

BUTTE SCHOOLS SELF-FUNDED PROGRAMS

POLICIES & PROCEDURES MANUAL

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: The regular, full-time workday shall be eight hours exclusive of a meal period of at least thirty (30) minutes or more. Hours may be flexible Monday through Friday with approval of the Executive Director.
2. Workweek: The regular full-time workweek shall be a schedule of workdays Monday through Friday, within a seven (7) consecutive day period. It shall consist of forty hours of work beginning with a period of five (5) consecutive 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: An employee 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. 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.
7. Overtime: The requirement to work overtime 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 of a 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.
8. Health Benefits:
 - a. BSSP will contribute \$971 per month toward the medical, dental and vision plans elected by the employee. The employee will pay the cost of elected plans in excess of the BSSP contribution by payroll deduction. The employee will be reimbursed any difference between the \$971 contribution and cost of elected plans.

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b. BSSP will provide employer-paid \$50,000 group term life insurance.

9. Vacation/Holidays:

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

	<u>Effective April 1, 2015</u>
0 through 4 th year	1¼ days per month
5 th and subsequent years	1 2/3 days per month

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 daily rate in effect when the vacation days were earned.

d. The follow days shall be paid as holidays: January 1st, Martin Luther King, Jr. Day, Lincoln Day, Washington Day, Memorial Day, July 4th, Labor Day, Veterans Day, Thanksgiving Day, and December 25th.

e. Five additional holidays shall be granted: day before Thanksgiving, day after Thanksgiving, one and one-half days at Christmas, one and one-half days at New Years. Half days are defined as one half of the normal working hours. Half days at Christmas and New Years may be taken at any time during the winter recess with the Executive Director's approval.

10. 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.

11. 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.

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12. Illness/Injury Leave:

- a. Sick leave is a level 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.

13. Personal Necessity Leave: A maximum of seven 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.

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.

- d. 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.
- e. 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 this document; 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.

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- f. Five (5) of the maximum of seven days personal necessity leave may be granted with only “personal” identified as the reason.

14. 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 8.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 employee’s purchase 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, which are based on the year of birth. 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.

15. 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.

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- 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.

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EXHIBIT I

Hourly Rates Effective July 1, 2016

Title	1	2	3	4	5	6	7	8	9	10	15	20
Administrative Clerk	12.36	12.97	13.63	14.31	15.02	15.77	16.57	17.39	18.27	18.27	18.27	18.27
Administrative Assistant	13.65	14.33	15.05	15.80	16.60	17.43	18.30	19.22	20.17	20.17	20.17	20.17
Senior Benefits/ Administrative Assistant	20.72	21.55	22.42	23.31	24.24	25.22	25.22	26.22	26.22	27.27	28.37	29.50

Hourly Rates Effective July 1, 2017

Title	1	2	3	4	5	6	7	8	9	10	15	20
Administrative Clerk	12.67	13.29	13.97	14.67	15.4	16.16	16.98	17.82	18.73	18.73	18.73	18.73
Administrative Assistant	13.99	14.69	15.43	16.2	17.02	17.87	18.76	19.70	20.67	20.67	20.67	20.67
Senior Benefits/ Administrative Assistant	21.24	22.09	22.98	23.89	24.85	25.85	25.85	26.88	26.88	27.95	29.08	30.24