

8.6.1—CLASSIFIED EMPLOYEES BENEFITS – EDUCATIONAL OFFICE ASSISTANTS AND PROFESSIONAL STAFF

FRINGE BENEFITS

1. The District contributes to the premiums of group Policies to provide for health, vision, dental, and life insurance. The District contribution and benefits provided by these Policies are subject to annual review. Benefits at District expense may be added from time-to-time as the need arises. Subject to terms of the Policies, participants in these programs will have the option of electing a family Policy when available with the extra cost of a family Policy being withheld from the employee's salary.
2. Participation in the District flexible benefits plan exempts the participant from paying federal or state income tax or social security tax on all money that has been committed to the plan. All applicable regulations which govern Section 125 of the IRS Code will be in effect for the District program.
3. District contributions to these benefits for an employee resigning during the school year or who begins service during the year will be proportional to the length of service they have rendered during the year.
4. Employees who resign will be extended an opportunity to participate in the government sponsored COBRA Health Insurance Program.
5. The District will pay premiums for persons on sick leave. Persons on leave without pay may remain in the group by transferring to the COBRA plan for a maximum of eighteen months by paying full premiums.
6. Individuals will be afforded the opportunity to participate in a 403(b) TSA program through payroll deduction.

LEAVE OF ABSENCE

The Board grants leaves upon recommendation of the Superintendent. To obtain a leave of absence, which must be taken for a year, an employee must make his or her request in writing to the Superintendent. In the letter requesting a leave, he or she should state the reason for the leave, the beginning and ending dates for which the leave is requested, and any other information required for the particular type of leave desired. Specified acceptable reasons for leaves of absence which are not covered by other leave Policies include personal illness, bodily injury, illness in the immediate family, maternity or professional study. The following conditions apply to a leave of absence under this Policy:

1. The employee will receive no compensation or benefits for the duration of the leave, nor will the employee accrue salary credit or seniority during the leave of absence;
2. Upon expiration of the leave, the employee will be placed in an equivalent job position and salary schedule placement as that held when going on leave;
3. All benefits, including seniority and accrued sick leave to which the employee was entitled at the time the leave of absence began, will be restored upon his or her return to active duty with the District.

Only persons with three or more years of service in the District will be eligible for leave of absence under the provisions of this Policy.

Granting a leave by the Board signifies its intention to re-employ the person upon termination of his or her leave. Acceptance of other employment by the employee during the term of the leave will constitute a resignation from District employment.

FUNERAL LEAVE

A maximum of four (4) days leave with full pay for one bereavement is allowed employees who have death in the immediate family. Immediate family will be defined to include the husband, wife, child, mother (or legal guardian), father (or legal guardian), father-in-law, mother-in-law, brother, sister, brother-in-law, sister-in-law, grandchild, daughter-in-law, son-in-law, or other members of the family residing in the same household. Also included are the brothers-in-law, sisters-in-law, aunts, uncles, nephews, nieces, and grandparents of the employee or his or her spouse. Not more than eight days for total leaves under this Policy may be granted in one year.

When a death in the immediate family is imminent, an employee may apply in writing to the Superintendent or designee for leave to be charged to the four-day maximum bereavement allocation described in paragraph one.

For funerals outside the immediate family, only the cost of the substitute will be deducted from the employee's salary or Personal Business Leave may be taken as per Policy 8.7.1.

For funerals of current students or current staff members, reasonable efforts will be made to enable employees at the affected school to attend without deduction.

Legal Reference: A.C.A. § 6-17-201

Additional Reference: ASBA Model Policies

Date Adopted: June 22, 2020

Last Revised: February 8, 2021

8.6.2—CLASSIFIED EMPLOYEES BENEFITS – SECURITY AND FACILITIES

FRINGE BENEFITS

1. The District contributes to the premiums of group Policies to provide for health, vision, dental, and life insurance. The District contribution and benefits provided by these Policies are subject to annual review. Benefits at District expense may be added from time-to-time as the need arises. Subject to terms of the Policies, participants in these programs will have the option of electing a family Policy when available with the extra cost of a family Policy being withheld from the employee's salary.
2. Participation in the District flexible benefits plan exempts the participant from paying federal or state income tax or social security tax on all money that has been committed to the plan. All applicable regulations which govern Section 125 of the IRS Code will be in effect for the District program.
3. District contributions to these benefits for an employee resigning during the school year or who begins service during the year will be proportional to the length of service they have rendered during the year.
4. Employees who resign will be extended an opportunity to participate in the government sponsored COBRA Health Insurance Program.
5. The District will pay premiums for persons on sick leave. Persons on leave without pay may remain in the group by transferring to the COBRA plan for a maximum of eighteen months by paying full premiums.
6. Individuals will be afforded the opportunity to participate in a 403(b) TSA program through payroll deduction.

