

**FAIRFIELD AREA SCHOOL DISTRICT
ADMINISTRATIVE PROCEDURE**

SUPPORT STAFF COMPENSATION

4230

FULL-TIME SUPPORT PERSONNEL

4230.1 Definitions

Full-time salary support employee:

A full-time salary support employee shall be defined as an individual whose position has been classified as such by the Superintendent and approved by the Board, who works more than or equal to 35 hours per week. This individual will have both administrative and supervisory responsibilities.

Full-time hourly (12-month) support employee:

A full-time hourly support employee shall be defined as an individual whose position has been classified as such by the Superintendent and approved by the Board, and who works 7 or more hours per day, five days or more per week year round.

Full-time hourly (10-month) support employee:

A full-time hourly support employee shall be defined as an individual whose position has been classified as such by the Superintendent and approved by the Board, and who works 7 or more hours per day, five days or more per week during the school year.

4230.2 Probationary Period

Probationary status will be for a three-month period, exclusive of school breaks. Upon satisfactory completion of the trial period, the employee will move to the permanent rate for that position.

4230.3 Salary Levels

The Board, after giving consideration to the recommendations of the Superintendent, may establish percentage or dollar increases for salaried employees. In addition, the Board may for hourly employees establish increases for each classification and each level. For these employees, the permanent rate may be adjusted by adding the hourly increment or the percentage increment for that year to the present rate.

The employee's Supervisor has the option to recommend to the Superintendent withholding all or part of any scheduled increase.

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FULL-TIME SUPPORT PERSONNEL (Cont'd.)

4230.4

Longevity Compensation

Based upon the employee's years of service, an additional increment will be awarded as follows. The increase in benefits will be given at the start of the 2nd, 6th, 11th, 16th and 21st year.

Full-time salary support employee:

<u>Completed Fiscal Years of Service</u>	<u>Increment</u>
5 through 9 years	\$ 400
10 through 14 years	\$ 800
15 through 19 years	\$1,200
20 or more years	\$1,600

Full-time hourly (12-month and 10-month) support employee:

<u>Completed Fiscal Years of Service</u>	<u>Increment</u>
1 through 5 years	\$.05 per hour
6 through 10 years	\$.10 per hour
11 through 20 years	\$.20 per hour
21 or more years	\$.30 per hour

4230.5

Substitutes

Substitutes taking minutes at a board meeting will be reimbursed at their hourly rate times 1.5.

4230.6

Mileage Reimbursement

Support personnel shall receive reimbursement for mileage traveled in the performance of their official duties at the current Internal Revenue Service mileage rate.

4230.7

Fringe Benefits

The District shall provide the following benefits to each full-time employee.

For purposes of this section, a day is defined as the number of hours normally scheduled to work during a routine work day.

1. *Vacations* are based upon the District's fiscal year, which ends June 30. Paid vacations shall be allowed on the following basis. The increase in benefits will be given at the start of the 2nd, 6th, and 11th year.

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4230.7 Fringe Benefits (Cont'd.)

Vacations (Cont'd.)

<u>Completed Fiscal Years of Service for 12-month employees</u>	<u>Earned Vacation</u>
1 through 5 years	two weeks
6 through 10 years	three weeks
11 or more years	four weeks

A new employee shall be entitled to pro-rated first year vacation calculated as follows: 5 days multiplied by the number of completed months of service between his/her hire date and the next June 30th divided by twelve months.

For an employee whose employment is being terminated, his/her vacation will be prorated as follows: earned vacation multiplied by completed months of service during the final fiscal year and divided by twelve months.

Vacation time is to be scheduled during that part of the year when school is not in session, unless otherwise provided through arrangements with the Superintendent. Vacation days shall not accumulate. There are no paid vacation days for 10-month employees.

2. *Holidays* - each 12-month employee shall be entitled to ten (10) paid holidays annually. Those days to be determined by the Superintendent. Each 12-month employee is also granted time off with pay between Christmas day and New Year's day. Each 10-month employee shall be entitled to two (2) paid holidays: Christmas Day and 1 floating holiday.
3. *Sick leave* - each employee shall be entitled to one (1) sick day for each full month of service (i.e. 12 days for 12-month employees, 10 days for 10-month employees). Sick leave days may accumulate. For purposes of this section, a day is defined as the number of hours normally scheduled to work during a routine work day.

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4. *Personal/Emergency Leave* -Each employee shall receive two (2) days of personal/emergency leave as defined in the agreement with the Fairfield Education Association. One of the twelve (12) sick days may be converted to a personal/emergency day provided the proper forms are processed. For purposes of this section, a day is defined as the number of hours normally scheduled to work during a routine work day.

5. *Health Insurance* – “Traditional” Indemnity Plan contributions and the employee PPO health insurance bi-weekly contribution will be as follows effective July 1.

