



Employee Manual for Non-Instructional Staff

(excludes administrators/teachers/paraprofessionals)

REVISED DATE: 7/1/17

INTRODUCTION

The general conditions of employment defined in this manual, apply to all non-instructional staff employed by FWSU, Fairfax, Fletcher, and Georgia. Benefits and other conditions of employment described in this manual may be revised at any time. The term “non-instructional staff” when used hereafter in this manual shall refer to all employees who are not defined as administrators, teachers, and paraprofessionals covered by other agreements/policies. Non-instructional staff members are considered “employees at will.” Additional conditions of employment may apply if specified in letters of hire.

PROBATIONARY PERIOD

All employees will begin employment at “0 Years”, with a probationary period of 90 calendar days. During this period, the parties will determine if the relationship is mutually satisfactory. If the employee is terminated during the probationary period, he/she will not receive payment of any unused leave time accrued.

EMPLOYMENT CLASSIFICATION

12-Month Employees

Staff with scheduled hours through each month of the year shall be classified as 12-month employees.

10-Month Employees

Staff other than full-year employees shall be classified as 10-month employees.

Employees with Multiple Classifications

Staff working in multiple positions will be placed in the employment classification which reflects the majority of their time. This determination will be made upon hire or year that employee assumes multiple positions as described in the employment offer letter.

Employees with Changes in Classification

Staff with changes in their classification (i.e. from school session to full-year) during their employment will accrue all benefit changes that accompany the new classification on the effective date of employment change. Any additional benefits will accumulate on the anniversary date of the employment change. Employees with prior years of service in the district in a different classification will be placed on “0 Years” of the Paid Leave Time schedule. Accrued sick time from the previous classification will carry over to the new classification in total, subject to the maximum sick leave accumulation amount.

NON-INSTRUCTIONAL STAFF PAID LEAVE TIME DEFINITIONS

Paid leave time is available to employees who are absent from work during their normal work day. In no case may the employees' work hours plus paid leave time exceed their normal work day (i.e., 8 hours for a full-time employee).

- **BEREAVEMENT:** Available to use upon the death of a direct family member. A direct family member shall be defined as spouse, children, parents, siblings, in-laws, grandparents, grandchildren, or members of the immediate household. Requested exceptions for other than a direct family member shall be determined by the Administrator.
- **HOLIDAYS:** Holidays in the itemized list become available as they occur. The employee is eligible for holiday pay based on continuous employment surrounding the holiday. Employees on unpaid leave will not receive holiday pay.
- **PERSONAL:** Personal days are available for time needed to attend to personal matters that occur during work hours.
- **SICK:** Sick leave may be used for personal illness or illness in the immediate family, which requires the presence of the employee. The immediate family shall be defined as spouse, children, parents or a member of the immediate household.
- **VACATION:** Vacation days must be approved in advance by an Administrator. The amount of paid vacation time shown in the schedule assumes completion of a full-year of service (see Termination section page 7).
- **PROFESSIONAL:** Professional days are available for professional development during work hours. Administrator pre-approval is required and additional days may be provided at the discretion of the Administrator.

OTHER LEAVE THAT MAY BE AVAILABLE:

- **SNOW DAYS- 12 MONTH EMPLOYEES:** The safe winter travel of all our employees is of paramount importance. There will be times when some of our schools are closed, but non-instructional staff will be able to safely travel to work. It may be necessary to wait until roads are cleared and/or take additional commuting time to ensure safety. Should the Superintendent close all administrative offices in the case of a state-wide travel ban, employees will be notified of such closure by an Administrator, no leave time will be required and employees will be paid for a normal work day. No exceptions will be made unless approved by the Superintendent. In all other snow day instances, employees must use their paid personal/holiday/vacation leave. To assist with this provision, 1 personal day will be reserved for use as a paid snow day and will not be available for use as defined under "personal" day until April 15th.
- **SNOW DAYS -10 MONTH EMPLOYEES:** When school is closed the employee should not report to work, and will not receive any pay unless he/she elects to use available personal/holiday time.
- **JURY DUTY:** An employee who is asked to serve for jury duty shall be paid their typical compensation rate for a maximum of two weeks. Documentation of time served may be requested by the administrator or human resources. Failure to produce such documentation within ten days of request shall void any benefit under this section. If additional time is required, arrangements must be made on an individual basis with the administrator.