FUNERAL LEAVE

A maximum of four (4) days leave with full pay for one bereavement is allowed employees who have death in the immediate family. Immediate family will be defined to include the husband, wife, child, mother (or legal guardian), father (or legal guardian), father-in-law, mother-in-law, brother, sister, brother-in-law, sister-in-law, grandchild, daughter-in-law, son-in-law, or other members of the family residing in the same household. Also included are the brothers-in-law, sisters-in-law, aunts, uncles, nephews, nieces, and grandparents of the employee or his or her spouse. Not more than eight days for total leaves under this Policy may be granted in one year.

When a death in the immediate family is imminent, an employee may apply in writing to the Superintendent or designee for leave to be charged to the four-day maximum bereavement allocation described in paragraph one.

For funerals outside the immediate family, only the cost of the substitute will be deducted from the employee's salary or Personal Business Leave may be taken as per Policy 8.7.2.

For funerals of current students or current staff members, reasonable efforts will be made to enable employees at the affected school to attend without deduction.

Legal Reference: A.C.A. § 6-17-201

Additional Reference: ASBA Model Policies

Date Adopted: June 22, 2020
Last Revised: February 8, 2021

8.6.3—CLASSIFIED EMPLOYEES BENEFITS – CHILD NUTRITION

FRINGE BENEFITS

1. The District contributes to the premiums of group Policies to provide for health, vision, dental, and life insurance. The District contribution and benefits provided by these Policies are subject to annual review. Benefits at District expense may be added from time-to-time as the need arises. Subject to terms of the Policies, participants in these programs will have the option of electing a family Policy when available with the extra cost of a family Policy being withheld from the employee's salary.
2. Participation in the District flexible benefits plan exempts the participant from paying federal or state income tax or social security tax on all money that has been committed to the plan. All applicable regulations which govern Section 125 of the IRS Code will be in effect for the District program.
3. District contributions to these benefits for an employee resigning during the school year or who begins service during the year will be proportional to the length of service they have rendered during the year.
4. Employees who resign will be extended an opportunity to participate in the government sponsored COBRA Health Insurance Program.
5. The District will pay premiums for persons on sick leave. Persons on leave without pay may remain in the group by transferring to the COBRA plan for a maximum of eighteen months by paying full premiums.
6. Individuals will be afforded the opportunity to participate in a 403(b) TSA program through payroll deduction.

FUNERAL LEAVE

A maximum of four (4) days leave with full pay for one bereavement is allowed employees who have death in the immediate family. Immediate family will be defined to include the husband, wife, child, mother (or legal guardian), father (or legal guardian), father-in-law, mother-in-law, brother, sister, brother-in-law, sister-in-law, grandchild, daughter-in-law, son-in-law, or other members of the family residing in the same household. Also included are the brothers-in-law, sisters-in-law, aunts, uncles, nephews, nieces, and grandparents of the employee or his or her spouse. Not more than eight days for total leaves under this Policy may be granted in one year.

When a death in the immediate family is imminent, an employee may apply in writing to the Superintendent or designee for leave to be charged to the four-day maximum bereavement allocation described in paragraph one.

For funerals outside the immediate family, only the cost of the substitute will be deducted from the employee's salary or Personal Business Leave may be taken as per Policy 8.7.2.

For funerals of current students or current staff members, reasonable efforts will be made to enable employees at the affected school to attend without deduction.

Legal Reference: A.C.A. § 6-17-201

Additional Reference: ASBA Model Policies

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8.6.4—CLASSIFIED EMPLOYEES BENEFITS – PARAPROFESSIONALS

FRINGE BENEFITS

1. The District contributes to the premiums of group Policies to provide for health, vision, dental, and life insurance. The District contribution and benefits provided by these Policies are subject to annual review. Benefits at District expense may be added from time-to-time as the need arises. Subject to terms of the Policies, participants in these programs will have the option of electing a family Policy when available with the extra cost of a family Policy being withheld from the employee's salary.
2. Participation in the District flexible benefits plan exempts the participant from paying federal or state income tax or social security tax on all money that has been committed to the plan. All applicable regulations which govern Section 125 of the IRS Code will be in effect for the District program.
3. District contributions to these benefits for an employee resigning during the school year or who begins service during the year will be proportional to the length of service they have rendered during the year.
4. Employees who resign will be extended an opportunity to participate in the government sponsored COBRA Health Insurance Program.
5. The District will pay premiums for persons on sick leave. Persons on leave without pay may remain in the group by transferring to the COBRA plan for a maximum of eighteen months by paying full premiums.
6. Individuals will be afforded the opportunity to participate in a 403(b) TSA program through payroll deduction.

