

**EARLYWOOD EDUCATIONAL SERVICES  
NON-CERTIFIED STATEMENT OF BENEFITS  
23-24 School Year**

**LEVEL A:**  
**Special Education Instructional Assistants**

**LEVEL B:**  
**Skills Specialist**  
**Job Coach**  
**Visual Facilitator**  
**Braille**  
**Oral Language Facilitator**  
**Certified Interpreter**

**LEVEL C:**  
**Administrative Specialist**  
**Data, Communications, & Payroll Coordinator**  
**Executive Assistant, Technology, & Human Resources Coordinator**  
**Treasurer**  
**Maintenance Manager**

Approved by the Governing Board

# EARLYWOOD EDUCATIONAL SERVICES

## STATEMENT OF BENEFITS 23-24 SCHOOL YEAR

### LEVEL A

### SPECIAL EDUCATION INSTRUCTIONAL ASSISTANTS

#### I. Insurance Benefits

##### Eligibility

As a general rule, eligibility for insurance benefits is determined as follows:

- Employees working less than 3.75 hours per day and less than 180 days will not be eligible for insurance and will be classified as non-eligible for the purpose of determining insurance eligibility.
- Employees working 3.75 hours per day and 180 days, or the equivalent thereof, will be eligible for insurance.
- Employees working less than 7.25 hours per day or less than 180 days will not be considered full-time and will have their insurance prorated.
- To be eligible for leave days, an employee must be employed in a **permanent position** (i.e., substitutes and temporary assignments are excluded from leave days). During the first 60 days of employment, employees are on a probationary status and are not eligible for paid leave during the probationary period.

##### Insurance Premiums & Employer Contributions effective October 1, 2023

<b>Plan #1 Medical PPO 1500/3000</b>	<b>Deductible</b>	<b>Max Out of Pocket</b>	<b>Total Premium</b>	<b>Board Contribution</b>	<b>Employee Monthly Premium</b>
Single	\$1,500.00	\$3,000.00	\$838.00	\$250.00	\$588.00
Employee & Spouse	\$3,000.00	\$6,000.00	\$1,883.00	\$250.00	\$1,633.00
Employee & Child(ren)	\$3,000.00	\$6,000.00	\$1,558.00	\$250.00	\$1,308.00
Family	\$3,000.00	\$6,000.00	\$2,446.00	\$250.00	\$2,196.00
<b>Plan #2 Medical HSA 2000/4000</b>	<b>Deductible</b>	<b>Maximum Out of Pocket</b>	<b>Total Premium</b>	<b>Board Contribution</b>	<b>Employee Monthly Premium</b>
Single	\$2,000.00	\$5,000.00	\$769.00	\$250.00	\$519.00
Employee & Spouse	\$4,000.00	\$6,850.00	\$1,730.00	\$250.00	\$1,480.00
Employee & Child(ren)	\$4,000.00	\$6,850.00	\$1,433.00	\$250.00	\$1,183.00
Family	\$4,000.00	\$6,850.00	\$2,247.00	\$250.00	\$1,997.00
<b>Plan #3 Medical HSA 3000/6000</b>	<b>Deductible</b>	<b>Maximum Out of Pocket</b>	<b>Total Premium</b>	<b>Board Contribution</b>	<b>Employee Monthly Premium</b>
Single	\$3,000.00	\$6,550.00	\$691.00	\$250.00	\$441.00
Employee & Spouse	\$6,000.00	\$13,100.00	\$1,552.00	\$250.00	\$1,302.00

Employee & Child(ren)	\$6,000.00	\$13,100.00	\$1,287.00	\$250.00	\$1,037.00
Family	\$6,000.00	\$13,100.00	\$2,018.00	\$250.00	\$1,768.00
<b>Plan #4 Medical PPO 5000/10,000</b>	<b>Deductible</b>	<b>Maximum Out of Pocket</b>	<b>Total Premium</b>	<b>Board Contribution</b>	<b>Employee Monthly Premium</b>
Single	\$5,000.00	\$7,150.00	\$652.00	\$250.00	\$402.00
Employee & Spouse	\$10,000.00	\$14,300.00	\$1,464.00	\$250.00	\$1,214.00
Employee & Child(ren)	\$10,000.00	\$14,300.00	\$1,220.00	\$250.00	\$970.00
Family	\$10,000.00	\$14,300.00	\$1,903.00	\$250.00	\$1,653.00

*The specifics of each program are described in separate benefit plan booklets available through the Human Resources Department.*

## II. Leave Days

### Eligibility

To be eligible for leave days, employee must be employed in a permanent position (i.e., substitutes and temporary assignments are excluded from leave days).

