

**Schedule of Benefits
Non-Certified
FY 2024/2025**

Position	Sick	Personal	Vacation	Paid Holiday	Paid Lunch	Hours Paid per Day/Week	Snow Days	Carryover	Min/Max % Off
Part time/CCQCP/ Tutors	0	0	n/a	n/a	No	Time Sheets	0	n/a	n/a
182 Day Bus Driver	5	0	n/a	n/a	No	Paid by the Day	Do not report. Paid up to 13	No Carryover. Paid for unused days annually	n/a
182 Day Teaching Asst's & Central Services SPED Secretary (182+18= 200), TEIS	5	5	n/a	n/a	Yes-included in 7 hr	7/35	Do not report. Paid up to 13	All Sick Days and maximum of 5 personal days carryover	5.5% 12.6%
182 Day School Secretaries/184 Day School Nurses	5	5	n/a	n/a	Yes - included in 8 hr	8/40	Do not report. Paid up to 13	All Sick Days and maximum of 5 personal days carryover	5.5% 12.6%
190 Day Bookkeeper/Attendance Clerks	5	5	n/a	n/a	Yes - included in 8 hr	8/40	Do not report. Paid up to 13	All Sick Days and maximum of 5 personal days carryover	5.3% 12.1%
207 Day Custodians	5	8	n/a	n/a	No: Schedule 8.5 Paid 8 hrs. 30 minute duty free lunch	8/40	Report	All Sick Days and maximum of 5 personal days carryover	6.2% 6.2%
210 Day HS Bookkeepers	5	5	n/a	n/a	Yes - included in 8 hr	8/40	Do not report. Paid up to 13	All Sick Days and maximum of 5 personal days carryover	4.8% 11%
260 Day Custodians	6	n/a	Paid Vacation Yr 1: 7 days Yr 2-3: 12 Days YR 4-6: 17 Days Yr 7 +: 20 days	10 Total : 4th of July, Labor Day, Thanksgiving Day-Th/F, Christmas Eve/Day, New Year Eve/Day, Good Friday, Memorial Day	No: Schedule 8.5 Paid 8 hrs. 30 minute duty free lunch	8/40	Report	All Sick Day and a maximum of 5 vacation days carry over	8.8% 13.8%
260 Day Central Office, Maintenance & Transportation Supervisor, Mechanics, HS Secretaries, Site Directors	12	n/a	Paid Vacation Yr 0-1: 7 days Yr 2-3: 12 Days YR 4-6: 17 Days Yr 7 +: 20 days	10 Total : 4th of July, Labor Day, Thanksgiving Day-T/Friday, Christmas Eve/Day, New Year Eve/Day, Good Friday, Memorial Day	No: Schedule 8.5 Paid 8 hrs. 30 minute duty free lunch	8/40	Report	All Sick Day and a maximum of 5 vacation days carry over	11.2% 16.2%

Non Certified Pay Cycle: Less than 260 Day Positions: August 1 - July 31 Non certified 260 Day positions: July 1 - June 30th

Insurance Benefits: Terminate at the end of the month if an employee resigns before the end of the year. Benefits end on August 31st, if they completed the school year for their contracted days. The employee's portion of July and August premiums will be deducted from the July 15th payroll. OR By June 15th the employee may also write a check for the August share of premium if they do not want it deducted from July pay. They must notify Finance in writing to cancel their insurance for August. **This does not apply to 240 or 260 day employees.**

Full Time Non Certified Fringe Benefits: Board paid single subscriber health insurance, single subscriber dental insurance, \$12,000 Life/AD&D Policy