

Category: 7000 PERSONNEL	Procedure or Form Number: 7305
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Policy Title: Employee Benefit Schedule	Effective Date: February 15, 2005
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Insurance and Employee Leave benefits provided to the certificated personnel of the district shall be determined by the negotiation process and will be included in the mutually ratified Negotiated Agreement Between the Snake River School District and the Snake River Education Association.

An administrative procedure shall be written outlining employee benefits.

Opportunities to participate in tax sheltered annuities or other enhancements will be made known to district employees.

- Reference: Negotiated Agreement, Snake River Education Association with Snake River School District #52
- Policy 7305p "Employee Benefit Schedule"
 - Policy 7350 "Tax Sheltered Annuities"
 - Policy 7390 "Workman's Compensation"
 - Policy 7605 "Bereavement Leave"
 - Policy 7650 "Family and Medical Leave Act"
 - Policy 7665 "Military Leave"
 - Policy 7675 "Personal Leave"
 - Policy 7685 "Sick Leave"
 - Policy 7686 "Accumulated Sick Leave"

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FULL TIME EMPLOYEES

The District will provide the following at no cost to the employee:

- \$50,000 Life and Accidental Death and Dismemberment Insurance
- \$2,500 Dependent Life Insurance
- Health, Vision, and Dental Insurance for the employee
- Sick leave at the rate of twelve (12) days per year for personnel under a 190 working-day contract. Employees working beyond the 190 days shall be entitled to sick leave prorated at 12/190, times number of contract days. Employees have the opportunity to participate in the Classified Employees' Sick Leave Bank. Sick Leave may be taken in no less than one-half day increments.
- Up to two (2) days bereavement leave per incident shall be available for the purpose of attending funerals of members of the employee's immediate family (i.e., spouse, parents, spouse's parents, children, step-children, brother or sister, brother-in-law, sister-in-law, grandparents, spouse's grandparents, or grandchildren.) Additional bereavement leave chargeable to sick leave may be taken. Note: Time for attending the funeral of a close friend, associate, or relative may be allowed at the discretion of the building administrator. Days used for this purpose shall be deducted from the employee's sick leave benefit.
- Personal Leave at the rate of four (4) days per school year with a six-day maximum accumulation and six-day maximum use in any one year. This leave may be granted, upon advance request, in no less than one-half day increments to conduct personal business that cannot be taken care of during normal off-duty time. The employee shall be able to advance two of the six unused accumulated personal leave days to the following year. As an incentive not to use this leave, at the end of the school year the employee shall be paid for the unused portion up to three days at the REGULAR substitute rate per full-time day.
- Contribution to the Public Employee Retirement System of Idaho, in addition to the contribution required of the employee.

CERTIFIED EMPLOYEES receive (in addition to the above benefits) a long-term disability insurance benefit through the Standard Life Insurance Company.

EMPLOYEES WORKING 20 TO 40 HOURS PER WEEK

Same benefits as above **EXCEPT:**

- The health and vision insurance benefit is pro-rated according to the number of hours worked.

EMPLOYEES WORKING UNDER 20 HOURS PER WEEK

- Receive Sick Leave and Personal Leave benefits only. Note: One sick leave or personal leave day for a part-time employee will equal the employee's work day.
- Are Not PERSI members
- Job requirements determine hours per week, work schedule and payment category.
- At times there may be a need for a special training for part-time employees. These inservices should be cleared with the superintendent and the employees will be paid for the time attending these inservices.

