



Durham • Freeport • Pownal

**REGIONAL SCHOOL UNIT NO. 5  
CLASSIFIED SUPPORT EMPLOYEES  
BENEFITS SUMMARY  
EFFECTIVE  
JULY 1, 2018 – JUNE 30, 2019**

**Classified Employee Benefit**  
**Schedule Effective July 1, 2018 ~**  
**June 30, 2019**

**Classified employees included in this summary:**

*Accounts Payable Coordinator, Administrative Secretary to Instructional Support, Billing & Receivables Specialist, Bookkeeper, Childcare Coordinator, Data Specialist, District Computer Technician, District Network/Computer Technician, Human Resource Coordinator, Program Support Specialist, Recreation Coordinator, Teen Center Coordinator, School, Community, & Aspirations Resource Coordinator, Tutor/Interpreter*

**Insurance Benefits**

<b>Annual Hours</b>	<b>Health Benefits</b>	<b>Dental Benefits</b>
<b>Maximum Benefit</b>		
<b>2080 Hours- Full Time, Full Year</b>		
Single Coverage	100% previous year single health premium	100% previous year single dental premium
Adult/Child Coverage	95% previous year adult/child health premium	100% previous year single dental premium
2 Adult Coverage	95% previous year 2 adults health premium	100% previous year single dental premium
Family Coverage	85% previous year family health premium	100% previous year single dental premium

- *For the purposes of health & dental benefits 30 hours per week is considered full time.*
- *No one under 18 hours per week will receive health and/or dental benefits*
- *Health insurance premiums for all hours worked below 2,080 will be prorated accordingly for single, adult child, two adults, and family coverage*
- *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. Part-time employees will receive a pro-rated bonus. The bonus will be distributed over the employee's contract period and not as a one-time distribution. The bonus is subject to employment and income tax withholdings, but does not qualify for Maine State Retirement. The employee must notify the district in writing of his/her intent to decline district health coverage. If employee elects to reinstate coverage during the contract year due to a qualifying event, the bonus will terminate in the month coverage begins.*
- *If a spouse/domestic partner of an employee is eligible for health insurance through his/her employer, he/she is not eligible for insurance coverage paid for by RSU5. If an employee wishes to enroll his/her spouse/domestic partner in the RSU5 health insurance plan, he/she will assume any and all cost above the premium paid by RSU5 for the single or adult with child plan. As a precondition for receiving any paid health insurance for his/her spouse/domestic partner, an employee shall certify to the Superintendent that his/her spouse/domestic partner is not eligible for health insurance through his/her own employer. The employee is responsible for reimbursing RSU5 for any health insurance payments improperly made for a spouse/domestic partners' health insurance.*
- *RSU No. 5 agrees to deduct remaining insurance payments from an employee's paycheck on a "pre-tax" basis to the extent permitted by law.*

**Professional Development**

- \$200 per year for job related conferences, workshops, and training or tuition costs for one three (3) credit job related course at the USM rate
- Employee to sign a written request and agreement that if he/she fails to attend or complete the conference, workshop, or training he/she shall reimburse district for the cost of the conference, workshop, or training. An employee who does not attain a grade of “B” or “pass” in a job related course will not be reimbursed by the district.

**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.
- Employees enrolled in a 403b retirement will receive up to 5% matching funds.
- 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-child, grandchild, and parents.
- Extended family member shall include step parent, foster parent, mother-in-law, father-in-law, sister-in-law, brother-in-law, daughter-in-law, son-in-law, grandparent, and sibling.

**231-260 Days Worked Per Year**

<b>Personal</b>	<b>Sick</b>	<b>Holidays</b>	<b>Bereavement</b>	<b>Vacation</b>
<b>3 days</b>	<b>12 days</b>	<b>12 days</b>	<b>5 days/Immediate Family 3 days/Extended Family 1 day/ Close Friend or Relative not listed above</b>	<b>See below</b>

**185-230 Days Worked Per Year**

<b>3 days</b>	<b>10 days</b>	<b>12 days</b>	<b>5 days/Immediate Family 3 days/Extended Family 1 day/ Close Friend or Relative not listed above</b>	<b>N/A</b>
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- *Sick/Personal Leave Payout*
  - *Employees may choose to be paid for their non-use of sick and personal days in the following manner:*
    - *231-260 Days Worked Per Year*  
100% Attendance- 6 days  
75% Attendance- 4 days  
50% Attendance- 2 days
    - *185-230 Days Worked Per Year*  
100% Attendance- 5 days  
75% Attendance- 3 days  
50% Attendance- 1 days
  
- *Personal leave*
  - *Will be deducted from accumulated sick leave.*
  - *Personal leave shall be used only for business, which cannot reasonably be taken care of outside the employee's work hours.*
  - *Personal days may not be used for recreational purposes or other employment.*
  - *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.*
  - *One personal day per school year can be used for a snow 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 eighty five (85) days.*
  - *Employees are allowed to use up to five (5) days of their sick leave per contract year to address the illness of immediate family members.*
  - *Superintendent may require medical documentation for absences of three (3) consecutive work days or a pattern of sick leave use.*
  
- *Holidays:*
  - *Employee must work least 33.3% of scheduled day before and after a holiday in order to receive holiday pay unless absence is previously approved paid time off.*
  - *12 days- Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, Day After Thanksgiving, Christmas Day, New Year's Day, Martin Luther King Jr. Day, Presidents' Day, Patriots' Day, and Memorial Day.*
  
- *Vacation:*
  - *Full Year/Full Time employees will receive:*
    - *10 days upon completion of 1<sup>st</sup> year until the completion of 4<sup>th</sup> year*
    - *15 days upon start of 5<sup>th</sup> year until completion of 10<sup>th</sup> year*
    - *20 days upon start of 11<sup>th</sup> year and thereafter*
    - *Employees may not take more than ten (10) days of vacation at one time*
    - *Vacation days cannot be carried over from year to year and must be used by June 30<sup>th</sup>*
    - *Employee must submit requests for approval to their supervisor before scheduling vacations*

## **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. Time slips must be accurately maintained daily and submitted bi-weekly unless requested earlier.*
- *Employees who work six (6) consecutive hours or more per day are entitled to a fifteen (15) minute paid break during the work day and an unpaid thirty (30) minute duty-free break which time shall not be considered part of the workday. The time scheduled for this break shall be determined by the supervisor.*

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

***RECEIPT OF CLASSIFIED SUPPORT EMPLOYEES BENEFIT SUMMARY***

**I, \_\_\_\_\_, received a copy of Regional School Unit No. 5 Classified Support Employees Benefits Summary Effective July 1, 2018 - June 30, 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