

NON-ALIGNED EMPLOYEES:
SALARY, BENEFITS AND CONDITIONS OF EMPLOYMENT

I. Salary

(a) Salaries and benefits are determined by the board of education annually, based on the management needs of the district, with the recommendation of the Superintendent. An evaluation and performance review of each employee, based upon job description and mutually selected objectives, is held annually between the employee and his/her immediate supervisor. Informal reviews are held as needed.

(b) Longevity - Non-aligned employees are eligible for longevity increments as follows:

The nonaligned individual's hiring date shall be used to begin their longevity payments.

After 10 years of service in the District a longevity increment of \$1,300

After 15 years of service in the District an additional longevity increment of \$1,300 (total \$2,600)

After 20 years of service in the District an additional longevity increment of \$1,300 (total \$3,900)

After 25 years of service in the District an additional longevity increment of \$1,300 (total \$5,200)

After 30 years of service in the District an additional longevity increment of \$1,300 (total \$6,500)

(c) Overtime Compensation

Overtime compensation shall be the overtime rate of time and a half paid for each hour worked beyond the regular 40 hour work week. To qualify for additional compensation, overtime must be assigned by the Superintendent or his/her designee.

II. Leave

- (a) Annual Leave (Vacation) During the first year of fulltime service, following successful completion of the probationary period, the nonaligned employee will accrue one (1) vacation day per month with a maximum up to five (5) days. Furthermore, the employee will be entitled to vacation time as follows:

After 1 full year of service – 2 weeks paid vacation

After 3 full years of service – 3 weeks paid vacation

After 5 full years of service – 4 weeks paid vacation

The use of vacation days shall be subject to the approval of the employee's immediate supervisor for up to one (1) week of vacation; the Superintendent's designee for up to two (2) consecutive weeks of vacation; and the Superintendent, or the Superintendent's designee for more than two (2) consecutive weeks of vacation.

School Calendar: Holiday and holiday vacation periods, as stated in the official school calendar, will be non-duty days for non-aligned employees.

- (b) Sick Leave Non-aligned employees shall be entitled to accumulate 13 sick days and four (4) personal days per year (17 aggregate days/year) to be used for purposes of absence from work for illness or physical disability, including pregnancy and family illness leave.

The beneficiary of any non-aligned employee shall receive, upon the non-aligned employee's death, the total dollar amount of sick leave due to the non-aligned employee subject to the following terms.

1. \$25.00 per day
 2. The beneficiary must be the person/persons designated as beneficiary for retirement system purposes.
- (c) Unused Sick Leave Payment of unused sick leave shall be made to aligned employees upon termination of employment with the District, up to a maximum of 225 days, at the rate of \$60 per day.
- (d) Workers' Compensation Non-aligned employees are covered by the provisions of the Workers' Compensation laws. Employees who are absent from work because of occupational injury or disease as defined by the Workers' Compensation Laws will, pending adjudication of their case, be granted a leave with full pay. Such leave will not be charged against sick leave provided the employees pay to the district the Workers' Compensation salary benefits received for such absence. However, this compensation shall not extend beyond one (1) calendar year from the date of injury.
- (e) Bereavement Leave – Non-aligned employees will be granted up to five (5) days of personal leave with pay for a death in their immediate family. The term "immediate family" refers to father, mother, brother, sister, husband, wife, son, daughter, father-in-law, mother-in-law, sister-in-law, brother-in-law, daughter-in-law, son-in-law; grandparents and grandchildren of the unit member or spouse, and significant other residing in household.

III. Insurance

- (a) Non-aligned employees shall be eligible for health, dental and/or optical insurance.
- (b) Non-aligned employees shall have a choice of all insurance plans offered by the district.
- (c) Non-aligned employees may opt out of the district's health insurance program and receive a payment of \$2,500 subject to applicable deductions.

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V. Miscellaneous

Professional Development: District will pay up to \$1,000.00 per semester per non-represented employee not to exceed two (2) semesters per fiscal year toward the cost of any relevant course/courses which are related to the aligned employee's work assignment and which has had prior approval of the Superintendent. The aligned employee shall submit evidence of successful completion of the course prior to reimbursement. The claim for reimbursement must be submitted during the fiscal year in which the course was taken.

VI. Recognition

The following positions, listed with current titles, are not represented by a bargaining unit:

- Secretary to the Superintendent of Schools
- Confidential Managerial Secretary
- Administrative Assistant
- Public Information Specialist
- Payroll Supervisor
- Payroll Clerk (2)
- Confidential Personnel Clerk
- Purchasing Coordinator
- Coordinator of Personnel Benefits
- Network & Technology Services Specialist (3)
- District Clerk
- Network and Technology Service Specialist
- District Treasurer
- Principal Account Clerk/Deputy Treasurer
- Director of Facilities II
- Director of Food Service
- Director of Network/Technology
- Director of Transportation
- Director of Safety and Security

This policy contains the benefits and conditions of employment for aligned employees except as modified in the terms and conditions agreement covering the employment of the Director of Facilities II.

Adopted: May 6, 2009, Revised: September 15, 2010, Revised: January 2, 2013

1st Reading of Revised Policy: March 20, 2013, Adopted: April 3, 2013

1st Reading of Revised Policy: March 4, 2015, Adopted: March 25, 2015

Revised: September 2, 2015, Revised: October 4, 2017

Revised & Adopted: September 12, 2018, August 28, 2019