



Durham • Freeport • Pownal

REGIONAL SCHOOL UNIT NO. 5
LAUGH AND LEARN EMPLOYEES
BENEFITS SUMMARY
EFFECTIVE
JULY 1, 2020 – JUNE 30, 2021

Laugh and Learn Employee Benefit Schedule
Effective July 1, 2020 ~ June 30, 2021

Insurance Benefits

Annual Hours

Health Benefits

Dental Benefits

Maximum Benefit

Single Coverage

**100% previous
year single health premium**

**100% current
year single dental premium**

- *For the purposes of health & dental benefits 30 hours per week is considered full time. Health insurance premiums for all hours worked below 2,080 will be prorated accordingly for single, adult child, two adults, and family coverage.*
- *No one under 18 hours per week will receive health and/or dental benefits.*
- *RSU No. 5 agrees to deduct insurance payments from an employee's paycheck on a "pre-tax" basis to the extent permitted by law.*
- *Employee may voluntarily elect no coverage or to withdraw from their existing district health insurance coverage during open enrollment or for a qualifying event and receive an annual \$3,500 bonus prorated for the amount of the contract year remaining. Part-time employees will receive a pro-rated bonus. The bonus will be distributed over the employee's contract period and not as a one-time distribution. The bonus is subject to employment and income tax withholdings but does not qualify for Maine State Retirement. The employee must notify the district in writing of his/her intent to decline district health coverage. If employee elects to reinstate coverage during the contract year due to a qualifying event, the bonus will terminate in the month coverage begins.*

Professional Development

- *\$100 per year for required job related conferences, workshops, and training.*

Retirement

- *Upon retirement or leaving in good standing from the RSU No. 5 and with a minimum of 15 years of continuous service, an employee will be entitled to receive up to 20 days of their unused accumulated sick leave. Upon retirement or leaving in good standing from the RSU No. 5 and with a minimum of 20 years of continuous service, an employee will be entitled to receive up to 30 days of their unused accumulated sick leave.*

Leaves

- *Leaves for part-time employees will be prorated accordingly.*
- *Leaves will be prorated based on hire date accordingly.*
- *Immediate family member shall include an employee's spouse, domestic partner, child, stepchild, grandchild, and parent.*
- *Extended family member shall include stepparent, foster parent, mother-in-law, father-in-law, sister-in-law, brother-in-law, daughter-in-law, son-in-law, grandparent, and sibling.*

Personal	Sick	Holidays	Bereavement	Vacation
2 days	7 days	11 days*	3 days/Immediate Family 1 day/Extended Family, Close Friend or Relative not enumerated above	N/A

- *Personal leave*
 - *Will be deducted from accumulated sick leave.*
 - *Personal leave shall be used only for urgent business, which cannot reasonably be taken care of outside the employee's work hours.*
 - *Personal days may not be used for recreational purposes or other employment.*
 - *Requests will need to state reason and must be made to the employee's Administrator at least five (5) days before taking leave (except in cases of emergency) and are subject to the Superintendent's approval.*

- *Sick leave*
 - *Employees are expected to schedule routine medical and dental appointments for non-work times outside of the work day whenever possible.*
 - *Unused sick leave may accumulate from year to year to a maximum of eighty (80) days.*
 - *Employees are allowed to use up to five (5) days of their sick leave per contract year to address the illness of immediate family members.*
 - *Superintendent may require medical documentation for absences of three (3) consecutive work days or a pattern of sick leave use.*

- *Holidays:*
 - *Employee must work at least 33.3% of scheduled day before and after a holiday in order to receive holiday pay unless absence is previously approved paid time off.*
 - **11 days- Labor Day, Indigenous Peoples' Day, Veterans' Day, Thanksgiving Day, Day After Thanksgiving, Christmas Day, New Year's Day, Martin Luther King Jr. Day, Presidents' Day, Patriots' Day, and Memorial Day.*

Wages

- *Initial wages shall be approved by the Superintendent based on his/her evaluation of the employee's prior experience. Future wage increases will be paid based on job performance and cohort comparisons.*
- *Employees shall be paid bi-weekly via direct deposit. Time slips must be accurately maintained daily and submitted bi-weekly unless requested earlier.*
- *Overtime that has been approved in advance by the supervisor shall be paid at time and one-half after forty (40) hours actually worked in the workweek.*
- *Overtime will be calculated using blended overtime, or overtime will be paid at the rate of the job being performed when the overtime occurs, whichever is more beneficial to the employee. In addition to actual hours worked, hours compensated on holidays shall be included as time worked for overtime computation purposes.*

Please detach, sign, and return to Human Resources

RECEIPT OF LAUGH AND LEARN EMPLOYEES BENEFIT SUMMARY

I, _____, received a copy of Regional School Unit No. 5 Laugh and learn Employees Benefits Summary Effective July 1, 2020 - June 30, 2021.

Signature of Employee

Printed Name of Employee

Date

Return to:
Peggy Brown
Human Resources Coordinator
RSU No. 5- Central Office
17 West Street
Freeport, ME 04032

To be filed in Employee's Personnel File