

CLASSIFIED STAFF BENEFITS
8/1/2023
NEW TOWN PUBLIC SCHOOL DISTRICT

This document is the New Town School Board presented benefits to the classified staff with an accompanying explanation.

Classified personnel are employees who are identified as secretaries, custodians, paraprofessionals, and food service workers. The bus drivers are identified when applicable. Classified personnel must be issued an official work calendar approved by the Superintendent to be considered a regular employee eligible for those benefits or to be given credit for months of experience. Temporary or substitute workers do not qualify.

PAID HOLIDAYS

July 4 th	Thanksgiving Day (Nov. 23 rd)	Good Friday (March 29 th)
Labor Day (Sept. 4 th)	Christmas Day (Dec. 25 th)	Memorial Day (May 27 th)
Veteran's Day (Nov. 10 th)	New Year's Day (Jan. 1 st)	

Each employee must be scheduled to work (see individual work calendars) the scheduled workdays of the week preceding and following to receive pay that paid holiday.

Bus drivers are paid the same 180 days that the teachers are contracted. The non-driving days they are paid for include Labor Day, Teachers Convention, Veterans Day, Thanksgiving Day and two Parent-Teacher Conference days. If school is called off due to weather, funerals or other emergencies, classified staff, other than bus drivers are expected to stay home so they can work on the make-up days which are scheduled later. School related workshops you attend may be paid, not to exceed 8 hours per day, as approved by the Superintendent only.

School Administrator's Conference – Mid October

This is a non-paid period of the school calendar unless one is scheduled to work during this time as per your work calendar from the central office. A classified staff member may take one day of vacation leave during this period.

PERFORMANCE APPRAISALS

All classified personnel will have the opportunity to discuss concerns which may arise about job performance. The administration will use a variety of evaluation tools including written memos, oral discussions and written formal letters as tools to determine promotions, improvement plans and terminations or layoffs. Regular and reliable attendance is a necessary element of your employment. If a classified staff member must miss work, they must complete a leave request form upon their return. If they know in advance that they must be gone, a leave request form must be completed. Otherwise, it will be considered Leave without Pay. At the end of each school year, supervisors will evaluate classified staff performance. If you do not receive an evaluation by May 25, please inform your supervisor.

WORK CALENDAR

Nothing herein creates contractual employment. The number of hours and days are subject to amendment by the administration to make adjustments as needs of the district change. Employees hired to assist specific individual students or programs are subject to layoff should these students leave or if the program they were hired for is discontinued.

Work calendars will only be issued for those staff who work a minimum of twenty hours per week.

TIME CLOCK

The school district utilizes a biometric time management system (fingerprint activated). It is critical that you utilize this system whenever you come to work and leave from work. All classified personnel working 5.5 hours per day or more must be offered a 30-minute lunch break. The District believes it is healthy and strongly encourages all employees to take a lunch break. You must punch in and out for lunch for 30 minutes. Only in rare circumstances should you not take a lunch break. Should this occur, the building principal must inform our office that this has occurred so that you will not be docked pay. The time management system is required to be used. Staff members who frequently miss punches will receive two warnings, if the behavior continues disciplinary consequence may occur including letter in your file, suspension, pay deduction, and termination.

SICK TIME

All classified personnel will earn one day sick leave for each month of employment from October-May (eight days per full year). **However, a staff member who has missed more than three hours in a pay period will not earn the sick leave for that pay period (equates to 3.2 or 3.5 hours of sick leave).** Sick leave will be available for use on the first day of each month that is earned from the previous month. Twelve-month employees will receive ten days of sick leave. Sick leave will accumulate to 50 days. The administration may require a doctor's statement to confirm the legitimate use of sick leave, however, a doctor's statement does not mean the administration will approve any absences beyond the sick leave the employee has accumulated except as provided under FMLA. Sick leave will be granted for personal illness or serious illness of an immediate family member. Immediate family includes spouse, children, parents, siblings, grandparents, grandchildren, spouse's parents, grandparents, children, and grandchildren. Sick leave can be used for death in the immediate family. Immediate family includes spouse, parents, siblings, children, grandparents, grandchildren, and spouse's parents, siblings, children, grandparents, and grandchildren. Immediate family does not include aunts, uncles, or cousins.

At the time of initial employment, the administration can declare an employee as "temporary", therefore, may not be eligible for sick leave. When an employee leaves the system, he/she will be paid \$15.00 for each 8-hour day of unused accumulated sick leave. Reimbursement for days accumulated over 50 days on an annual basis at the end of the year will be calculated at \$30.00 per day.

Bus drivers will be provided four days of sick leave per year. Bus drivers sick leave will be based on a full day's route (2 total trips; 1 trip equals a half day). Sick leave begins to accumulate after a work calendar is issued. However, sick leave cannot be used until after 90 working days is completed by the employee.

Sick leave will be available to only those staff members who have been issued a work calendar. Staff must work a minimum of twenty hours per week to be issued a work calendar.

