

## **SUPPORT STAFF FRINGE BENEFITS**

Benefits provided to the non-instructional support staff shall include voluntary participation in the board-approved group health insurance plan, for all regular full-time employees and for part-time employees as specified below.

In order for an employee to be benefit eligible, he/she must work at least 20 hours per week. Individuals working 30 hours or more shall be considered full time and receive full fringe benefits and health benefits. Employees working between 20 and 30 hours will have their fringe and health benefits pro-rated depending on the percentage of time they work.

### **SICK LEAVE**

Support staff personnel will receive fifteen (15) days per school year cumulative to one hundred thirty five (135) days. Staff employed as of September 1, 2010 will receive 15 (15) days at the beginning of the school year. For staff hired after September 1, 2010 Sick Leave will accrue at 1.5 days per month.

### **PERSONAL LEAVE**

Support staff personnel will receive three (3) days per school year, non cumulative. Staff employed as of September 1, 2010 will receive three (3) days at the beginning of each school year. For staff hired after September 1, 2010 Personal Leave will accrue at 1.5 days per month.

### **BEREAVEMENT**

Support staff personnel will receive five (5) days of bereavement. Staff employed as of September 1, 2010 will receive five (5) days at the beginning of each school year, non cumulative. For staff hired after September 1, 2010 Bereavement Leave will accrue monthly.

### **COURSE REIMBURSEMENT**

Support staff personnel who work 30 hours or more will be reimbursed for graduate level coursework at the University of Maine at Orono rate upon satisfactory completion of each three (3) credit hours, up to six (6) hours per calendar year. Evidence must be presented of receipt of credit.

In order for reimbursement to be processed, the support staff personnel member must provide a copy of the pre-approved Course Approval Form, receipt of payment from the college or university, and proof of satisfactory course completion with a grade of "C" or better.

Support staff personnel who work between 20 and 30 hours can have their course reimbursement pro-rated depending on the percentage of time they work.

## **STAFF VACATIONS AND HOLIDAYS**

### **HOLIDAYS**

Personnel employed during the school year will receive as a paid day each holiday that falls within the school year as indicated on the approved School Calendar. Personnel who are employed on a year-round contract will receive July 4<sup>th</sup> in addition.

### **VACATIONS**

Personnel employed on year-round contracts can earn vacation time. Vacation Time will be earned as follows:

- One Year = One Week
- Two to Six Years = Two Weeks
- Seven to Nine Years: Three Weeks
- Ten Years and More: 4 weeks

Staff employed as of September 1, 2010 will receive their annual amount of vacation time as of July 1. Staff employed after September 1, 2010 will accrue vacation time according to their years of service.

Vacation must be pre-approved by the Building Principal.