

**LEDYARD PUBLIC SCHOOLS
STANDARD BENEFITS PACKAGE**



**for
UNAFFILIATED STAFF**

BOE Approved July 2022

This is the Standard Benefits Package ("Package") offered by the Ledyard Board of Education for qualifying non-union employees. The Package is reviewed at least annually by the Board and modified at the Board's sole discretion, with or without prior notice to employees.

The information in this package applies to 12 month and 10/11 month employees not covered by an individual contract or union agreement and designated as "SNON" group in the District's HR system (MUNIS). If an individual agreement exists between a non-union employee and the Board of Education and/or its representative; and such agreement addresses any of the benefits contained in this Package the information in the agreement supersedes the information in the Package. This package shall stay in effect until modified by an act of the Board of Education or law.

Non-union employees are considered 12 month employees unless otherwise stated in their offer letter and/or job description.

HOLIDAYS

12 month employees 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

When any of the above holidays fall on a Saturday, the holiday will be observed on Friday; a holiday that falls on a Sunday will be observed on Monday unless modified with 90 days notice by the Superintendent.

10/11 month employees do not receive paid holidays. Holidays are taken in accordance with the school calendar.

PERSONAL LEAVE

We recognize that sometimes you need time off for extraordinary events that cannot be handled using sick or vacation time.

12 month employees are eligible for a maximum of five (5) days annually with full pay, but not cumulative.

10/11 month employees are eligible for a maximum of three (3) days annually with pay, but not cumulative.

Personal Leave is not additional vacation time, it is 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. Death or illness of family members not in your immediate household
4. Funeral attendance for other than family member
5. Legal requirements
6. Graduation of immediate family members
7. Other circumstances as approved by administrator

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

Personal days may be used in either 1/2 day or full day increments.

Personal days may not be used to extend or supplement vacation.

The Superintendent may recommend, and the Board may approve, the extension of personal leave days with or without pay upon request of the employee.

SICK DAYS

12 month employees are 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.

10/11 month employees are entitled to eleven (11) 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 60 days.

Sick time may be used for your personal illness or the illness of an immediate family member. For the purposes of sick time, "immediate family" shall mean spouse, child, parent (in-law), sibling (in-law), grandparent, or grandchild.

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

Unused sick leave will not be paid out upon termination of employment.

VACATION DAYS

12 month employees are eligible for paid vacation days. Vacation days will be accrued on a monthly basis and prorated for partial year and/or part-time employment, based on the number of full years of employment with the Board on July 1 of each year according to the following schedule:

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.

10/11 month employees are not eligible for paid vacation days. Unpaid vacation is taken in accordance with the school calendar.

MEDICAL, DISABILITY AND LIFE INSURANCE - The information in this section applies to both 12 month and 10/11 month employees.

Benefits Eligibility - Employees regularly scheduled to work 30 or more hours a week are eligible to enroll in medical, disability and life insurance benefits.

Employees may participate in the District's Health, Dental and Vision Program with a premium cost share of eighteen percent (18%) for hourly employees or salary employees earning less than \$75,000, and twenty percent (20%) for salary employees earning \$75,000 or more. Coverage begins on the 1st of the month after the 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.

Employees are eligible to participate in a flexible spending account, to the extent allowed by law, for medical and dependent care reimbursement.

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. Employees choosing to enroll in the long term disability coverage pay 20% of the cost of the coverage.

The Board provides life insurance for 12 month and 10/11 month employees; the cost of life insurance will be paid by the Board. Life insurance benefit is \$50,000 for hourly employees or salary employees earning less than \$75,000, and \$100,000 for salary employees earning \$75,000 or more.

RETIREMENT - The information in this section applies to both 12 month and 10/11 month employees.

Employees are eligible to participate in a 403B Tax Sheltered Annuity and/or 457 Retirement plan.

New employees hired after July 1, 2013, are eligible to participate in the Town of Ledyard Defined Contribution Plan 401(a). Match for employees will be determined by the Town of Ledyard. 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 - The information in this section applies to both 12 month and 10/11 month employees.

Employees are eligible to seek approval for tuition reimbursement upon completion of one year of employment

Program courses 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.

Tuition reimbursement for course credits will be paid at 100% of 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 a maximum of two (2) courses per fiscal year. The employee must receive a "B" or better in order to be reimbursed.

EVALUATION - The information in this section applies to both 12 month and 10/11 month employees.

The employee shall be evaluated annually in accordance with Board policy.

RESIGNATION - The information in this section applies to both 12 month and 10/11 month employees.

To leave "in good standing" we expect employees will provide a minimum of two weeks notice prior to their resignation and be at work and available during the notice period.

EMPLOYMENT and TERMINATION - The information in this section applies to both 12 month and 10/11 month 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 or in any way aligned with the school year calendar.

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.

DISCLAIMER

The information in this Package may be modified at the Board's sole discretion, with or without prior notice to employees.

The information contained in this Package does not apply to Tutors, Substitutes, Coaches, or any seasonal, temporary or per diem employees.