



Durham • Freeport • Pownal

**REGIONAL SCHOOL UNIT NO. 5**  
**CLASSIFIED PROFESSIONAL EMPLOYEES**  
**BENEFITS SUMMARY**  
**EFFECTIVE**  
**SEPTEMBER 1, 2018 – AUGUST 31, 2019**

**Classified Employee Benefit Schedule**  
**Effective September 1, 2018 – August 31, 2019**

**Classified employees included in this summary:**

*Outreach Coordinator*

**Insurance Benefits**

<u>Annual Hours</u>	<u>Health Benefits</u>	<u>Dental Benefits</u>
<b>Maximum Benefit (193 work day contract year)</b>		
<b>Single Coverage</b>	<b>100% current year single health premium</b>	<b>100% current year single dental premium</b>
<b>Adult/Child Coverage</b>	<b>94% previous year adult/child health premium</b>	<b>100% current year single dental premium</b>
<b>2 Adult Coverage</b>	<b>94% previous year 2 adults health premium</b>	<b>100% current year single dental premium</b>
<b>Family Coverage</b>	<b>86% previous year family health premium</b>	<b>100% current year single dental premium</b>

- 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 at anytime and receive an annual \$3,500 bonus pro-rated for the amount of the contract year remaining.*
  - An employee may voluntarily elect to withdraw his/her spouse and/or children from their existing health insurance coverage and receive 50% of the district cost savings (up to \$4,500) on a one-time basis. If notification is made after July 1<sup>st</sup> the bonus shall be pro-rated based on amount of 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 his/her 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 the University of Maine (USM) rate.*

## Retirement

- Employees who do not participate in Maine State Retirement System will be eligible to participate in a RSU No. 5 sponsored 403b retirement plan.*
- Employees enrolled in a 403b retirement plan on July 1, 2018 and following one full year of employment with RSU5, will receive matching funds up to 5%.*
- Upon retirement or leaving in good standing and with a minimum of twenty (20) years of continuous service an employee will be entitled to receive 25% of their accumulated sick leave.*
- Employees should notify the Superintendent of retirement or intent to leave no later than January 1 to receive their accumulated sick leave benefit payout, 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 date accordingly.*
- Immediate family member shall include an employee's spouse, domestic partner, child, step/foster child, parents, grandchild and any other member of the immediate household.*
- Extended family member shall include sibling, step parent, foster parent, mother-in-law, father-in-law, sister-in-law, brother-in-law, daughter-in-law, son-in-law, and grandparent.*

<b>Personal</b>	<b>Sick</b>	<b>Bereavement</b>
<b>3 days</b>	<b>15 days</b>	<b>5 days/Immediate Family 3 days/Extended Family 1 day/Close Friend or Relative not enumerated above</b>

- Personal leave*
  - If third personal day is not used, it will be added to sick leave.*
  - Requests will need to state reason and must be made to the employee's Administrator at least five (5) days before taking leave (except in cases of emergency) and are subject to the Superintendent's approval.*
  - Personal leave days are intended to address compelling, non-recreational personal or family business that cannot be taken care of outside of the work-day.*
- Sick leave*
  - Employees are expected to schedule routine medical and dental appointments for non-work times outside of the work day whenever possible.*
  - Unused sick leave may accumulate from year to year to a maximum of one hundred twenty (120) days.*
  - Employees are allowed to use up to ten (10) days of their sick leave per contract year to address the illness of immediate family members.*
  - Superintendent may require medical documentation for absences of five (5) consecutive work days or a pattern of sick leave use.*

## Wages

- Initial wages shall be determined by the Superintendent based on his/her evaluation of the employee's prior experience. Future wage increases will be paid based on job performance.*
- Employees shall be paid bi-weekly via direct deposit in 26 equal installments.*
- Employees will be paid at a per diem rate for days worked beyond 193 contracted eight hour days.*

*Please detach, sign, and return to Human Resources*

***RECEIPT OF CLASSIFIED PROFESSIONAL EMPLOYEES BENEFIT SUMMARY***

I, \_\_\_\_\_, received a copy of Regional School Unit No. 5  
Classified Professional Employees Benefits Summary Effective September 1, 2018 – August  
31, 2019.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Printed Name of Employee

\_\_\_\_\_  
Date

Return to:  
Sandrine Moser  
Human Resources Coordinator  
RSU No. 5- Central Office  
17 West Street  
Freeport, ME 04032

To be filed in Employee's Personnel File

RSU No. 5 Classified Professional Employees Benefit Summary Effective 09/01/2018 – 08/31/2019