

**REGIONAL SCHOOL DISTRICT #10**  
**HIRING, SALARY AND BENEFIT GUIDELINES**

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**Burlington, CT 06013**  
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## **Employment Information**

We welcome you to Regional School District #10 (RSD 10). You were selected to work in our school district not only because of your skills, but because you demonstrated the positive character traits that support our beliefs.

The hiring, salary and benefit guidelines of Regional School District #10 establish conditions that will attract and hold the highest qualified personnel for all positions who will devote themselves to the education and welfare of our students.

## **Notice**

The hiring, salary and benefit guidelines serve as a general reference during your employment with Regional School District #10. It is not intended to be a definitive source of information for all the terms and conditions of your employment.

The information contained in this handbook is subject to revision based on changes in the law and/or RSD 10's policies, procedures and regulations. The contents of this handbook are meant to serve as guidance and do not constitute the terms of a contract of employment or a guarantee of continued employment. RSD 10 reserves the right to revise its policies and regulations as well as the handbook as needed, and the handbook is subject to change without notice.

Many school district policies and regulations have been paraphrased or omitted for the sake of brevity. Employees are responsible for making sure they are fully aware of the obligations and prohibitions contained in the Board policies and regulations. In addition, this handbook is not meant to change or conflict in any way with any terms or conditions in any collective bargaining agreement.

## **SECTION I**

### **OUR COMMITMENT TO NON-DISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY**

The Regional School District #10 System greatly values the diversity of its workforce and the unique background, talent and perspectives each employee brings to our place of work. It is important that employees are unified in common goals, support values such as respect and dignity, and appreciate and learn from individual and group differences. Treating each individual as a person worthy of respect goes a long way towards having a higher performing, innovative and harmonious workplace.

#### **Equal Employment Opportunity**

The Regional School District #10 is committed to the principles of equal employment opportunity and non-discrimination in all of our employment policies and practices, including recruitment, hiring, training, compensation, benefits, transfers, promotions, and all other employment conditions. Regional School District #10 will make every effort to ensure that our employment policies and practices provide equal opportunities without regard to race, color, national origin, ancestry, citizenship status, age, gender, disability, religion, sexual orientation, marital status, past or present service in the uniformed services of the United States, or any other legally protected basis. Employment decisions will be based on individuals' qualifications and our business/operational needs.

#### **Individuals with Disabilities**

One protected group of individuals we seek to employ and support is individuals with disabilities. A qualified person with a mental or physical disability must be provided the same employment opportunity as any other qualified individual. A qualified person with a disability is someone who has the knowledge, skills, and ability to perform the essential functions of a job, with or without reasonable accommodation.

Examples of reasonable accommodations include:

- removing physical barriers to the employee's work area;
- modifying an individual's job duties, work schedule or work environment;
- modify how the job is normally performed;
- providing alternative means of work communications; and
- transferring the employee to a vacant position for which the person is qualified.

Any individual (employee or applicant) who needs accommodation should inform his or her immediate supervisor or the Administrator about the specific need. After confidential discussions with the individual and consultation with the Superintendent or designee, the supervisor or the Administrator will inform the individual what, if any, reasonable accommodation will be made.

## **SECTION II**

### **OUR RECRUITMENT AND HIRING PROCESS**

#### **Recruitment**

Regional School District #10 makes every effort to establish a school working environment that will attract and retain the best qualified people who will strive to provide the best possible learning opportunities for our students. Toward that end, we engage in extensive and targeted recruitment efforts to build and identify the largest possible pool of applicants for school district positions.

In its continuing effort to assure equal employment opportunity, the Regional School District #10 will seek out potential candidates in those groups that are underutilized in any of the school district's job groups. The protected groups include African Americans, Hispanics, Asians, Native Americans or Native Alaskans, women, individuals with disabilities, and certain categories of veterans.

#### **Screening of Selected Candidates**

In addition to a rigorous screening process, the school district will also conduct criminal background checks and reference checks on all candidates for hire, in accordance with applicable laws (Board Policy P4111/P4111.2). Candidates will be required to be fingerprinted at Education Connection. The school district also may have candidates undergo a pre-employment medical examination. Finally, all new hires will be required to submit proof of eligibility to work in the United States, consistent with federal law.

## **SECTION III**

### **WORKING IN REGIONAL SCHOOL DISTRICT #10**

#### **Employment Categories**

Proper classification of employees is essential in order to administer pay and benefit plans, and to comply with employment and tax laws. Under federal law, every employee who works for the Regional School District #10 must be classified as either (a) exempt or (b) non-exempt. Those employees who are non-exempt are paid for all hours they work to the nearest quarter hour, and are eligible for overtime pay.

Employees also are classified as either "school year" employees or "twelve-month" employees. "School year" employees are those employees who are scheduled to work 200 days or fewer per fiscal year (July 1 through June 30). Twelve-month employees are those employees who are scheduled to work throughout the fiscal year.

Regional School District #10 maintains job classifications based upon performance standards, working conditions, supervisory authority, reporting arrangements, and workflow. The classifications fall into two broad categories: certified (administrator and teacher) positions, and non-certified or classified positions.

