Subject: **Salary and Benefits for Employees Not Subject to an Employment Contract** Section: **3.3**

The following salary and benefits are extended to employees of the Butte Schools Self-Funded Programs (BSSP) whose employment is not subject to an employment contract:

1. Workday: Three weekly work schedules may be assigned, with regular, full-time workdays exclusive of a meal period of at least thirty (30) minutes or more as follows:
    a. Four (4) workdays, ten (10) hours each;
    b. Five (5) workdays, four (4) at nine (9) hours each and one at four (4) hours; and
    c. Five (5) workdays at eight (8) hours each.

    Weekly schedules and start times may vary and will be scheduled by the Executive Director. Every effort will be made to notify employees of the anticipated schedule a minimum of one calendar month in advance.

2. Workweek: The regular full-time workweek shall be a schedule of workdays Monday through Sunday, within a seven (7) consecutive day period. It shall consist of forty (40) hours of work beginning with a minimum of four (4) workdays. Individual daily hours may vary with the approval of the Executive Director.

3. Work Year: The work year shall be twelve (12) months.

4. Rest/Meal Periods: Non-exempt employees shall be entitled to one (1) fifteen-minute period for each four hours of duty. Meal periods of thirty (30) to sixty (60) minutes shall be mutually scheduled.

5. Salary Schedule: Employees shall be paid from the salary schedule attached hereto as Exhibit I.

6. Initial Step Placement: Initial step placement on the salary schedule will be based on documented relevant prior work experience and at the discretion of the Executive Director.

7. Step Advancement: Employees commencing work between July 1 and January 15 of any fiscal year will be eligible for a step advancement on the following July 1. Employees commencing work on or after January 16 will not be eligible for step advancement until July 1 of the following year.

    a. Employees changing classification upward shall enter the new class on the first salary step which is not less than two and one-half percent (2.5%) greater than their current monthly salary; in no case shall the increase be greater than seven and one-half percent (7.5%) of their current monthly salary.

b. Receipt of four (4) or more "requiring improvement/not satisfactory" marks may preclude step advancement until a subsequent satisfactory evaluation.

8. Overtime: The requirement of non-exempt employees to work overtime or extra-duty shall be a management prerogative.
   a. Overtime shall be paid, at the rate of time and one half, for all work suffered or permitted over the regularly-scheduled work day per paragraph 1, above, or forty (40) compensable hours in one work week.
   b. Compensating time off at the rate of time and one-half may be taken with the approval of the Executive Director.
   c. At the option of the employee and upon approval of the Executive Director, overtime may be compensated in the form of compensatory time off at a rate of one and one half the hours of overtime worked. An employee may not accrue more than 240 hours of compensatory time off.

9. Extra Duty-Pay: Fair Labor Standards Act exempt employees are paid on a salary basis with the expectation that they will work whatever time necessary to accomplish their assigned tasks. Work time associated with an exempt employee's normal assigned tasks outside of and in addition to their regular work duties does not constitute extra duty and therefore is ineligible for extra duty pay. Extra duty pay is not overtime. Extra duty pay must be requested in advance and approved by the Executive Director to be eligible for extra duty pay unless an exception is granted by the Executive Director.
   a. Extra-duty work shall be paid at the employee's hourly rate calculated as follows:

$$\frac{\text{[annual salary per Exhibit I] * [full-time equivalent based on 40 hours weekly]}}{2080}$$

   b. In lieu of extra-duty pay, the employee may receive one hour of compensating time off for each hour of extra-duty.

10. Health Benefits:
   a. BSSP will contribute the amount set for in Exhibit I per month toward the medical, dental and vision plans elected by each employee regularly assigned 40 hours per week. The employee will be reimbursed any difference between the amount set forth in Exhibit I and cost of employee's elected plans.
   b. Employees with a regular weekly assignment of 36 hours or more are mandated to elect a medical, dental, and vision benefit, including a waiver-fee plan.
   c. Part-time employees with a regular weekly assignment of 20 hours or more but less than 40 hours will receive a contribution prorated on the basis of employee's regular weekly assignment divided by 40 hours.

d. Employees with a regular weekly assignment between 20 and 36 hours may waive medical, dental and/or vision insurance but will not be reimbursed for the unused pro-rated contribution.
e. The employee will pay the cost of elected plans in excess of the BSSP contribution by payroll deduction.
f. Employees assigned to the Health and Wellness Center but not enrolled in a BSSP medical plan are eligible to receive HWC services as if the employee is enrolled in a high deductible plan. This benefit does not extend to the employee's family.
g. Benefits shall be effective on:
   i. 1st of the month, when the hire date is the 1st of the month; or
   ii. 1st of the following month for all other first-day-of paid-service dates.

