

PERSONNEL BENEFIT POLICY FOR OFFICE OF FAMILY LEARNING

PURPOSE:

The purpose of this policy is to set forth the primary guidelines of employment for all Office of Family Learning (OFL) personnel of the North Kingstown School District.

PHILOSOPHY:

The North Kingstown School Committee, in consideration of its belief that clarity and confirmation of its desire for a strong worker and work ethics performance of its OFL personnel, sets forth the foregoing employment guidelines and expectations in regards to employee non-contractual rights and benefits of employment.

POLICY STATEMENT:

Nothing in this policy should be interpreted to create contractual employment obligations on the part of the North Kingstown School District. The School Committee herewith establishes the following employment guidelines:

For any personnel less than 1.0 FTE, the benefits shall be proportion to their hours worked.

These conditions shall be specific to all OFL positions which function outside of an established and approved employee association.

**I.
WORK SCHEDULES & AUTHORIZED LEAVE**

I. A. GENERAL

All OFL personnel's work year shall be determined on an individual basis. Leave may be taken in accordance with the provisions detailed below and only with the approval of their immediate supervisor.

I. B. VACATION

1. Entitlement

All OFL personnel covered by this policy working 30 hours or more per week and 42 weeks or more per year are entitled to vacation leave (20 days pro-rated) based on a ratio of normally scheduled hours worked per week and number of weeks per year. The taking of such leave, except as

otherwise stipulated, shall be subject to the approval of the employee's supervising administrator.

2. Employees working less than 30 hours per week and/or less than 42 weeks per year are not entitled to vacation leave.

a. Newly appointed personnel shall receive vacation days in an amount determined through the established number of pro-rated days earned compared to the number of days to be worked to the end of the school year of appointment.

Vacation days are provided and available for use no earlier than 60 days from the date of employment.

b. It is expected that all personnel covered by this policy shall use all vacation days during the fiscal year in which they are earned. Unused vacation days may, under unusual, job-related circumstances, be carried over under this section for up to one (1) fiscal year with the specific permission of the Superintendent. By no later than June 30 annually, each personnel may request of the Superintendent that unused days be carried over. Any exception to this section will require specific School Committee approval. Otherwise, on July 1 annually, all days earned in a prior year shall be converted to sick leave

c. OFL personnel who are eligible for vacation under these rules whose services are terminated for any reason, either voluntary or involuntary, shall be paid an amount equal to the vacation that had been accrued in accordance with the above guidelines prior to such termination.

I. C. PAID HOLIDAYS

All personnel covered by this policy are provided the following yearly paid holidays when they occur on what ordinarily would be scheduled as a working day or working period, subject to changes in the school calendar:

New Year's Day	Fourth of July	Thanksgiving Day
Martin Luther King Day	Victory Day	Day After Thanksgiving
President's Day	Labor Day	Christmas Day
Memorial Day	Veterans Day	Christmas Eve
	Columbus Day	

I. D. PAID SICK LEAVE

1. Entitlement/Accrual

All Personnel covered by this policy are entitled to sick leave (15 days pro-rated) based on a ratio of normally scheduled hours worked per week and number of weeks per year.

The taking of such leave, except as otherwise stipulated, shall be subject to the approval of the employee's supervising administrator. Days are awarded on July 1 annually or, in the case of newly hired personnel, in accordance with an amount determined through the established number of pro-rated days earned compared to the number of days to be worked to the end of the school year of appointment.

Days may accrue from year to year up to a total of 135 maximum. Upon termination, all accrued sick leave days are forfeited without compensation.

I. E. PAID PERSONAL LEAVE

All OFL personnel are entitled to two (2) paid personal days annually based on a ratio of normally scheduled hours worked per week and number of weeks per year. Days must be used in the year in which they are earned. Any days not used in a given year will be forfeited without compensation.