#### **Orientation/Probationary Period**

All employees in classified positions must successfully complete an orientation or probationary period. This is a time when newly hired employees receive information to make them familiar with Regional School District #10, including our goals, benefits, policies, and procedures. During this time, you will work closely with your supervisor to learn how best to do your job. You will receive feedback from your supervisor to recognize good performance and to help you improve aspects of your performance as needed. Your orientation period is based on contract for union employees and 90 calendar/school days for nonunion employees.

This also is a time for us to learn about your work habits and abilities. After you complete this, you and your supervisor will conduct an evaluation of your performance as it relates to school district standards. If your performance evaluation is satisfactory, you will become a "regular" employee. Union employees should consult the applicable collective bargaining agreements for provisions pertaining to seniority and any other terms or conditions of employment pertaining to successful completion of the probationary period. Nonunion employees retain their "at-will" employment status at all times and may be dismissed or disciplined as appropriate at any time.

If your performance evaluation is not satisfactory, your probationary period may be extended or your employment may be terminated.

## **Work Schedules and Breaks**

### **I. Standard Work Schedule**

Each school has established its own business hours. For non-exempt employees, the workweek for full-time employees is forty (40) hours per week, generally eight (8) hours per day. The actual weekly and hourly work schedules are established by mutual agreement between the Superintendent and/or his/her designee.

The work year for "school year" employees ranges from 180 days to 200 days, depending on the job position. Employees working in those positions will receive notification of the work schedule by June 30 of each year for the following "school year" (or per applicable collective bargaining agreements). The work year for 12-month employees is the fiscal year, July 1 through June 30.

The central office and schools may operate on different schedules during the summer and other school recesses.

### **II. Meal Periods and Breaks**

Each non-exempt employee who works more than 30 hours per week shall receive an unpaid meal break of at least thirty (30) minutes. The thirty minutes is in addition to the regularly scheduled work hours. The meal break will be scheduled with the approval of your supervisor. Other paid breaks may be scheduled on a daily basis with the approval of your supervisor.

## **Overtime and Time Reporting**

### **Overtime**

Exempt employees are not eligible for overtime compensation. Nonexempt employees are eligible for overtime compensation. Overtime work (outside regularly scheduled hours) must be approved in advance by the employee's supervisor, a manager or an administrator. Overtime hours must be submitted for payment on your regular time sheet. No one will be paid overtime unless the approval is present. A reasonable amount of overtime may be required with reasonable advance notice, except in emergencies.

The overtime compensation rate for approved overtime work is one and one-half (1 and ½) times your regular hourly rate for all hours worked in excess of forty (40) hours per week. For all work on any Sunday or Holiday, the overtime rate will be two times your regular hourly rate, plus any applicable holiday pay.

## Reporting of Time Worked

All non-exempt employees must use TimeClock Plus to record their hours. The hours in TCP each week includes time worked from 12:01 a.m. Saturday through 12:00 midnight on the following Friday. Each non-exempt employee must punch in and out for each shift. Non-exempt employees are not permitted to start work before your scheduled shift or work after your scheduled shift without prior authorization from your supervisor. Non-exempt employees also are not permitted by law to "volunteer" your work time.

## **Receiving Your Pay**

Employees are paid on a bi-weekly basis, every other Thursday unless Thursday is a Holiday in which case the Direct Deposits are made on the day prior to the Holiday. Direct Deposits are for all work through the preceding Friday for all non-certified staff. Exempt staff salaries are divided in equal payments. A three year pay schedule is published annually.

## **Dress**

Employees set an example in dress for students and the community at large. Compliance with reasonable standards for dress has a positive effect upon the District's operation and programs.

All employees shall, when assigned to District duty:

1. Dress in an appropriate manner consistent with the needs of the job to be performed.
2. Utilize safety gear when applicable.

## **Employee Identification**

It is our expectation the ID badges should be worn at all times. ID badges are issued and updated by the Business Office. A lost ID badge should be immediately reported to the Technology Department.

## **Alcohol, Drugs and Tobacco**

There shall be no use, distribution, or unlawful possession of illicit drugs or alcohol in the building, on the grounds, on transportation provided by Regional School District #10, or at any event, trip or activity sponsored by the school or under the supervision of the Regional School District #10's Board of Education, other than as medically prescribed, and as set forth in policy P4010. Employees who violate the standards of conduct policy prohibiting the use, distribution, or unlawful possession of illicit drugs or alcohol on school premises or during any school related activity will be subject to discipline sanctions up to and including termination of employment and referral for prosecution. This will be in accordance with any applicable



collective bargaining unit agreements. Disciplinary sanctions may include completion of an appropriate rehabilitation program.

There shall be no smoking or other use of tobacco products, including electronic smoking devices, on school property at any time, on transportation provided by Regional School District #10, or at any event, trip or activity sponsored by the school or under the supervision of the Regional School District #10's Board of Education or under supervision of the Regional School Districts Board of Education or its authorized agent.

### **Sexual and Other Unlawful Harassment**

It is the policy of the Regional School District #10 Board of Education to maintain a working environment that is free from sexual and other unlawful harassment. The Board will not tolerate the harassment of any applicant, employee, independent contractor, volunteer, or visitor based on race, color, sex, religion, creed, national origin, sexual orientation, gender identity or expression, physical or mental disability, marital status, age, ancestry, or any other basis prohibited by local, state and federal law. All forms of harassment are prohibited whether verbal, physical or visual, and regardless of the medium through which it occurs. Such harassment violates Title VII of Civil Rights Act of 1964, Title IX of the Education Amendments of 1972 and the Connecticut Fair Employment Practices Act. Refer to Board Policy P4118.2 for the complete policy and regulation.

