

PROCEDURES EXHIBIT: 408A

BENEFITS FOR PROFESSIONAL SUPPORT EMPLOYEE GROUP

Full time staff members serving in the capacity of Professional Support as specified by the Board shall be offered the benefits described below.

Life Insurance

A \$50,000 group term life insurance shall be provided, with the option to purchase an additional supplemental coverages.

Medical Insurance

Single coverage medical insurance shall be provided, with the option to purchase family medical insurance.

Dental Insurance

Single coverage dental insurance shall be provided, with the option to purchase family dental insurance.

Long-term Disability Insurance

Long-term disability insurance shall be paid by the District.

Early Retirement Offering

After ten (10) or more years of continuous service with the district, a person who qualifies for the early retirement offering may voluntarily cease employment with the District shall receive early retirement pay, provided all obligations of the contract have been met. The amount shall be 50% of the per diem pay of the employee's salary in the year of separation from the District and shall be equivalent to all unused sick leave days (not to exceed 120) which the individual had accumulated but did not use during consecutive employment with the District.

Leaves of Absence

It is the responsibility of the employee to notify AESOP in case of absence. Except when prevented by circumstances beyond control, the employee must report intention to be absent from duty to AESOP no later than 7:00 a.m. on the day of absence. Notice shall always be given as soon as possible.

All employees shall have access to leave balance information through the District's time-management software. Employees are expected to proactively review and manage their leave balances.

All applicable leave benefits shall be pro-rated for those employees who have not worked their full contract year. Leaves can be used in full/half/quarter days.

- A. **Personal illness leave.** Fifteen days of sick leave shall be granted during the first and subsequent years of employment, accumulative up to 150 days.
- B. **Professional leave.** Professional leave shall be pre-approved by the individual's supervisor.
- C. **Family illness.** A maximum of five (5) days leave of absence per school year shall be granted for serious illness in the employee's immediate family and the leave shall be without loss of pay. "Immediate family" shall mean the employee's spouse, child, mother/father, brother/sister, grandparent/grandchild, and the "step" and "in-law" relationships for the above.
 1. Five (5) additional days of leave of absence per school year may be granted at the discretion of the superintendent if the serious illness in the employee's immediate family requires

hospitalization or as directed by a physician for serious home health care. Serious illness shall mean the employee's attendance is required.

- D. Bereavement leave. Five (5) days per occurrence shall be granted for a death in the immediate family.
1. An additional five (5) days shall be granted at the discretion of the Superintendent or designee for other than "immediate family" as specified in this section. The additional five (5) days are for the contract year and not for each occurrence.
 2. "Immediate family" shall mean the employee's spouse, child, mother/father, brother/sister, grandparent/grandchild, and the "step" and "in-law" relationships for the above.
- E. Jury and legal leave. An employee summoned for jury duty who is not excused therefrom or who is required by law to testify in a criminal or civil court proceeding, shall be released from duty to testify, with pay, when the appearance so required is related to the performance of the employee's contractual duties or is a non-job related appearance in which the employee is not a defendant or plaintiff. When a juror is not required for full-time jury service, he/she is expected to immediately report/return for regular work. Any fees or remuneration the employee receives during such leave shall be returned to the District.
- F. Personal leave. Individuals employed for twelve (12) months shall be granted two (2) days with pay per contract year. Personal leave days which are not used by a 12-month employee may accumulate to a maximum of four (4). Individuals employed for less than twelve (12) months shall be granted two (2) days with pay per contract year. Personal leave days which are not used by a less-than 12-month employee may accumulate to a maximum of three (3).
- G. Family Medical Leave Act. The Family Medical Leave Act (FMLA) provides up to 12 weeks of unpaid, job protected leave with single health insurance continue to "eligible" employees for family and medical reasons, as is defined in the federal legislation (Board Policy 400.28, Procedures 400.28A & B). Employees who have worked at least 1,250 hours within the twelve (12) calendar months immediately preceding the commencement of the requested leave are eligible. FMLA runs concurrently from the onset of the incident with personal illness, family illness or disability leaves.

Vacation (12 month employees only)

- A. Paid vacations are provided to twelve (12) month employees only and are awarded at the beginning of each contract year, effective July 1.
- B. For the initial year of employment, vacation time will be prorated if less than a full year.
- C. The schedule for vacation for the twelve (12) month employee follows:
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|---------------|---------------------------|
| Year 1: | 2 weeks (10 working days) |
| After year 4: | 4 weeks (20 working days) |
- D. Special requirements, as imposed by the Board, may create a situation where the Board takes specific action to amend this practice to meet the unique individual needs of a specific situation.
- E. Vacation days may accumulate from July 1 to June 30. The maximum number of days that the employee may accumulate is forty (40) days. This includes days from the current year and days carried forward from previous years.
- F. If at the time an employee is laid-off, discharged, retired, or resigns from the District, he/she shall be compensated for unused vacation time at his/her current per diem rate. The final year of vacation granted will be prorated if a full year was not completed. The forty (40) days maximum for vacation accumulation applies for the vacation payout provision of this policy.

Holidays

- A. Twelve (12) month employees shall receive ten (10) paid holidays per year (Labor Day, Thanksgiving Day and the Friday following, Christmas Eve and Christmas Day, New Year's Eve and New Year's Day, Good Friday, Memorial Day, and the Fourth of July).
- B. Individuals employed from 224 days to 259 days shall receive nine (9) paid holidays per year (Labor Day, Thanksgiving Day and the Friday following, Christmas Eve and Christmas Day, New Year's Eve and New Year's Day, Good Friday, and Memorial Day).
- C. Individuals employed for 223 days or less shall receive eight (8) paid holidays per year (Labor Day, Thanksgiving Day, Christmas Eve, Christmas Day, New Year's Eve and New Year's Day, Good Friday, and Memorial Day).

Mileage

Reimbursement for mileage shall be the maximum amount allowed by the Internal Revenue Service (IRS). The reimbursement shall cover authorized in-district and out-of-district travel.

Education Incentive

Curriculum area coaches who are hired with an MA or above will receive the education incentive as is identified on the Teachers' Salary Schedule A; this is in lieu of a \$2,500 education incentive identified here for others. All other curriculum area coaches and employees shall be granted an education incentive of \$2,500 upon completion of a pre-approved Masters program. This incentive will then become part of the individual's annual salary. Due to the funding source for the Academic/Behavior Coaches, they do not receive an education incentive.

Years of Service

- After 5 years of service - \$500
- After 10 years of service - \$500

This amount will be added to salary following the completed years and to be divided into equal payments to match current pay periods.

*This procedure will take effect retroactively January 1, 2020.

Revised: 07/16/09, 10/22/18, 5/26/20, 09/26/22
Reviewed: 07/09/12, 1/23/17, 06/24/24