charge against any leave. Any fees or compensation, other than mileage and parking that the Employee received during such leave shall be turned over to the District.

In order to receive the payment under this section, the Employee must give the Principal or the Principal's designated representative five (5) days' prior written notice of the summons for service and must furnish satisfactory evidence that

such service was performed on the days for which a payment is claimed. An Employee who is notified by 10:30 a.m. that he/she will not be required to be available for jury duty the remainder of the day shall return to work.

6. Legal Leave

An Employee who is subpoenaed to appear in a judicial or administrative proceeding related to his/her scope of employment, except where the Employee's appearance would be against the District or where the Association or its affiliate organization are a party in the proceeding, shall be permitted to be absent from his/her duties without loss of pay and without charge against any leave.

7. Unpaid Leave or Other Extended Leave

Unpaid leave may be used to excuse an involuntary absence not provided for in this or other leave policies of the Board. The Superintendent must authorize unpaid leave for licensed Employees.

The Superintendent will have complete discretion to grant or deny the requested unpaid leave. In making the determination, the Superintendent will consider the effect of the Employee's absence on the education program and district operations, length of service, previous record of absence, the financial conditions of the District, the reason for the requested absence and other factors the Superintendent believes are relevant to making this determination.

If unpaid leave is granted, the duration of the leave period will be coordinated with the scheduling of the education program whenever possible to minimize the disruption of the education program and District operations.

Whenever possible, the Employee will make a written request for unpaid leave 60 days prior to the beginning date of the requested leave. If the leave is granted, the deductions of salary are made unless specifically the Superintendent waives them.

8. Holiday Pay (Board Policy 414.1)

Classified employees must work at least 30 hours per week to be eligible for holiday pay. Employees on a 9-month contract will have three paid holidays: Thanksgiving Day, Christmas Day, and New Year's Day. Employees on a ten month contract will have four paid holidays: Labor Day, Thanksgiving Day, Christmas Day, and New Year's Day. Classified employees who work twelve months a year will be allowed six paid holidays. The six holidays are Memorial Day, July 4, Thanksgiving Day, Christmas Day, New Year's Day, and Labor Day. Classified employees, whether full-time or part-time, will have time off in concert with the school calendar. (paragraph 3)

9. Vacation Pay (Board Policy 414.1)

Vacation days for 12 month employees may be taken any time during the school year when the vacation will not disrupt the school district operations. The employee must submit a vacation request to the superintendent, who is responsible for determining whether the request will disrupt the school district operation. Classified employees working under a twelve-month contract will earn paid vacation. A beginning employee will have one week of paid vacation after the first year of employment. Two weeks of vacation will be awarded after two years of continuous employment. After five years of employment, one additional vacation day will be earned up to a maximum of three weeks. After 15 years, one additional day of vacation per year will be earned up to a maximum of four weeks. (paragraph 1)

10. Medical/Hospital and Term Life Insurance (Board Policy 412.3)

Classified employees may be eligible for group insurance benefits as determined by the board and required by law. An employee must work at least 30 hours per week to be eligible for group insurance. Premiums will be paid for twelve consecutive months. Eligible employees electing to not enroll in the health and major medical insurance plan will be paid \$50.00 per month on a quarterly basis. The board will select the group insurance program and the insurance company that will provide the program. (paragraph 1)

This policy statement does not guarantee a certain level of benefits. The board will have the authority and right to change or eliminate group insurance programs for its classified employees. (paragraph 2)

11. Record of Sick Leave/Personal Leave (Board Policy 414.2, Board Policy 414.1)

Sick Leave: See item 1, paragraph 2 on page 1.

Personal Leave: See item 2 on page 1

12. Physical Examinations (Board Policy 411.4)

All full-time and part-time classified employees are to present evidence of good physical health prior to their initial employment. Examination forms shall be provided by the district. (paragraph 2)

Food service employees are required to take physical examinations annually. (paragraph 3)

Bus drivers are required to take physicals every two years. (paragraph 4)

The superintendent may request any employee have a physical examination if it appears that the person's physical welfare is impairing his/her job performance. (paragraph 5)

Note: Remuneration for paid leave will be based on an estimate of the hours that would have actually been worked during the absent period. For example, if your work hours are normally 8:00 to 12:00 and 12:30 to 3:00, you will be paid for 6.5 hours if you use sick leave, personal leave, bereavement leave, or vacation pay.