

# Plainview Public Schools

## **Fringe Benefits – Classified Personnel**

### **Sick Leave:**

Classified employees who are employed on a ten-month or greater full-time basis are eligible for sick leave benefits. They will receive ten days annually, cumulative to a maximum of fifty days. Sick days may be used for immediate family illness or death.

Classified employees working less than ten months per year will receive five (5) sick days per year, cumulative to a maximum of thirty days. During any given year, up to three days may be used for family illness or death.

Part-time employees will receive sick leave benefits on a prorated basis in accordance with their percentage of full-time employment.

Upon separation/retirement, employees will not be paid for any unused sick leave.

### **Paid Holidays/Vacations:**

Twelve-month full-time classified employees will receive six paid holidays each year: New Years Day, Memorial Day, July 4<sup>th</sup>, Labor Day, Thanksgiving Day and Christmas Day. After five years of working for the district, these employees may use up to three floating holidays with the approval of the superintendent. Ten-month full-time employees will receive all of the above holidays except July 4<sup>th</sup>.

Twelve-month full-time employees are eligible for paid vacations. Employees shall receive two weeks (10 days) paid vacation for the first nine years and three weeks (15 days) vacation for the tenth and succeeding years of employment. Vacation does not accumulate from year to year and may be used at any time with administrative approval.

Paid holidays and vacation days will be paid at the regular hourly wage rate and time based on that individual employees normal work day. (i.e., employees who normally work ten hours will be credited with ten hours work; if they normally work eight hours, they will be paid for eight hours.)

Upon separation/retirement, employees will be reimbursed for unused vacation time on a prorated basis. (i.e., if an employee is in their tenth year of employment and has 15 days of vacation for the year but leaves after only six months, then they will receive only 7.5 days of credited vacation.)

### **Insurance:**

**Health**—Full-time classified employees working on a ten-month or greater basis will be eligible to receive the same health insurance coverage provided to teachers through their negotiated contract. If opting not to take the insurance plan provided, employees will be offered the same monetary compensation as provided to teachers. (i.e., employees may elect to receive cash-in-lieu for not participating in the district's insurance plan.)

Full-year, part-time employees working greater than half-time may be eligible with superintendent approval to receive the individual health insurance plan as negotiated by the teacher's master contract.

**Disability**—Full-time classified employees working on a ten-month or greater basis will be eligible to receive the same disability insurance coverage provided to teachers through their negotiated contract.

**IRS 125 Plan**—All classified employees are eligible to participate in the district's IRS Section 125 Flexible Benefit Plan.

### **Personal Leave/Bereavement Leave:**

All classified employees covered under a sick leave policy are eligible for two (2) days of personal leave and one day bereavement leave per year not to accumulate. All personal leave will need advance administrative approval.

Part-time employees will receive these benefits on a prorated basis in accordance with their percentage of full-time employment.

Upon separation/retirement, employees will not be paid for any unused personal or bereavement leave.

### **Overtime Compensation:**

Hourly employees who work in excess of forty hours per week will be paid at one and one-half times their regular rate for those hours in excess of forty.

**\*\* All pay increases, leaves, vacations, etc. will go into effect beginning on August 1<sup>st</sup> of each year.**

Amended: May 8, 2017