

Plainview Public Schools

Fringe Benefits – Classified Personnel

Paid Leave

All classified employees are entitled to Paid Time Off (PTO) which can be used for illness of employee and family, vacation, bereavement, or personal reasons. Within reason, employees need to request PTO in advance.

Nine Month Employees (Paraprofessionals, Cooks)

- Ten (10) days PTO to start each year for the first 5 years and Thirteen (13) PTO days for year 6 and beyond.

Ten Month Employees (Bldg. Secretaries, Food Service Dir., Tech Coord.)

- Thirteen (13) days PTO to start each year for the first 5 years and Sixteen (16) PTO days for year 6 and beyond.

Twelve Month Employees (Custodians, Bus. Mgr., Transportation Dir.)

- Twenty (20) days PTO to start each year for the first 5 years and Twenty-Five (25) PTO days for year 6 and beyond.
- Six (6) paid holidays annually (8/1-7/31) not to be carried over.

Unused PTO days will be carried over to successive years and can accumulate to a 2-year maximum. You may borrow up to 5 PTO days from the next year.

Upon separation/retirement, employees will be paid for 50% of their unused PTO days at \$50/day.

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

All hourly-rate classified employees will receive up to 2 paid days (7.5 hrs.) for emergency school closure.

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.

Paid Meal

Classified employees who work during their lunch break are entitled to complimentary lunch in the cafeteria.

Overtime Compensation:

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

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

12 Month Classified Employees-Bus. Mgr., Custodians, Transportation Dir.
10 Month Classified Employees-Bldg. Secretary, Tech Coord., Food Service Dir.
9 Month Classified Employees-Paraprofessionals, Cooks

Amended: September 11, 2023