Durham • Freeport • Pownal

REGIONAL SCHOOL UNIT NO. 5

CLASSIFIED PROFESSIONAL EMPLOYEES

BENEFITS SUMMARY

EFFECTIVE

SEPTEMBER 1, 2026 – AUGUST 31, 2027

Classified Employee Benefit Schedule
Effective September 1, 2026 - August 31, 2027

Classified employees included in this summary:
Outreach Coordinator, Athletic Trainer

Insurance Benefits

Annual Hours	Health Benefits	Dental Benefits
Maximum Benefit **193 – 200 work day contract year**		
Single Coverage	**100% previous year single health premium**	**100% current year single dental premium**
Adult/Child Coverage	**94% previous year adult/child health premium**	**100% current year single dental premium**
2 Adult Coverage	**94% previous year 2 adults health premium**	**100% current year single dental premium**
Family Coverage	**86% previous year family health premium**	**100% current year single dental premium**

- *Health insurance premiums for part time employees will be prorated accordingly for single, adult child, two adults, and family coverage*
- *RSU No. 5 agrees to deduct insurance payments from an employee's paycheck on a "pre-tax" basis to the extent permitted by law.*
- *Cash In-lieu of Health Insurance*
    - *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.*
    - *If district health coverage is reinstated during the contract year due to a qualifying life event, the bonus will terminate in the month coverage is resumed.*
    - *Cash In-lieu will be distributed over the employee's contract period in the regular paycheck and not as a one-time distribution. Cash In-lieu is subject to employment and income tax withholdings and does not qualify for Maine State Retirement.*
    - *The employee must notify the district in writing of their intent to decline district health coverage.*

Professional Development

- *RSU No. 5 agrees to pay for up to twelve (12) related graduate credit hours per year for employees matriculated in a degree program. Otherwise, RSU No. 5 will pay for up to six (6) graduate credit hours per year. Tuition will be paid at the time of enrollment. If the course is not completed with a satisfactory grade the employee will reimburse the district the full cost of the course. Graduate credits will be paid at the University of Maine (USM) rate.*

Retirement

- *All employees who do not participate in the 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 members 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	Bereavement
5 days	**15 days**	**5 days/Immediate Family** **1 day/Close Friend or Relative not enumerated above**

- *Personal leave*
    - *At the end of the school year, any unused personal days will be added to 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 one hundred thirty-five (135) 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 five (5) consecutive workdays or a pattern of sick leave use.*

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 comparison cohort.*
- *Employees shall be paid bi-weekly via direct deposit in 26 equal installments.*

Please detach, sign, and return to Human Resources

RECEIPT OF CLASSIFIED PROFESSIONAL EMPLOYEES BENEFIT SUMMARY

I, _____, received a copy of Regional School Unit No. 5 Classified Professional Employees Benefits Summary Effective September 1, 2026 – August 31, 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