

# **LEWISTON-ALTURA SCHOOL DISTRICT**

## **AT-WILL EMPLOYEE LETTER OF ASSIGNMENT**

Employee At-Will: The person referenced herein is an employee-at-will and serves at the discretion of the **Lewiston - Altura School District 857 Board**.

The purpose of this document is meant to set forth the wages and benefits for the position held.

Employee: Sheala Hall

Position: Lead Finance Assistant

**Salary:** The base salary will be \$ 27.25 per hour, which is equivalent to \$56,680 on an annual basis, and is subject to deductions for taxes and other withholdings as required by law or the policies of the Lewiston – Altura School District.

**Hours of Service and Duty Year:** The hours worked by the Employee will be 2080 hours per year, eight (8) hours per day. The employee may work four-day weeks/10-hour days in the summer with Superintendent approval. Employees who work four consecutive hours will be provided with a paid break, not to exceed 15 minutes.

**Annualized Pay** Employee will have his/her compensation divided into 24 pay periods. Paydays will be the 15<sup>th</sup> and the last business day of the month unless payday falls on a weekend or holiday. Payday will then be the last business day prior to the scheduled payday.

**Pay Deductions:** Any absence other than those allotted in this Agreement shall result in pay deductions based on the hourly wage of the absent Employee.

### **Additional Compensation:**

**Overtime:** As a general rule, overtime is not allowed. The supervisor, prior to the work, must grant approval for overtime. In the case of an emergency, and the supervisor cannot be contacted, the overtime necessary to clear the emergency will be allowed. Overtime will be paid at a rate, which is one, and one-half times the employee's regular hourly rate.

**Compensatory Time:** Use of compensatory time must be approved in advance by the Direct Supervisor. Accrual of compensatory time shall be agreed to and approved by the supervising administrator.

## **BENEFITS**

### **GROUP INSURANCE**

**Selection of Carrier:** The selection of the insurance carrier and policy shall be made by the School District as provided by law. It is understood that the School District's only obligation is to purchase an insurance policy and pay such amounts as agreed to herein and no claim shall be made against the School District as a result of a denial of insurance benefits by an insurance carrier.

**Health and Hospitalization Insurance:** If the employee chooses to participate in the district's group health and hospitalization plan, s/he will be eligible for a contribution of up to \$600.00 per month for single coverage, and up to \$850.00 per month for family coverage toward the premium of the insurance option

through the District's plan that the employee chooses. In the event a married couple is employed by the School District, and one or both are eligible to receive coverage, the married couple may combine and apply the two single School District contributions to one non-single policy. The dollar amount applies to health and hospitalization insurance only.

**Vision and Dental Insurance:** The employee may choose to participate in the district's group dental and/or vision insurance plans at the employee's expense.

**Tax Sheltered Annuities:** Employee is eligible for a \$100.00 annual match contribution from the District toward a Tax Sheltered 403b annuity if this amount is matched or exceeded by a contribution from the employee. The district's contribution will be paid to the employee's account, divided equally over 24 pay periods, \$4.17/check.

**Workplace Injury:** Any and all injuries, regardless of their severity, shall be reported to the Supervisor as soon after the injury occurs as possible. In order for a claim to Workmen's Compensation to be considered valid, a "First Report of Injury" must be made within 24 hours of the incident.

## **LEAVES OF ABSENCE**

**Sick Leave:** The Employee shall earn sick leave at the rate of one (1) day for each month of service in the employ of the School District, up to 12 days per year. Sick leave earned shall be credited to the individual employee's sick leave bank at the start of the following month. Employee may accumulate an unlimited amount of sick leave. Sick leave must be taken in increments no less than ¼ day. Sick leave days may be used for personal or family illnesses.

The School District may require the Employee to furnish a medical certificate from a qualified physician as evidence of illness indicating such absence was due to illness in order to qualify for sick leave pay. In the event that a medical certificate will be required, the Employee will be so advised. Sick leave pay shall be approved only upon submission of a sick leave pay request form.

Two sick leave days may be used each year for personal business that cannot be taken care of outside of the normal workday.

**Earned Vacation:** The Employee shall earn vacation at the rate of one (1) day for each month of service in the School District. Up to 12 days may be earned during the first year of employment. After the first year, an additional 1 day of vacation will be earned per year of service up to a maximum of 18 days of vacation per year.

Employee should submit requests for vacation to the Superintendent a minimum of two weeks prior to the date of the requested leave. Vacation time can be accumulated to a maximum of 36 days. There is no carryover of vacation time beyond 36 days.

**Emergency School Cancellations:** Employee is expected to work when school is not in session due to an emergency closing. If the employee is unable to report to work, may request options of working remotely, the use of vacation, compensatory time, or may use up to two sick (personal) days to avoid a pay deduct.

**Jury Service:** An Employee who serves on jury duty shall be granted the day or days as necessary as stipulated by the court to discharge this responsibility without any loss of basic leave. The compensation received for jury duty service, minus mileage and meal allowance, shall be deducted from the Employee's payroll check and the Employee shall keep the check for jury duty services.

**Bereavement:** The Superintendent may grant up to three days in the case of the death of someone in the employee's or employee spouse's immediate family which is defined as children, spouse, parents of Employee or spouse, grandparents of Employee or spouse, brothers and sisters of Employee or spouse. Up to three days leave per occurrence taken in ¼ day increments shall be allowed. The first three days will not be deducted from sick leave. Additional pre-approved Bereavement Leave will be deducted from sick leave.

## **HOLIDAYS**

**Paid Holidays:** Employee shall be granted the following 9.5 paid holidays: July 4<sup>th</sup>, Labor Day, Thanksgiving Day, Day after Thanksgiving, ½ day Christmas Eve, Christmas Day, ½ day New Year's Eve, New Year's Day, ½ day Good Friday, Memorial Day and 1 floating holiday (on any school day students are not present).

**Weekends:** Holidays that fall on weekends will be observed on a day established by the School District.

**Eligibility:** In order to be eligible for holiday pay, an Employee must have worked a regular workday before and after the holiday unless an excused illness, leave, or on vacation under these provisions.

## **DURATION**

This Agreement shall remain in full force and effect for a period commencing April 1, 2022 and ending March 31, 2023 until modifications are made pursuant to the P.E. L. R. A.

This Agreement constitutes the full and complete Agreement between the School District and the Employee.

**IN WITNESS WHEREOF**, the parties have executed this Agreement as follows:

Employee's Signature: \_\_\_\_\_ DATE: \_\_\_\_\_

**Lewiston – Altura School District 857**

Superintendent's Signature: \_\_\_\_\_ DATE: \_\_\_\_\_