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➤ **12-MONTH EMPLOYEE BENEFITS (Full-Time/1.0 FTE = 40 Hours per Week)**

PAID LEAVE TIME										
Years of Service Completed	<i>0 Years</i>	<i>1 Year</i>	<i>2 Years</i>	<i>3 Years</i>	<i>4 Years</i>	<i>5 Years</i>	<i>6 Years</i>	<i>7 Years</i>	<i>8 Years</i>	<i>9+ Years</i>
Bereavement	3	3	3	3	3	3	3	3	3	3
Holidays	12	12	12	12	12	12	12	12	12	12
Personal	2	2	2	2	2	2	2	2	2	2
Personal/Snow	1	1	1	1	1	1	1	1	1	1
Professional	3	3	3	3	3	3	3	3	3	3
Prof. Dev.	3 UVM Credits (or equivalent)									
Sick	12	12	13	13	14	14	15	15	15	15
Vacation	10*	10	10	12	12	15	15	18	18	20

**New non-instructional employees shall be placed on "0 Years" and will accrue 1 vacation day per month to a maximum of 10, until employee reaches first anniversary date. Upon reaching their first anniversary date, employees will advance to "1 Year". Annual paid leave time may not exceed their Years of Service Completed. Advancement thereafter will occur on July 1st. A total of up to 75 sick days may be carried over. The maximum accumulation for sick leave time is 90 days. Up to a one work-week equivalent of vacation time may be carried over through August 31st of the following fiscal year.*

TWELVE PAID HOLIDAYS

Floating holidays may be used upon approval of Administrator

Independence Day	Christmas Eve
Bennington Battle Day (Floating Holiday)	Christmas
Labor Day	New Year's Day
Veteran's Day (Floating Holiday)	President's Day (Floating Holiday)
Thanksgiving Day	Town Meeting Day (Floating Holiday)
Day-After Thanksgiving	Memorial Day

INSURANCE BENEFITS

TYPE	DESCRIPTION
Health	7/1/17-12/31/17 Vermont Health Connect BC/BS Plans OR VEHI Plans depending on location From 1/1/18 forward VEHI Health Plans (4 options) Single/2-Adults/ Parent-Child(ren)/Family coverage is available Employer pays: From 7/1-12/31/17: 80% of the VHP premium towards the Single/2-Adults/Family Plans \$1,160 monthly towards the Parent-Child(ren) Plan

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	As of 1/1/18, the employer pays the following monthly amounts: Single = \$572.75 2-Adults = \$1,124.67 Parent-Child(ren) = \$990.00 Family = \$1,516.50 Future employer contribution to be determined annually by the Board Employee is responsible for the remainder of the premium												
Dental	CBA Blue Self-Insured Dental Plan Single/2-Person/Family coverage is available Employer pays 100% of the total premium												
Life	Lincoln Financial The benefit is based on the following salary tiers: <table border="0"> <tr> <td><u>Earning Threshold</u></td> <td><u>Life Insurance Benefit</u></td> </tr> <tr> <td>\$0 to \$25,000</td> <td>= \$62,500</td> </tr> <tr> <td>\$25,001 to \$50,000</td> <td>= \$112,500</td> </tr> <tr> <td>\$50,001 to \$75,000</td> <td>= \$168,750</td> </tr> <tr> <td>\$75,001 to \$100,000</td> <td>= \$200,000</td> </tr> <tr> <td>\$100,001 to \$150,000</td> <td>= \$300,000</td> </tr> </table> Death/Accidental Dismemberment Plan Employer pays 100% of the total premium	<u>Earning Threshold</u>	<u>Life Insurance Benefit</u>	\$0 to \$25,000	= \$62,500	\$25,001 to \$50,000	= \$112,500	\$50,001 to \$75,000	= \$168,750	\$75,001 to \$100,000	= \$200,000	\$100,001 to \$150,000	= \$300,000
<u>Earning Threshold</u>	<u>Life Insurance Benefit</u>												
\$0 to \$25,000	= \$62,500												
\$25,001 to \$50,000	= \$112,500												
\$50,001 to \$75,000	= \$168,750												
\$75,001 to \$100,000	= \$200,000												
\$100,001 to \$150,000	= \$300,000												
Disability	Lincoln Financial 60% of monthly earnings to a maximum of \$7,500 per month Employer pays 100% of the total premium, even for part-time employees Employee pays income taxes on value of premium												