### Annual Leave

- Employees working 180 days and 7.25 hours per day will be granted seven (7) Annual Leave days per year.
- Employees working less than 180 days or less than 7.25 hours per day will have their Annual Leave days pro-rated to the percent of time they are working.
- Annual Leave days are granted to the employee at the beginning of the new contract year.
- Annual Leave days may be taken in one-half (1/2) or whole day increments.
- Annual Leave days may be taken for personal illness, family illness (as defined by the Family & Medical Leave Act of 1993), or to conduct business or civic affairs that cannot be scheduled outside of the school day.
- Prior to taking a leave day, the employee shall report his/her absence to the appropriate parties. When calling to report an absence, the employee must specify whether the reason for the absence is due to illness or personal business.
- It is not the intent of Annual Leave to extend school vacation period or holidays. However, it is understood that exceptions may be considered on a case by case basis. The exceptions must be requested at least two business days prior to the leave date except in the case of an emergency. In such emergency situations, the employee will notify the Executive Director or Designee and will follow-up with a written request to the Executive Director.
- Annual Leave granted, but unused by the end of the school year, shall accumulate as “accumulated sick leave days” up to a maximum of forty (40) days.
- Each employee must exhaust all but one day of Annual Leave before using any of their accumulated sick days. One Annual Leave day may be saved for non-sickness leave. Accumulated sick leave may be used only for personal illness or family illness.

### Bereavement Leave

- Paid bereavement leave for employees working 180 days and 7.25 hours per day will be granted for the death in the immediate family, which shall include husband, wife, mother, stepmother, mother-in-law, father, stepfather, father-in-law, brother, stepbrother, sister, stepsister, son, stepson, daughter, stepdaughter, grandparents, grandchildren, or a dependent, person residing in the household of the employee, for a period extending not more than Five (5) school days within seven (7) consecutive calendar days beyond such death.

- Two (2) of the five (5) days may be taken within the year following the death of an immediate family member.
- Unpaid leave may be granted for funerals of relatives or persons other than those in the immediate family. Additional paid time for death in the immediate family may be permitted upon approval of the EES Executive Director.

#### Jury Duty Leave

Any employee who is called for jury duty or subpoenaed for a matter related to school business shall, during the period of his or her absence on account of such duty, be paid his or her full salary less the total amount per diem allowance earned by such employee for such duty.

#### Professional Leave

An employee may be granted professional leave days at the discretion of the Director.

#### Overtime/Comp Time

No overtime or comp time shall be worked without the prior approval of the staff member's supervisor.

### **III. Retirement Investment Option**

All employees have the option of investing in a 403(b) plan up to the maximum allowable under Federal Law.

**SALARY SCHEDULE  
23-24 SCHOOL YEAR**

**LEVEL A**

**SPECIAL EDUCATION INSTRUCTIONAL ASSISTANTS**

Position	Location	Days/ Hours	0 Years	1 Year	2 Years	3 Years	4 Years	5+ Years	10+ Years	15+ Years	20+ Years
Instructional Assistant	INSPIRE	M-F/7	\$15.00	\$15.50	\$16.00	\$16.50	\$17.00	\$17.50	\$18.75	\$20.00	\$22.25

To retain our valuable employees, staff in Level A will receive a \$0.50 per hour “Years of Service” increase annually for their first five years with Earlywood and then a \$0.25 per hour “Years of Service” increase annually after their 5<sup>th</sup> year with Earlywood.

Years of Service increases will be effective at the beginning of the school year if the employee worked 120 days during the prior school year. Half years will be granted for 60 or more days and can be added to another partial year to move to the next level.

Hourly rate increases over the amount in the Statement of Benefits from the previous year will be granted to employees following the date of Board approval. Rate increases will not be retroactive for Level A.

