

Andes Central School District 11-1

Schedule of Wages and Benefits for Classified Employees

CLASSIFIED EMPLOYEE HIRING SCHEDULE

Adoption: 04/10/2023

YEARS	\$0.50			
	CUSTODIAN	SECRETARY	FOOD SERVICE	PARAPROFESSIONAL
0	\$15.50	\$16.50	\$15.50	\$16.50
1	\$15.75	\$16.75	\$15.75	\$16.75
2	\$16.00	\$17.00	\$16.00	\$17.00
3	\$16.25	\$17.25	\$16.25	\$17.25
4	\$16.50	\$17.50	\$16.50	\$17.50
5	\$16.75	\$17.75	\$16.75	\$17.75

Definitions:

A. Employment Types

1. Full-time (F) – Reports to work on a regular day to day basis working at least 30 hours per week.
2. Part-time (P) – Reports to work on a regular day to day basis working less than 30 hours per week.
3. Intermittent (I) – Works on an as needed basis.
4. Seasonal Full-time (G) – Reports to work on a regular day to day basis working at least 30 hours per week during specific periods of the year.
5. Seasonal Part-time (Q) – Reports to work on a regular day to day basis working less than 30 hours per week during specific periods of the year.
6. Seasonal Intermittent (J) – Works on an as needed basis during specific periods of the year.
7. Mixed– Works a combination of Full-Time, Part-Time, or Intermittent Work schedules for a limited period of time.
8. Seasonal Employment - Annually recurring work periods of less than 12 months each year.
9. Intermittent Employment - Employment without a regular schedule and is appropriate only when the nature of the work is sporadic and unpredictable. Hours may temporarily change to meet the needs of the District.
10. Mixed Employment - A work schedule that may be changed from full-time, part-time, seasonal or intermittent to accommodate workloads.

B. Employment Classifications

1. Nonexempt employees are entitled to overtime pay.

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2. Exempt employees are not entitled to overtime pay.

Benefits:

A. Health Insurance

1. The District will follow the provisions of the Affordable Care Act when making determinations of eligibility for insurance for those employees working less than 20 hours.
2. Employees who work 20 hours or more per week are eligible for health insurance.
3. The school board contribution for health insurance will be \$913.00 per month.

B. Sick Leave (leave that may be taken for the employee or for a critical illness/accident in the immediate family. Immediate family is defined as parents, siblings, children or grandchildren)

1. Employees working 185 days or less:
 - a. accrue one (1) day per month from August through May and will not exceed an annual accrual of ten (10) days;
 - b. receive pay for unused accumulated sick leave greater than 40 days.
 - i. To be eligible, an employee must have completed the previous school year with more than forty (40) days of accumulated sick leave.
 - ii. The following procedure shall be used to determine the number of days for which the employee will be paid, except when the employee received payment for unused sick leave the previous year. Then the procedure in vi. (below) will be followed:
 1. To the number of accumulated sick leave days at the completion of the previous year,
 2. Add ten (10) days; then,
 3. Subtract fifty (50) days; then,
 4. Subtract the number of sick leave days used during the year just completed.

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- iii. The rate of pay for unused sick leave is \$75.00 per day.
- iv. Bus drivers shall be paid \$75.00 per day.
- v. Payment will be made on an annual basis.
- vi. When an employee receives payment for unused sick leave the previous school year, the following procedures shall be used instead of the formula described above:
 - 1. From ten (10) days,
 - 2. Subtract the number of sick leave days used during the year just completed. The rate of payment will be applied.

C. Bereavement Leave:

An employee shall be paid full wages during bereavement if sufficient sick leave days have been accumulated. Bereavement leave will be deducted from sick leave. This leave is to be used for the purpose of a death in the family of an employee or their spouse or when acting as a pallbearer. For definition purposes here, family members include children, spouse, brother, sister, wife or husband of brother or sister, brother or sister of spouse, parent or grandparent of the employee or spouse: further family include uncle, aunt, nephew or niece, of employee or spouse. Days will be subtracted from sick leave.

1. Employees working 185 days or more:

- a. accrue one (1) day per month worked not to exceed twelve (12) days:
- b. receive pay for unused accumulated sick leave greater than forty (40) days.
 - i. To be eligible, an employee must have completed the previous school year with more than forty (40) days of accumulated sick leave.
 - ii. The following procedure shall be used to determine the number of days for which the employee will be paid, except when the employee received payment for unused sick leave the previous year. Then the procedure in vi. (below) will be followed:
 - 1. To the number of accumulated sick leave days at the completion of the previous year,
 - 2. Add ten (10) days; then,
 - 3. Subtract fifty (50) days; then,

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4. Subtract the number of sick leave days used during the year just completed.
 - iii. The rate of pay for unused sick leave is \$75.00 per day.
 - iv. Payment will be made on an annual basis.
 - v. When an employee receives payment for unused sick leave the previous school year, the following procedures shall be used instead of the formula described above:
 1. From ten (10) days,
 2. Subtract the number of sick leave days used during the year just completed. The rate of payment will be applied.
2. Intermittent employees are not eligible to earn or use paid leave benefits.

