

PROCEDURES FOR IMPLEMENTING BOARD POLICY: ESP MANAGERS

6430

Section A - Fringe Benefits

1. All Educational Support Personnel (ESP) Managers, during the term of their employment, shall be accorded the following fringe benefits:

- 1) **95% of single health insurance or 88%** of family health insurance.
- 2) **\$75,000 of term life insurance**
- 3) Income protection insurance.
- 4) Reimbursement for membership in professional organizations up to \$100 per individual per year.
- 5) Emergency leave up to two days per year,
- 6) Sick leave of 15 days per year. In addition, any earned and unused vacation days in excess of 25 at the end of any fiscal year shall be converted to sick leave.
- 7) Participation in the sick leave bank as provided in Board policy **6330** .
- 8) Auto mileage reimbursement, in accordance with current Internal Revenue Service regulations.
- 9) Vacation for 12-month personnel only; as indicated below:

<u>Number of Years of Experience in the District</u>	<u>Number of Days of Vacation per Year</u>
<u>1st year through 4th year</u>	<u>10 days</u>
<u>5th year through 9th year</u>	<u>15 days</u>
<u>10th year and beyond</u>	<u>20 days</u>

Vacation is earned and accrued on a monthly basis

- 10) District-recognized legal and granted holidays.
- 11) In lieu of the family health and dental insurance, individuals may select the then current individual health and dental insurance plan plus receive a \$700 tax-sheltered annuity.
- 12) Tuition reimbursement in accordance with Board Policy 6070.

Section A - Fringe Benefits (continued)

- 13) An additional \$600 IRS Code Section 125 reimbursement benefit allocation to be used as authorized by appropriate Board of Education policies and procedures.
- 14) Voluntary termination benefits as provided in Board Policy 6432, except as follows: in lieu of Section D, Paragraph 7 of Board Policy 6432, participants shall have their last four year's annual salary increased by an amount equal to 6% of their previous year's annual base salary. The 6% increase shall be in lieu of any salary increase, which the Retiree would otherwise receive. Salary shall be defined as base salary, paid for the performance of regular duties as an educational support staff member. The salary shall not include any stipends or compensation for any extra-curricular activities. Salary payments shall be paid as follows: For the first year, payments will be made over the employee's remaining paychecks. For the second year, payments will be added to the employee's base salary and paid throughout the year.

Section B - Vacations

1. ESP Managers may make application for vacations by:
 - 1) Submitting a written request at least 10 days prior to the requested vacation time to their immediate supervisor.
 - 2) The immediate supervisor will approve or disapprove the request and, if approved, will submit the request to the assistant superintendent for human resources for final approval.
 - 3) The assistant superintendent for human resources will return the vacation request, with appropriate action stated, to the supervisor and to the administrator requesting the vacation.

Section C - Employees to be Covered Under ESP Managers Policy

Executive Assistant to the Director of Business Affairs
HR Specialists
Executive Assistant to the Assistant Superintendent of Ed Services
Executive Assistants to the Principals
Executive Assistant to the Assistant Superintendent for Business Affairs
Executive Assistant to the Superintendent
Head Trainers

Section C – Employees to be Covered Under ESP Managers Policy (continued)

Plant Operators

Assistant Plant Operators

Security Supervisors

Chief Technology Officer

Public Relations Coordinator

Auditorium Supervisors

All Level V Technology Positions

All Level IV Exempt Technology Positions

Adopted: _____