

EUDORA UNIFIED SCHOOL DISTRICT NO. 491

**CLASSIFIED STAFF BENEFITS
Board of Education Approved on October 13, 2011**

Notice:

It is the policy that the Board of Education of Eudora Unified School District No. 491 does not discriminate on the basis of sex, race, color, national origin, disability, or age in admission or access to, or treatment or employment in, its programs or activities. Any questions regarding the District's compliance with Title VI, Title IX, or Section 504 may be directed to the Superintendent of Schools, who can be reached at 785-542-4910, 1002 Elm Street, Eudora, KS, or to the Assistant Secretary for Civil Rights, U.S. Department of Education.

This policy covers all aspects of the employment relationship including recruitment, hiring, placement, promotion, transfer, training and apprenticeship, compensation, layoff, termination, and harassment.

Leave:

- a. All classified employees are eligible for leave.
- b. Leave shall be earned at the rate of one day per month of service per year (based on the employee's hour per day as stated on the Work Agreement).
- c. Unused leave may be accumulated up to 60 days in a pool, which may be used after any present year's earned leave is used.
- d. Each classified employee who has 35 or more days in his/her leave pool may receive payment for unused current leave days. Payment for unused current leave days shall be \$20.00 per day and will be paid at the conclusion of each school year.

Vacation:

- a. Only full-time (6 hours per day or more) employees who are employed on a twelve-month basis are eligible for vacation leave.
- b. Vacation leave shall be earned at the following rate:

 First five years - 1.00 day per month
 6-10 years - 1.25 days per month
 11-15 years - 1.50 days per month
 16 or more years - 1.75 days per month
- c. Vacation days may be accumulated, but a vacation pool of no more than 10 days will be carried into a new school year.

Holiday:

- a. Only full-time (6 hours per day or more) employees shall receive paid holidays.
- b. Paid holidays shall be New Year's Day, Martin Luther King's Birthday, Memorial Day, July 4, Labor Day, Thanksgiving Day, and Christmas Day.
- c. Eligible employees shall be given a substitute day if the holiday falls on a Saturday or Sunday.
- d. All School Buildings and the District Office will be closed the day after Thanksgiving and all 12 month District employees will receive this day as a Holiday.

- e. All 12 month full-time classified employees will have the option of taking either December 24 or December 26 as a paid Holiday.

Other:

- a. Unified School District No. 491 employees, not covered by a collective bargaining agreement, when terminating their employment in U.S.D. No. 491, will be paid, based on their ending daily rate, for each day of adjusted accumulated leave, but only to the limit of accumulation their job allows.
- b. A day for leave, vacation, and holiday is calculated according to the number of hours an employee works a day according to the Employee At-Will Work Agreement.
- c. Longevity Defined Benefit - The Longevity Defined Benefit is a benefit extended to all employees with a minimum of 15 years of full time experience in the district and at least 70 KPERS accrued points.

During any school year before September 15th, an employee may elect to initiate the four-year Longevity Defined Benefit by requesting the Longevity Stipend Request Form from the Clerk of the Board. The Clerk of the Board will provide the Longevity Stipend Request Form to the employee upon request, and the Clerk of the Board will provide a copy of the completed form to the employee indicating the date on which the form was received. When the employee files the Longevity Stipend Request Form with the Clerk of the Board, the following conditions are brought into effect:

- a. The employee has notified the District that he or she will retire or resign his or her position with U.S.D. No. 491 within the next four years.
- b. Following the employee's filing of the Longevity Benefit Request Form, the Board and the employee enter into a four-year benefit period. During this benefit period, the Board will pay the employee a Longevity Stipend on an annual basis for four consecutive years. The Longevity Stipend will be paid on each regularly scheduled January pay period. The Longevity Stipend will be equal to 15% of the employee's current yearly salary.
- c. Overtime, supplemental pay, and extra duty pay will not be included in calculating the employee's Longevity Stipend.

If an employee resigns, dies, or becomes disabled during the year, the employee will retain any Longevity Stipend that he or she has received without penalty. However, the employee's participation in the Longevity Stipend will be concluded and not available to the employee unless the employee is re-hired.

If an employee resigns at the conclusion of a year but prior to the completion of the four-year benefit period, the employee does not receive the Longevity Stipend for the year(s) during which the employee has resigned. The employee would become eligible to obtain the remaining stipends due under the conditions of the original agreement should the employee be re-employed by the district.

An employee who has entered into the Longevity Defined Benefit agreement and subsequently wishes to discontinue the original terms of the agreement must notify the Board of Education in writing by November 30th of the current school term or by May 31st for the next school term.

Any requests made by an individual employee to discontinue or alter the original terms of the agreement are granted at the discretion of the Board of Education. However, unless the Board decides otherwise, no employee will be allowed to continue his or her employment with the district for a period exceeding six years after the date on which the employee signed the Longevity Stipend Request Form.

The Longevity Stipend is a reward to all U.S.D. No. 491 employees in the last four years of employment for their long-term service. This stipend will not be used to replace or substitute for the usual yearly raises.

- d. Classified employees must have group health insurance either with the district or elsewhere, if they qualify for KPERS.

Health Insurance Defined Benefit - The Board will provide \$295.00 per month for classified employees on a "use it or lose it" basis to apply toward the District's group health insurance plan.

- e. Classified employees may use their Leave or Vacation for days when school is closed due to an emergency (i.e., snow day, broken water line). You may not use your Leave for days that you are not scheduled to work (i.e., Teacher Work days, Thanksgiving Break, Winter Break, or Spring Break).