I. G. FAMILY ILLNESS

In case of extreme illness in the immediate family (spouse, parents, step-parents, grandparents, children, step-children or other relatives who are members of the immediate household), personnel shall be allowed a maximum of five (5) days with pay, per occurrence. Such leave shall be charged to the OFL personnel's sick leave.

I. H. BEREAVEMENT LEAVE

In case of death of the immediate family (spouse, parents, step-parents, children, step-children, grandchildren, sibling, or other relatives who are members of the immediate household), personnel shall be allowed leave for no more than five (5) days. Such days shall not be charged to the personnel's sick leave.

II.
BENEFITS

II. A. GENERAL- HEALTH & DENTAL

All employees with less than 30 hours are not eligible for benefits. Employees with 30 hours or more may have fringe benefits contained in the teachers' contract and in effect between the School Committee and the Teachers' Association shall be provided to OFL personnel at a level at least equal to that of full-time certificated personnel.

- Effective July 1, 2014, OFL will contribute 25% to their healthcare.
- The healthcare buy back option will not be offered to OFL personnel.

III.

RETIREMENT

All OFL personnel employed prior to the effective date of this policy shall maintain the rights to the retirement benefits equal to those held at the time of employment.

A. SUPERVISORS RETIREMENT

All employees working 20 hours or more per week shall participate in the Municipal Employees Retirement System as defined in Title 45, Chapter 21, General Laws of Rhode Island.

IV. PROFESSIONAL DEVELOPMENT

The North Kingstown School Department seeks to support its OFL full-time personnel through continuance of professional development in areas of study and growth which benefit both the individual and the school or department. Approval of all tuition reimbursement and conferences, seminars and workshops will be based on budget availability and prior approval by the Superintendent.

IV. A TUITION REIMBURSEMENT

All OFL personnel whose employment is governed by the provisions of Personnel Policy GCB.2 may be entitled to tuition reimbursement by the School Department for coursework taken to support their area of responsibility or in connection with the program of study closely related to their area of responsibility provided that:

1. The number of courses approved for reimbursement in any calendar year shall not exceed 6 credits per employee;
2. All such courses or programs shall be approved in advance by the Superintendent;
3. A grade of "B" or greater must be achieved to be eligible for reimbursement;
4. Reimbursement is limited to the per credit fee in place only at RI public higher education institutions. Enrollments at private or out-of-state institutions are reimbursable, but only to the extent of the per credit fee at the comparable RI public higher education institution.
5. Evidence of course or program completion must be presented to the Business Office with the Superintendent's authorization prior to reimbursement.

IV. B. SEMINARS, WORKSHOPS AND CONFERENCES

All OFL personnel may be entitled annually to attend professional conferences, workshops and/or seminars and to be reimbursed provided that the program content is of benefit not only to the individual, but also to the betterment of the North Kingstown School Department. All requests for such reimbursement shall be approved in advance by the Superintendent.

V. TRAVEL AND MILEAGE

Requests for reimbursement for mileage expenses incurred by all personnel using their own personal vehicles in the course of School Department business shall be granted on a per mile basis in keeping with the current IRS mileage reimbursement rate.

Individual requests for mileage reimbursement shall be made monthly to the Business Office by the employee. Whenever such cost is less than \$5.00, it shall be filed when reaching an amount in excess of \$5.00. Requests shall include a detailed accounting of the incurred travel, including the date of travel, purpose of trip, and total miles traveled. If the travel is between schools, the mileage shall be computed from the chart below. If the mileage is outside of the district, the mileage shall be computed using an approved search engine such as <http://maps.google.com/> with the approved starting place and ending place.

VI. SALARY COMPUTATIONS

VI. A. CALCULATIONS

Compensation will be based on the current salaries of OFL personnel as of 7/1/2014. Salary increases will be determined by the Superintendent with approval by the School Committee on a case-by-case basis as determined by job responsibilities.

All OFL personnel shall receive an annual performance review. Performance reviews will be completed by June 30th of each year. All performance reviews will be completed by the Director or Assistant Director of Pupil Personnel Services.

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Revised