# EARLYWOOD EDUCATIONAL SERVICES

## STATEMENT OF BENEFITS 23-24 SCHOOL YEAR

### LEVEL B

#### SKILLS SPECIALIST JOB COACH VISUAL FACILITATOR ORAL LANGUAGE FACILITATOR

#### I. Insurance Benefits

##### Eligibility

As a general rule, eligibility for insurance benefits is determined as follows:

- Employees working less than 3.75 hours per day and less than 180 days will not be eligible for insurance and will be classified as non-eligible for the purpose of determining insurance eligibility.
- Employees working 3.75 hours per day and 180 days, or the equivalent thereof, will be eligible for insurance.
- Employees working less than 7.25 hours per day or less than 180 days will not be considered full-time and will have their insurance prorated.
- To be eligible for leave days, an employee must be employed in a **permanent position** (i.e., substitutes and temporary assignments are excluded from leave days). During the first 60 days of employment, employees are on a probationary status and are not eligible for paid leave during the probationary period.

##### Insurance Premiums & Employer Contributions effective October 1, 2023

<b>Plan #1 Medical PPO 1500/3000</b>	<b>Deductible</b>	<b>Max Out of Pocket</b>	<b>Total Premium</b>	<b>Board Contribution</b>	<b>Employee Monthly Premium</b>
Single	\$1,500.00	\$3,000.00	\$838.00	\$477.00	\$361.00
Employee & Spouse	\$3,000.00	\$6,000.00	\$1,883.00	\$1,063.00	\$820.00
Employee & Child(ren)	\$3,000.00	\$6,000.00	\$1,558.00	\$876.00	\$682.00
Family	\$3,000.00	\$6,000.00	\$2,446.00	\$1,389.00	\$1,057.00
<b>Plan #2 Medical HSA 2000/4000</b>	<b>Deductible</b>	<b>Maximum Out of Pocket</b>	<b>Total Premium</b>	<b>Board Contribution</b>	<b>Employee Monthly Premium</b>
Single	\$2,000.00	\$5,000.00	\$769.00	\$477.00	\$292.00
Employee & Spouse	\$4,000.00	\$6,850.00	\$1,730.00	\$1,063.00	\$667.00
Employee & Child(ren)	\$4,000.00	\$6,850.00	\$1,433.00	\$876.00	\$557.00
Family	\$4,000.00	\$6850.00	\$2,247.00	\$1,389.00	\$858.00

<b>Plan #3 Medical HSA 3000/6000</b>	<b>Deductible</b>	<b>Maximum Out of Pocket</b>	<b>Total Premium</b>	<b>Board Contribution</b>	<b>Employee Monthly Premium</b>
Single	\$3,000.00	\$6,550.00	\$691.00	\$477.00	\$214.00
Employee & Spouse	\$6,000.00	\$13,100.00	\$1,552.00	\$1,063.00	\$489.00
Employee & Child(ren)	\$6,000.00	\$13,100.00	\$1,287.00	\$876.00	\$411.00
Family	\$6,000.00	\$13,100.00	\$2,018.00	\$1,389.00	\$629.00
<b>Plan #4 Medical PPO 5000/10,000</b>	<b>Deductible</b>	<b>Maximum Out of Pocket</b>	<b>Total Premium</b>	<b>Board Contribution</b>	<b>Employee Monthly Premium</b>
Single	\$5,000.00	\$7,150.00	\$652.00	\$477.00	\$175.00
Employee & Spouse	\$10,000.00	\$14,300.00	\$1,464.00	\$1,063.00	\$401.00
Employee & Child(ren)	\$10,000.00	\$14,300.00	\$1,220.00	\$876.00	\$344.00
Family	\$10,000.00	\$14,300.00	\$1,903.00	\$1,389.00	\$514.00

<b>Dental</b>	<b>Plan Deductible</b>	<b>Total Premium</b>	<b>Board Contribution</b>	<b>Employee Monthly Premium</b>
Single	\$50.00	\$32.00	\$12.80	\$19.20
Employee & Spouse	\$100.00	\$65.00	\$26.00	\$39.00
Employee & Child(ren)	\$100.00	\$70.00	\$28.00	\$42.00
Family	\$100.00	\$104.00	\$41.60	\$62.40

*The specifics of each program are described in separate benefit plan booklets available through the Human Resources Department.*

## II. Leave Days

### Eligibility

To be eligible for leave days, employee must be employed in a permanent position (i.e., substitutes and temporary assignments are excluded from leave days).

