EMPLOYEE WAGES & BENEFITS GUIDE

The following guide may be used for determining work schedules, wages, and benefits governing employment. Many districts have employee policy statements and job descriptions already in place. This section provides excellent information for developing or updating employee policies.

BASICS:

per	on a	basis.	•
rmance will be evalu	ated		, at whic
negotiations may be	e entered into.		
VORKING HOURS:	to _		
Tuesday Wednesd	day Thursday	Friday (circle	applicable)
		to	p.m.
to			
ompensatory time _	may	_ will be taken i	n lieu of overtime pay.
if applicable)			
nava (Vacation)			
	Tompor	on. Dort	timo
			ccrual rate increase after a
			
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		leave be eligible	e for payment in lieu of
baid leave plan, will a	accrued annual	leave be eligible	e for payment at time of:
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Available to: Permanent Tempo	orary Part-time
Legal holidays (Check applicable):	
New Year's Day	County Fair Day
Martin Luther King Day	Partial or Full day near
President's Day	Thanksgiving
Memorial Day	Partial or Full day near
Independence Day	Christmas
Labor Day	Partial or Full day near
Native American Day	New Year's Day
Veteran's Day	Floating Holiday
Thanksgiving Day	Other (specify):
Christmas Day	
General Election Day	
Good Friday	
Friday is the holiday.	he holiday. If a legal holiday falls on Saturday vill or will not be pro-rated to part-time.
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Court Leave
Jury Duty Approval Procedure
Witness Duty Approval Procedure
Military Leave (must be offered as a benefit as prescribed by statute) Paid or Unpaid
Applicable to all employees, other than temporary
Prior approval to be requested from the board. Maximum time allowed is
unless emergency exists. Such cases shall be reviewed by the board.
Registration & Voting Leave
Approval procedure:
INSURANCE:
Life Insurance
Information filed
Contact person:
Health Insurance
Information filed
Contact person:
Disability Insurance
Information filed
Contact person:
RETIREMENT:
Coverage offered
Information filed
Contact person:
TRANSPORTATION:
The district will provide a vehicle for official business.
The district will will not provide mileage compensation in the amount of
\$ per mile when a personal vehicle is used for official business.
PROFESSIONAL MEMBERSHIPS:
Acceptable memberships and approved fees:
TUITION REIMBURSEMENT:
Approval procedure for workshops, training seminars, etc.: