



Durham • Freeport • Pownal

**REGIONAL SCHOOL UNIT NO. 5  
LAUGH AND LEARN EMPLOYEES  
BENEFITS SUMMARY  
EFFECTIVE  
JULY 1, 2018 – JUNE 30, 2019**

**Laugh and Learn Employee Benefit Schedule**  
**Effective July 1, 2018 ~ June 30, 2019**

**Insurance Benefits**

<b>Annual Hours</b>	<b>Health Benefits</b>	<b>Dental Benefits</b>
<b>Maximum Benefit</b>		
<b>Single Coverage</b>	<b>100% previous year single health premium</b>	<b>100% previous year single dental premium</b>

- *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*
- *RSU No. 5 agrees to deduct insurance payments from an employee's paycheck on a "pre-tax" basis to the extent permitted by law.*

**Professional Development**

- *\$100 per year for required job related conferences, workshops, and training.*

**Retirement**

- *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.*

**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, parents, grandparent and sibling.*
- *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.*

<b>Personal</b>	<b>Sick</b>	<b>Holidays</b>	<b>Bereavement</b>	<b>Vacation</b>
<b>2 days</b>	<b>7 days</b>	<b>10 days*</b>	<b>3 days/Immediate Family 1 days/Extended Family</b>	<b>N/A</b>

- *Personal leave*
  - *Will be deducted from accumulated sick leave.*
  - *Personal leave shall be used only for urgent 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.*
  
- *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 forty (40) 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 at 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.*
  - *\*11 days- 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.*

## **Wages**

- *Initial wages shall be approved 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.*

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

***RECEIPT OF LAUGH AND LEARN EMPLOYEES BENEFIT SUMMARY***

**I, \_\_\_\_\_, received a copy of Regional School Unit No. 5 Laugh and learn 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