11. Life Insurance: BSSP will provide employer-paid $50,000 group term life insurance for each employee with a regularly weekly assignment of 15 hours or more.

12. Pension Benefits: BSSP provides pension benefits through California Employees Retirement System (CalPERS). BSSP also provides for employee's voluntary participation in 403(b) and 457 plans.

13. Disability Insurance: Effective January 1, 2023, employees shall participate in the State Disability Insurance (SDI) program with such participation to be at employee cost. SDI benefits are to be used in coordination with accumulated sick leave benefits. Such coordination of benefits shall not result in the payment of greater than a regular day's pay. To receive coordination of benefits, an employee must provide documentation to Human Resources regarding benefits received from SDI. Any employee receiving State Disability Insurance benefits who remains on the BSSP payroll at full pay is required to turn the endorsed insurance check in to the Human Resources office.

14. Allowance for Licensing and Continuing Medical Education (CME): An annual allowance for licenses conditional for employment and CME shall be provided to employees assigned to the Health and Wellness Center. Unused CME is not eligible for carryover or payout to the employee. CME must be approved in advance by the Executive Director for reimbursement or direct payment to the vendor as follows:
    a. $2,500 for Nurses, Nurse Practitioners, Physician Assistants, Medical Doctors and Doctors of Osteopath
    b. $750 for all other others.

15. Vacation:

    a. Paid vacation for permanent employees is earned at the following rates:

0 through 4th year	1¼ days per month (15 days annually)
5th and subsequent years	1 2/3 days per month (20 days annually)

b. Although vacation time is earned on a monthly basis, vacation time for the entire fiscal year shall be credited on July 1 of each year for a permanent employee's use during the fiscal year.

A permanent employee may carryover ten (10) days of unused vacation to the following fiscal year.

c. Unused vacation time in excess of the carry-over limits shall be paid by August 31st of the succeeding fiscal year at the pay rate in effect when the vacation days were earned.

d. BSSP reserves the right to schedule vacation time for an employee if employee does not voluntarily do so.

16. Holidays: Each holiday is paid on the basis of an eight (8) hour workday with half-days at four (4) hours. Holidays falling on a Saturday will be observed on the Friday immediately prior. Holidays falling on a Sunday will be observed on the Monday immediately following.

a. The following seven (7) days shall be paid as holidays: January 1st, Memorial Day, July 4th, Labor Day, Thanksgiving Day, day after Thanksgiving Day and December 25th. All operations will be closed for observance of these holidays.

b. The following days shall also be paid as holidays: Martin Luther King, Jr. Day, Lincoln Day, Washington Day, Juneteenth, Veterans Day, day before Thanksgiving, one and one-half days additional days adjacent to December 25th, and one and one-half days adjacent to January 1st. The Executive Director may assign employees to work on these days as needed in order to prevent the closure of the HWCs.

c. Employees not scheduled to work on a day of holiday observance and employees working on the day of a holiday observance shall bank the holiday hours for observance at another scheduled workday within the fiscal year. Banked holiday hours:

i. Shall be used within the fiscal year earned;
ii. Shall not be carried over to the following fiscal year; and
iii. Are not to be paid to the employee if not used by the end of the fiscal year.

17. Continuing Medical Education Leave: Employees assigned to the HWC shall annually be entitled to 40 hours of leave for Continuing Medical Education (CME). Part-time employees with a regular weekly assignment of less than 40 hours will receive prorated CME on the

basis of the employee's regular weekly assignment divided by 40 hours. There shall be no carryover or payout of unused CME and CME leave shall be used exclusively for the purpose of completing CME.

18. Bereavement Leave:

    a. Bereavement leave up to a maximum of five (5) days for the death of a member of the immediate family shall be granted. Members of the immediate family are mother, father, grandmother, grandfather or a grandchild of the employee or of the spouse of an employee, and the spouse, son, son-in-law, daughter, daughter-in-law, brother, brother-in-law, sister, sister-in-law, step-foster parent or child of the employee or any relative living in the immediate household of the employee.

    b. One (1) day shall be granted to attend the funeral of an aunt, uncle, niece or nephew of the employee or of the spouse of the employee.