D. Personal Leave

1. Employees working fewer than 185 days per year will earn one day of personnel leave that can be used after September 1 and prior to April 15 of the current school year. Personal leave is limited to two approvals on any day. Personal leave cannot be used to extend a vacation break or an extended weekend. Personal leave does not accumulate .

E. Vacation Leave

1. Employees hired after July 1, 2008 and working less than 240 days are not eligible for paid vacation leave.
2. Eligible* employees (*those who were receiving this benefit prior to July 1, 2008) working 185 days or less will annually receive six (6) vacation days per school year. These days will be applied to the employee's wages to cover time not worked during winter vacation.
3. Vacation time for 12 month employees with less than five (5) years of service with the district will be accrued at the rate of one (1) day per month for a total of twelve (12) days.
4. Employees who work 12 months will gain an additional two (2) days of vacation for every five (5) years of consecutive service. This time will be annually awarded on July 1st of each year. They will continue to accrue vacation time as outlined in C.3 above. They will also be able to roll over five (5) days of vacation leave into the new fiscal year.

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F. Payment of Eligible Unused Leaves upon Employment Termination –12 month Classified Staff

1. An employee who completed six months of service and whose employment has been terminated will be paid for all unused vacation leave at the time of separation.
2. An employee who has not completed six months of service and whose employment has been terminated will not receive pay for earned but unused vacation leave.

A unit of vacation leave will be equal to the base hours per day as listed on your terms of employment. A unit of sick leave will be equal to the base hours per day as listed on your terms of employment.

D. Holiday Leave

1. Employees who work 185 days or less will earn the following 8 paid holidays: **Labor Day, Native American Day, Thanksgiving Day, December 25th, January 1st; Martin Luther King, Jr. Day, Presidents' Day, Good Friday.**
2. Employees who work 12 months will receive 13 paid holidays (Independence Day, Juneteenth, Labor Day, Native American Day, Thanksgiving, Christmas Day, New Year's Day, Good Friday, Memorial Day, and four floating holidays designated at their discretion (the Friday after Thanksgiving, Christmas Eve, New Year's Eve, Easter Monday, Martin Luther King Day, or President's Day.)

E. Length of Paid Leave

1. The length of paid leave is equal to the number of hours per day as designated on the employee's terms of employment.

G. Inclement Weather Leave

1. Hourly staff

In the event of a late start or early dismissal due to inclement weather, all classified employees will be allowed to use up to one day of sick leave to compensate for the hours lost. To take advantage of this benefit, a leave form must be filled out by the employee and turned in to the administration for each occurrence and the employee must have the leave available in the current fiscal year.

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F. Other

1. The Special Education Director will make recommendations to the school board for additional compensation consideration should an assignment be such that it requires significant specialized training or an identified skill set in order to meet the identified students' needs.
2. Other personnel may be hired off the schedule at the discretion of the School Board.
3. Bus Drivers:
 - a. Minimum activity trip pay of \$46.50 will be given to a driver if a driver gives up a regular route and the activity rate times the hours worked is less than \$46.50.
 - b. If school is canceled after the driver reports to work the driver will be paid \$12.50.
 - c. Non-route bus duty pay will be set at \$15.00/hr.
 - d. Regular route drivers will be reimbursed for their annual physical as well as for all CDL licensing fees.
 - e. Substitute drivers will be reimbursed at the end of the school year for the cost of their annual physical if the driver has driven seven (7) routes throughout the school year. CDL licensing fees will be reimbursed.
 - f. Substitute drivers will receive payment for one ride along per route at the substitute driving rate. Approval is required to be secured from the superintendent should additional ride along trips be necessary.
 - g. Drivers who combine routes in the event that another driver(s) are unavailable shall be paid at a rate of 1.5 routes.
 - h. Drivers will be reimbursed for the mandatory pre-employment drug screen.

G. Probationary Period

1. All newly hired employees will be hired on a forty-five (45) work day probationary period during which all required personnel forms must be on file and work performance must be satisfactory.
2. No paid leave benefits can be used during the probationary period.

H. Support Staff Time Schedules

The Board will set the total number of hours per week, and weeks per year, of work for classified personnel. The normal work week for classified personnel will be Sunday, 12:00 AM through Saturday, 11:59:59 PM with the exception of legal holidays; other exceptions

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and schedules may be designated by the building principal and approved by the Superintendent.

Specific time schedules for support staff members will be set by the appropriate administrators in line with pertinent school opening and closing times, student schedules, and so on. Administrators will inform the Superintendent of the assigned schedules so that there may be continuity as needed throughout the school district.

All support staff must have prior approval from the superintendent or his designee of all overtime work. Support staff working overtime without prior approval of superintendent or designee are subject to disciplinary action, up to and including, termination of employment.

I. Support Staff Overnight Travel

Compensation to classified staff for overnight trips will be up to sixteen (16) hours per day only when specifically assigned by the administration.

Bus Drivers will be compensated from the time they report for duty for pre-trip inspection until the time they return the bus and complete post-trip inspection, less the 8 hours' sleep time.

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