### **Green Cleaning**

The Board of Education is committed to procuring and using environmentally preferable cleaning products in school buildings and facilities. Consistent with state law, no person shall use a cleaning product inside a school unless such cleaning product meets guidelines or environmental standards approved by the Department of Administrative Services, in consultation with the Commissioner of Environmental Protection. Such cleaning product shall, to the maximum extent possible, minimize the potential harmful impact on human health and the environment. Refer to Board Policy P1455.

### **Acceptable Computer Usage, Electronic Mail and Social Networking**

The Regional School District #10 Board of Education provides computers, networks and internet access to support the educational mission of the schools and to enhance the curriculum and learning opportunities for students and school staff.

Employees shall be responsible for the appropriate use of technology and shall use the District's resources primarily for purposes related to their employment. Technological resources shall not be used to transmit confidential information about students, employees or district operations without authority. Incidental personal use of school computers is permitted as long as such use does not interfere with the employee's job duties and performance. "Incidental personal use" is defined as use by an individual employee for occasional personal communications.

## **Discipline**

The Superintendent of Schools shall determine if an employee should be disciplined (warning, suspension without pay, demotion, termination). The types and causes for imposing discipline are, but not limited to:

1. Insubordination
2. Sexual harassment or other forms of unlawful harassment.
3. Carelessness and neglect
4. Use of illicit drugs or alcohol, including but not limited to the use, possession, sale or distribution of illicit drugs or alcohol on school premises.
5. Incompetency or inefficiency in the performance of assigned duties.
6. Dishonesty and theft of property or services.
7. Conviction of any crime involving moral turpitude.
8. Repeated and/or unexcused absence or tardiness.
9. Falsifying any information supplied to the District.
10. Persistent violation of policy.
11. Unauthorized use, possession, conveyance or storage of any firearms, explosives or other dangerous weapons on school premises.
12. Failure to maintain professional conduct at all times, including any inappropriate relationships with students.
13. Other infractions deemed inappropriate, in the sole opinion of the Board.

## **Progressive Discipline**

Union employees should refer to the progressive discipline procedures set forth in the applicable collective bargaining unit agreement. Nonunion employees shall be subject to progressive discipline to address allegations of misconduct or deficient job performance, as deemed appropriate in the sole discretion of the Regional School District #10 Board of Education's administrative staff, including but not limited to verbal or written warnings, suspension, demotion, or termination of employment. Any disciplinary action taken shall be documented in the employee's personnel file, with a copy provided to the employee and an opportunity provided to the employee, in person or in writing, to provide comments in response to any allegation of misconduct.

Counseling for the purpose of addressing employee misconduct or deficient job performance shall be rendered at the discretion of the Superintendent of Schools. The administrator shall make record of the need for counseling, but such counseling record shall not be considered part of the employee's disciplinary record.

Progressive discipline shall be carried out by a series of meetings with the employee to address the conduct at issue and impose any disciplinary consequences deemed appropriate and consistent with the foregoing procedures. The meeting sequence may include an initial meeting with the immediate administrator, followed by a referral to a Central Office Administrator, followed by an additional referral and possible recommendation for disciplinary action to the

Superintendent of Schools. The Superintendent of Schools or his/her designee shall determine if suspension, demotion or termination of employment is warranted. A written notice of formal disciplinary action shall be sent to the employee by certified mail or served in person, with a copy of such notice placed in the employee's personnel file.

Nothing in these procedures or in any applicable Board Policy or Administrative Regulation shall be construed to prevent the immediate suspension, demotion or termination of the employee, to the extent allowed by an applicable contract, for serious misconduct or performance deficiencies, or for a pattern of misconduct or performance deficiencies.

## **SECTION IV**

### **BENEFITS AND LEAVES OF ABSENCE**

The school district's success is dependent on our employees' health and ability to perform their jobs in a reliable and productive manner. We have a variety of benefits to assist you and your family to cover expenses and promote your well being. The benefits described in this section are generally available only to full-time regular employees who work at least 30 hours per week. Because benefits may change as we monitor and review their value and effectiveness, this is meant to be a guideline to summarize the benefits. Union employees may refer to the collective bargaining agreements for detailed explanation of benefits for each bargaining unit.

#### **HEALTH, DENTAL, AND PRESCRIPTION DRUG INSURANCE**

The Regional School District #10 knows how important it is for employees and their families to have affordable health care. We offer medical, dental, and prescription drug insurance coverage. The Board may change insurance carriers or decide to self-insure its medical care coverage's. Employees will be required to contribute a certain amount as a monthly premium toward the cost of their medical care. The amount of the monthly premium may change each year. Your contribution to the cost of the medical coverage will be paid by payroll deduction on a pre-tax basis. The plan summaries will provide you with more specific information about your medical care coverage and costs.

The Consolidated Omnibus Budget Reconciliation Act (COBRA) provides for the temporary continuation of health insurance coverage at the group rate for individuals who experience certain life events such as legal separation, divorce, death of a spouse, or when a covered dependent ceases to be an eligible dependent. You will be provided with appropriate notices of your rights and eligibility as applicable.

