

8.6.1—CLASSIFIED EMPLOYEES BENEFITS – EDUCATIONAL SECRETARIES OFFICE ASSISTANTS AND OTHER OFFICE PERSONNEL 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.

EDUCATIONAL SCHOLARSHIPS FOR CLASSIFIED EMPLOYEES

~~The District will make available to classified employees a cash scholarship to be used for advanced studies.~~

~~The following criteria apply:~~

- ~~1. Only full-time employees (1.0 FTE) of the District are eligible (excluding administrators).~~
- ~~2. Scholarships may be used for college courses leading to a Bachelor's degree in education or for fees related to participation in the non-traditional licensure program.~~
- ~~3. Any employee that is awarded the scholarship must use it within thirteen months from the date that it is awarded.~~
- ~~4. Any employee that is awarded the scholarship must submit an official transcript or grade report within three months of the completion date to account for use of the scholarship. An employee who applies the scholarship to fees related to the non-traditional licensure program must submit receipts within three months of fee payment.~~
- ~~5. Interested employees must complete and submit a scholarship application form which includes educational plans, projected cost, location of the school or program, and a brief biographical and employment history.~~
- ~~6. Failure to complete the course work or unsatisfactory performance (below C grade) will result in the employee paying back the amount of the award within thirty days of the end~~

~~of the course.~~

- ~~7. Changes in educational plans or failure to submit grade reports, completion certificates or receipts in a timely manner could also result in the employee paying back the award.~~

~~Decisions regarding the scholarship and its recipients rest solely with the Scholarship Committee. The Committee chair should be notified of any changes in educational plans outside of those outlined to the Committee on the application form.~~

~~The Scholarship Committee consists of three members selected as follows:~~

- ~~1. One member from the District Council of PTAs;~~
- ~~2. One member employed as a teacher within the District; and selected by the PPC;~~
- ~~3. One member employed as an administrator within the District and selected by the Superintendent.~~

~~The terms of the Committee members begin on March 1, and each term has a two-year duration. The Committee will select recipients no later than May 1. The deadline for scholarship applications will be March 1.~~

~~The number of scholarships awarded each year will depend on funds allocated in the current year budgeted for that purpose. The amount of each individual award will be \$750. The scholarship may not be awarded to the same employee in two successive years unless there are no other scholarship applicants.~~

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.

EDUCATIONAL SCHOLARSHIPS FOR CLASSIFIED EMPLOYEES

~~The District will make available to classified employees a cash scholarship to be used for advanced studies.~~

~~The following criteria apply:~~

- ~~1. Only full-time employees (1.0 FTE) of the District are eligible (excluding administrators).~~
- ~~2. Scholarships may be used for college courses leading to a Bachelor's degree in education or for fees related to participation in the non-traditional licensure program.~~
- ~~3. Any employee that is awarded the scholarship must use it within thirteen months from the date that it is awarded.~~
- ~~4. Any employee that is awarded the scholarship must submit an official transcript or grade report within three months of the completion date to account for use of the scholarship. An employee who applies the scholarship to fees related to the non-traditional licensure program must submit receipts within three months of fee payment.~~
- ~~5. Interested employees must complete and submit a scholarship application form which includes educational plans, projected cost, location of the school or program, and a brief biographical and employment history.~~
- ~~6. Failure to complete the course work or unsatisfactory performance (below C grade) will result in the employee paying back the amount of the award within thirty days of~~

~~the end of the course.~~

- ~~7. Changes in educational plans or failure to submit grade reports, completion certificates or receipts in a timely manner could also result in the employee paying back the award.~~

~~Decisions regarding the scholarship and its recipients rest solely with the Scholarship Committee. The Committee chair should be notified of any changes in educational plans outside of those outlined to the Committee on the application form.~~

~~The Scholarship Committee consists of three members selected as follows:~~

- ~~1. One member from the District Council of PTAs;~~
- ~~2. One member employed as a teacher within the District; and selected by the PPC;~~
- ~~3. One member employed as an administrator within the District and selected by the Superintendent.~~

~~The terms of the Committee members begin on March 1, and each term has a two-year duration. The Committee will select recipients no later than May 1. The deadline for scholarship applications will be March 1.~~

~~The number of scholarships awarded each year will depend on funds allocated in the current year budgeted for that purpose. The amount of each individual award will be \$750. The scholarship may not be awarded to the same employee in two successive years unless there are no other scholarship applicants.~~

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.

