

**Personnel Guidelines for Non-Union Employees**  
**Maple Run Unified School District (MRUSD)**  
**Effective July 1, 2018**

**I. INTRODUCTION**

These guidelines provide a general overview of the wages, benefits, and policies provided to the non-union employees of Maple Run Unified School District. The contents of these guidelines are presented as information only. The language used in these guidelines is not intended to create, nor is it construed to constitute, a contract between the Employer and any one or all non-union employees. The Employer reserves the right to add to, change, or discontinue any aspect of its salary and benefits program, policies, or procedures in whole or in part, at any time, with or without notice.

As to the positions covered by these guidelines, the Employers are “at will” employers. This at-will relationship can only be changed in writing, by a document signed by the employee and the Employer.

Each non-union employee will be provided a copy of these guidelines. The acknowledgment of receipt and understanding of these guidelines (attached to these guidelines) must be signed by the employee.

MRUSD employs several types of employees. Some are located at the MRUSD Central Office, some are located in a single building, some have shared duties among several sites, and others may receive their funding from a grant.

Each employee considered and approved for the MRUSD payroll shall be classified and may be subject to the terms of these guidelines in one of the following categories:

1. **School Year and Extended school-year staff:** Full-time staff are employed for a minimum of 175 days but fewer than 260 days per year and work a minimum of 37.5 hours per week. Part-time employees who work a minimum of 20 hours per week are entitled to pro-rated benefits as described herein.
2. **Full year staff:** Full-time staff are employed for 260 days per year and work a minimum of 37.5 hours per week. Part-time employees who work a minimum of 20 hours per week are entitled to pro-rated benefits as described herein.
3. **Other:** Employees being paid by grants and/or outside the MRUSD budget will be paid in a manner as consistent as possible with these guidelines, considering the conditions and availability of funds as determined by the funding source(s). If the employee is eligible for benefits, they will be so notified in his/her letter of employment. Where benefits differ from these guidelines, specific details shall be outlined in the letter of employment. Casual employees are not eligible for benefits.

**II. EMPLOYMENT TERMINATION/RESIGNATION**

Non-union employees are “at-will”. Either the non-union employee or the Employer may terminate employment for any reason or no reason. In the interest of providing consistency in service, it is

requested that the employee provide a written letter of resignation with fourteen (14) calendar days' notice to the Superintendent.

### **III. WORKING CONDITIONS**

**Year:** The term "per year" shall refer to the fiscal year from July 1 to June 30 for full-year full time employees, unless otherwise identified (i.e. grant funded positions.) "Per Year" for a school year, full-time employee refers to the student attendance days plus any additional days that the employee is required to attend up to 186 days. "Per Year" for extended school year employees refers to student days plus additional days of required attendance beyond 186 days but fewer than 260 days).

**Work Schedule:** The normal workweek shall be Monday through Friday. The Superintendent shall establish the normal workday with input from the employee's supervisor.

Employees are expected to work on days when schools are closed to students for any reason unless the Superintendent/ Designee officially closes the building. If the building is not officially closed, personnel who do not report to work must either use earned time off (i.e. personal time, vacation day, floating holiday, or compensation time) or request unpaid time.

Approved time away from work, such as for lunch or breaks, will be unpaid.

**Evaluations:** New employees shall be apprised of the nature of the evaluation procedures upon hiring. Evaluations will be based on the employee's job description and the responsibilities assigned. A written copy of each evaluation will be given to the employee who will then have the right to discuss it with his/her supervisor and to provide a written response, prior to its being placed in the employee's personnel file.

**Personnel File:** An employee shall have the right to review the contents of his/her personnel file, excluding references, in the presence of the Superintendent's Administrative Assistant (assigned the task of keeping those records) or a designee. If the employee believes that any material contained in his/her personnel file is inappropriate, he/she may request its removal, but the decision of the Superintendent shall be final on this matter.

### **IV. COMPENSATION**

**Timesheets:** All hourly employees will record daily work hours on the time management system to document actual time worked for each bi-weekly period.

**Wages:** All wages shall be compensated consistent with Fair Labor Standards Act (FLSA) guidelines for exempt and non-exempt jobs and as approved by the Employer during the budget process. Any wage increase will take effect on July 1 of the following year. The Employer, as recommended by the Superintendent, can approve individual adjustments.

