

**BOYER VALLEY COMMUNITY SCHOOL  
CLASSIFIED STAFF FRINGE BENEFITS 2020-2021**

**LEAVE OF ABSENCE**

- A. SICK LEAVE Employees shall be granted leave of absence with pay for personal injury or illness in the following manner:
- 1st year of employment – 11 days
  - 2<sup>nd</sup> year of employment – 12 days
  - 3<sup>rd</sup> year of employment – 13 days
  - 4<sup>th</sup> year of employment – 14 days
  - 5<sup>th</sup> year of employment and subsequent years – 15 days

Any unused sick leave in any one-year shall be credited for use in subsequent years with a maximum of one hundred five (105) days so accumulated.

All sick days over one hundred five (105) days at the end of the year, will be paid twenty-five (\$25) per day if the employee donated two days in the sick pool at the beginning of the year.

**Change to delete this payment**

**All sick days over one hundred five (105) days at the end of the year, will be paid twenty-five (\$25) per day if the teacher donated two days in the sick pool at the beginning of the year.**

**SICK POOL**

All employees may voluntarily pool two accumulated sick leave day(s) at the beginning of each school year. Each participant will then be allowed to use the pooled sick days for catastrophic events only after they have exhausted their sick leave and have taken one unpaid day. If and when the original pool is exhausted, each original participating member will then have the opportunity to donate one more day to replenish the pool. If the second pool becomes exhausted, the pool is dissolved for the remainder of the year. Any employee who initially donated to the original pool will be eligible to draw from the replenished pool regardless of having donated any additional days. The pool will not be eligible for extension of maternity leave, but may be used once the employee returns to work. No eligible employee may draw more than twenty pooled days during the length of this contract. If in the event two or more employees are drawing from the pool as it becomes exhausted, the employee who has drawn fewer days will receive the final day. A doctor's notice of illness or injury may be required by the administration to help determine catastrophic status. The administration will decide all other conflicts which may arise and the decision is not subject to grievance.

- B. PERSONAL LEAVE At the beginning of each school year, each employee shall be granted two (2) days of leave without loss of pay to be used for the individual's business or personal reasons. Ordinarily, notice shall be given at least three (3) days in advance of the use of the leave. No personal leave day will be allowed the workday immediately preceding or immediately following any holiday, school recess, during the first or last week of school, or on non-contract days such as teacher's workshop, in-service or parent-teacher conferences without approval of immediate supervisor. Only two employees may be using personal leave on the same day.

- C. FAMILY ILLNESS LEAVE: Employees shall be granted up to three (3) days of family illness and an additional seven days that will be deducted from the employee's sick leave for a total of ten days. This

family illness may only be used for the following persons: employee's child, employee's spouse, stepchild, employee's parent, step-parent, or employee's parent-in-law.

- D. **EMERGENCY LEAVE:** Under extraordinary and unique circumstances, the Superintendent or his designee may grant emergency leave which shall be deducted from sick leave. Such leave shall be non-precedential, shall be granted at the Superintendent's or his designee's discretion, and shall not be subject to grievance.
- E. **BEREAVEMENT LEAVE:** A leave up to five (5) days shall be granted at any one time in the event of death of an employee's spouse, child, step-child, parent, or step-parent. Up to three (3) days of leave shall be granted at any one time in the event of death of any employee's son-in-law, daughter-in-law, father-in-law, mother-in-law, brother, sister, brother-in-law, sister-in-law, grandparents, grandparents-in-law, or grandchildren, and any other member of the immediate household. Members of the immediate household is defined to mean some person residing in the teacher's residence. The employee may use one day for a non-family member and that day will be deducted from the employee's sick leave. If more days are needed, employees may be granted additional days without pay by the Board or its designee.
- F. **UNPAID LEAVE:** Certain leaves without pay may occasionally be granted with prior approval of the Superintendent. Recommendations for such personal unpaid leave shall be channeled through the employee's immediate supervisor to the Superintendent.
- G. **PROFESSIONAL LEAVE LANGUAGE:** The employer will determine on a case by case.
- H. **FAMILY MEDICAL LEAVE**  
See Board Policy 414 and Related Administrative Regulations in Board Policy book.

#### **HOLIDAYS (Only for Employees with 30 or more hours/week)**

- A. The following holidays are days off with a normal days pay (no overtime), if the holiday falls within one's work year: Labor Day, Thanksgiving, Christmas, New Years, Memorial Day, and July 4<sup>th</sup>.

#### **VACATIONS**

- A. Paid vacations will be provided to all 12 month employees who work at least 40 hours per week as follows:
  1. One week per year upon completion of one year of employment.
  2. Two weeks per year for the upon completion of the 2<sup>nd</sup> through 9<sup>th</sup> year
  3. Three weeks per year thereafter – non-accumulative.
  4. Also, extra 1-day vacation after 10 years of service; 2 days of vacation after 15 years; 3 days of vacation after 20 years; 4 days of vacation after 25 years.Vacation time may not be accumulated without prior authorization from the superintendent. Part-time employees transferring to fulltime positions may receive compensation for years of service applied to vacation time.

**Paid vacations will be provided to all 12 month employees who work at least 40 hours per week as follows:**

1. After one full year of continuous service employee will receive one week of vacation during year two of employment.
2. After two full years, employee will receive two weeks of vacation during their third –nine years of employment.
3. After nine full years, employee will receive three weeks of vacation during their tenth year

4. An extra 1-day vacation after 10 years of service; 2 days of vacation after 15 years; 3 days of vacation after 20 years; 4 days of vacation after 25 years.
5. Vacation time may not be accumulated without prior authorization from the superintendent. Part-time employees transferring to fulltime positions may receive compensation for years of service applied to vacation time.

