Durham • Freeport • Pownal

REGIONAL SCHOOL UNIT NO. 5

LAUGH AND LEARN EMPLOYEES

BENEFITS SUMMARY

EFFECTIVE

JULY 1, 2026 – JUNE 30, 2027

Laugh and Learn Employee Benefit Schedule
Effective July 1, 2026 - June 30, 2027

Insurance Benefits

Annual Hours	Health Benefits	Dental Benefits
Single Coverage	**100% previous year single health premium**	**100% current year single dental premium**

- *For the purposes of health & dental benefits 30 hours per week is considered full time.*
- *No one under 18 hours per week will receive health and/or dental benefits.*
- *RSU No. 5 agrees to deduct insurance payments from an employee's paycheck on a "pre-tax" basis to the extent permitted by law.*
- *An 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 their intent to decline district health coverage. If an employee elects to reinstate coverage during the contract year due to a qualifying event, the bonus will terminate in the month coverage begins.*

Professional Development

- *$100 per year for required job related conferences, workshops, and training.*

Retirement

- *Upon retirement or leaving in good standing from RSU No. 5 and with a minimum of 15 years of continuous service an employee will be entitled to receive 20 days of their accumulated sick leave. Upon retirement or leaving in good standing from RSU No. 5 and with a minimum of 20 years of continuous service an employee will be entitled to receive 30 days of their accumulated sick leave.*

Leaves

- *Leaves for part-time employees will be prorated accordingly.*
- *Leaves will be prorated based on hire and/or departure date accordingly. If the hire date is on the 15th or earlier, that month will be counted. If the departure date is on the 15th or earlier, that month will not be counted.*
- *Immediate family member shall include an employee's spouse, domestic partner, child, stepchild, grandchild, parents, step parent, foster parent, mother-in-law, father-in-law, sister-in-law, brother-in-law, daughter-in-law, son-in-law, grandparent, and sibling.*

Personal	Sick	Holidays	Bereavement	Vacation
5 days	**15 days**	**11 days***	**5 days/Immediate Family** **1 days/Extended Family, Close Friend or Relative not enumerated above**	**N/A**

- *Personal leave*
    - *Will be deducted from accumulated sick leave.*
    - *Personal days may be used in accordance with and subject to 26 M.R.S.A. section 637 and related Department of labor regulations.*
    - *Leave taken for any purposes other than an emergency must be requested in writing to the employee's Administrator at least two weeks in advance and are subject to the Superintendent's approval.*
    - *Leave must be scheduled to prevent undue hardship to RSU No. 5 as reasonably determined by the Superintendent/designee.*

- *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 eighty (80) days.*
    - *Employees are allowed to use their sick leave to address the illness of immediate family members.*
    - *The Superintendent may require medical documentation for absences of three (3) consecutive workdays or a pattern of sick leave use.*

- *Holidays:*
    - *Employees must be scheduled to work or be on an approved leave day on the last workday before and the first workday after the listed holiday.*
    - **11 days- 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.*

Wages

- *Initial wages shall be determined by the Superintendent based on their 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.*
- *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 LAUGH AND LEARN EMPLOYEES BENEFIT SUMMARY

I, _____, received a copy of Regional School Unit No. 5 Laugh and Learn Employees Benefits Summary Effective July 1, 2026 - June 30, 2027.

_____	_____	_____
Signature of Employee	Printed Name of Employee	Date

Return to:
Ashley Rand
Human Resources Coordinator
RSU No. 5- Central Office
17 West Street
Freeport, ME 04032

To be filed in Employee's Personnel File