LEAVE OF ABSENCE

The Superintendent may grant a leave of absence for one semester to those individuals entering student teaching. To obtain a leave of absence, an employee must make his or her request in writing to the Superintendent. In the letter requesting a leave, he or she should state the reason for the leave is to complete student teaching, the semester he/she wishes the leave to occur, and proof that all course work has been completed leading to student teaching. The following conditions apply to a leave of absence under this Policy:

1. The employee will receive no compensation or benefits for the duration of the leave, nor will the employee accrue salary credit or seniority during the leave of absence;
2. Upon expiration of the leave, the employee will be placed in an equivalent job position and salary schedule placement as that held when going on leave;
3. All benefits, including seniority and accrued sick leave to which the employee was entitled at the time the leave of absence began, will be restored upon his or her return to active duty with the District.

Only persons with three or more years of service in the District will be eligible for leave of absence under the provisions of this Policy. Leaves may be granted for no more than one semester.

Granting a leave by the Superintendent signifies an intention to re-employ the person upon termination of his or her leave. Acceptance of other employment by the employee during the term of the leave will constitute a resignation from District employment.

FUNERAL LEAVE

A maximum of four (4) days leave with full pay for one bereavement is allowed employees who have death in the immediate family. Immediate family will be defined to include the husband, wife, child, mother (or legal guardian), father (or legal guardian), father-in-law, mother-in-law, brother, sister, brother-in-law, sister-in-law, grandchild, daughter-in-law, son-in-law, or other members of the family residing in the same household. Also included are the brothers-in-law, sisters-in-law, aunts, uncles, nephews, nieces, and grandparents of the employee or his or her spouse. Not more than eight days for total leaves under this Policy may be granted in one year.

When a death in the immediate family is imminent, an employee may apply in writing to the Superintendent or designee for leave to be charged to the four-day maximum bereavement allocation described in paragraph one.

For funerals outside the immediate family, only the cost of the substitute will be deducted from the employee's salary or Personal Business Leave may be taken as per Policy 8.7.3.

For funerals of current students or current staff members, reasonable efforts will be made to enable employees at the affected school to attend without deduction.

Legal Reference: A.C.A. § 6-17-201

Additional Reference: ASBA Model Policies

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8.6.5—CLASSIFIED EMPLOYEES BENEFITS – TRANSPORTATION

FRINGE BENEFITS

1. The District contributes to the premiums of group Policies to provide for health, vision, dental, and life insurance for those staff members who qualify. The District contribution and benefits provided by these Policies are subject to annual review. Benefits at District expense may be added from time-to-time as the need arises. Subject to terms of the Policies, participants in these programs will have the option of electing a family Policy when available with the extra cost of a family Policy being withheld from the employee's salary.
2. Participation in the District flexible benefits plan exempts the participant from paying federal or state income tax or social security tax on all money that has been committed to the plan. All applicable regulations which govern Section 125 of the IRS Code will be in effect for the District program.
3. District contributions to these benefits for an employee resigning during the school year or who begins service during the year will be proportional to the length of service they have rendered during the year.
4. Eligible employees who resign will be extended an opportunity to participate in the government sponsored COBRA Health Insurance Program.
5. For insurance-eligible employees, the District will pay premiums for persons on sick leave. Persons on leave without pay may remain in the group by transferring to the COBRA plan for a maximum of eighteen months by paying full premiums.
6. Individuals who qualify will be afforded the opportunity to participate in a 403(b) TSA program through payroll deduction.

FUNERAL LEAVE

A maximum of four (4) days leave with full pay for one bereavement is allowed employees who have death in the immediate family. Immediate family will be defined to include the husband, wife, child, mother (or legal guardian), father (or legal guardian), father-in-law, mother-in-law, brother, sister, brother-in-law, sister-in-law, grandchild, daughter-in-law, son-in-law, or other members of the family residing in the same household. Also included are the brothers-in-law, sisters-in-law, aunts, uncles, nephews, nieces, and grandparents of the employee or his or her spouse. Not more than eight days for total leaves under this Policy may be granted in one year.

When a death in the immediate family is imminent, an employee may apply in writing to the Superintendent or designee for leave to be charged to the four-day maximum bereavement allocation described in paragraph one.

For funerals outside the immediate family, only the cost of the substitute will be deducted from the employee's salary or Personal Business Leave may be taken as per Policy 8.7.4.

For funerals of current students or current staff members, reasonable efforts will be made to enable employees at the affected school to attend without deduction.

Legal Reference: A.C.A. § 6-17-201

Additional Reference: ASBA Model Policies

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