19. Jury Duty Leave: Fully-paid leave shall be granted when called for jury duty or as a subpoenaed witness in accordance with Government Code Section 1230 and 1230.1.

20. Illness/Injury Leave:

    a. Sick leave is a leave of absence granted because of personal illness or injury. In any fiscal year, an employee shall be entitled to paid sick leave at the rate of one day or ratio thereof for each month of paid regular service on an unlimited accumulated basis.

    b. Sick leave for the current fiscal year need not be accrued prior to taking such leave. It may be taken at any time during the current fiscal year provided it does not exceed the current fiscal year's sick leave benefit entitlement in addition to any accrued sick leave. A new employee shall not be entitled to take more than six days of sick leave until the first day of the calendar month after completion of six months of active service with BSSP. Upon resignation or termination, the amount of pay for sick leave days taken in excess of sick leave days earned shall be deducted from the final warrant issued to employee.

    c. Illness/Injury leave may also be granted for preventive care or for a specified purposes when a victim of domestic violence, sexual assault or stalking.

21. Personal Necessity Leave: A maximum of seven (7) days of earned illness/injury leave may be used in each fiscal year for the following reasons:

a. Death of a member of his immediate family when additional leave is required beyond regular bereavement leave.

b. Accident involving his person or property, or the person or property of employee's immediate family.

c. Appearance in court or before any administrative tribunal as a litigant, party, or witness under subpoena, or any other entity with legal jurisdiction.

d. Preventive care or care of an existing health condition of the employee's parent, child, spouse, registered domestic partner, grandparent, grandchild, or sibling, as defined under California Labor Code Section 2810.5.

e. Reproductive loss: failed adoption, failed surrogacy, miscarriage, stillbirth, or an unsuccessful assisted reproduction.

f. Personal emergency of the employee or immediate family. Personal emergency is defined as an event or circumstance of a serious nature which is beyond control, and which necessitates absence from duty. This includes, but is not limited to, those events and circumstances, which would require the employee's prompt attention to avoid possible financial loss to or damage to the health of either the employee or his/her household.

g. Sick leave for personal necessity may not be used for any of the following: attendance at or participation in functions which are primarily for the employee's amusement, pleasure, personal convenience or religious observances; the extension of holidays or vacation periods; accompanying a spouse on a trip when such travel is not otherwise authorized by the Executive Director; seeking or engaging in remunerative employment; engaging in a strike, demonstration, picketing, lobbying, rally, march, campaign meeting or any activities related to work stoppage or political campaigning.

h. Five (5) of the maximum of seven (7) days personal necessity leave may be granted with only "personal' identified as the reason.

22. Early Retirement Program:

a. An employee is eligible for the Early Retirement Program when the following criteria are met:
   i. The employee is fifty-eight (58) years of age;
   ii. Has completed a minimum of twelve (12) years of full-time service with BSSP; and

iii. The employee is qualified for and in the process of receiving retirement benefits under the Public Employees Retirement System.

b. An employee meeting the preceding criteria and subsequently granted entry into the Early Retirement Program shall receive benefits subject to the following limitations.

i. The monthly contribution, per paragraph 9.a., above, provided in the last full year of employment shall be the amount subject to proration below.

ii. The prorated amount shall be applied towards the employee's purchase of a medical plan covering employee and dependents, if elected, during employee's participation in the Early Retirement Program.

iii. For an employee retiring with:

1. Twelve (12) years of full time service, BSSP shall provide 50% of the monthly contribution.
2. Fifteen (15) years of full time service, BSSP shall provide 75% of the monthly contribution.
3. Twenty (20) years of full time service, BSSP shall provide 100% of the monthly contribution.

c. Coverage under this program shall cease at Medicare eligibility pursuant to Social Security Administration guidelines. The employee shall be allowed to enter the group medical insurance program by paying the existing premium rates.

d. All benefits under the Early Retirement Program shall cease upon the death of the employee, with the condition that the employee's spouse shall be eligible to continue in the group medical insurance program for up to seven (7) years following the employee's death by paying the existing premium rates.

e. An employee who is subsequently employed and/or married and receives a comparable or greater health benefit program would become ineligible for benefits of this program.