### Annual Leave

- Employees working 180 days and 7.25 hours per day will be granted seven (7) Annual Leave days per year.
- Employees working less than 180 days or less than 7.25 hours per day will have their Annual Leave days pro-rated to the percent of time they are working.
- Annual Leave days are granted to the employee at the beginning of the new contract year.
- Annual Leave days may be taken in one-half (1/2) or whole day increments.
- Annual Leave days may be taken for personal illness, family illness (as defined by the Family & Medical Leave Act of 1993), or to conduct business or civic affairs that cannot be scheduled outside of the school day.
- Prior to taking a leave day, the employee shall report his/her absence to the appropriate parties. When calling to report an absence, the employee must specify whether the reason for the absence is due to illness or personal business.

- It is not the intent of Annual Leave to extend school vacation period or holidays. However, it is understood that exceptions may be considered on a case by case basis. The exceptions must be requested at least two business days prior to the leave date except in the case of an emergency. In such emergency situations, the employee will notify the Executive Director or Designee and will follow-up with a written request to the Executive Director.
- Annual Leave granted, but unused by the end of the school year, shall accumulate as “accumulated sick leave days” up to a maximum of forty (40) days.
- Each employee must exhaust all but one day of Annual Leave before using any of their accumulated sick days. One Annual Leave day may be saved for non-sickness leave. Accumulated sick leave may be used only for personal illness or family illness.

#### Bereavement Leave

- Paid bereavement leave for employees working 180 days and 7.25 hours per day will be granted for the death in the immediate family, which shall include husband, wife, mother, stepmother, mother-in-law, father, stepfather, father-in-law, brother, stepbrother, sister, stepsister, son, stepson, daughter, stepdaughter, grandparents, grandchildren, or a dependent, person residing in the household of the employee, for a period extending not more than Five (5) school days within seven (7) consecutive calendar days beyond such death.
- Two (2) of the five (5) days may be taken within the year following the death of an immediate family member.
- Unpaid leave may be granted for funerals of relatives or persons other than those in the immediate family. Additional paid time for death in the immediate family may be permitted upon approval of the EES Executive Director.

#### Jury Duty Leave

Any employee who is called for jury duty or subpoenaed for a matter related to school business shall, during the period of his or her absence on account of such duty, be paid his or her full salary less the total amount per diem allowance earned by such employee for such duty.

#### Professional Leave

An employee may be granted professional leave days at the discretion of the Director.

#### Overtime/Comp Time

No overtime or comp time shall be worked without the prior approval of the staff member's supervisor.

### **III. Retirement Investment Option**

All employees have the option of investing in a 403(b) plan up to the maximum allowable under Federal Law.



**SALARY SCHEDULE  
23-24 SCHOOL YEAR**

**LEVEL B**

**SKILLS SPECIALIST  
JOB COACH  
VISUAL FACILITATOR  
ORAL LANGUAGE FACILITATOR**

Position	Days/ Hours	0 Years	1 Year	2 Years	3 Years	4 Years	5+ Years	10+ Years	15+ Years	20+ Years
Skills Specialist	180 / 7.25	\$19.50	\$19.75	\$20.00	\$20.25	\$20.50	\$21.50	\$22.75	\$24.00	\$25.25
Job Coach	180 / 7.25	\$18.25	\$18.50	\$18.75	\$19.00	\$19.25	\$19.50	\$20.75	\$22.00	\$23.25
Visual Facilitator	180 / 7.25	\$18.25	\$18.50	\$18.75	\$19.00	\$19.25	\$19.50	\$20.75	\$22.00	\$23.25
Brailler	180 / 7.25	\$25.25	\$25.50	\$25.75	\$26.00	\$26.25	\$26.50	\$27.75	\$29.00	\$30.25
Oral Language Facilitator	180 / 7.25	\$18.25	\$18.50	\$18.75	\$19.00	\$19.25	\$19.50	\$20.75	\$22.00	\$23.25
Certified Interpreter	180 / 7.25	\$25.25	\$25.50	\$25.75	\$26.00	\$26.25	\$26.50	\$27.75	\$29.00	\$30.25

To retain our valuable employees, staff in Level B will receive a \$0.25 per hour “Years of Service” increase annually.

Years of Service increases will be effective at the beginning of the school year if the employee worked 120 days during the prior school year. Half years will be granted for 60 or more days and can be added to another partial year to move to the next level.

