Durham • Freeport • Pownal

REGIONAL SCHOOL UNIT NO. 5

DATA SPECIALIST/PROJECT MANAGER

BENEFITS SUMMARY

EFFECTIVE

SEPTEMBER 1, 2026 – AUGUST 31, 2027

Data Specialist/Project Manager
Employee Benefit Schedule
Effective September 1, 2026 – August 31, 2027

Classified employees included in this summary:
Data Specialist/Project Manager

Insurance Benefits

Annual Hours Maximum Benefit 209 work day contract year	Health Benefits	Dental Benefits
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. The 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

- *Employee shall receive up to thirty (30) days of their unused accumulated sick leave at the employee's per diem rate upon retirement and notification of written receipt of retirement benefits from the Maine*

Public Employees Retirement System. The employee must be of "normal" retirement age as defined by MEPERS (age 60,62 or 65 depending on years of service).

- *In order to be eligible for the sick leave retirement reimbursement, the employee must have a minimum of eight (8) years of combined service within RSU No. 5.*
- *Employees should notify the Superintendent of retirement or intent to leave no later than January 1 to receive their accumulated sick leave benefit payout within 30 days of the last day of employment, 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	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 DATA SPECIALIST/PROJECT MANAGER BENEFIT SUMMARY

I, _____, received a copy of Regional School Unit No. 5 Data Specialist/Project Manager 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