**Overtime:** Overtime hours (beyond 40 hours worked per week for hourly employees) shall be compensated where applicable at a rate of 150% of the hourly rate. The employee's immediate supervisor must approve overtime hours in advance.

**Compensatory Time:** The employer may choose to offer compensatory time in lieu of overtime. If approved by his/her employer, an employee may choose to accumulate time off (“Comp” time) instead of accepting overtime pay if the employee has notified his/her supervisor and the payroll department in writing, prior to payroll processing, that he/she wishes to take “Comp” time in lieu of cash. A maximum of 40 overtime hours may be accumulated as “Comp” time during the year. Should an employee accumulate overtime hours beyond 40 hours at any point in the year, the time beyond 40 hours must be taken as “pay” at the overtime rate (150% of the hourly rate.) “Comp” time must be used or paid out at the end of each year or prior to leaving employment and cannot be rolled over to any subsequent employment year.

**Pay Period:** Employees shall be paid bi-weekly. Pay will be direct deposited to employee accounts on the Thursday after the Saturday that ends the bi-weekly period covered by that paycheck. When a scheduled Thursday payday falls on a holiday, the employee shall receive their pay on the banking day previous to the holiday.

**Merit Bonus:** Employees may be paid a merit bonus at the discretion of their Employer, with Board approval.

**Longevity Bonus:** Employees shall be paid a one-time longevity bonus on their anniversary date of hire as follows: 5 years=\$150, 10 years=\$200, 15 years=\$250, 20 years=\$300, 25 years=\$350. The Board, in its sole discretion, reserves the right to annually adjust the amount.

**Deductions from Salary:** The Employer agrees to deduct from an employee’s salary, and submit on behalf of the employee, usual and customary taxes, and legally obligated withholdings. The Employer agrees to deduct from employees' wages the insurance premium share and optional plan premium payments in equal installments whenever possible.

## **V. BENEFITS**

**Benefit Eligibility:** Casual employees are not eligible for benefits. All employees are subject to the rules/regulations of the insurance carriers. Benefits and leaves are adjusted should an employee resign or be terminated, and wages will be adjusted accordingly in final paycheck(s). All employee benefits are subject to pro-ration based on the FTE (full-time equivalent) and start date. For an employee who has a spouse, civil union partner, or other family member working in the district, only one person may carry insurance benefits for the family. The other person is not eligible for the cash-in-lieu option.

**Waiting Period:** All new hires will be subject to a thirty (30) day waiting period for district provided insurance benefits and for election of pre-tax deductions. Insurance coverage will begin on the first of the month following the waiting period.

**Full Year employees:** In the first year of employment, benefits are prorated based on an employee’s date of hire and FTE status. Eligible full year employees who work a minimum of 20 hours per week and/or 1044 hours per year will be entitled, on a pro-rated basis, to Health Insurance, Long Term Disability (LTD) coverage, participation in a Section 125 plan, time off (sick, personal/emergency, holiday, vacation, and bereavement), and professional development opportunities. Coverage and premium costs will be on a pro-rata basis considering the employee’s scheduled work year. All insurance benefits are subject to the rules and regulations of the insurance carriers.

**School Year and Extended School Year employees:** School year/extended school year employees who work a minimum of 20 hours per week and/or 720 hours per year will be entitled, on a pro-rated basis, to Health Insurance, Long Term Disability (LTD) coverage, participation in a Section 125 plan, time off (sick, personal/emergency, and bereavement), and professional development opportunities. Coverage and premium costs will be on a pro-rata basis considering the employee's scheduled work year. All insurance benefits are subject to the rules and regulations of the insurance carriers.

**Fully Grant Funded employees:** Fully grant funded employees are subject to the grant specifications and the non-union guidelines that apply (i.e. full year or school year/extended school year guidelines).