Hourly rate increases over the amount in the Statement of Benefits from the previous year will be granted to employees following the date of Board approval. Rate increases will not be retroactive for Level B.

# EARLYWOOD EDUCATIONAL SERVICES

## STATEMENT OF BENEFITS

23-24 SCHOOL YEAR

### LEVEL C

**Administrative Specialist  
Data, Communications, & Payroll Coordinator  
Executive Assistant, Technology, & Human Resources Coordinator  
Treasurer  
Maintenance Manager**

#### I. Contract Year

The contract year for employees working 190+ days per year begins on July 1<sup>st</sup> of each year and ends on June 30<sup>th</sup> of the next calendar year. Employees working less than 190 days will follow the school year calendar approved by the Board.

#### II. Compensation

Compensation for new hires will be based on the position, duties, and experience.

Annual increases for Level C employees will be based on performance review, recommendation of the Executive Director, and approval by the Board. When employees in Level C obtain their 5<sup>th</sup>, 10<sup>th</sup>, 15<sup>th</sup>, and 20<sup>th</sup> year of experience, their annual increase will be \$1.00 per hour unless the percentage approved by the Board is greater.

Annual increases will be retroactive to July 1, 2023.

#### III. Probationary Period

A new non-certified employee will be subject to a probationary period of sixty (60) consecutive calendar days beginning on the first day of employment. At the end of this period, the employee's supervisor will recommend continued employment status to the Executive Director based on an evaluation of job performance. Upon successful completion of the probationary period, the employee will be eligible for insurance benefits.

#### IV. Insurance Benefits

##### Eligibility

As a general rule, eligibility for insurance benefits is determined as follows:

- Employees working less than 3.75 hours per day and less than 180 days will not be eligible for insurance and will be classified as non-eligible for the purpose of determining insurance eligibility.
- Employees working 3.75 hours per day and 180 days, or the equivalent thereof, will be eligible for insurance.
- Employees working less than 7.25 hours per day or less than 180 days will not be considered full-time and will have their insurance prorated.
- To be eligible for leave days, an employee must be employed in a **permanent position** (i.e., substitutes and temporary assignments are excluded from leave days). During the first 60 days of

employment, employees are on a probationary status and are not eligible for paid leave during the probationary period.

Insurance Premiums & Employer Contributions effective October 1, 2023

<b>Plan #1 Medical PPO 1500/3000</b>	<b>Deductible</b>	<b>Max Out of Pocket</b>	<b>Total Premium</b>	<b>Board Contribution</b>	<b>Employee Monthly Premium</b>
Single	\$1,500.00	\$3,000.00	\$838.00	\$504.00	\$334.00
Employee & Spouse	\$3,000.00	\$6,000.00	\$1,883.00	\$1,131.00	\$752.00
Employee & Child(ren)	\$3,000.00	\$6,000.00	\$1,558.00	\$938.00	\$620.00
Family	\$3,000.00	\$6,000.00	\$2,446.00	\$1,471.00	\$975.00
<b>Plan #2 Medical HSA 2000/4000</b>	<b>Deductible</b>	<b>Maximum Out of Pocket</b>	<b>Total Premium</b>	<b>Board Contribution</b>	<b>Employee Monthly Premium</b>
Single	\$2,000.00	\$5,000.00	\$769.00	\$545.00	\$224.00
Employee & Spouse	\$4,000.00	\$6,850.00	\$1,730.00	\$1,214.00	\$516.00
Employee & Child(ren)	\$4,000.00	\$6,850.00	\$1,433.00	\$1,021.00	\$412.00
Family	\$4,000.00	\$6,850.00	\$2,247.00	\$1,554.00	\$693.00
<b>Plan #3 Medical HSA 3000/6000</b>	<b>Deductible</b>	<b>Maximum Out of Pocket</b>	<b>Total Premium</b>	<b>Board Contribution</b>	<b>Employee Monthly Premium</b>
Single	\$3,000.00	\$6,550.00	\$691.00	\$545.00	\$146.00
Employee & Spouse	\$6,000.00	\$13,100.00	\$1,552.00	\$1,214.00	\$338.00
Employee & Child(ren)	\$6,000.00	\$13,100.00	\$1,287.00	\$1,021.00	\$266.00
Family	\$6,000.00	\$13,100.00	\$2,018.00	\$1,554.00	\$464.00
<b>Plan #4 Medical PPO 5000/10,000</b>	<b>Deductible</b>	<b>Maximum Out of Pocket</b>	<b>Total Premium</b>	<b>Board Contribution</b>	<b>Employee Monthly Premium</b>
Single	\$5,000.00	\$7,150.00	\$652.00	\$504.00	\$148.00
Employee & Spouse	\$10,000.00	\$14,300.00	\$1,464.00	\$1,131.00	\$333.00
Employee & Child(ren)	\$10,000.00	\$14,300.00	\$1,220.00	\$938.00	\$282.00
Family	\$10,000.00	\$14,300.00	\$1,903.00	\$1,451.00	\$432.00