#### Twelve month/260 day and Ten-month/180-190 day employees:

Any employee who meets the eligibility requirements (30 hours or more per week) may elect to participate in the health insurance and major medical plans. Such participation shall be in accordance with all rules and regulations pursuant thereto.

A High Deductible Health Plan ("HDHP") is available. The plan shall have an annual deductible of \$2,500/individual and \$5,000/2-person or family. Employees selecting this plan shall pay, in addition to the premium cost share set forth above, the full cost of covered procedures, visits, prescriptions and/or items until the applicable deductibles are met. Certain preventative care visits are excluded from deductible requirements. The plan includes a Copay on Rx after the annual deductible is met (\$5/\$25/\$40).

Employees selecting to participate in the HDHP shall pay a percentage of the Board's actual premium cost of the plan. The amount of the monthly premium share is determined on an annual basis or as prescribed in collective bargaining agreements.

The board has established a relationship with a local bank for employees electing the HDHP to open a Health Savings Account ("HSA"). The Board's contribution to the HSA varies. Refer to the collective bargaining agreements for union employees and individual employment letters for nonunion employees.

## **Dental**

A full service dental plan plus Rider A (additional Basic Benefits) is provided for employees. Employees will be required to contribute a certain amount as a monthly premium toward the cost of their dental care.

An individual may also purchase family dental coverage. The additional cost of said family dental coverage shall be borne equally by the Board and the individual.

The District will provide a copy of the policy outlining specific terms and conditions upon entry into the program. The annual maximum benefit is \$2,000.

Twelve month/260 day and Ten-month/180-190 day employees (working fewer than 30 hours per week):

Not eligible for health insurance coverage.

## **Flexible Spending Accounts**

To help lower the cost of some medical and dependent daycare expenses, the school district offers employees the opportunity to enroll for flexible spending (Section 125) accounts. These accounts let you set aside some of your earnings for medical/dental expenses not covered by insurance and/or for child care/ dependent care expenses. There will be an annual enrollment period and the amount you set aside will be automatically deposited in your reimbursement account each month before taxes are taken out of your paycheck.

## **Life Insurance**

Employees in certain job positions are eligible for life and accidental death/dismemberment insurance to be paid by the district.

## **Retirement Benefits**

The Regional School District #10 offers a 403(b) savings plan and a 457(f) savings plan to eligible employees. This plan allows you to deduct money from your paycheck before taxes are taken out to build your own retirement account. The district does not contribute to these plans.

Noncertified employees may be eligible to participate in one of Regional School District #10's pension plans. Information for qualifying employees may be obtained from the payroll/benefits coordinator.

**Vacation Time (12 month/260 day employees only)**

Annual vacation leave with pay shall be earned and taken based on a fiscal year (July 1 to June 30). All full time twelve-month employees will earn vacation in one fiscal year and take earned leave in the subsequent fiscal year. All requests for vacation must be submitted in writing to your supervisor for prior approval.

During an employee's first year of employment ONLY, vacation time shall be prorated at 3/4 days per month. If an employee terminates employment prior to completing a full fiscal year, vacation shall be prorated for the current year and added to the balance of days not taken. The total balance shall be paid in cash upon said termination.

Unused vacation time shall not be rolled over from year to year. Additional remuneration shall not be given in lieu of unused vacation time.

Union employees refer to collective bargaining agreements

**Paid Holidays \*\* (12 month/260 day employees and 10 month/180-190 day noncertified hourly staff only)**

*\*\*Exceptions may apply, see appendix for specific job titles*

The school system and district offices are closed in observance of the following holidays.

Regular full-time employees who are scheduled to work a 12-month/260 day schedule receive paid holidays as follows:

- |                             |                        |
|-----------------------------|------------------------|
| New Year's Day              | Columbus Day           |
| Martin Luther King, Jr. Day | Veterans' Day          |
| President's Day             | Thanksgiving (2 days)  |
| Good Friday                 | Christmas Day (2 days) |
| Memorial Day                |                        |
| Independence Day (2 days)   |                        |
| Labor Day                   |                        |

Ten-month employees (180 or more days) receive six (6) paid holidays as follows:

- |                  |                             |
|------------------|-----------------------------|
| Thanksgiving Day | Martin Luther King, Jr. Day |
| Christmas Day    | Memorial Day                |
| New Year's Day   | Good Friday                 |

If a holiday falls on a weekend, you will receive either the Friday or Monday as the Holiday day off with pay, if eligible.

Should school be in session on any designated holiday, the Superintendent will substitute an alternative holiday for the upcoming year, and employees will report to work on what was previously designated a holiday, as a regular workday.

Union employees refer to collective bargaining agreements

### **Sick Leave \*\***

*\*\*Exceptions may apply, see appendix for specific job titles*

Sick leave is for the purpose of personal illness or medical appointments that cannot be scheduled outside of regular working hours. Employees on sick leave must report their status to their supervisor each day, as soon as possible, prior to the scheduled work time.

The Director of Finance and Operations may require, at his/her discretion, a physician's certificate regarding the illness of the employee. Pay for any absence shall be subject to the approval of the Director of Finance and Operations.