**Insurances:** All insurance benefits shall refer to group plan coverage (subject to the rules and regulations of the insurance carrier) offered by MRUSD to its employees as follows:

**Health Insurance:**

**Health Insurance effective January 1, 2018:** Employees will have the choice of four VEHI Health Insurance plans. The employer will provide the value of 80% of the Gold CDHP tier premium toward any plan chosen by the employee. An employee electing to enroll in a higher cost plan (Platinum or Gold) will have an additional cost equaling the difference in premiums between that plan and the Gold CDHP tier. An employee electing the Silver CDHP tier will have a reduced cost in premium equaling the difference between the Gold CDHP tier and the Silver CDHP tier. In addition, employees will have the choice of either a Health Savings Account (H.S.A.) for either the Gold CDHP or the Silver CDHP plans, or a Health Reimbursement Arrangement (HRA) for the Gold CDHP plan.

**H.S.A.: Employees who enroll in either a Gold CDHP or Silver CDHP plan and who choose an H.S.A. will be provided the following:**

- a. H.S.A. amount: \$5000 for Family, 2 Person, or Adult/Child(ren); \$2,500.00 for Single plan.
- b. No match required by employee
- c. Employer will pay administrative costs
- d. H.S.A. amount will be paid on a bi-weekly schedule by the employer to employee's H.S.A. account established by the third-party administrator.
- e. Amount of funding for employees hired for less than a full plan year will be prorated monthly.

**H.R.A.: Employees who enroll in the Gold CDHP plan and who choose an HRA will be provided the following:**

- a. HRA amount \$5000 for Family, 2 Person, or Adult/Child(ren); \$2,500.00 for Single plan. The funding noted above is available immediately upon effective date of the HRA plan.
- b. Covered expenses include applicable deductible expenses, and co-insurance expenses, including prescription expenses.
- c. No match or minimum contribution by employee
- d. Employee will pay administrative costs equal to the difference between the administrative charge for H.S.A. and HRA
- e. HRA approved expenses are paid directly to the employee. Employee cannot change this feature. There is no individual payment cap.

- f. Runout – the amount of time after the end of the plan year in which claims can be submitted is 60 days.
- g. Residual funds unused at the end of each year revert to the Employer.
- h. Amount of funding for employees hired for less than a full plan year will be prorated monthly.

Employees will authorize a payroll deduction for premiums per the payroll procedures.

Employees may change their membership in the health insurance plan as provided by the health carrier regulations or during open enrollment (January 1).

For an employee who has a spouse/civil union partner working in the district, only one person may carry the insurance for the family. The other person will not be eligible for the cash-in-lieu option.

**Cash-in-Lieu Option:** An employee who qualifies for health coverage may have the choice of accepting said plan or accepting a taxable cash benefit of twenty percent (20%) of the district premium share for the Gold CDHP family plan in lieu of coverage.

1. An employee must provide written certification annually, by January 1, or within thirty (30) days of hire, that the employee and his/her “tax family” \* are covered under other permissible health plan coverage.

\*a tax-family includes the employee and dependents who would be eligible for enrollment in the employer plan and who the employee reasonably expects to claim as a tax dependent for the calendar year.

2. The cash-in-lieu option must be selected annually by January 1<sup>st</sup> or within 30 days of hire.
3. This cash-in-lieu option shall not apply to the dental or life insurance benefits.
4. If the employee accepts cash-in-lieu of health coverage, then he/she shall forego health coverage for the school year, unless he/she becomes eligible for enrollment under a qualifying event, as determined by health carrier regulations or during the open enrollment period.
5. Payments for the cash-in-lieu option will be made in each payroll based on the payroll schedule for the district.

**Dental Insurance:** The MRUSD Board shall select and maintain a dental insurance plan for full-time employees and shall contribute one hundred percent (100%) of the cost for single or family coverage. For an employee who has a spouse/civil union partner working in the district, only one person may carry the dental insurance for the family.

**Life Insurance:** The Employer will bear the full cost of the premium for term life insurance with the face amount of \$30,000 for full-time employees.

**Long Term Disability (LTD) Insurance:** The Employer shall offer full-time and part-time employees, who are eligible for health insurance, a long-term disability insurance benefit that shall provide coverage beginning with the 60<sup>th</sup> calendar day of disability. The insurance premiums are to be deducted from the employee’s wages in equal installments over the school year. On or before June 30<sup>th</sup> of each year, the employee will be reimbursed for the full amount of premiums deducted from the employee’s wages. The amount of the reimbursement check shall be equal to the premiums paid.