### **INSURANCE COVERAGE**

The school will provide the following for:

All 12 month employees working at least 40 hours per week

1.) **\$325 per month for single coverage:**

2.) Dental Insurance—the school district will pay up to \$20/mo. for the employee’s dental insurance.

1. The Board shall have the sole discretion to determine the carrier and the coverage.

3) All classified staff employees who work a minimum of 20 hours per week will receive life insurance (a \$10,000 term policy and LTD) paid by the district.

**Campus Care Employees**

**BOYER VALLEY COMMUNITY SCHOOL  
CLASSIFIED STAFF FRINGE BENEFITS 2020-2021  
ELIGIBILITY FOR LEAVES**

Campus Care employees must work at least 30 hours per week to qualify for leaves.

### **LEAVE OF ABSENCE**

I. **SICK LEAVE:** Employees shall be granted leave of absence with pay for personal injury or illness in the following manner:

1st year of employment – 11 days

2<sup>nd</sup> year of employment – 12 days

3<sup>rd</sup> year of employment – 13 days

4<sup>th</sup> year of employment – 14 days

5<sup>th</sup> year of employment and subsequent years – 15 days

Any unused sick leave in any one-year shall be credited for use in subsequent years with a maximum of one hundred five (105) days so accumulated.

All sick days over one hundred five (105) days at the end of the year, will be paid twenty-five (\$25) per day if the employee donated two days in the sick pool at the beginning of the year.

**Change to delete this payment**

**All sick days over one hundred five (105) days at the end of the year, will be paid twenty-five (\$25) per day if the teacher donated two days in the sick pool at the beginning of the year.**

### **SICK POOL**

All employees may voluntarily pool two accumulated sick leave day(s) at the beginning of each school year. Each participant will then be allowed to use the pooled sick days for catastrophic events only after they have exhausted their sick leave and have taken one unpaid day. If and when the original pool is exhausted, each original participating member will then have the opportunity to donate one more day to replenish the pool. If the second pool becomes exhausted, the

pool is dissolved for the remainder of the year. Any employee who initially donated to the original pool will be eligible to draw from the replenished pool regardless of having donated any additional days. The pool will not be eligible for extension of maternity leave, but may be used once the employee returns to work. No eligible employee may draw more than twenty pooled days during the length of this contract. If in the event two or more employees are drawing from the pool as it becomes exhausted, the employee who has drawn fewer days will receive the final day. A doctor's notice of illness or injury may be required by the administration to help determine catastrophic status. The administration will decide all other conflicts which may arise and the decision is not subject to grievance.

- J. **PERSONAL LEAVE:** (Granted only to employees employed minimum of one (1) year in Campus Care). At the beginning of each school year, each employee shall be granted two (2) days of leave without loss of pay to be used for the individual's business or personal reasons. Ordinarily, notice shall be given at least three (3) days in advance of the use of the leave. No personal leave day will be allowed the workday immediately preceding or immediately following any holiday. Only two employees may be using personal leave on the same day.
- K. **FAMILY ILLNESS LEAVE:** (Granted only to employees employed minimum of one (1) year in Campus Care). Employees shall be granted up to three days of family illness leave. This family illness may only be used for the following persons: employee's child, employee's spouse, stepchild, employee's parent, or employee's parent-in-law.
- L. **EMERGENCY LEAVE:** Under extraordinary and unique circumstance, the Superintendent or his designee may grant emergency leave which shall be deducted from sick leave. Such leave shall be non-precedential, shall be granted at the Superintendent's or his designee's discretion, and shall not be subject to grievance.
- M. **BEREAVEMENT LEAVE:** (Granted only to employees employed minimum of one (1) year in Campus Care). A leave up to five (5) days shall be granted at any one time in the event of death of an employee's spouse, child, step-child, parent, or step-parent. Up to three (3) days of leave shall be granted at any one time in the event of death of any employee's son-in-law, daughter-in-law, father-in-law, mother-in-law, brother, sister, brother-in-law, sister-in-law, grandparents, grandparents-in-law, or grandchildren, and any other member of the immediate household. Members of the immediate household is defined to mean some person residing in the employee's residence. If more days are needed, employees may be granted additional days without pay by the Board or its designee.
- N. **UNPAID LEAVE:**  
**These days may not be automatically granted. Certain leaves without pay may occasionally be granted with prior approval of the superintendent.** Recommendations for such personal unpaid leave shall be channeled through the employee's immediate supervisor to the superintendent.
- O. **PROFESSIONAL LEAVE LANGUAGE:** The employer will establish procedure and the procedure will be equitably enforced.
- P. **FAMILY MEDICAL LEAVE:** See Board Policy 414 and Related Administrative Regulations in Board Policy book.
- Q. **VACATION:** Campus Care employees that work 12 months per year, 5 days per week and 36 hours per week will receive two (2) vacation days per year.
- R. **HOLIDAYS:** - **Granted only to employees employed minimum of 1 year in Campus Care**  
The following holidays are days off with a normal days pay (no overtime), if the holiday falls within one's regular scheduled work day: Labor Day, Thanksgiving, Christmas, New Years, Memorial Day, and July 4<sup>th</sup>.

**ELIGIBILITY FOR ALL ABOVE LEAVES:** Campus Care employees must work at least 30 hours per week to qualify for leaves.

**II INSURANCE COVERAGE** The school will provide the following for:  
All 12 month employees working at least 30 hours per week will receive life insurance (a \$10,000 term policy and LTD) paid by the district.