EMERGENCY/PERSONAL LEAVE

Classified personnel shall be eligible for up to two days of said leave per work calendar, accumulative to four days. Emergency/personal leave may be used on scheduled school days.

Emergency/personal leave begins to accumulate after a work calendar is issued. However, emergency/personal leave cannot be used until after 90 working days is completed by the employee.

Classified staff can only use one day of personal leave prior to December 31st.

Emergency/personal leave will be available to only those staff members who have been issued a work calendar. Staff must work a minimum of twenty hours per week to be issued a work calendar.

When an employee leaves the system, he/she will be paid their hourly rate of pay for each hour of unused accumulated emergency/personal leave. Emergency/personal leave will be prorated if a staff member quits before the end of their work calendar.

FUNERAL LEAVE

Classified personnel including bus drivers shall be eligible for one day of funeral leave per work calendar. Classified personnel (or their spouse) who are selected as a senior pall bearer will receive one additional day of funeral leave.

Funeral leave begins to accumulate after a work calendar is issued. However, funeral leave cannot be used until after 90 working days is completed by the employee.

Funeral leave will be available to only those staff members who have been issued a work calendar. Staff must work a minimum of twenty hours per week to be issued a work calendar.

HEALTH INSURANCE

All classified staff who work at least thirty hours per week are eligible for a single health insurance policy. Classified personnel who are scheduled to work forty hours per week and work for a minimum of ten months will receive additional health coverage benefits. The additional health benefit is based upon whether the employee is a 10-, 11-, or 12-month employee. The more months you work, the greater the benefit. This additional

benefit can be applied to a family or single with dependent policy. The amount will be determined yearly based upon the yearly cost for health insurance.

ELECTRICITY CONSUMPTION REIMBURSEMENT

The use of electricity to plug in buses will be compensated based on electrical rates and the weather.

CLASSIFIED SALARY SYSTEM - SEE ATTACHED SCHEDULE

Note: In order to qualify for advancement on the salary schedule the employee must work at least 1/2 or more of the school year. The advancement will not change during the present year. The advancement will take place on July 1st of the next year. When changing job classification, prior experience may or may not be considered similar enough to qualify for years experience depending on the type of work being done.

Bus Drivers	\$1,926/month for 50 miles per day or less + \$10.00 per mile over 50 miles per day, monthly
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Bus drivers are responsible for finding their own substitutes. They must let the office know who their substitute is.

Classified employees who possess a school bus driver license and who drive to nine events throughout the year will receive an extra .50¢ an hour. The extra amount will go into effect as soon as the nine events have been completed. During subsequent school years, if the classified staff member fails to drive the required nine times, they will lose the .50¢. Route drivers who work as a classified staff member during the day are not eligible for this increase.

EXPERIENCE ALLOWED INTO THE SCHOOL DISTRICT

Previous work experience may be granted to new employees. A committee composed of the Superintendent, Business Manager, and Principal may grant up to five years of experience from a previous employer. For example, a classified candidate who has worked five years as a classroom aide in another school district may be granted five years of experience when they enter the New Town Public School District. This is done on a case-by-case basis.

PUBLIC EMPLOYEES RETIREMENT SYSTEM (PERS)

The New Town School District provides the state retirement system for its classified employees. The district pays 8.26 percent of the employee's salary into the program. The employee pays 7 percent of their salary into the system. Any newly hired classified staff member who works 20 hours per week, 5 months per year, must belong. Existing staff may join at any time if they qualify. For your benefits upon retirement see your booklet.

VACATION LEAVE

Vacation time shall be determined on the following scale per work calendar, excluding bus drivers. If the employee is terminated or quits within a six-month period, all vacation

is forfeited. Vacation leave for nine-month employees can only be used when school is not in session. If a classified employee has used all of his/her vacation leave and quits before the end of the school year, he or she may have to pay back the unearned leave. This will be deducted from their final check.

<u>YEARS OF SERVICE</u>	<u>WORK CALENDAR</u>	<u>DAYS GRANTED</u>
0-10	9-month schedule	5 days
	10-month schedule	6 days
	11-month schedule	7 days
	12-month schedule	8 days
11-24	9-month schedule	7 days
	10-month schedule	8 days
	11-month schedule	9 days
	12-month schedule	10 days
25+	9-month schedule	8 days
	10-month schedule	10 days
	11-month schedule	12 days
	12-month schedule	14 days

Credit for years of service is as follows:

Classified staff employed with the school district within the first 90 days of the school calendar, the next school year he/she will start with one full year of service.

Classified staff can only use up to three days of vacation leave prior to December 31st.

Vacation leave will be available to only those staff members who have been issued a work calendar. Staff must work a minimum of twenty hours per week to be issued a work calendar.

When an employee leaves the system, he/she will be paid their hourly rate for each hour of accrued leave. Vacation leave will be prorated if a staff member quits before the end of their work calendar.