Once an employee starts receiving long-term disability benefits pursuant to this section, the Employer will not be responsible for contributing toward the premium costs of health insurance and other insurance provided by these guidelines and the individual will no longer be considered an employee of the MRUSD.

**Section 125 Plan:** The Employer shall establish a Section 125 plan and pay any fees necessary to maintain the account. Employees may utilize this plan for qualified insurance premiums, covered medical expenses, dependent childcare expenses, and/or any other allowable expenses under this tax code.

**Mileage Reimbursement:** Subject to supervisor's approval, mileage for work-related travel shall be reimbursed to the employee at the current IRS rate. Traffic and parking violation fines shall not be a reimbursable expense.

**Retirement:** All eligible employees shall participate in Plan B of the Vermont Municipal Employee's Retirement System (VMERS) in accordance with its rules and regulations.

**Professional Development:** The Employer will provide tuition and registration costs at the discretion of the Principal or Administrator who supervises and evaluates the employee. The employee may also be required to attend other job-related training and/or workshops at MRUSD expense as deemed necessary by their supervisor and if funds are available.

## **VI. LEAVES**

**Sick Leave:** Each eligible employee shall be entitled to either ten (10) or fifteen (15) paid days per year (see chart) with the unused portion thereof accumulative from year to year to a maximum of sixty (60) days, including the current year. Any employees with prior accrued sick leave above 60 days shall be allowed to retain accumulated sick days, but no additional days will be accumulated until their total falls below sixty (60) days.

Medical verification is required for absences beyond three (3) days and/or may be required for any sick time taken, at the Superintendent's discretion. If any part of the attending physician's fees is not covered by insurance, the Employer shall pay the difference.

**Family Sick Leave:** Employees shall be permitted to use ten (10) paid days per year of their accumulated sick leave credit for illness of a member(s) of the employee's immediate family as defined as: spouse, children, stepchildren, foster children, parents, stepparents, grandparents, in-laws, siblings, (and any other similar family members mentioned above due to a civil union), or a resident member of the employee's household.

**Emergency/Personal Leave:** Four (4) paid days per year for school year/extended school year full-time employees and five (5) paid days per year for full year full-time employees may be granted by the Superintendent to conduct personal business, which cannot be conducted outside of school or work hours. Forty-eight (48) hours' notice is required to an administrator, except in extenuating circumstances as shared by the employee and approved by an administrator. Personal leave cannot be used to extend a holiday or school break.

**Bereavement:** Up to five (5) paid days of leave for each occurrence of a death in the immediate family or household. Immediate family shall be defined as: spouse, children, stepchildren, foster children, parents, stepparents, grandparents, in-laws, siblings (and any other similar family members mentioned above due to a civil union) or a resident member of the employee's household.

**Family/Medical Leave (FMLA) and Vermont Parental and Family Leave Act (VPFLA):**

The Employer shall comply with the requirements of the federal Family and Medical Leave Act ("FMLA") and the Vermont Parental and Family Leave Act ("VPFLA.") Leave pursuant to each of these acts shall be provided according to the Employer's policies and practices. An employee who intends to be absent or is absent from work for longer than three (3) days for a reason potentially eligible for FMLA shall notify the Superintendent in writing no later than thirty (30) days prior to their absence, or in the case of emergency, as soon as possible.

**Unpaid Leave:** An employee may request an unpaid leave. Unpaid leave for up to ten (10) days without pay may be granted by the employer. Unpaid leave, requested in writing by an employee, for up to one (1) year without pay may be granted at the discretion of and with the prior approval of the MRUSD Board. An eligible employee on unpaid leave may have health insurance coverage in the plan if he/she pays the full premium in monthly installments as they are due, subject to carrier conditions.

**Jury Duty:** An employee called for jury duty shall be excused from work as required by the court.

**Military Duty:** An employee shall be allowed paid leave for temporary military duty, up to ten (10) days. An employee shall make a reasonable attempt to schedule such duty at times when the schools are not in session.

**Professional Leave:** Paid leave may be granted at the discretion of the employee's supervisor for the purposes of attending meetings or conferences and workshops of a job-related nature. The scheduling of these days shall be at the discretion of the employee's supervisor.

