

New Employee Information – Classified Employee

Welcome to Brookville Local Schools!

- **Payroll:** paid twice monthly on the 5th & 20th of each month (24 pays per year) in the form of Direct Deposit. New employees must designate their depository bank for direct deposits at the time of employment.
- **Tax sheltered annuities / 457 deferred compensation plans:** May be deducted. Two open periods of fifteen days each are enrollment periods for tax shelters.
- **Sick Leave:** All full time employees shall be entitled to 1 ¼ days of sick leave per calendar month, unless on leave of absence, or a total of 15 days per year.
- **Personal Leave:** All personnel are eligible for a maximum of 3 school calendar days with pay for personal leave per school year.
- **Attendance Incentive:** Attendance incentives will pay out as follows with days missed defined as days of absence for sick leave, or deduct days. Use of any personal days forfeits the attendance incentive for that semester:
 - Employees who miss 0 days in a semester will receive \$250.00 for that semester.
 - Employees who miss greater than 0 days but no more than 1 day will receive \$200.00 for that semester.
 - Employees who miss greater than 1 day but no more than 2 days will receive \$100.00 for that semester.

The incentive for first semester will be paid in February following the semester. The second semester incentive will be paid in June following the end of school. A twelve-month employee may receive \$65.00 for perfect attendance during the fourth time period (last student day – first student day of new school year).

- **Professional Development:** \$100.00 for each full time employee. Employees may use this money on required clothing, shoes, and attire. Member may also use this account for required professional development, trainings, background checks and/or certifications.
- **Life Insurance:** A life insurance policy shall be provided to each employee by the Board based on each employee's base salary.
 - *Salary \$0.00-\$25,000 shall be provided a \$25,000 policy*
 - *Salary \$25,001-\$35,000 shall be provided a \$35,000 Policy*
 - *Salary \$35,001-\$50,000 shall be provided a \$50,0000 policy*
- **Health / Dental Insurance Benefits:** The Board will make available health insurance (United Health Care) and HMO Dental (Superior Dental). The Board will pay a maximum of \$16,000 for the calendar year 2021 for medical and dental coverage. The Board will contribute \$1,000 for family plans and \$500 for single plans in two equal payments (January 2021 & September 2021) into a HSA for members electing to enroll in the High Deductible Health Plan option. Funding will be prorated for employees working less than full-time. The Board will pay 100% of the cost of single medical and single dental coverage for full time employees. The board will pay 100% of the coverage if the husband and wife are both full-time employees in the district. Beginning immediately employees **MAY NOT** participate in family or single coverage if they are already participating in another health insurance plan. Health insurance benefits start the first day of work.
 - **Insurance "In Lieu of" Incentive:** In each plan year, full-time employees who are eligible for medical insurance and who do not participate, shall receive a one-time "in-lieu of" payment in the amount of \$1,500.00. Payment shall be paid in October following the plan year. *The payment will not be prorated for partial participation.*
In each plan year where the district has a total of 15 or more employees who qualify for the plan but who do not participate, the "in-lieu of" payment will be \$2,000.00, paid to qualified employees who did not participate in the medical insurance. *The payment will not be prorated for partial participation.* In order to be eligible for "in-lieu of" payment, an employee must work a minimum of 6 hours each day.

If you have any questions you may call the Treasurer's office at (937) 833-5582 and we will be happy to assist you.

Thank You, Amy Muhlenkamp, Assistant Treasurer