#### 12 Month/260 day Employees

Fifteen (15) sick days per year will be granted, the unused days of each year will be cumulative to a maximum of 80 days.

Sick time may be used for illness of spouse, parent, or child.

Regular Nonunion full-time and Ten-month nonunion employees (more than 180 days) receive paid sick time as follows:

Ten (10) sick days per year will be granted, the unused days of each year will be cumulative to a maximum of 80 days (Nurses only cumulative to a maximum of 115 days).

Sick time may be used for illness of spouse, parent, or child.

The new year's sick leave credit shall be counted in determining the cumulative sick leave total at July 1<sup>st</sup> of each year.

Ten-month nonunion employees (180 or fewer days working 25 or more hours per week) receive paid sick time as follows:

Seven (7) sick days per year will be granted, the unused days of each year will be cumulative to a maximum of 52 days.

Sick time may be used for illness of spouse, parent, or child.

The new year's sick leave credit shall be counted in determining the cumulative sick leave total at September 1<sup>st</sup> of each year.

Ten-month nonunion employees (180 or fewer days working less than 25 hours per week) receive paid sick time as follows:

Three (3) sick days per year will be granted, the unused days of each year will be cumulative to a maximum of 52 days.

Sick time may be used for illness of spouse, parent, or child.

The new year's sick leave credit shall be counted in determining the cumulative sick leave total at September 1<sup>st</sup> of each year.

Union employees refer to the collective bargaining agreement.

### **Family/Medical Leave**

Each employee may take up to twelve (12) weeks of unpaid FMLA leave per year due to a serious health condition or to care for a parent spouse, or child with a serious health condition if they qualify under the FMLA regulation. Available paid leave must be substituted for unpaid FMLA leave as required. Refer to policy P4118.6.

### **Personal Leave**

Regular nonunion full-time/12 month/260 day and Ten-month/180-190 day nonunion employees receive paid personal leave as follows:

Up to three (3) days per year may be granted, without salary deduction, in order for any employee to meet important personal obligations which cannot be handled during non-working time. These days may not be used to extend holidays or vacations. Request for leave must be made in writing to and approved by the Director of Finance and Operations in advance except in extenuating circumstances. These days shall be non-cumulative from year to year.

Union employees refer to the collective bargaining agreement.

### **Bereavement Leave**

All nonunion employees shall have up to five (5) days of paid leave for the death of a family member.

Under extenuating circumstances (such as, but not limited to, more than one death during the school year or travel) the Superintendent or his/her designee may grant additional paid leave.

Union employees refer to the collective bargaining agreement.



## **Jury Duty Leave**

If you are summoned for jury duty, you will not lose your regular salary or benefits. You must notify your supervisor immediately and supply the jury notice. The school district will pay the difference between your regular rate of pay and the payment from jury duty service. You must return to work whenever not actively serving on jury duty.

Union employees refer to the collective bargaining agreement.

## **Military/Uniformed Services Leave**

The Regional School District #10 proudly will comply with the requirements of the Uniformed Services Employment and Reemployment Act of 1993 ("USERRA") in its employment practices.

An employee who gives advance notice and who takes a leave of absence from the school district for any period of active or training service in the Uniformed Services of the United States, is entitled to continued employment and, after completing longer periods of service will be re-employed in accordance with federal and state law. You must notify your supervisor as soon as you become aware of your military leave schedule.

Union employees refer to the collective bargaining agreement.

## **Workers Compensation**

Employees are covered according to State Law by Worker's Compensation. If an employee loses time because of sickness or injury for which he/she is entitled to compensation under the workers' compensation act, he/she will be paid in accordance with applicable state law. Once the workers' compensation payment commences, if there is a duplication of payment, the employee shall be required to reimburse the Board for the advanced pay. A return to work evaluation may be required before an employee is cleared to work.

### Protocol for Employee Accident/Incident Reports

- 1) Employees who are injured on the job should report the accident/incident immediately to their supervisor and nurse, for the appropriate referral, on the day of the accident/incident.
- 2) If medical treatment is needed, employees should seek treatment with Concentra at one of the following locations:

333 Kennedy Dr., Suite 202  
Torrington, CT 06790  
Mon – Fri 8am – 5 pm

8 South Commons Rd.  
Waterbury, CT 06704  
Mon-Fri 7am-6pm

860-482-4552  
Fax 860-496-1033

203-759-1229  
Fax 203-759-0219

972A West Main St.  
New Britain, CT 06053  
Mon-Fri 8am-5pm  
860-827-0745  
Fax 860-827-0824

1080 Day Hill Rd, Suite 2  
Windsor, CT 06095  
Mon-Fri 8am-5pm  
860-298-8442  
Fax 860-298-9420

Other locations are available in Wallingford, Stratford, East Hartford, Norwich, Stamford and New Haven.

- 3) IN CASES OF EMERGENCY, GO TO THE NEAREST EMERGENCY ROOM OR CALL 911.
- 4) When seeking medical attention, please identify yourself and your employer to the medical provider. Any billing for your visit will be sent directly to the District's insurance carrier.
- 5) The nurse should report the accident/incident to the payroll/benefits coordinator in the business office immediately but no longer than one business day.
- 6) Employees must complete an accident/incident report immediately:
  - a. Completed form is submitted to the school nurse
  - b. School nurse retains a copy in the health office and sends the original to the business office.
- 7) Nurse will supply referral form for the medical evaluation and/or treatment if necessary.
- 8) Administrator/supervisor conducts investigation if necessary.