**Holidays:** 12 Holidays: Labor Day, Thanksgiving, day after Thanksgiving, Christmas Eve, Christmas, New Years Eve, New Years, Town Meeting Day, Memorial Day, Independence Day, and 2 Holidays/Floaters: Veterans Day, MLK Day. Floaters (floating holidays) can be assigned at the discretion of the Principal/Director.

**Vacation: Full Year Staff Only**

1-5 years: 10 days, pro-rated for 1st year  
6-10 years: add 1 day each year to max 15  
11-15 years: add 1 day each year to max 20

The vacation year is through June 30. Up to 10 days may be carried forward to the next fiscal year with written approval from the Superintendent/Administrator and must be taken prior to December 31 and/or prior to termination. Any employees with prior vacation leave above the days listed in the chart shall be allowed to retain that number of vacation leave days, but no additional days will be accumulated until their leave total aligns with that listed in the chart.

## Non-Union Insurance and non-leave Benefits

<b>Benefit</b>	<b>FY19</b>	<b>DESCRIPTION</b>
<b>Employee Health insurance</b>	Employee pays 20% of premium share	See Guidelines. Includes H.S.A. or H.R.A
<b>Health Cash in Lieu</b>	Available	Employee option to receive dollar value equal to 20% of employer share for Gold CDHP in lieu of enrolling in MRUSD health insurance.
<b>Dental Insurance</b>	Employer pays 100% of premium for single or family coverage	Full-time employees only
<b>125 Plan</b>	Status Quo	Provides Flex Spending Accounts to employees. Employer absorbs plan fees.
<b>Life Insurance</b>	\$30,000	Term Life Insurance provided by employer
<b>Long Term Disability</b>	Employer Reimburses	Biweekly Payroll Deduction that is reimbursed annually so any benefit is post tax
<b>VT State Retirement</b>	VT Municipal Retirement System (VMERS)	Plan B provided for all Employees.
<b>Professional Development</b>	Discretion of Administrator	Dollar amount and/or number of credits per individual at the discretion of the Principal/Administrator
<b>Merit Bonus</b>	At Discretion of Board	At Discretion of Board
<b>Longevity Bonus</b>	See Guidelines	See Guidelines
<b>Waiting Period</b>	30 days	Newly hired employees are eligible for insurance coverage on the first day of the month following thirty (30) days of employment
<b>Retirement Savings</b>	Available to Employees	Employee option to contribute to 403B or 457 plans

### Non Union Leave Benefits

LEAVE BENEFIT	EMPLOYEE CATEGORY	DESCRIPTION
Professional Leave	School Year/Extended School Year	Professional leave is available at the discretion of the Principal or designated administrator/supervisor
	Full Year	
	Grant Funded (if applicable)	
Personal/Emergency Leave	School Year/Extended School Year	4 days
	Full Year	5 days
	Grant Funded (if applicable)	see above-as provided by the Grant
Bereavement Leave	School Year/Extended School Year	5 days per year
	Full Year	
	Grant Funded (if applicable)	see above-as provided by the Grant
Jury Duty	School Year/Extended School Year	Paid
	Full Year	
	Grant Funded (if applicable)	see above-as provided by the Grant
Military Leave	School Year/Extended School Year	Paid for up to 10 days
	Full Year	
	Grant Funded (if applicable)	
Unpaid Leave	School Year/Extended School Year	Up to 10 days at the discretion of the Administrator. Up to one (1) year at the discretion of the board
	Full Year	
	Grant Funded (if applicable)	
Child Rearing Leave	School Year/Extended School Year	FMLA/VPLA leave as provided by state and federal laws
	Full Year	
	Grant Funded (if applicable)	
Lunch	School Year/Extended School Year	Unpaid unless employee is pre-approved by Supervisor to work or be on-duty
	Full Year	
	Grant Funded (if applicable)	
School Closings	School Year/Extended School Year	Employee is expected to report to work unless specifically contacted by Superintendent or his/her designee; may use leave time
	Full Year	
	Grant Funded (if applicable)	
Paid Holidays	School Year	NONE
	Extended School Year	NONE
	Full Year	Twelve (12) holidays (See Guidelines)
	Grant Funded (if applicable)	see above-as provided by the Grant
Sick Leave	School Year	10 days per year; Maximum 60
	Extended School Year	
	Full Year	15 Days per year; Maximum 60
	Grant Funded (if applicable)	see above-as provided by the Grant
Family Sick Leave	School Year	Employees shall be permitted to use ten (10 ) paid days per year for illness of family member(s)
	Extended School Year	
	Full Year	
	Grant Funded (if applicable)	see above-as provided by the Grant
Vacation Days Full Yr Staff only)	School Year/Extended School Year	not applicable
	Full Year	See Guidelines
	Grant Funded (if applicable)	see above-as provided by the Grant
Compensatory Time	School Year/Extended School Year	Maximum of 40 hours
	Full Year	
	Grant Funded (if applicable)	