EDUCATIONAL SCHOLARSHIPS FOR CLASSIFIED EMPLOYEES

~~The District will make available to classified employees a cash scholarship to be used for advanced studies.~~

~~The following criteria apply:~~

- ~~1. Only full-time employees (1.0 FTE) of the District are eligible (excluding administrators).~~
- ~~2. Scholarships may be used for college courses leading to a Bachelor's degree in education or for fees related to participation in the non-traditional licensure program.~~
- ~~3. Any employee that is awarded the scholarship must use it within thirteen months from the date that it is awarded.~~
- ~~4. Any employee that is awarded the scholarship must submit an official transcript or grade report within three months of the completion date to account for use of the scholarship. An employee who applies the scholarship to fees related to the non-traditional licensure program must submit receipts within three months of fee payment.~~
- ~~5. Interested employees must complete and submit a scholarship application form which includes educational plans, projected cost, location of the school or program, and a brief biographical and employment history.~~
- ~~6. Failure to complete the course work or unsatisfactory performance (below C grade) will result in the employee paying back the amount of the award within thirty days of the end of the course.~~

~~7. Changes in educational plans or failure to submit grade reports, completion certificates or receipts in a timely manner could also result in the employee paying back the award.~~

~~Decisions regarding the scholarship and its recipients rest solely with the Scholarship Committee. The Committee chair should be notified of any changes in educational plans outside of those outlined to the Committee on the application form.~~

~~The Scholarship Committee consists of three members selected as follows:~~

- ~~1. One member from the District Council of PTAs;~~
- ~~2. One member employed as a teacher within the District; and selected by the PPC;~~
- ~~3. One member employed as an administrator within the District and selected by the Superintendent.~~

~~The terms of the Committee members begin on March 1, and each term has a two-year duration. The Committee will select recipients no later than May 1. The deadline for scholarship applications will be March 1.~~

~~The number of scholarships awarded each year will depend on funds allocated in the current year budgeted for that purpose. The amount of each individual award will be \$750. The scholarship may not be awarded to the same employee in two successive years unless there are no other scholarship applicants.~~

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

8.6.4—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.

EDUCATIONAL SCHOLARSHIPS FOR CLASSIFIED EMPLOYEES

~~The District will make available to classified employees a cash scholarship to be used for advanced studies.~~

~~The following criteria apply:~~

- ~~1. Only full-time employees (1.0 FTE) of the District are eligible (excluding administrators).~~
- ~~2. Scholarships may be used for college courses leading to a Bachelor's degree in education or for fees related to participation in the non-traditional licensure program.~~
- ~~3. Any employee that is awarded the scholarship must use it within thirteen months from the date that it is awarded.~~
- ~~4. Any employee that is awarded the scholarship must submit an official transcript or grade report within three months of the completion date to account for use of the scholarship. An employee who applies the scholarship to fees related to the non-traditional licensure program must submit receipts within three months of fee payment.~~
- ~~5. Interested employees must complete and submit a scholarship application form which includes educational plans, projected cost, location of the school or program, and a brief biographical and employment history.~~

- ~~6. Failure to complete the course work or unsatisfactory performance (below C grade) will result in the employee paying back the amount of the award within thirty days of the end of the course.~~
- ~~7. Changes in educational plans or failure to submit grade reports, completion certificates or receipts in a timely manner could also result in the employee paying back the award.~~

~~Decisions regarding the scholarship and its recipients rest solely with the Scholarship Committee. The Committee chair should be notified of any changes in educational plans outside of those outlined to the Committee on the application form.~~

~~The Scholarship Committee consists of three members selected as follows:~~

- ~~1. One member from the District Council of PTAs;~~
- ~~2. One member employed as a teacher within the District; and selected by the PPG;~~
- ~~3. One member employed as an administrator within the District and selected by the Superintendent.~~

~~The terms of the Committee members begin on March 1, and each term has a two-year duration. The Committee will select recipients no later than May 1. The deadline for scholarship applications will be March 1.~~

~~The number of scholarships awarded each year will depend on funds allocated in the current year budgeted for that purpose. The amount of each individual award will be \$750. The scholarship may not be awarded to the same employee in two successive years unless there are no other scholarship applicants.~~

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

Date Adopted: June 22, 2020

Last Revised: February 8, 2021

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.

~~EDUCATIONAL SCHOLARSHIPS FOR CLASSIFIED EMPLOYEES~~

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- ~~3. Any employee that is awarded the scholarship must use it within thirteen months from the date that it is awarded.~~
- ~~4. Any employee that is awarded the scholarship must submit an official transcript or grade report within three months of the completion date to account for use of the scholarship. An employee who applies the scholarship to fees related to the non-traditional licensure program must submit receipts within three months of fee payment.~~
- ~~5. Interested employees must complete and submit a scholarship application form which includes educational plans, projected cost, location of the school or program, and a brief biographical and employment history.~~
- ~~6. Failure to complete the course work or unsatisfactory performance (below C grade) will result in the employee paying back the amount of the award within thirty days of the end~~

of the course.

- ~~7. Changes in educational plans or failure to submit grade reports, completion certificates or receipts in a timely manner could also result in the employee paying back the award.~~

~~Decisions regarding the scholarship and its recipients rest solely with the Scholarship Committee. The Committee chair should be notified of any changes in educational plans outside of those outlined to the Committee on the application form.~~

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- ~~1. One member from the District Council of PTAs;~~
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~~The terms of the Committee members begin on March 1, and each term has a two-year duration. The Committee will select recipients no later than May 1. The deadline for scholarship applications will be March 1.~~

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FUNERAL LEAVE

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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

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