<b>Dental</b>	<b>Plan Deductible</b>	<b>Total Premium</b>	<b>Board Contribution</b>	<b>Employee Monthly Premium</b>
Single	\$50.00	\$32.00	\$12.80	\$19.20
Employee & Spouse	\$100.00	\$65.00	\$26.00	\$39.00

Employee & Child(ren)	\$100.00	\$70.00	\$28.00	\$42.00
Family	\$100.00	\$104.00	\$41.60	\$62.40

Vision		Total Premium	Board Contribution	Employee Premium
Family		\$20.50	\$8.42	\$12.08 Monthly
Single		\$7.94		\$1.00 per year
				<b>Employee Premium</b>
<b>Long Term Disability</b>				\$1.00 per year
				<b>Employee Premium</b>
<b>Life Insurance</b>				\$1.00 per year

*The specifics of each program are described in separate benefit plan booklets available through the Human Resources Department.*

## V. Paid Leave Days & Holidays

### Eligibility

- To be eligible for paid leave days and holidays, employee must be employed in a permanent position (i.e., substitutes and temporary assignments are excluded from leave days)
- An employee hired after the contract/school year has begun will be considered a full-time employee for benefit purposes, but will have paid leave days prorated based on the number of days remaining in the contract year at the time of hire.

### Sick Leave Days

- Sick Leave days are granted to the employee at the beginning of the new contract year (July 1).
- Sick Leave days will be granted as follows:
  - 5 days for 184 day contracts
  - 9 days for 245 day contracts
  - 10 days for 260 day contracts.
- Sick Leave days may be taken in one-half (1/2) or whole day increments.
- Sick Leave days may be taken for personal illness or family illness (as defined by the Family & Medical Leave Act of 1993).
- Prior to taking a leave day, the employee shall report his/her absence to the appropriate parties. When calling to report an absence, the employee must specify whether the reason for the absence is due to illness or personal business.
- Sick Leave granted, but unused by the end of the school year, shall accumulate as “accumulated sick leave days” up to a maximum of eighty (80) days for employees on a 245 calendar, and ninety (90) days for employees on a 260 calendar.
- The Governing Board will buy back, at a rate of \$50.00 per day, any unused accumulated sick leave days in excess of the employee’s cap at the end of the contract year. The funds shall be deposited into a 401(a) account for the employee by August 1 of each year.

### Personal Leave Days

- Personal Leave days are granted to the employee at the beginning of the new contract year (July 1).
- Personal Leave days will be granted as follows:
  - 1 day for 184 day contracts
  - 2 days for 245 day contracts

- 3 days for 260 day contracts.
- Personal Leave days may be taken in one-half (1/2) or whole day increments.
- Personal Leave days may be taken for personal illness, family illness (as defined by the Family & Medical Leave Act of 1993), or to conduct business or civic affairs that cannot be scheduled outside of the school day.
- Prior to taking a leave day, the employee shall report his/her absence to the appropriate parties. When calling to report an absence, the employee must specify whether the reason for the absence is due to illness or personal business.
- Personal Leave granted, but unused by the end of the school year, shall accumulate as “accumulated sick leave days.”

#### Bereavement Leave

- Paid bereavement leave for employees in this category will be granted for the death in the immediate family, which shall include husband, wife, mother, stepmother, mother-in-law, father, stepfather, father-in-law, brother, stepbrother, sister, stepsister, son, stepson, daughter, stepdaughter, grandparents, grandchildren, uncle, aunt, or a dependent, person residing in the household of the employee, for a period extending not more than five (5) school days within seven (7) consecutive calendar days beyond such death.
- Two (2) of the five (5) days may be taken within the year following the death of an immediate family member.
- Personal leave or unpaid leave may be granted for funerals of relatives or persons other than those in the immediate family.
- Additional paid time for death in the immediate family may be permitted upon approval of the EES Executive Director.