MRUSD JOB CLASSIFICATION STRUCTURE				Board Approved 3/21/18					
PAY SCALE MODEL: For FY 2019				Step increase					
Exempt and Non-Exempt positions				MINIMUM	Quartile 1	MIDPOINT	Quartile 15	MAXIMUM	
2080 hrs/yr = 40 hrs/wk, 12 months				Step 0	Step 5	Step 10	Step 15	Step 20	1 Step =
				Hourly	Hourly	Hourly	Hourly	Hourly	Hourly
				2080 hrs	2080 hrs	2080 hrs	2080 hrs	2080 hrs	2080 hrs
GRADE									Spread
NE	1	Supplemental Office Worker	\$12.14	\$13.66	\$15.17	\$16.69	\$18.21	\$0.30	50%
NE		Temporary or Summer labor	\$25,250	\$28,406	\$31,562	\$34,719	\$37,875	\$631	
NE		Café Monitor							
NE		Bus Monitor							
NE		Detention Monitor							
NE	2	Receptionist	\$13.34	\$15.00	\$16.67	\$18.34	\$20.01	\$0.33	50%
NE		Accounting Assistant	\$27,741	\$31,209	\$34,676	\$38,144	\$41,612	\$694	
NE									
NE	3	AP Clerk	\$15.66	\$17.62	\$19.58	\$21.53	\$23.49	\$0.39	50%
NE		Secretary/Receptionist	\$32,576	\$36,648	\$40,720	\$44,792	\$48,864	\$814	
NE		Assessment Coordinator							
NE	4	Medicaid Clerk	\$17.78	\$20.01	\$22.23	\$24.45	\$26.67	\$0.44	50%
NE		Human Resources Assistant	\$36,988	\$41,612	\$46,235	\$50,859	\$55,482	\$925	
NE		Accounting Clerk							
NE		Wellness Coordinator							
NE		Confidential Administrative Assistant to Principal/Director							
NE		Tutor							
NE		Co-Curricular Director							
E		Extended School Day/School Year Coordinator							
NE	5	Payroll Coordinator	\$20.56	\$23.13	\$25.70	\$28.28	\$30.85	\$0.51	50%
NE		Recruiter	\$42,773	\$48,120	\$53,466	\$58,813	\$64,159	\$1,069	
NE		Piano Accompanist							
NE		Career Coach							
NE		Medicaid & Compliance Specialist							
NE		Computer/Network Technician							
NE		Grants Specialist/Special Education Assistant							
NE		Behavior Technician							
NE	6	Executive Assistant to the Superintendent	\$24.24	\$27.27	\$30.30	\$33.33	\$36.36	\$0.61	50%
NE		Benefits Coordinator	\$50,415	\$56,717	\$63,019	\$69,321	\$75,623	\$1,260	
NE		Webmaster							
NE		Accounting Supervisor							
NE		SAP Counselor							
NE		Assistant Network Administrator							
NE		Traffic Control							
E	7	Network Administrator - midlevel	\$25.97	\$29.22	\$32.47	\$35.71	\$38.96	\$0.65	50%
NE		Outreach Coordinator	\$54,026	\$60,779	\$67,532	\$74,285	\$81,038	\$1,351	
E	8	Senior Network Administrator/Director	\$30.91	\$34.77	\$38.63	\$42.50	\$46.36	\$0.77	50%
E		Database Manager							
E		Facility Manager							
NE		Curriculum Specialist							
NE		Math or Literacy Support Specialist	\$64,286	\$72,322	\$80,358	\$88,393	\$96,429	\$1,607	

