

LEDYARD PUBLIC SCHOOLS



STANDARD BENEFITS PACKAGE

for

12 MONTH NON-UNION, NON-CERTIFIED

FULL TIME STAFF

2019-2020

This is the Standard Benefits Package (“Package”) offered by the Ledyard Board of Education. The Package will be reviewed at least annually by the Board and modified at the Board’s sole discretion, with or without prior notice to employees.

All employees of Ledyard Public Schools not covered by an individual contract or union agreement approved by the Board of Education are considered “at-will” employees. Employees understand and agree that this Package is not a contract of employment for a definite term. The Board or Employee may terminate the employment relationship with or without cause for any lawful reason at any time. In the event that an Employee’s employment relationship with the Board is terminated after the effective date of this Package, whether voluntarily or involuntarily, the Employee’s restrictions and obligations under this Package, if any there be, shall nevertheless survive such termination.

HOLIDAYS

All employees will receive twelve (12) paid holidays as listed:

New Year’s Day	Labor Day
Martin Luther King Day	Columbus Day
Presidents’ Day	Thanksgiving Day
Good Friday	Day After Thanksgiving
Memorial Day	Christmas Eve
Independence Day	Christmas Day

PERSONAL LEAVE

All employees shall be eligible for a maximum of five (5) days annually with full pay, but not cumulative, to be used when needed to conduct the following personal business:

1. Marriage of immediate family members
2. Death or illness of immediate family members
3. Funeral attendance for other than family member
4. Legal requirements
5. Graduation of immediate family members
6. Other circumstances that may be deemed extraordinary by the Superintendent of Schools, in his/her sole discretion

For the purposes of Personal Leave, “immediate family” shall mean of spouse, child, parent (in-law), sibling (in-law), grandparent, or grandchild.

Personal Days may not be used to extend or supplement vacation leave.

The Superintendent may recommend, and the Board may approve, the extension of personal leave days with or without pay upon request of the employee. Depending upon circumstances, partial days may be approved in 1/2 day increments.

SICK DAYS

Full-time employees shall be entitled to fifteen (15) days’ sick leave with full pay each fiscal year; these days will be accrued on a monthly basis and prorated for partial year and/or part-time employment. Such leave, if unused, shall accumulate to a maximum of 90 days. Upon resignation or retirement, there will be no pay-out for unused sick days. Sick days are taken in either 1/2 day or full day increments.

After three consecutive days of sick leave, or upon the evidence of abuse, the Superintendent may request medical documentation.

VACATION DAYS

Employees shall be eligible for paid vacation days, which are accrued on a monthly basis according to the following schedule, based on the number of full years of employment with the Board on July 1 of each year:

First through ninth year of employment:	16 days per year
Subsequent to the ninth year of employment:	20 days per year

Employees shall be able to carry over no more than one (1) year's vacation accrual into the next fiscal year.

Vacation days are taken in either 1/2 day or full day increments.

MEDICAL, DISABILITY AND LIFE INSURANCE

Employees are eligible to participate in the District's Health, Dental and Vision Program with a premium cost share of seventeen percent (17%) for hourly, and nineteen percent (19%) for salary employees earning over \$75,000. Eligibility will commence on the 1st of the month from date of hire.

The Board shall maintain a "Section 125" salary reduction agreement, designed to permit exclusion from taxable income of the employee's share of, among other things, health insurance costs.

The Board provides long-term disability insurance to provide sixty percent (60%) of monthly salary (maximum \$3,000 per month), with a 180-day waiting period. All long-term disability benefits will be paid solely by and in accordance with the terms of the long-term disability policy selected by the Board in its sole discretion.

RETIREMENT

All employees are eligible to participate in a 403B Tax Sheltered Annuity and are eligible to participate in a flexible spending account, to the extent allowed by law, for medical and dependent care reimbursement.

New employees hired after July 1, 2013, will only be eligible to participate in the Town of Ledyard Defined Contribution Plan. Match for employees hired after this date will be determined annually by the Board in its sole discretion. Employees hired prior to July 1, 2013, will continue to participate in the Town Retirement Plan (Defined Benefits). **(rev. BoE 9/4/13)**

TUITION REIMBURSEMENT

Tuition reimbursement for course credits will be paid at the cost per credit hour not to exceed the cost per credit hour at the University of Connecticut in-state tuition rate. A copy of the tuition bill, proof of payment and transcripts showing successful completion of the course must be submitted to the Central Office before the reimbursement is processed. This reimbursement is for **tuition only** and does not include books, fees, mileage or any other related expenses.

Employees are eligible to be reimbursed for only one (1) course per semester or two (2) courses per fiscal year. The employee must receive a "B" or better in order to be reimbursed.

Employees will not be eligible to seek approval for tuition reimbursement until after they have completed one year of employment.

Courses/program for reimbursement must be job related and approved in advance by the Superintendent prior to enrollment. The Superintendent's decision on appropriateness of classes for reimbursement shall be final.

If the employee leaves within one (1) year from the date of receipt of tuition reimbursement, he/she will be required to refund to the district any funds received toward tuition costs and agrees that such refund can be deducted from his/her final pay.