OTHER BENEFITS

TYPE	DESCRIPTION
Municipal Retirement	VT State Municipal Employee Retirement System (VMERS) Defined Benefit Pension Plan Mandatory participation for full-time non-instructional staff Standard employee contribution as of 7/1/17 is 4.875%. Employer pays 5.50% (Fletcher employee contribution is 2.5%. Employer pays 4%)
403(b)	ASPIRE/PensionWorks Employee-Directed Retirement Investment Plan Employee optional contribution up to IRS limits No employer contribution
Cafeteria Section 125 Plan	FWSU Administered Pre-Tax Benefit Plan Dependent Care Expenses Employee-elected coverage For Employees Not on High Deductible Health Insurance Plans: Medical Expenses No employer contribution For Employees on High Deductible Health Insurance Plans: Limited Purpose Medical Expenses Employer will put 50% of premium savings into Employee's HSA

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	<p>Employer Monthly Contributions as of 1/1/18 are the following:</p> <p>Gold CDHP: Single = \$24.73 2-Adults = \$70.96 Parent-Child(ren) = \$90.49 Family = \$33.50</p> <p>Silver CDHP: Single = \$58.21 2-Adults = \$105.99 Parent-Child(ren) = \$110.37 Family = \$108.95</p>
<p>Health Insurance Buyout</p>	<p>FWSU Administered Must qualify for FWSU Health Insurance Coverage and Cafeteria Section 125 Plan (20 work hours per week minimum) \$2,100 Annual Benefit Tax-Family Certification of Coverage in another group insurance plan required Eligibility contingent upon waiver of health insurance coverage for full fiscal year</p>

➤ **10-MONTH EMPLOYEE BENEFITS** (Full-Time/1.0 FTE = 30-40 hours per week)

PAID LEAVE TIME										
Years of Service Completed	<i>0 Years</i>	<i>1 Year</i>	<i>2 Years</i>	<i>3 Years</i>	<i>4 Years</i>	<i>5 Years</i>	<i>6 Years</i>	<i>7 Years</i>	<i>8 Years</i>	<i>9+ Years</i>
Bereavement	3	3	3	3	3	3	3	3	3	3
Holidays	7	7	7	7	7	7	7	7	7	7
Personal	3	3	3	3	3	3	3	3	3	3
Professional	3	3	3	3	3	3	3	3	3	3
Prof Dev	3 UVM Credits (or equivalent)									
Sick	6	12	12	12	12	12	12	12	12	12
Vacation	0	0	0	0	0	0	0	0	0	0

**New non-instructional employees shall be placed on "0 Years." Upon reaching their first anniversary date, employees will advance to "1 Year". Annual paid leave time may not exceed their Years of Service Completed. Advancement thereafter will occur on July 1st. A total of up to 43 sick days may be carried over. The maximum accumulation for sick leave time is 55 days.*

SEVEN PAID HOLIDAYS

Floating holidays may be used on non-student days

Labor Day	New Year's Day
Thanksgiving Day	Town Meeting Day (Floating Holiday)
Day-After Thanksgiving	Memorial Day
Christmas	

INSURANCE BENEFITS

TYPE	DESCRIPTION
Health	7/1/17-12/31/17 Vermont Health Connect BC/BS Plans OR VEHI Plans depending on location From 1/1/18 forward VEHI Health Plans (4 options) Single/2-Adults/Parent-Child(ren)/Family coverage is available Employer pays a set amount of the total premium as follows: From 7/1/17-12/31/17 = \$2,000 As of 1/1/18 = \$5,652 for calendar year Future employer contribution to be determined by the Board Employee is responsible for the remainder of the premium
Disability	Lincoln Financial 60% of monthly earnings to a maximum of \$7,500 per month Employer pays 100% of the total premium Employee pays income taxes on value of premium

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OTHER BENEFITS

TYPE	DESCRIPTION
Municipal Retirement	VT State Municipal Employee Retirement System (VMERS) Defined-Benefit Pension Plan Mandatory participation for full-time non-instructional staff Standard employee contribution as of 7/1/17 is 4.875%. Employer pays 5.50% (Fletcher employee contribution is 2.5%. Employer pays 4%)
403(b)	ASPIRE/PensionWorks Employee-Directed Retirement Investment Plan Employee optional contribution up to IRS limits No employer contribution
Cafeteria Section 125 Plan	FWSU Administered Pre-Tax Benefit Plan Dependent Care Expenses Employee-elected coverage No employer contribution For Employees Not on High Deductible Health Insurance Plans: Medical Expenses For Employees on High Deductible Health Insurance Plans: Limited Purpose Medical Expenses
Health Insurance Buyout	FWSU Administered Must qualify for FWSU Health Insurance Coverage and Cafeteria Section 125 Plan (20 work hours per week minimum) Grandfathered Employees eligible for buyout prior to 5/15/2012 are eligible for a \$1,500 Annual Benefit All other Employees eligible for buyout = \$500 Annual Benefit Tax- Family Certification of Coverage in another group insurance plan required Eligibility contingent upon waiver of health insurance coverage for full fiscal year

PART-TIME EMPLOYEE BENEFITS (Less Than 1.0 FTE)

- *12-Month Employees Working Less Than 40 Hours Per Week*
- *10 Month Employees Working Less Than 30 Hours Per Week*

Participation in 403(b) program is available to every employee. Eligibility to participate in all other benefit options is based on hours worked. Eligibility determination varies by plan provider. See Human Resources for details.

