

SUPPORT STAFF FRINGE BENEFITS

Benefits in addition to basic salary are recognized as an integral part of total compensation for support staff members.

Benefits for support staff members will include coverage as required by law (including Social Security, SD Retirement System and worker compensation).

All support staff members who are regularly employed for at least 20 hours per week and who meet the provisions of the insurance carrier's underwriting requirements, will be entitled to participate in the district's group insurance program. The District's contribution toward the payment of the premiums, if any, shall be set by the Board, and a factor to be considered by the Board is whether the support staff employee is employed over a twelve month period, only during the school year or for some other length of time.

School year employees: Employees who work only during the school year (when classes are in session and possibly for a short duration immediately prior to and after the student school year) and who regularly work thirty two and one half hours or more during employee's work week shall have five (5) days per twelve month period as paid sick leave, and employees who regularly work less than thirty two and one half hours during the employee's work week shall have three (3) days per twelve month period as paid sick leave. Paid sick leave days shall accumulate to 10 and unused sick leave above the 10 days shall be reimbursed at the rate of \$10.00 for each unused sick leave day. One day of paid sick leave may be used for personal leave. Paid sick leave may be used to attend to a sick member of the employee's immediate family (immediate family shall include children, parents, spouse, brothers, sisters, grandparents, and parents-in-law, and such other persons as may be approved at the discretion of the administration.

Twelve month employees: Employees who work twelve (12) months shall have twelve (12) days per twelve-month period as paid sick leave, one day of paid sick leave may be used for personal leave. Paid sick leave may be used to attend to a sick member of the employee's immediate family (immediate family shall include children, parents, spouse, brothers, sisters, grandparents, and parents-in-law, and such other persons as may be approved at the discretion of the administration. Sick leave days shall accumulate to 10 and unused sick leave above the 10 days shall be reimbursed at the rate of \$10.00 for each unused sick leave day. Ten (10) days of paid vacation within the twelve-month period, which must be taken during the summer months and the employee must request vacation time at least ten (10) days in advance, and the supervisor must approve the request before the anticipated absence. Legal holidays which fall on a day within the employee's regular workweek shall be non-working days and the employee shall be paid holiday pay or eight (8) hours. Holiday pay hours shall not count toward overtime pay. Paid Holidays are: New Years Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving and Christmas.

The District shall adhere to FMLA (Family Medical Leave Act) to the extent applicable to support staff employees.

Support staff will be entitled to three (3) days of unpaid bereavement/funeral leave for immediate family. The immediate family shall include children, parents, spouse, brothers, sisters, grandparents, and parents-in-law, and others at the discretion of the administration.

Adopted:

Amended: August 11, 2008