

**LINCOLN-WOODSTOCK COOPERATIVE SCHOOL DISTRICT SUPPORT STAFF****Categories:**

- A: Employees working year-round (minimum seven (7) hours per day year-round)
- B: Employees working school year (minimum seven (7) hours per day up to 200 days)
- C: Employees working part-time school year (less than seven (7) hours per day up to 200 days)
- D: Employees working part-time year-round (less than seven (7) hours per day year-round)

**1. Sick Leave:****Categories:**

- A: Fifteen (15) days per year accumulated to a maximum of seventy (70) days. A doctor's certificate may be required by the Superintendent or School Board. A day being defined as the number of hours per day specified in the contract.
- B: Twelve (12) days per year accumulated to a maximum of fifty (50) days. A doctor's certificate may be required by the Superintendent or School Board. A day being defined as the number of hours per day specified in the contract.
- C: Five (5) days per year accumulated to a maximum of thirty (30) days. A doctor's certificate may be required by the Superintendent or School Board. A day being defined as the number of hours per day specified in the contract.
- D: Five (5) days per year accumulated to a maximum of thirty (30) days. A doctor's certificate may be required by the Superintendent or School Board. A day being defined as the number of hours per day specified in the contract.

Accumulated sick leave is not paid out upon termination of employment.

**2. Personal Leave:****Categories A & B:**

A maximum of three (3) days personal leave per year with pay, non-accumulative, may be used to conduct important affairs which cannot be accomplished at any other time. To be eligible for personal leave, a written request shall be, except in emergency, submitted to the Superintendent or his/her designee at least twenty-four hours (24) prior to any such leave. A day being defined as the number of hours per day specified in the contract.

**Categories C & D:**

A maximum of one (1) day personal leave per year with pay, non-accumulative, may be used to conduct important affairs which cannot be accomplished at any other time. To be eligible for personal leave, a written request shall be, except in emergency, submitted to the Superintendent or his/her designee at least twenty-four (24) hours prior to any such leave. A day being defined as the number of hours per day specified in the contract.

Unused personal leave days shall be carried over to sick leave at the end of the year.

**3. Professional Leave:****Categories A-D:**

Professional leave may be approved at the discretion of the Superintendent or his/her designee. Any and all other leaves of absence shall be without pay and may be granted at the discretion of the School Board. In an emergency the Superintendent or his/her designee may approve an unpaid leave up to five (5) days. A day being defined as the number of hours per day specified in the contract.

**4. Jury Duty:**

**Categories A-D:**

An employee called as a juror will be paid the difference between the fee, he/she receives for such services and the amount of earnings lost by reason of such service, based upon the employee's regular daily rate. Satisfactory evidence (court issued pay stub) must be submitted to the Superintendent.

**5. Military Leave:**

**Categories A-D:**

Military leave shall be granted by the Board in accordance with state and federal statutes.

**6. Bereavement Leave**

**Category A-D:**

Three (3) days of bereavement leave, non-accumulative, shall be granted for a death in the immediate family. The immediate family shall be defined as spouse, children, legal wards, parents, legal guardian, brother, sister, grandparents, and grandchildren of the employee and the same relatives of the employee's spouse. Support personnel shall notify the Superintendent or his/her designee that he/she is taking the leave as soon as possible. A day being defined as the number of hours per day specified in the contract.

**7. Professional Leave/Courses/Workshop/Conference Reimbursement:**

**Categories A-D:**

Support staff taking approved courses or attending approved workshops or conferences may be reimbursed for tuition and conference/workshop fees in accord with School Board policy. Approval under this section is at the discretion of the Superintendent or his/her designee.

