

# **LEDYARD PUBLIC SCHOOLS**



## **STANDARD BENEFITS PACKAGE**

**for**

**12 MONTH NON-UNION, NON-CERTIFIED**

**FULL TIME STAFF**

**2017-2018**

This is the Standard Benefits Package (“Package”) offered by the Ledyard Board of Education. The Package will be reviewed at least annually by the Board and modified at the Board’s sole discretion, with or without prior notice to employees.

Employees understand and agree that this Package is not a contract of employment for a definite term. Employees understand and agree that their employment by the Board is “at-will” and is not for any specified term and that either the Board or Employee may terminate the employment relationship with or without cause for any lawful reason at any time. In the event that an Employee’s employment relationship with the Board is terminated after the effective date of this Package, whether voluntarily or involuntarily, the Employee’s restrictions and obligations under this Package, if any there be, shall nevertheless survive such termination.

**HOLIDAYS**

All employees will receive thirteen (13) paid holidays as listed:

New Year’s Day	Columbus Day
Martin Luther King Day	Thanksgiving Day
Presidents’ Day	Day After Thanksgiving
Christmas Day	Labor Day
Memorial Day	Good Friday
Veterans Day	
Independence Day	1 Floating Holiday*

\* Floating holiday must be scheduled with and approved in writing by the employee’s immediate supervisor in advance of taking the floating holiday.

**PERSONAL LEAVE**

All employees shall be eligible for a maximum of five (5) days annually with full pay, but not cumulative, to be used when needed to conduct the following personal business:

1. Marriage of immediate family members
2. Death or illness of immediate family members
3. Funeral attendance for other than family member
4. Legal requirements
5. Graduation of immediate family members
6. Other circumstances that may be deemed extraordinary by the Superintendent of Schools, in his/her sole discretion

For the purposes of Personal Leave, “immediate family” shall mean of spouse, child, parent (in-law), sibling (in-law), grandparent, or grandchild.

The Superintendent may recommend, and the Board may approve, the extension of personal leave days with or without pay upon request of the employee. Depending upon circumstances, partial days may be approved in 1/2 day increments.

**SICK DAYS**

Full-time employees shall be entitled to 15 days sick leave with full pay each fiscal year; these days will be accrued on a monthly basis and prorated for partial year and/or part-time employment. Such leave, if unused, shall accumulate to a maximum of 90 days. Upon resignation or retirement, there will be no pay-out for unused sick days. Sick days are taken in either 1/2 day or full day increments.

After three consecutive days of sick leave, or upon the evidence of abuse, the Superintendent may request medical documentation.

**VACATION DAYS**

Employees shall be eligible for paid vacation days, which are accrued on a monthly basis according to the following schedule, based on the number of full years of employment with the Board on July 1 of each year:

First through ninth year of employment:	15 days per year
Subsequent to the ninth year of employment:	20 days per year

The Superintendent may approve in advance the carryover of up to five days per year. Vacation days are taken in either 1/2 day or full day increments.

**MEDICAL, DISABILITY AND LIFE INSURANCE**

Employees will receive the same medical benefits as in the 2016-17 school year with a premium cost share, of 20% of the allocation rate or premium cost, as applicable.

The Board shall maintain a "Section 125" salary reduction agreement, which will be designed to permit exclusion from taxable income of the employee's share of, among other things, health insurance costs.

Employees who were enrolled in the health insurance waiver provision during the 2007-2008 year may elect to waive all health insurance benefits and, in lieu thereof, be remunerated in the amount of 15% of the premium saved by the Board at the time of the waiver because of said waiver. Such remuneration shall be paid twice per year on or about December 1 and June 1. Beginning July 1, 2015, employees, other than those already established, may not participate in the insurance waiver provision; nor can any employee who previously participated, but who ceases to waive coverage, be re-enrolled in the waiver provision.

The Board also provides long-term disability insurance to provide 60% of monthly salary (maximum \$3,000 per month), with a 180-day waiting period. All long-term disability benefits will be paid solely by and in accordance with the terms of the long-term disability policy selected by the Board in its sole discretion.

**RETIREMENT**

All employees are eligible to participate in a 403B Tax Sheltered Annuity and are eligible to participate in a flexible spending account, to the extent allowed by law, for medical and dependent care reimbursement.

New employees hired after July 1, 2013, will only be eligible to participate in the Town of Ledyard Defined Contribution Plan. Match for employees hired after this date will be

determined annually by the Board in its sole discretion . Employees hired prior to July 1, 2013, will continue to participate in the Town Retirement Plan (Defined Benefits). (rev. BoE 9/4/13)

### **TUITION REIMBURSEMENT**

Tuition reimbursement for course credits will be paid at the rate of 1/2 of the cost per credit hour not to exceed 1/2 of the cost per credit hour at the University of Connecticut in-state tuition rate. A copy of the tuition bill and transcripts showing successful completion of the course must be submitted to the Central Office before the reimbursement is processed. This reimbursement is for **tuition only** and does not include mileage, books or other related expenses.

Employees are eligible to be reimbursed for only one (1) course per semester or two (2) courses per fiscal year. The employee must receive a "B" or better in order to be reimbursed.

Employees will not be eligible to seek prior approval for tuition reimbursement until after they have completed one year of employment.

Courses/program for reimbursement must be job related and approved in advance by the Superintendent prior to enrollment. The Superintendent's decisions on appropriateness of classes for reimbursement shall be final.

If the employee leaves within two (2) years of the date of receipt of tuition reimbursement, he/she will be required to refund to the district any funds received toward tuition costs and agrees that such refund can be deducted from his/her final pay.