#### Jury Duty Leave

- Any employee who is called for jury duty or subpoenaed for a matter related to school business shall, during the period of his or her absence on account of such duty, be paid his or her full salary less the total amount per diem allowance earned by such employee for such duty.

#### Professional Leave

- An employee may be granted professional leave days at the discretion of the Director.

### **VI. Vacation Days**

Employees will be granted Vacation Days effective July 1st as follows:

#### 245 Day Contract

1-5 Years = 10 Days

6-9 Years = 12 Days

10+ Years = 15 Days

#### 260 Day Contract

1-5 Years = 10 Days

6-9 Years = 15 Days

10+ Years = 20

- Employees must complete one year of service to be eligible for vacation days.
- If on July 1<sup>st</sup>, an employee has not yet completed one year of service, the allotted vacation days for that contract year will be prorated accordingly.
- An employee working less than 245 days will not be eligible for paid vacation days.
- All requests for vacation are to be approved by the Executive Director prior to taking such days.
- Vacation days will not be granted during critical times unless extraordinary circumstances exist and appropriate coverage is available.
- A maximum of five vacation days may be carried over into the next school year. The balance of those days must be utilized in the following school year or they will be forfeited.

- Upon separation of employment from Earlywood, accrued vacation days will be paid out to the employee at the employee's daily rate at the time of separation.

## **VII. Overtime/Comp Time**

No overtime or comp time shall be worked without the prior approval of the staff member's supervisor.

## **VIII. Retirement Investment Option**

### Public Employers Retirement Fund (PERF)

- Employees in this group working 245 days or more are eligible for PERF benefits. The Employee and the Governing Board will share in the cost at the prevailing rates for contributions.

### Annuity and Match

- Employees have the option of investing in a Health Savings Account through the South Central Insurance Trust OR in one of the 403(b) Tax Deferred Annuity Plans chosen by the Governing Board up to the maximum allowable under Federal Law.
- The Governing Board will match employee contributions for employees in this group working 245 days or more to a maximum according to the following chart. The match is based on the total years of service at EES.
- The maximum allowable match will be contributed by the Board and will be deposited into a Health Savings Account through the South Central Indiana School Trust OR 403(b) account by July 15<sup>th</sup> of each year unless the employee contributes less than the maximum allowable match. If the employee contributes less than the maximum allowable match, the Board will match the employee contribution.
 

▪ 0 to 5 Year	\$600.00
▪ 6 to 10 Years	\$650.00
▪ 11 to 15 Years	\$700.00
▪ 16 or more Years	\$750.00

## **IX. Retirement Benefit**

### Eligibility

- The employee must be at least fifty-five (55) years of age at the beginning of the school year after which he/she plans to retire. An employee may be eligible for retirement if younger than 55 if physically disabled as certified by a licensed physician.
- The employee must have submitted their intention to retire to the Executive Director in writing six months prior to the intended retirement date. This requirement may be waived upon recommendation by the Executive Director and approval by the Governing Board in the case of illness or disability certified by a licensed physician.
- The employee must have had at least fifteen (15) years of continuous employment with Earlywood Educational Services.

### Retirement Insurance

- Employees who meet the eligibility requirements outlined in the Retirement Eligibility section of this document, and the terms and conditions of the insurance companies, may continue Medical/Dental/Vision and Life insurance coverage until eligible for Social Security Benefits. The employee will be responsible for paying the total monthly premium to the Insurance representative per their procedure.
- If the retiree should die and the retiree's surviving spouse was enrolled in the health insurance plan for one year immediately preceding the death of the former employee, he or she may continue his

or her health, dental and vision insurance, subject to the approval of the insurance carrier, by paying the monthly premium directly to the insurance trust per their procedure until the spouse is eligible for Social Security Benefits.

#### Retirement Severance

- Employees who meet the eligibility requirements outlined in the Retirement Eligibility section of this document and upon retirement shall be provided a one-time additional compensation, equal to the employee's final annual daily rate multiplied by one-half ( $1/2$ ) the number of accumulated sick leave days. This amount will be deposited into the employee's 401(a).