

## **Community Education Employee Handbook Recommendations - June 2023**

The following areas of addition, modification, and deletion are based on recommendations from the CE Director, Camp Opp employees, HR Director, and the payroll department. Upon approval, the handbook would be updated with the designated information and formatting. Please note, some areas are subject to change based on developing legislation.

- ☐ Dates - update according to the 2023-2024 school year.
- ☐ P. 3 - Remove specific insurance plans and replace with one section defining employer contribution amounts for both 9-month and 12-month employees. The contribution amount is the same for each plan so this will make the information more concise.
- ☐ P. 3 - Update the duration of insurance contributions language to align with our current practice which is ceasing district contribution on the last day of the month in which the employee terminates employment.
- ☐ P. 4 - Update the look-back period to align with payroll dates.
- ☐ P. 6 - Add Juneteenth as a paid holiday for 12-month employees.
- ☐ P. 6 - Move Summer Employees Paid Day to the Paid Holidays section.
- ☐ P. 7 - P. 9 - Update salary schedules based on the CE Director's recommendation (2% increase on all steps and rates).
- ☐ Will be amending the handbook to include the new Earned Safe and Sick Leave law once the DOL prepares the notice language. This goes into effect on January 1, 2024.