

## **EMPLOYEE CLASSIFICATION FOR BENEFIT ELIGIBILITY**

It is the intent of this policy to provide a codified, equitable, employee classification in order to determine a fair distribution of benefits. To this purpose hourly, non-certified employees will be categorized as either 10-month employees or 12-month employees. Further the 10 and 12 month employees shall be either part-time (contracted for less than 30 **hours per week**) or full-time (contracted for 30 or more **hours per week**). **Exceptions to the following may only be made by majority vote of the School Committee.** Benefits will be offered to the following and in the described manner.

- A. 10-month, full time, hourly employees will be eligible to receive the following:
1. Six paid holidays (Labor Day, Columbus Day, Veterans' Day, New Year's Day, Martin Luther King Day, and Memorial Day)
  2. For each month worked one sick day. May accumulate to 30 sick days. Also two (2) \* personal days and three (3)\*\* bereavement days a year which cannot accumulate.
  3. **A 10-month**, single subscription coverage of the health plan employed by the School Committee paying the **same annual rate negotiated in the Islesboro Teachers' Association Comprehensive Contract.**
  4. Employees may be reimbursed up the \$1,000 a year after successful completion of course work approved by the Superintendent and Principal related to their jobs.
- B. 12-month, full-time, hourly employees will be eligible to receive the following:
1. Ten paid holidays (Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, Christmas, New Year's Day, Martin Luther King Day, Presidents' Day, Memorial Day, and independence Day).
  2. For each month worked one sick day. May accumulate to 50 sick days. Also two (2) \* personal days and three (3)\*\* bereavement days a year which cannot accumulate.
  3. Up to a **12-month** family subscription coverage of the health plan employed by the School Committee with the Committee paying **the same annual rate negotiated in the Islesboro Teacher's Association Comprehensive Contract.**
  4. For each two year's worked, employees will be eligible for one week of paid vacation up to four weeks per year.

5. Employees may be reimbursed up to \$1,250 a year after successful completion of course work approved by the Superintendent and Principal related to their jobs.

**C. The Administrative Assistant in the Office of the Superintendent, as a 12-month, year round, part-time hourly employee will be eligible to receive the following:**

- 1. Six paid holidays as indicated in A-1 above.**
- 2. Sick leave as indicated in A-2 above.**
- 3. A 12-month, single subscription coverage of the health plan employed by the School Committee with the School Committee paying 50% of the cost.**

\*Personal days are for the sole purpose of conducting personal business that cannot be conducted outside the normal working day. Requests for such leave must be made in writing to the Principal at least two (2) days prior to the leave except in case of emergency. Personal leave days may not be granted for the work day immediately prior to the start of a school vacation and school holiday or the work day immediately following a school vacation and school holiday.

\*\*Bereavement days will be granted upon the death of an immediate family member, such as, spouse, children, sibling, parent, grandparent, or in-law of the person covered by this policy.

Benefits will go into effect 30 days after an employee begins his or her position.

Approved: June 11, 1996

Revised: October 12, 1999