### **Other Paid or Unpaid Leave**

The Superintendent of Schools may grant additional leave days under unusual and extenuating circumstances.

Time off without pay may be granted under extenuating circumstances subject to prior approval of the Superintendent of Schools.

Extended leaves of absence, without pay, may be granted by the Board of Education upon recommendation of the Superintendent of Schools (excess of 20 days).

Union employees refer to the collective bargaining agreement.

## **Leave Requests**

All requests for leave other than non-FMLA personal illness or workers' compensation must be submitted in writing to the Superintendent of Schools.

## **Health Examination**

Within limits of contractual obligations and State statutes, the Superintendent of Schools may require a medical examination of any employee when the Superintendent has grounds to believe that the performance of the employee is adversely affected by illness of any kind.

## **Salary Increases**

Salaries for union employees will be determined by the collective bargaining agreement.

The Superintendent of Schools will recommend the salary increases for all nonunion employees.

Salary increases, if any, are effective July 1<sup>st</sup>.

## **Retirements/Resignations**

Employees are requested to give a minimum of two weeks' notice of resignation if at all possible. The notice should be in writing, stating the effective date, and should be forwarded to the employee's immediate supervisor with a copy forwarded to the Business Office.

Employees retiring are requested to give a minimum of eight weeks' notice of retirement if at all possible.

Employees will not be paid for unused sick time or unused personal time unless specified in their contract or letter of employment.

Union employees refer to the collective bargaining agreement.

## **Employee Assistance Program**

Regional School District #10 is making The Lexington Group Employee Assistance Program available to you and your immediate family. The EAP provides professional and confidential assistance for virtually any personal problem, it is completely voluntary. The services provided are provided no cost to you up to six (6) sessions prepaid by Regional School District #10. If additional sessions are needed The Lexington Group will work with your health plan and fit into your budget.

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## **APPENDIX**

### **BCBA/Behavior Specialist**

#### Health Benefits

Medical Insurance\*: The rate of contribution of each member's health insurance coverage shall follow Regional School District #10 READ 10 Local. The amount of the monthly premium contribution may change each year.

HSA Contribution\*: Shall follow Regional School District #10 READ 10 Local.

Dental\*: A full service dental plan is provided. Premium cost shares for the dental plan will follow Regional School District #10 READ 10 Local.

Life Insurance: \$40,000 term life insurance plan. Premium cost shares for the medical plan selected by the individual also apply to the life insurance pane. Coverage for accidental death and dismemberment is also provided.

Pension: Eligible after working 1,000 hours or more in a school year.

#### Work Schedule

Behavior Specialist is a school year employee working 206 days per year (186 teacher days and 20 additional days as assigned by the Director of Student Services).

#### Paid Holidays/Vacation Time

Not eligible

#### Sick Leave

Beginning July 1<sup>st</sup> of each year, this individual shall be entitled to fifteen (15) sick leave days per year. The unused days of each year shall be cumulative to a maximum of one hundred eighty five (185) full work days.

#### Personal Leave

The individual shall be permitted two (2) personal leave days per year, cumulative to three (3), with pay, and without deduction from sick leave accumulation, for circumstances in which absence from service is necessary and unavoidable.

\*Must first meet eligibility requirements as outlined on page 12.

## **Building Substitute**

As of July 1, 2022, Building Substitutes will work 180 days with no additional benefits. Below is for those hired prior to July 1, 2022.

### Sick Time

Seven (7) sick days per year will be granted. These days shall not be cumulative from year to year.

Those employees hired prior to July 1, 2020 will carry their sick bank forward but it will not continue to accumulate.

### Personal Leave

Up to three (3) days per year will be granted. These days shall not be cumulative from year to year.

### Health Benefits\*

Medical Insurance\*: The rate of contribution of each member's health insurance coverage shall be twenty-five (25%) of the Board's actual premium cost. The amount of the monthly premium contribution may change each year.

HSA Contribution\*: Non-applicable

Dental\*: A full service dental plan is provided. Premium cost shares for the medical plan selected by the individual employee also apply to the dental plan. An individual may purchase family dental coverage. The additional cost of the said family dental coverage shall be borne equally by the Board and the individual. The District will provide a copy of the policy outlining specific terms and conditions upon entry into the program. The annual maximum benefit is \$2,000.

Life Insurance: Non-applicable

Pension: Non-applicable

### Paid Holidays

Thanksgiving Day  
Christmas Day  
New Year's Day

Martin Luther King, Jr. Day  
Memorial Day  
Good Friday

Building Substitutes are school year employees, they work 180 days.

Employees will be paid for hours worked only.

\*Must first meet eligibility requirements as outlined on page 12.

## Cafeteria

Medical Insurance\*: The rate of contribution of each member's health insurance coverage shall be twenty-five (25%) of the Board's actual premium cost. The amount of the monthly premium contribution may change each year.

