Operational Support Employees

Eligibility Criteria

The following compensation and benefit plan pertains only to Operational Support Employees who are employed in positions generally filled for 260 days per year.

Vacation Days

Accrual Rates

For the sole purpose of determining vacation accrual rates, a “year of service” shall begin July 1 and end June 30. All full-time Operational Support Employees, including those hired after July 1, shall accrue vacation days at a rate of one-half day per month of regular employment to a total of no more than five days during the first year of employment.

After July 1 (which begins the second year-of-service, if worked 90 days), vacation days shall accrue at the rate of one day per month to a total of no more than ten days per year.

Availability

All vacation days must be used within the 12 calendar months of the year between July 1 and June 30. When an employee who has used more vacation leave than he or she had accumulated ceases to be employed by the District, the cost of the unearned leave days shall be deducted from the employee’s final paycheck unless the employee has a personal leave balance.

Request and Approval

The specific days on which a full-time Operational Support Employee exercises his or her vacation leave must be approved in advance by the supervisor or director in charge.

Accumulation and Carryover Limits and
Separation from Service

Any vacation days not used between July 1 and June 30 shall be forfeited. No compensation shall be paid for accrued unused vacation for a full-time Operational Support Employee who leaves District employment on his or her own accord.

Holidays

Full-time Operational Support Employees shall receive seven paid holidays per year:

1. Juneteenth (June 19) - If June 19th falls on a weekend, the federal holiday will be observed on the closest working weekday.
2. The Fourth of July;
3. Labor Day;

4. Thanksgiving Day;
5. The Friday immediately following Thanksgiving;
6. Christmas Day - If Christmas falls on a weekend, the holiday will be observed on the closest work weekday
7. New Year's Day - If New Years Day falls on a weekend, the holiday will be observed on the closest work weekday

12-Month Employees

Definition

12-Month Employees are those exempt and nonexempt employees whose work calendars are 220 days or greater but less than 260 days.

The calendar year for compensation purposes shall be from July 1 to June 30.
Overtime and Compensatory Time

Exempt employees shall not receive overtime or compensatory time and shall be available for service beyond the regular workday as needed by the Superintendent or designee.