

NICASIO SCHOOL DISTRICT

Board Policy

Series 4000: Personnel

BP 4254

CLASSIFIED PERSONNEL

Health and Welfare Benefits

This document sets forth the policies of the Nicasio School District for classified employees. It includes: benefits for health, dental and vision care; holidays, sick time, personal leave, and vacation; as well as policies regarding retirement.

This document differentiates benefits for employees who are full and part-time. The definition of full-time for classified staff is as follows:

Definition of Full-Time

Classified Staff working 180 school days:

For employee benefit purpose, full-time for classified staff is defined as working 6 hours and 20 minutes per day, 180 days of the year (following the school calendar). In defining benefits for classified staff, a full time employee is one who works between 0.75 and 1.0 full time equivalent (FTE).

Classified Staff working more than the 180 school days:

For classified staff working more than 180 days, their FTE status is prorated based on 8 hours/day per 12 months. In defining benefits for classified staff, a full time employee is one who works between 0.75 and 1.0 FTE.

Health Benefits

Full-time classified staff (according to the definition of FTE above) may receive medical, dental, and vision benefits. Health benefits for classified staff are capped at \$3,750. Cash in-lieu of medical benefits is not offered.

Part-time classified staff working half time or more (0.5 FTE – 0.75 FTE) receive prorated medical, dental, and vision benefits based on the definition of FTE up to the cap.

Part-time classified staff working less than half time (0.5 FTE) are not eligible for medical or dental or vision benefits.

Sick Leave

Classified Staff working 180 school days:

Classified staff who work full time (according to the definition of FTE above) are entitled to 10 days of sick leave (Education Code §45190-45210).

Classified Staff working more than the 180 school days:

Classified staff who work full time (according to the definition of FTE above) are entitled to 12 days of sick leave (Education Code §45190-45210).

Classified staff who work less than 0.75 FTE receive prorated sick leave.

Vacation

Classified Staff working 180 school days:

Classified staff who work full time (according to the definition of FTE above) are entitled to 7 pre-approved days of vacation leave (Education Code §45190-45210). Pre-approval is defined as one week in advance.

Classified Staff working more than the 180 school days:

Classified staff who work full time (according to the definition of FTE above) are entitled to 10 days of vacation leave (Education Code §45190-45210).

Classified staff who work less than 0.75 FTE receive prorated vacation leave.

Holidays

Classified staff are entitled to 10 paid holidays per year provided they are in paid status during any portion of the working day immediately preceding or succeeding the holiday (Education Code §45190-45210).

Classified Holidays

New Year's Day	Labor Day
Martin Luther King's Birthday	Veterans Day
Lincoln's Birthday	Thanksgiving
Washington's Birthday	Day after Thanksgiving
Memorial Day	Christmas Day

Retirement Benefits

The District does not offer retirement benefits.

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2 nd Reading:	April 23, 2008
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