23. Job Performance Evaluation Procedures

a. A new employee shall be evaluated by the Executive Director after three months and before the last month of the six-month probationary period.

b. A permanent employee shall receive a written evaluation at least once every two years unless otherwise requested by the Executive Director. Due dates shall be observed.

c. Whenever an evaluation is done, an evaluation conference shall be held between the employee and the evaluator. The evaluator will present a written evaluation and discuss

it with the employee. The employee shall sign the evaluation signifying only that the employee has read the document and has been given a copy. The Executive Director's signature must precede the employee's. The Executive Director shall describe the specific data used in completing the rating form. An informal conference may be held during the years in which a permanent employee does not receive a written evaluation.

d. The employee shall have a period of ten (10) working days following the evaluation conference to prepare and submit a written reaction, if any, in response to the evaluation. Such response will become a permanent attachment to the evaluation and be placed in the employee's personnel file.

e. A negative evaluation shall:
   i. Identify areas where improvement is needed;
   ii. Offer specific suggestions for improvement; and
   iii. List improvement steps.

f. The evaluator may prepare evaluations or progress reports on a schedule more frequent than described in this policy and may conduct progress reports in written form with a copy to the employee. Progress reports concluded pursuant to this policy shall be discussed at a scheduled conference with the employee.

EXHIBIT I

Effective July 1, 2025

Employer's monthly contribution shall be the sum of the minimum medical, dental and vision benefits per each full-time employee: $1185 (through September 30, 2025) and $1322 (effective October 1, 2025)

Steps - >		1	2	3	4	5	6	8	10	15	20
Job Description and Range		**Hourly / Non-Exempt from OT**									
Administrative Clerk	1	18.45	19.21	19.98	20.78	21.61	22.47	23.37	24.31	25.28	26.30
Administrative Assistant	5	21.19	22.04	22.93	23.85	24.80	25.79	26.84	27.90	29.02	30.19
HWC Office Manager	9	23.38	24.33	25.32	26.32	27.36	28.47	29.61	30.80	32.02	33.33
HWC Medical Assistant	16	27.80	28.93	30.11	31.31	32.56	33.85	35.21	36.63	38.08	39.62
HWC Medical Assistant w/ Phlebotomy	20	30.68	31.92	33.21	34.54	35.92	37.35	38.84	40.39	42.01	43.72
Senior Benefits/ Administrative Assistant	21	31.44	32.73	34.03	35.40	36.82	38.29	39.83	41.42	43.05	44.79
		Annual Salary / Exempt from OT									
Manager, Employee Benefit Programs		75,012	78,013	81,134	84,379	87,754	91,264	94,915	98,711	102,659	106,766
Advanced Practice Provider		206,255	214,505	223,085	232,008	241,288	250,939	260,977	271,416	282,272	293,564

EXHIBIT I

Effective July 1, 2026

Employer's monthly contribution shall be the sum of the minimum medical, dental and vision benefits per each full-time employee: $1322 (through September 30, 2026) and $1466 (effective October 1, 2026)

Steps - >		1	2	3	4	5	6	8	10	15	20
Job Description and Range		**Hourly / Non-Exempt from OT**									
Administrative Clerk	1	19.74	20.55	21.38	22.23	23.12	24.04	25.01	26.01	27.05	28.14
Administrative Assistant Employee Benefits Assistant	5	22.67	23.58	24.54	25.52	26.54	27.60	28.72	29.85	31.05	32.30
HWC Office Manager	9	25.02	26.03	27.09	28.16	29.28	30.46	31.68	32.96	34.26	35.66
HWC Medical Assistant	16	29.75	30.96	32.22	33.50	34.84	36.22	37.67	39.19	40.75	42.39
HWC Medical Assistant w/ Phlebotomy	20	32.83	34.15	35.53	36.96	38.43	39.96	41.56	43.22	44.95	46.78
Senior Benefits/ Administrative Assistant	21	33.64	35.02	36.41	37.88	39.40	40.97	42.62	44.32	46.06	47.93
		Annual Salary / Exempt from OT									
Manager, Employee Benefit Programs		80,263	83,474	86,813	90,286	93,897	97,652	101,559	105,621	109,845	114,240
Advanced Practice Provider		220,693	229,520	238,701	248,249	258,178	268,505	279,245	290,415	302,031	314,113