Fiscal Year	Single		Two-Party		Family	
	Hourly	Salary	Hourly	Salary	Hourly	Salary
2013/2014	\$16.56	\$19.32	\$39.74	\$46.36	\$46.69	\$54.47
2014/2015	\$17.71	\$20.24	\$42.50	\$48.57	\$49.93	\$57.06
2015/2016	\$22.08	\$24.84	\$52.98	\$59.61	\$62.25	\$70.03

Additional dollars will be deducted from each pay for spousal coverage; Hourly employee \$35.00, Salary Employee \$55.00.

The District is offering a \$2,000 opt-out option should you choose to remove your spouse from the health insurance plan. Once you remove your spouse, the opt-out will be paid on a prorated basis based on the number of months your spouse will not be covered. This money will be paid in a lump sum with appropriate taxes removed, but no retirement will be deducted.

In addition, the District is offering a 1% discount on the premium contribution should the employee participate in the Wellness Program. That difference will be refunded, in a lump sum, in December for the yearly total. The Superintendent will provide information regarding the requirements for participation.

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6. *Other* - each employee shall receive the following benefits as granted and defined in the agreement with the Fairfield Education Association as follows:
 - a. Life Insurance
 - b. Retirement or Death Payment
 - c. Jury or Witness Duty
 - d. Death Leave (see back of Time Away From Work Form)
 - e. Childbearing Leave
 - f. Childrearing Leave

PART-TIME SUPPORT PERSONNEL

4230.8 Definition

A part-time support employee, either salary, 12-month hourly, or 10-month hourly shall be defined as an individual whose position has been classified as such by the Superintendent and approved by the Board, and who works less than 35 hours per week.

The part-time designation shall be for District benefits not including healthcare. Healthcare eligibility is determined by the Affordable Care Act and the District will provide such benefits in accordance with federal law as applicable calculated per individual.

4230.9 Probationary Period

Probationary status will be for a three-month period, exclusive of school breaks. Upon satisfactory completion of the trial period, the employee will move to the permanent rate for that position.

4230.10 Salary Levels

The Board, after giving consideration to the recommendations of the Superintendent, may establish percentage or dollar increases for salaried employees. In addition, the Board may for hourly employees establish increases for each classification and each level. For these employees, the permanent rate may be adjusted by adding the hourly increment or the percentage increment for that year to the present rate.

The employee's Supervisor has the option to recommend to the Superintendent withholding all or part of any scheduled increase.

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4230.11

Longevity Compensation

Based upon the employee's years of service, an additional increment will be awarded as follows. The increase in benefits will be given at the start of the 2nd, 6th, 11th, 16th and 21st year.

Part-time salary support employee:

<u>Completed Fiscal Years of Service</u>	<u>Increment</u>
5 through 9 years	\$ 200
10 through 14 years	\$ 400
15 through 19 years	\$ 600
20 or more years	\$ 800

Part-time hourly (10-month and 12-month) support employee:

<u>Completed Fiscal Years of Service</u>	<u>Increment</u>
1 through 5 years	\$.05 per hour
6 through 10 years	\$.10 per hour
11 through 20 years	\$.20 per hour
21 or more years	\$.30 per hour

4230.12

Substitutes

Substitutes taking minutes at a board meeting will be reimbursed at their hourly rate times 1.5.

4230.13

Mileage Reimbursement

Support personnel shall receive reimbursement for mileage traveled in the performance of their official duties at the current Internal Revenue Service mileage rate.

4230.14

Fringe Benefits

The District shall provide the following **limited** benefits to each part-time salary or hourly employee. For purposes of this section, a day is defined as the number of hours normally scheduled to work during a routine work day.

1. *Vacation* - None
2. *Holidays* – Christmas Day and 1 Floating Holiday.

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3. *Sick leave* - each employee shall be entitled to six (6) days of sick leave. Sick leave days may accumulate. For purposes of this section, a day is defined as the number of hours normally scheduled to work during a routine work day.
4. *Health Insurance* - None
5. *Life Insurance* - None
6. *Personal/Emergency Leave* -Each employee shall receive two (2) days of personal/emergency leave as defined in the agreement with the Fairfield Education Association. One of the six (6) sick days may be converted to a personal/emergency day provided the proper forms are processed. For purposes of this section, a day is defined as the number of hours normally scheduled to work during a routine work day.
7. *Other* - each employee shall receive the following benefits as granted and defined in the agreement with the Fairfield Education Association as follows:
 - a. Retirement or Death Payment
 - b. Jury or Witness Duty
 - c. Death Leave (see back of Time Away From Work Form)
 - d. Childbearing Leave
 - e. Childrearing Leave

Revised: June 22, 2015