# GDB-R

**LINCOLN-WOODSTOCK COOPERATIVE SCHOOL DISTRICT**

**SUPPORT STAFF**

**Categories:**

A: Employees working year round (minimum 7 hours per day year round)

B: Employees working school year (minimum 7 hours per day up to 200 days)

C: Employees working part-time school year (less than 7 hours per day up to 200 days)

D: Employees working part-time year round (less than 7 hours per day year round)

1. **Sick Leave:**

**Categories:**

A: Ten days per year accumulated to a maximum of 60 days. A doctor's certificate may be required by the Superintendent or School Board. A day being defined as the number of hours per day specified in the contract.

B: Five days per year accumulated to a maximum of 30 days. A doctor's certificate may be required by the Superintendent or School Board. A day being defined as the number of hours per day specified in the contract.

C: Five days per year accumulated to a maximum of 30 days. A doctor's certificate may be required by the Superintendent or School Board. A day being defined as the number of hours per day specified in the contract.

D: Five days per year accumulated to a maximum of 30 days. A doctor's certificate may be required by the Superintendent or School Board. A day being defined as the number of hours per day specified in the contract.

1. **Personal Leave:**

**Categories A & B:**

A maximum of (2) days personal leave per year with pay, non-accumulative, may be used to conduct important affairs which cannot be accomplished at any other time. To be eligible for personal leave, a written request shall be, except in emergency, submitted to the Superintendent or his/her designee at least twenty-four hours (24) prior to any such leave. A day being defined as the number of hours per day specified in the contract.

**Categories C & D:**

A maximum of (1) day personal leave per year with pay, non-accumulative, may be used to conduct important affairs which cannot be accomplished at any other time. To be eligible for personal leave, a written request shall be, except in emergency, submitted

to the Superintendent or his/her designee at least twenty-four hours (24) prior to any such leave. A day being defined as the number of hours per day specified in the contract.

# GDB-R

1. **Professional Leave:**

**Categories A-D:**

Professional leave may be approved at the discretion of the Superintendent or his/her designee. Any and all other leaves of absence shall be without pay and may be granted at the discretion of the School Board. In an emergency the Superintendent or his/her designee may approve an unpaid leave up to five (5) days. A day being defined as the number of hours per day specified in the contract.

1. **Jury Duty:**

**Categories A-D:**

An employee called as a juror will be paid the difference between the fee he/she receives for such services and the amount of earnings lost by reason of such service, based upon the employee's regular daily rate. Satisfactory evidence (court issued pay stub) must be submitted to the Superintendent.

1. **Military Leave:**

**Categories A-D:**

Military leave shall be granted by the Board in accordance with state and federal statutes.

1. **Bereavement Leave**

**Category A-D:**

Three (3) days of bereavement leave, non-accumulative, shall be granted for a death in the immediate family. The immediate family shall be defined as spouse, children, legal wards, parents, legal guardian, brother, sister, grandparents, and grandchildren of the employee and the same relatives of the employee's spouse. Support personal shall notify the Superintendent or his/her designee that he/she is taking the leave as soon as possible. A day being defined as the number of hours per day specified in the contract.

1. **Professional Leave/Courses/Workshop/Conference Reimbursement:**

**Categories A-D:**

Support staff taking approved courses or attending approved workshops or conferences may be reimbursed for tuition and conference/workshop fees in accord

with School Board policy. Approval under this section is at the discretion of the Superintendent or his/her designee.

1. **Health Insurance:**

**Support Staff Categories A & B:**

The Board shall determine yearly the health insurance options for the district and the amount that the Lincoln-Woodstock Cooperative School District shall contribute toward the health insurance benefit. The district will contribute the determined amount, based on the premium of the HMO plan available, toward the cost of a single plan or two (2) person plan.  The employee may select single, two (2) person or family coverage. In no instance will a family, where both the husband and wife are employed in some capacity by the District, be allowed to select two health insurance plans, such as: two (2) single-person health insurance plans, a single-person health insurance plan and a two-person health insurance plan, or two (2) two-person health insurance plans. If family coverage is selected, then the amount of the (two) 2 person plan contribution shall be applied. The balance of the actual cost of the coverage, after the district contribution, shall be paid by the employee as a payroll deduction.

# GDB-R

If the District does not have an HMO plan available, the Board will determine the District contribution, based on the available health insurance plan options.

Categories C & D: The regular district contribution for employees in Categories A & B will be prorated based on a 7 hour work day. For example an employee working 6 hours per day would receive 6/7 or 86% of the regular district contribution towards health insurance for support staff in Categories A & B.

An employee must work a minimum of 15 hours per week on a regular basis to be eligible for the school district health insurance.

1. **Life Insurance:**

**Support Staff Categories A & B**

$10,000 TermLife Insurance Policy will be provided for all employees in categories A & B. (Effective July 1, 2012)

1. **Retirement:**

**Categories A & B:**

All eligible employees shall be members of the state retirement system.

Upon retirement, category A employee will be eligible to receive a payment benefit per the following:

* + Minimum 15 years of service in District: Retiree receives $3,000
  + Minimum 25 years of service in District: Retiree receives $5,000

This retirement benefit will be made in a single (lump sum) payment to the retiree no more than 90 days after retirement.

1. **Holidays:**

Category A employees currently employed before the adoption of this policy will be eligible for the following holidays:

**Category A:**

**Independence Day**

**Labor Day**

#### Columbus Day

**Veteran's Day**

**Thanksgiving**

**Day After Thanksgiving**

**Christmas**

**Day before or the day after Christmas**

**New Year's Day**

**Civil Rights Day**

**President's Day**

**Memorial Day**

All Category B employees with 5 years of service will be eligible for the following holidays:

# GDB-R

**Category B:**

**Thanksgiving**

**Christmas**

**New Year's Day**

All Category A employees hired after the adoption of this policy are eligible for the following holidays:

**Independence Day**

**Labor Day**

**Columbus Day**

#### Veteran's Day

**Thanksgiving**

**Day After Thanksgiving**

**Christmas**

**New Year's Day**

**Civil Rights Day**

**Memorial Day**

All Category B employees with 10 years of service will be eligible for the following holidays:

**Columbus Day**

#### Veteran's Day

**Thanksgiving**

**Christmas**

**New Year's Day**

**Memorial Day**

1. **Vacation:**

**Category A:**

Vacation will be accumulative at the rate of .83 days per month (10 days per year) and be granted upon the completion of one year up to five years of service. Employees with 5 to 15 years of service to the district shall be entitled to vacation time accumulating at the rate of 1.25 days per month to 15 days per year. A day being defined as the number of hours per day specified in the contract.

Employees with over 15 years of service with the district shall be entitled to vacation time accumulating to the rate of 1.67 days per month to 20 days per year. All vacation time will be subject to the approval of the Superintendent or his/her designee and will normally be taken during the summer months. Vacation time may not accumulate. Currently prior year's vacation leave must be used by August 31st of the next year. A day being defined as the number of hours per day specified in the contract.

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