HSA Contribution\*: Non-applicable

Dental\*: A full service dental plan is provided. Premium cost shares for the medical plan selected by the individual employee also apply to the dental plan. An individual may purchase family dental coverage. The additional cost of the said family dental coverage shall be borne equally by the Board and the individual. The District will provide a copy of the policy outlining specific terms and conditions upon entry into the program. The annual maximum benefit is \$2,000.

Life Insurance: Non-applicable

Pension: Non-applicable  
(Cafeteria Team Leader (hired prior to July 1, 2015)-Eligible after working 1,000 hours or more in a school year.)

Cafeteria workers are school year employees, they work 180 days. At the discretion of the managers, workers may be asked to work a day before school opens. They may also be required to attend professional development training on a non-school day.

Paid Holidays: Thanksgiving Christmas Day New Year's Day Good Friday

### Sick Leave:

Beginning July 1<sup>st</sup> of each year, all cafeteria employees shall be entitled to seven (7) sick leave days per year. The unused days of each year shall be cumulative to a maximum of eighty (80) days. Sick days may not be used to extend holidays, school breaks or vacations. Calling out sick the day before or after a holiday may result in the loss of the benefit of that paid holiday. Sick days of three (3) consecutive days or more will require a doctor's note upon return. May not be taken in the month of June.\*\*

### Personal Leave:

Refer to page 16 of Non-union Hiring Guidelines. Personal days used, without prior approval, to extend a holiday, school break or vacation may result in the loss of the benefit of that paid holiday. May not be used in the month of June\*\*

### Longevity:

Anyone hired prior to July 1, 2015 is eligible for longevity. Payments will be made to employees who have been continuously employed in Region #10 for a minimum of five (5) years. Employees shall receive their longevity payments in the last pay period of the school year. Employees will receive:

5 years	\$250	10 years	\$300
15 years	\$350	20 years	\$400

\*Must first meet eligibility requirements as outlined on page 12.

\*\*Personal or scheduled sick days may not be used in the month of June. Please speak with the Director of Nutrition Services if there is an extenuating circumstance that needs to be considered.

## **Custodial (Part Time, excludes Temporary Custodians [see separate Appendix])**

### Sick Time

Fifteen (15) sick days per year will be granted, the unused days of each year will be cumulative to a maximum of 80 days.

### Emergency Leave

One day leave may be used for personal business which requires the attendance of the employee, and which cannot be rescheduled outside of regular work hours.

### Vacation Time:

Upon Completion of One (1) year: One (1) Week

### Health Benefits

Medical Insurance\*: The rate of contribution of each member's health insurance coverage shall be twenty-five (25%) of the Board's actual premium cost. The amount of the monthly premium contribution may change each year.

HSA Contribution\*: Non-applicable

Dental\*: A full service dental plan is provided. Premium cost shares for the medical plan selected by the individual employee also apply to the dental plan. An individual may purchase family dental coverage. The additional cost of the said family dental coverage shall be borne equally by the Board and the individual. The District will provide a copy of the policy outlining specific terms and conditions upon entry into the program. The annual maximum benefit is \$2,000.

Life Insurance: Non-applicable

Pension: Non-applicable

### Paid Holidays

New Year's Day	Columbus Day
Martin Luther King, Jr. Day	Veterans' Day
President's Day	Thanksgiving (2 days)
Good Friday	Christmas Day (2 days)
Memorial Day	
Independence Day (2 days)	
Labor Day	

\*Must first meet eligibility requirements as outlined on page 12.

## **Nurses/LPN**

### Work Schedule

School Nurse and Head Nurse are school year employees working 187 days per year (180 school days and 7 additional days as assigned by the Director of Student Services).

### Medical Insurance\*:

The rate of contribution of each member's health insurance coverage shall be nineteen (19%) of the Board's actual premium cost. The amount of the monthly premium contribution may change each year.

HSA Contribution\*: Shall follow Regional School District #10 Support Staff Employees CSEA/SEIU, Local 2001.

Dental\*: A full service dental plan is provided. Premium cost shares for the medical plan selected by the individual employee also apply to the dental plan. An individual may purchase family dental coverage. The additional cost of the said family dental coverage shall be borne equally by the Board and the individual. The District will provide a copy of the policy outlining specific terms and conditions upon entry into the program. The annual maximum benefit is \$2,000.

Life Insurance: \$20,000 term life paid by Region #10

Pension: Eligible after working 1,000 hours or more in a school year.

Nurses are school year employees, they work 182 days, 7 hours per day. The nurse coordinator works 185 days a year.

### Longevity for nurses hired PRIOR to July 1, 2015:

After 5 years of continuous service	\$250.00
After 10 years of continuous service	\$300.00
After 15 years of continuous service	\$350.00
After 20 years of continuous service	\$400.00

### Unused sick time for nurses hired PRIOR to July 1, 2015:

Any nurse hired prior to July 1, 2015 and who has completed ten (10) years of continuous service of 25 hours per week or more, and retires from Region #10, shall be paid for all unused sick leave, accumulative to 115 days, at the rate of \$32.50 per day. In the event of an employee's death, payment of unused sick leave shall be paid to his/her estate.

\*Must first meet eligibility requirements as outlined on page 12.



## **OT, COTA and PT**

Medical Insurance\*: The rate of contribution of each member's health insurance coverage shall be nineteen (19%) of the Board's actual premium cost. The amount of the monthly premium contribution may change each year.