BENEFITS FOR EMPLOYEES WITH CHANGES IN EMPLOYMENT STATUS

- *12-Month Employees Working Less Than 12 Months*
- *10 Month Employees Working Less Than 10 Months*

Employees who are hired and work less than their designated employment classification due to reasons such as leave without pay, termination, or mid-year hire will have benefits and leave time pro-rated based on actual hours worked. Eligibility to participate in benefit options may change based on hours worked. See Human Resources for details.

SALARY & WAGES

Compensation for non-instructional staff will be outlined by individual letters of hire by the administration. Initial hire rate is determined by Human Resources, School Administration, and the Superintendent. Raises are determined annually by each Board during the budget process.

SUMMER EMPLOYMENT

For 10-month employees, summer employment opportunities may be available. For non-required, non-directed summer work, FWSU will compensate employees as follows:

PARAPROFESSIONALS: *Hourly rate based on the Paraprofessional Master Agreement*

TUTORS: *\$18 per hour*

CUSTODIAN: *\$11 per hour*

OTHER: *to be determined on an individual basis*

OVERTIME

The total hours recorded in the employee's weekly timesheet should not exceed 40 hours for a full-time employee. Any overtime is discouraged and compensation for overtime hours must be approved in advance by the employee's supervisor. Failure to get prior approval will result in disciplinary procedures. The calculation of overtime hours will be based on actual hours worked per week. Any paid time off will not be included as actual hours worked.

PROFESSIONAL DEVELOPMENT/TRAVEL

Non-Instructional Staff who wish participate in a professional development activity, must submit a Professional Development Request in the electronic system for prior approval by Administrator and appropriate accounting contact. All costs to be incurred for the activity must be stated in the form (i.e., registration, lodging, meals, mileage, etc.). The amount available for professional development is the equivalent dollar value of three credits at the UVM rate. This

amount is pro-rated for part-year or part-time employees.

The Administrator may decline to approve the request for any reason. Upon approval, the employee may register for the activity and request a Purchase Order. A per diem for meals and incidental expenses may be provided for professional development activities in accordance with the GSA rate and regulations. In order to qualify for meals and incidental expense per diem, the travel and professional development contact time must include an overnight stay or exceed 12 hours. Mileage will be reimbursed at the current IRS rate. Certificate of completion or grade report must be submitted to the appropriate accounting contact within 45 days of completion.

Employee will be responsible for reimbursing the employer for any costs incurred for failure to participate or complete a conference/workshop/course.

Additional professional development may be required/provided at the discretion of the administrator.

LEAVES OF ABSENCE

Non-Instructional Staff who qualify for leave under the Family Medical Leave Act (FMLA) and/or the VT Parental and Family Leave Act (VPFLA) must complete the request form with Human Resources. Leave will be granted in accordance with the FMLA Policy, available on the website.

Non-FMLA/VPFLA unpaid leave requests for up to three days must be submitted in writing to the Superintendent for consideration. In an emergency, leave requests may be submitted to the Superintendent. Unpaid leave requests for more than three days must be submitted in writing for prior approval by the governing Board.

TERMINATION

Non-Instructional Staff who voluntarily terminate employment must submit written notification to their Administrator and to Human Resources (HR).

All terminated employees will work directly with HR. Once notice of termination is given the employee is no longer eligible to access personal or sick leave. Only accrued vacation and holiday time will be paid upon termination. The accrued time owed will be recalculated based on hours worked through date of termination. Paid vacation and holiday time is pro-rated. If paid leave has been taken in excess of the recalculated amount, a deduction will be reflected in the employee's final paycheck. If the recalculation shows a balance of accrued holidays/vacation time, the employee's final paycheck will reflect additional compensation.

Upon termination, employee must return all items that are property of the employer (i.e., technology devices, uniforms, keys, ID badges, etc.). If employee fails to return the appropriate items, the cost will be deducted from their final paycheck.