**8. Health Insurance:**

**Support Staff Categories A & B:**

The Board shall determine yearly the health insurance options for the district and the amount that the Lincoln-Woodstock Cooperative School District shall contribute toward the health insurance benefit. The district will contribute the determined amount, based on the premium of the plan(s) available, toward the cost of a single plan or two (2) person plan. The employee may select single, two (2) person or family coverage. In no instance will a family, where both the husband and wife are employed in some capacity by the District, be allowed to select two (2) health insurance plans, such as: two (2) single-person health insurance plans, a single-person health insurance plan and a two-person health insurance plan, or two (2) two-person health insurance plans. If family coverage is selected, then the amount of the two (2) two-person plan contribution shall be applied. The balance of the actual cost of the coverage, after the district contribution, shall be paid by the employee as a payroll deduction.

**Categories C & D:**

The regular district contribution for employees in Categories A & B will be prorated based on a seven (7)-hour work day. For example, an employee working six (6) hours per day would receive 6/7 or 86% of the regular district contribution towards health insurance for support staff in Categories A & B.

An employee must work a minimum of fifteen (15) hours per week on a regular basis to be eligible for the school district health insurance.

**9. Life Insurance:**

**Support Staff Categories A & B**

\$20,000 Term Life Insurance Policy will be provided for all employees in categories A & B. (Effective July 1, 2020)

**10. Retirement:**

**Categories A & B:**

All eligible employees shall be members of the state retirement system.

Upon retirement employees working a minimum of five (5) hours per day per school year:

- Minimum 15 years of service in District: Retiree receives \$5,000
- Minimum 25 years of service in District: Retiree receives \$10,000

This retirement benefit will be made in a single (lump sum) payment to the retiree no more than 90 days after retirement. As a condition precedent to receiving such payment, the employee must give notice of intent to retire no later than February 1 in the year of retirement.

**11. Holidays:**

Category A employees, employees working a minimum 7 hours per day year round, will be eligible for the following (13) paid holidays:

**Category A:**

**Independence Day**

**Labor Day**

**Columbus Day**

**Veteran's Day**

**Thanksgiving**

**Day After Thanksgiving**

**Christmas**

**Day Before or the Day After Christmas**

**New Year's Day**

**Martin Luther King Jr. Civil Rights Day**

**Washington's Birthday**

**Memorial Day**

**Juneteenth**

School year employees working a minimum of six (6) hours per day will be eligible for the following eight (8) paid holidays:

**Labor Day**

**Columbus Day**

**Veteran's Day**

**Thanksgiving**

**Christmas**

**New Year's Day**

**Martin Luther King Jr. Civil Rights Day**

**Memorial Day**

In order to be paid for a holiday, the employee must work the entire day of the last scheduled work day prior to the holiday and the first scheduled work day following the holiday. Use of approved, paid leave for either of these days allows payment for the holiday.

## **12. Vacation:**

### **Category A:**

Vacation will be accumulative at the rate of .83 days per month (10 days per year) and be granted upon the completion of one year up to five years of service. Employees with 5 to 15 years of service to the district shall be entitled to vacation time accumulating at the rate of 1.25 days per month to 15 days per year. A day being defined as the number of hours per day specified in the contract.

Employees with over 15 years of service with the district shall be entitled to vacation time accumulating to the rate of 1.67 days per month to 20 days per year. All vacation time will be subject to the approval of the Superintendent or his/her designee and will normally be taken during the summer months.

Vacation time may not accumulate. Currently prior year's vacation leave must be used by August 31<sup>st</sup> of the next year. A day being defined as the number of hours per day specified in the contract.

First Reading:	August 27, 2013
Second Reading:	August 27, 2013
Revised:	August 27, 2013
First Reading:	October 28, 2014
Second Reading:	November 18, 2014
Revised:	November 18, 2014
First Reading:	June 23, 2021
Second Reading:	July 21, 2021
Revised:	July 21, 2021
First Reading:	June 22, 2022
Second Reading:	July 20, 2022
Revised:	July 20, 2022
First Reading:	May 22, 2024
Second Reading:	June 12, 2024
Revised:	June 12, 2024
First Reading:	November 13, 2024
Second Reading:	December 11, 2024
Revised:	December 11, 2024