HSA Contribution\*: Region #10 contribution is \$625 for single and \$1,250 for two person or family coverage.

Dental\*: A full service dental plan is provided. Premium cost shares for the medical plan selected by the individual employee also apply to the dental plan. An individual may purchase family dental coverage. The additional cost of the said family dental coverage shall be borne equally by the Board and the individual. The District will provide a copy of the policy outlining specific terms and conditions upon entry into the program. The annual maximum benefit is \$2,000.

Life Insurance hired prior to July 1, 2015:        \$20,000 term life paid by Region #10

Pension hired prior to July 1, 2015:            Eligible after working 1,000 hours or more in a school year.

OT, COTA and PT are school year employees, they work 180 days.

Longevity:            Those receiving longevity as of June 30, 2015 will be grandfathered at their current rate. All others, longevity is no longer a benefit.

\*Must first meet eligibility requirements as outlined on page 12.

## Security Guards

Daily full time security guards working their regular day shift and extra shifts (second shift) will be paid their hourly rate until they exceed 40 hours in a week at which time they will be paid time and one half for all hours that exceed 40.

Medical Insurance\*: The rate of contribution of each member's health insurance coverage shall be twenty-five (25%) of the Board's actual premium cost. The amount of the monthly premium contribution may change each year.

HSA Contribution\*: Non-applicable

Dental\*: A full service dental plan is provided. Premium cost shares for the medical plan selected by the individual employee also apply to the dental plan. An individual may purchase family dental coverage. The additional cost of the said family dental coverage shall be borne equally by the Board and the individual. The District will provide a copy of the policy outlining specific terms and conditions upon entry into the program. The annual maximum benefit is \$2,000.

Life Insurance: Non-applicable

Pension: Non-applicable

Security Guards are school year employees, they work 180 days.

Employees will be paid for hours worked only.

\*Must first meet eligibility requirements as outlined on page 12.

## Technology

Medical Insurance\*: The rate of contribution of each member's health insurance coverage shall be nineteen (19%) of the Board's actual premium cost. The amount of the monthly premium contribution may change each year.

HSA Contribution\*: Region #10 contribution is \$625 for single and \$1,250 for two person or family coverage.

Dental: A full service dental plan is provided. Premium cost shares for the medical plan selected by the individual employee also apply to the dental plan. An individual may purchase family dental coverage. The additional cost of the said family dental coverage shall be borne equally by the Board and the individual. The District will provide a copy of the policy outlining specific terms and conditions upon entry into the program. The annual maximum benefit is \$2,000.

Life Insurance: \$40,000 term life paid by Region #10

Pension: Eligible after working 1,000 hours or more in a school year.

Technology are full time employees, they work 8 hours per day, Monday through Friday with a 30-minute, unpaid lunch. The technology integration specialist works 185 days a year or 900 hours.

Professional Development: Up to \$150 per year in a related field.

Vacation Time:	<u>Upon Completion of</u>	<u>Vacation Time</u>
	1 thru 4 years	2 weeks
	5 years and over	3 weeks

\*Must first meet eligibility requirements as outlined on page 12.

## **Temporary Custodians**

Temporary custodians are not eligible for benefits.

## Tutors

<u>Position</u>	<u>Criteria</u>	<u>2024-25 Hourly Rate</u>
Level I	BA/BS degree Working with students in-district Under supervision of certified staff.	\$27.78
Level II	BA/BS Degree Independent instruction and/or Program Coordination; In-district (i.e. Student Support Center)	\$35.27
Level III	Tutor with State Certification in specific subject area; Independent Instruction; Primarily working off campus for one on one instruction	\$40.35

If special circumstances occur that require a rate different than the above, a request must be made in writing documenting special circumstances (i.e. advanced instruction to address student with special needs, etc.) and approved by the Superintendent and Business Manager.

### Work schedule

The schedule is determined by school/district administration. If a student or family/guardian cancels up to two (2) hours prior to start of the session, the Tutor will be paid for the full session.

Medical Insurance\*: The rate of contribution of each member's health insurance coverage shall be twenty-five (25%) of the Board's actual premium cost. The amount of the monthly premium contribution may change each year.

HSA Contribution\*: Non-applicable

Dental\*: A full service dental plan is provided. Premium cost shares for the medical plan selected by the individual employee also apply to the dental plan. An individual may purchase family dental coverage. The additional cost of the said family dental coverage shall be borne equally by the Board and the individual. The District will provide a copy of the policy outlining specific terms and conditions upon entry into the program. The annual maximum benefit is \$2,000.

Life Insurance: Non-applicable

Pension: Non-applicable

Longevity: Those receiving longevity as of June 30, 2015 will be grandfathered at their current rate. All others, longevity is no longer a benefit.

Personal Days: Tutors working a minimum of 25 hours per week; three (3) days per year may be granted without salary deduction in order for any employee to meet important personal obligations which cannot be handled during non-working time. These days may not be used to extend holidays or vacations. Request for leave must be made in writing to and approved by the Director of Finance and Operations in advance except in extenuating circumstances. These days shall be non-cumulative from year to year.

Tutors are school year employees, they work 180 days.  
Employees will be paid for hours worked only.

\*Must first meet eligibility requirements as outlined on page 12.