ATTENDANCE INCENTIVE

The New Town Public School District recognizes that good attendance for students and staff is essential to a successful school. Classified staff may earn the following incentives for good attendance during the 2023-2024 school year. Bus drivers and those classified staff members who do not work at least 25 hours per week are not eligible for the incentive. Those employees who are not on daily work schedules are also not eligible for the incentive. Those employees who are allowed to work flex time are not eligible for the incentive. If a classified staff member does not contact office staff that they will be absent from work, the staff member automatically loses the incentive benefit for that semester.

Incentive: Through the last day before Christmas break, classified staff members who have 97.5% Average Daily Attendance will receive a \$500 bonus prior to taxes. Average Daily Attendance is based on number of scheduled days to work divided by actual days

worked (vacation leave, sick leave, personal leave, and leave without pay counts against this incentive). Professional leave does not count. This would begin on the first day of school. Any staff member who is employed after August 17th is not eligible for this benefit.

Incentive: Through the last day of the school year, classified staff members who have 97.5% Average Daily Attendance will receive a \$500 bonus prior to taxes. Average Daily Attendance is based on number of scheduled days to work divided by actual days worked (vacation leave, sick leave, personal leave, and leave without pay counts against this incentive). Professional leave does not count. This would begin on the first day after the holiday break.

Additional employment information and policies can be found in the classified employee handbook.

Classified staff who do not attend the mandatory back-to-school training will not be eligible for the attendance incentive for the first half of the school year. (Rare exceptions must be approved by the superintendent PRIOR to the event)

Loyalty payments may take the place of the Attendance Incentive payments.

EMERGENCY COMMUNITY SERVICE LEAVE

Release time during school hours shall be given for emergency community service personnel when no other emergency personnel can be found. No more than two days per year can be used.

LOYALTY PAYMENTS

Periodically, the school district will provide loyalty payments to classified staff. The following are ineligible for loyalty payments: staff members who have not worked the entire school year; staff members who have taken more than two days of leave without pay during the school year; staff members who have missed training; staff members who show a pattern of missed days (i.e., paydays, Fridays, Mondays, etc.); and those staff members who miss more than five-time clock punches for the year. Those employees who are not on a work calendar may or may not receive a loyalty payment based on the School Board's discretion.

BOOK STUDIES

Staff must complete assigned book study requirements by deadline dates in order to receive attendance incentives, loyalty payments, and gifts. Failure to complete book study requirements will also lead to suspension without pay and/or dismissal.

Classified Staff Benefits

I have read and understand the information in this document and agree to follow the provisions listed herein.

Signature

Date

Print Name

Return to the Business Office

NEW TOWN PUBLIC SCHOOL DISTRICT #1
CLASSIFIED EMPLOYEE
PAY SCHEDULE
2023-2024

CATEGORY 1

Temporary Worker (Juvenile):	\$8.00
Temporary Worker (Adult):	\$12.00
Activity Bus Driver/Coaches Driving Time (with CDL)/CDL Activity Driver:	\$10.50/\$14.50/\$20.00
School Bus Diesel Mechanic & Maintenance/Certified School Bus Diesel Mechanic & Maintenance:	\$20.50/\$30.50

BASE SALARY

CATEGORY 2 \$20.00

Regular Classroom Aides	Cultural Education Aides
Computer Lab Aides	Preschool Special Ed Aides
Library Aides	EMH Special Ed Aides
Title I Aides	Section 504 Aides
Elementary Time-Out Room Aide	EMH/TMH Direct Service Aide
Computer Lab Technician	Home-Bound Aide
Assistant Cooks/Baker	H.S. ISS Aide
Hall Monitor/Aide	Food Service Clerical
Day Care Worker Assistant	Bus Monitor
Custodian/Maintenance Worker	

CATEGORY 3 \$21.00

Certified Classroom Aides	Assistant Athletic Director
Receptionist/Secretary	Special Ed Aides for LD, ED
Veteran (Honorable Discharge)	Bus Monitor
Lead Night Custodian	Technology Technician
Health Care Worker	Special Assignment Special Education Aide (Low Risk)

CATEGORY 4 \$22.00

Non-Certified Athletic Director	Power School Coordinator
Home School Liaison	Special Assignment Special Education Aide (High Risk)
Lead Day Care Worker	Graduation Coach
Home School Liaison	Head Custodian/Maintenance
Head Cook	Principal's Head Secretary
Substitute Teacher (Long-Term Assignment)**	

CATEGORY 5 \$23.00

Executive Secretaries	Lead Technology Technician
Rental Unit Manager/Facilities	Licensed Practical Nurse

CATEGORY 6 \$24.00

Certified Language Instructors	Assistant Business Manager
Special Projects Coordinator	

No classified employee shall be paid less than the base salary for the category that they are on.

*There will be an across the board raise for all staff each year.

**Staff member must have a current Interim Substitute License.

