

SCHOOL DISTRICT #28
CERTIFIED PERSONNEL BENEFITS

1. **Sick Leave** - 15 days per school year - cumulative to a maximum of 355 days. Days above 355 are paid out at \$50/day annually on June 30. Sick payouts for retirees (any unused sick days above 340) that do not exceed the 6% cap will be paid by June 30; all others will be paid after July 1, subject to TRS regulations.
 - a. Two of the fifteen sick days per year may be used as personal emergency days (i.e. court dates, personal business, etc.) If days are not used they will remain as sick days.
 - b. These days may not be used as vacation days, or to extend school vacation time.

2. **Leave for Extended or Catastrophic Illness** - In the case of an employee's catastrophic or extended illness and upon depletion of all sick/personal/vacation days, additional sick leave days may be granted, subject to the approval of the Superintendent, such that the total number of sick leave days available (existing sick leave days plus newly granted sick leave days) shall be one and one-half times the accumulated sick leave at the onset of the catastrophic or extended illness, for a minimum of 30 and a maximum of 200 total sick leave days.

3. **Personal Leave** - Full-time and Part-time employees working at least twenty (20) hours per week receive three (3) days per school year (non-cumulative) with prior approval from administrator.

Personal Leave Transfer - Any employee qualifying for Personal Leave may have any unused Personal Leave transferred to additional Sick Leave at the end of each year. The transfer will take place automatically at the end of the year. An employee electing to be compensated for unused Personal Leave must notify the Business Office in writing prior to June 1st. Unused Personal Leave will be paid at the existing substitute rate.

Bonus Personal Day

 - a) Staff members will receive a one-time personal day gift for every ten (10) years of completed service in the District. The Personal Gift Days will be granted on the first day of the staff member's 11th, 21st, and 31st year of service in the District.
 - b) The Bonus Personal Day counts as a regular personal day, not an emergency day.
 - c) Bonus Personal Days should be used in the year granted. If not, they remain Bonus Personal Days and will not be transferred to additional sick leave.

4. **Bereavement Leave**
In case of death of a close family member or personal friend of an employee, employee's spouse or domestic partner, up to two (2) days may be taken per year as bereavement leave without loss of salary or deduction of accumulated sick leave. In the case of death of persons outside the immediate family, an employee may use available sick leave without loss of pay. No unused bereavement leave will be accumulated.

5. **Professional Growth, Tuition Reimbursement, Professional Membership** - Teachers signing their second full year contract are eligible for tuition reimbursement as follows:
 - (1) School District #28 will reimburse up to \$2,000 per fiscal year for approved graduate study tuition including major textbook(s) in each course. Part-time teachers are to participate on a percentage basis. Unused balance does not carry over to the next fiscal year.
 - (2) Approval of courses must be made by the superintendent prior to enrollment. To secure approval, submit to the Superintendent's Office the Graduate Credit Reimbursement Form, which can be obtained from the building principal or the Administration Office.
 - (2a) Teachers who earn National Board Certification (NBC) may earn up to nine graduate credits which may apply towards movement on the salary schedule. Once certification is obtained, teachers who earn NBC may apply for reimbursement of the NBC application fee, if no other reimbursement option is available, using his/her unused tuition reimbursement money.
 - (3) Tuition reimbursement will be made following the satisfactory completion of a course upon the presentation of an official transcript and receipt of payment for tuition and major

textbook in each course.

(4) Paperwork, including official transcripts, all receipts, and any and all paperwork must be submitted to the Superintendent's Office by October 15th for courses completed by September 1st for a contract change in that respective school year.

See *NB 28 Graduate Credit Approval Guidelines* for more information.

- 5a. **Professional Growth Loan** - \$4,000 for maximum of two (2) years. Loan is Interest-Free.
- 5b. **Professional Membership Cost-Sharing** – District will reimburse staff members serving in a licensed position up to 50% of one pre-approved professional organization's dues. Total District allocation is \$8,000/year; if the aggregate amount requested exceeds this amount, all teachers will receive the same prorated percentage. The maximum individual reimbursement is \$250.
6. **Payroll Options**
 - a. Direct deposit
 - b. Tax sheltered annuities - Employees may make elective payroll deductions to a 403(b) plan, which allows them to save money for retirement on a pre-tax basis.
7. **Life Insurance** - School district provides \$50,000 term life insurance for staff members who work at least 35 hours per week. (Prior to July 1, 1996, employment of at least 30 hours per week)
8. **Health Insurance**
 - a. *Full-time employees (working 35 hours per week or more)* - Employees contribute 6% of the premium for single coverage and 36% of the premium for family coverage. (See the current Insurance Rate sheet for more information).
 - b. *Part-time employees (working at least 20 hours per week but less than 35)* - Part-time employees' contributions are based upon their FTE. Eligible employees receive not less than 50% of benefits. Employees with 50 –79% FTE receive prorated benefits. 80% or greater FTE equals full time employee benefits. Employees must work at least 20 hours per week to be eligible to participate in the District's insurance programs.
 - c. *Retired employees* - Retired employees may purchase the District's single coverage health insurance for themselves; no other family member will be allowed to participate in District 28 health plans.
9. **Long Term Disability Insurance** - After 90 consecutive days of qualified disability, a 66 2/3% of base salary benefit for staff members who work at least 35 hours per week (Prior to July 1, 1996, employment 30 hours per week)
10. **Dental Insurance and/or Optical Insurance**
 - a. Full-time employees (*35 hours per week*) - School district pays the cost of the single rate or half the family rate.
 - b. Part-time employees – Employee pays total cost of coverage.
11. **Employee Assistance Program** - A short term counseling and referral service designed to help employees and their families with personal, family or job related problems. Services are free or at a reduced cost to employees and household family members.
12. **Computer Purchase** - Interest free loan repaid over a period of up to two years.
13. **Flexible Benefit Plan** - A tax-advantaged financial account set up through the District that allows employees to set aside a portion of their earnings to pay for qualified medical and dependent care expenses (as adopted April 24, 2007).
14. **Retirement** – As described in the “2018 Teacher Standard Retirement Plan” revised December 11, 2018.