Durham • Freeport • Pownal

REGIONAL SCHOOL UNIT NO. 5

CLASSIFIED SUPPORT EMPLOYEES

BENEFITS SUMMARY

EFFECTIVE

JULY 1, 2026 – JUNE 30, 2027

Classified Employee Benefit Schedule
Effective July 1, 2026 - June 30, 2027

Classified employees included in this summary:
Administrative Assistant to the Director of Instructional Support, Adult Education Coordinator, Bookkeeper, Childhood Education Coordinator, Community Programs Office Coordinator, District Computer Technician, Human Resources Coordinator, Network System Administrator, Accounts Payable/Accounts Receivable/Payroll Coordinator, Administrative Assistant to Director of Transportation, Recreation & Enrichment Coordinator, and Athletics & Special Projects Coordinator.

Insurance Benefits

Annual Hours	Health Benefits	Dental Benefits
Maximum Benefit		
2080 Hours- Full Time, Full Year		
Single Coverage	**100% previous year single health premium**	**100% current year single dental premium**
Adult/Child Coverage	**95% previous year adult/child health premium**	**100% current year single dental premium**
2 Adult Coverage	**95% previous year 2 adults health premium**	**100% current year single dental premium**
Family Coverage	**85% previous year family health premium**	**100% current year single dental premium**

- Health insurance premiums for all hours worked below 2,080 will be prorated accordingly for single, adult child, two adults, and family coverage.
- No one under 18 hours per week will receive health and/or dental benefits.
- 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.
- If a spouse/domestic partner of an employee is eligible for health insurance through their employer, they are not eligible for insurance coverage paid for by RSU No. 5. If an employee wishes to enroll their spouse/domestic partner in the RSU No. 5 health insurance plan, they will assume any and all cost above the premium paid by RSU No. 5 for the single or adult with child plan. As a precondition for receiving any paid health insurance for their spouse/domestic partner, an employee shall certify to the Superintendent that their spouse/domestic partner is not eligible for health insurance through their own employer. The employee is responsible for reimbursing RSU No. 5 for any health insurance payments improperly made for a spouse/domestic partners' health insurance.
- RSU No. 5 agrees to deduct remaining insurance payments from an employee's paycheck on a "pre-tax" basis to the extent permitted by law.

Professional Development

- $300 per year for job related conferences, workshops, and training or tuition costs for one three (3) credit job related course at the USM rate
- Employee to sign a written request and agreement that if they fail to attend or complete the conference, workshop, or training they shall reimburse the district for the cost of the conference, workshop, or training. An employee who does not attain a grade of "B" or "pass" in a job-related course will not be reimbursed by the district.

Retirement

- All employees who do not participate in Maine State Retirement System will be eligible to participate in a 403b, RSU No. 5 sponsored retirement plan on July 1st, following one full year of employment with RSU No.5. An employee who is enrolled in the 403b will receive up to 5% matching 403b funds.
- 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 up to 20 days of their unused accumulated sick leave. Upon retirement or leaving in good standing from the RSU No. 5 and with a minimum of 20 years of continuous service, an employee will be entitled to receive up to 30 days of their unused accumulated sick leave.
- Employees should notify the Superintendent of retirement or intent to leave no later than January 1 to receive their accumulated sick leave benefit payout, otherwise payment will be deferred to the following budget year.

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**	**13 days**	**5 days/Immediate Family** **1 day/ Close Friend or Relative not listed above**	**See below**

- Sick Leave Payout
  - Employees may choose to be paid for their non-use of sick days in the following manner:
    0 sick days used= 6 sick days paid
    Greater than 0 to 3 sick days used= 4 sick days paid
    Greater than 3 to 6 sick days used = 2 sick days paid
    The payout is at the end of the work year. These will be deducted from your balances.

- Personal 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 one hundred and thirty (130) days.
  - Employees are allowed to use their sick leave to address the illness of immediate family members.
  - Additional family sick leave days may be granted at the sole discretion of the Superintendent on a case-by-case and non-precedential basis.
  - The Superintendent may require medical documentation for absences of three (3) consecutive workdays or a pattern of sick leave abuse.

- 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.
  - 13 days- Independence Day, 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, Memorial Day and Juneteenth (June 19th).

- Vacation:
  - 15 days -from the first year through the fourth year of employment with RSU No. 5
  - 20 days- from the beginning of the fifth year through the completion of employment with RSU No. 5
    - Vacation entitlement shall be as of July 1 each year.
    - Employees may not take more than ten (10) days of vacation at one time without prior approval from the Superintendent.
    - Vacation days cannot be carried over from year to year and must be used by June 30th
    - Employee must submit requests for approval to their supervisor before scheduling vacations.
    - Employees hired prior to June 30, 2020, during which time there was a waiting period for vacation entitlement, there will be no proration to unused vacation time upon departure.

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.

- Employees who work six (6) consecutive hours or more per day are entitled to a fifteen (15) minute paid break during the workday and an unpaid thirty (30) minute duty-free break which time shall not be considered part of the workday. The time scheduled for this break shall be determined by the supervisor.
- 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.

District wide School Closure Days:

- On district wide school closure days employees may request to work from home with prior approval from their Director. Employees must provide a work plan in advance of working off-site and the Director retains the right to deny working from home. Accountability of time is addressed through supervision and evaluation process with the Director throughout the year.

Please detach, sign, and return to Human Resources

RECEIPT OF CLASSIFIED SUPPORT EMPLOYEES BENEFIT SUMMARY

I, _____, received a copy of Regional School Unit No. 5 Classified Support 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