

TO: Board of Education

FROM: Dr. Michael Clagg, Assistant Superintendent for Personnel

DATE: May, 2014

RE: Updated Handbook for the 2014-2015 school year.

The following changes made to the Educational Support Personnel Handbook are presented for your approval.

Under II. **Benefits:** Addition:

C. Longevity Pay for Support Personnel; 1.; Second Paragraph:

Employees accruing years of service must be considered full time (30 or more hours per week, or a transportation employee) to be eligible.

2013-2014

Employees accruing years of service must be considered full time (30 or more hours per week) to be eligible.

C. Longevity Pay for Support Personnel; 2.; 5.:

Employees scheduled to work 30 or more hours per week or a transportation employee.

2013-2014

Employees scheduled to work 30 or more hours per week.

G. Retirement Plans; 2.; a:

Employee must be hired/rehired before the 2012-2013 school year to be eligible for the Early Retirement Program.

I. Leaves and Absences; 1.:

FMLA (Family Medical Leave Act) may run concurrently with annual/sick leave.

I. Leaves and Absences; 3.; Second Paragraph:

These days are used first an accumulated leave beyond the current year's allocation can be used for sick leave or snow days only.

2013-2014

These days are used first an accumulated leave beyond the current year's allocation can be used for sick leave only.