



Durham • Freeport • Pownal

REGIONAL SCHOOL UNIT NO. 5
CLASSIFIED SUPPORT EMPLOYEES
BENEFITS SUMMARY
EFFECTIVE
JULY 1, 2020 – JUNE 30, 2021

Classified Employee Benefit Schedule
Effective July 1, 2020 ~ June 30, 2021

Classified employees included in this summary:

Accounts Payable Coordinator, Administrative Secretary to Instructional Support, Adult Education Coordinator, Bookkeeper/Payroll Coordinator, Childcare Education Coordinator, District Computer Technician, Human Resources Coordinator, Office Coordinator, Recreation Coordinator, Recreation Program Assistant

Insurance Benefits

<u>Annual Hours</u>	<u>Health Benefits</u>	<u>Dental Benefits</u>
Maximum Benefit		
2080 Hours- Full Time, Full Year		
Single Coverage	100% previous year single health premium	100% current year single dental premium
Adult/Child Coverage	95% previous year adult/child health premium	100% current year single dental premium
2 Adult Coverage	95% previous year 2 adults health premium	100% current year single dental premium
Family Coverage	85% previous year family 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*
- *Employee may voluntarily elect no coverage or to withdraw from their existing district health insurance coverage during open enrollment or with a qualifying event and receive an annual \$3,500 bonus pro-rated 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.*
- *If a spouse/domestic partner of an employee is eligible for health insurance through his/her employer, he/she is not eligible for insurance coverage paid for by RSU5. If an employee wishes to enroll his/her spouse/domestic partner in the RSU5 health insurance plan, he/she will assume any and all cost above the premium paid by RSU5 for the single or adult with child plan. As a precondition for receiving any paid health insurance for his/her spouse/domestic partner, an employee shall certify to the Superintendent that his/her spouse/domestic partner is not eligible for health insurance through his/her own employer. The employee is responsible for reimbursing RSU5 for any health insurance payments improperly made for a spouse/domestic partners’ health insurance.*
- *RSU No. 5 agrees to deduct remaining insurance payments from an employee’s paycheck on a “pre-tax” basis to the extent permitted by law.*

Professional Development

- \$300 per year for job related conferences, workshops, and training or tuition costs for one three (3) credit job related course at the USM rate
- Employee to sign a written request and agreement that if he/she fails to attend or complete the conference, workshop, or training he/she shall reimburse district for the cost of the conference, workshop, or training. An employee who does not attain a grade of “B” or “pass” in a job-related course will not be reimbursed by the district.

Retirement

- All employees who do not participate in the Maine State Retirement System will be eligible to participate in a 403b, RSU No. 5 sponsored retirement plan on July 1st, following one full year of employment with RSU No. 5. An employee who is enrolled in the 403b will receive up to 5% matching 403b funds.
- 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.
- Employees should notify the Superintendent of retirement or intent to leave no later than January 1 to receive their accumulated sick leave benefit payout, otherwise payment will be deferred to the following budget year.

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.

	<u>Personal</u>	<u>Sick</u>	<u>Holidays</u>	<u>Bereavement</u>	<u>Vacation</u>
231-260 Days Worked Per Year	3 days	12 days	12 days	5 days/Immediate Family 3 days/Extended Family 1 day/Close Friend or Relative not listed above	See below
185-230 Days Worked Per Year	3 days	10 days	12 days	5 days/Immediate Family 3 days/Extended Family 1 day/Close Friend or Relative not listed above	N/A

- Sick/Personal Leave Payout
 - Employees may choose to be paid for their non-use of sick and personal days in the following manner:
 - 231-260 Days Worked Per Year
0 sick days used = 6 sick days paid
Greater than 0 to 3 sick days used = 4 sick days paid
Greater than 3 to 6 sick days used = 2 sick days paid
 - The payout is at the end of the work year.

- *185-230 Days Worked Per Year*
0 sick days used = 5 sick days paid
Greater than 0 to 3 sick days used = 3 sick days paid
Greater than 3 to 6 sick days used = 1 sick day paid
 - *The payout is at the end of the work year.*
- *Personal leave*
 - *Will be deducted from accumulated sick leave.*
 - *Personal leave shall be used only for 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 workday whenever possible.*
 - *Unused sick leave may accumulate from year to year to a maximum of one hundred and twenty (120) 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 workdays or a pattern of sick leave use.*
- *Holidays:*
 - *Employee must work 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.*
 - *12 days- Independence Day, 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*
- *Vacation:*
 - *Full Year/Full Time employees will receive:*
 - *10 days upon completion of 1st year until the completion of 4th year*
 - *15 days upon start of 5th year until completion of 10th year*
 - *20 days upon start of 11th year and thereafter*
 - *Employees may not take more than ten (10) days of vacation at one time*
 - *Vacation days cannot be carried over from year to year and must be used by June 30th*
 - *Employee must submit requests for approval to their supervisor before scheduling vacations*
 - *Vacation days accrue during the first year of employment and employees will be eligible to access the vacation once they have worked twelve months. Vacation days will be prorated, if necessary, for the contract year in which the first anniversary date falls. For all subsequent years, the anniversary date shall be considered July 1st.*

Wages

- *Initial wages shall be determined 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.*
- *Employees who work six (6) consecutive hours or more per day are entitled to a fifteen (15) minute paid break during the work day and an unpaid thirty (30) minute duty-free break which time shall not be considered part of the workday. The time scheduled for this break shall be determined by the supervisor.*
- *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 CLASSIFIED SUPPORT EMPLOYEES BENEFIT SUMMARY

I, _____, received a copy of **Regional School Unit No. 5 Classified Support 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

RSU No. 5 Classified Support Employees Benefit Summary Effective 07/01/2020 – 06/30/2021