

Central Nine Career Center Administrative Guidelines

4430 - BENEFITS/LEAVES OF ABSENCE/VACATION/HOLIDAYS

These guidelines relate to employment by Central Nine Career Center to non-certified personnel. "Full-time" employees are those scheduled to work eight (8) hours per day for 260 days.

Other non-certified personnel are considered "part-time" and will receive no wages for days not worked, nor other benefits under this section. Non-certified personnel on a 205 day or 220 day schedule are eligible for all benefits except vacation.

The guidelines set forth may be added to, deleted, or revised from time to time by the Governing Board. At such times as this may take place, a reasonable effort will be made to distribute or communicate such changes to non-certified personnel.

None of the guidelines set forth may be implied to be a contract for employment for any specified period of time, and none of these guidelines is part of a contract of employment. The terms and conditions of employment of the non-certified personnel of Central Nine Career Center may be changed with or without notice, and each employee is an employee at will.

A. Employment Procedures

1. Application for all non-certified positions shall be made through the Director.
2. Applicants will be interviewed, and recommendations for employment will be made to the Governing Board for final approval. The Director may employ non-certified personnel on a temporary basis subject to final approval of the Governing Board.

B. Duties

Duties of each non-certified employee will be assigned by the Director or his/her designee.

C. Qualifications

Applicants shall possess the necessary knowledge and skills for their assigned duties.

D. Absences

All non-certified personnel shall complete the appropriate paperwork for any allowable absence.

E. Leave Benefits for New Employees

New employees shall work sixty (60) days before being entitled to any leave benefits.

F. Personal Leave

Effective July 1, 1996, non-certified employees shall receive three (3) days per school year for personal leave. Requests for personal days shall be made in writing to the employee's supervisor two (2) days prior to the absence, except in cases of emergency. A non-certified employee may accumulate a maximum of four (4) personal days. Unused personal days, exceeding the maximum, shall accumulate as sick leave days, subject to the sick day maximum.

The purpose of leave is for personal or civic affairs and emergency situations and shall not extend a vacation.

G. Vacation Leave

Effective December 6, 2003, all twelve (12) month non-certified employees are entitled to vacation on the following schedule:

1. Twelve (12) month employees shall earn two (2) weeks vacation per year after the completion of their first year of employment. Two (2) weeks vacation per year will be earned through completion of nine (9) years of employment.
2. Twelve (12) month employees shall earn three (3) weeks vacation per year after the completion of their tenth year of employment.
3. Twelve (12) month employees shall earn four (4) weeks vacation per year after the completion of their twentieth year of employment.
4. Any unused vacation days shall not carry over to the following period unless approved by the Director.

H. Sick Leave

plus 2 days of sick leave
(previously considered family illness leave)

Effective December 6, 2003, non-certified employees shall earn one (1) day of sick leave per month of employment accumulative to 120 days. These are awarded on July 1 of each year and will be pro-rated if termination of employment occurs prior to June 30 of that fiscal year.

I. Funeral Leave

Non-certified personnel shall be granted up to five (5) calendar days of absence without loss of compensation for a death in the immediate family. The first day shall be the day after the death occurs. The immediate family is interpreted to mean: father, mother, brother, sister, husband, wife, child, father-in-law, mother-in-law, son-in-law, daughter-in-law, and any other relative who at the time of death was living as a member of the household of the employee.

J. Jury Duty

Non-certified personnel shall be granted leave for jury duty with compensation for the difference between payment for jury duty and the employee's regular salary, provided the school salary is greater and provided the employee endorses the jury duty pay check to the school.

K. Election Board

Non-certified personnel may serve on election boards with compensation for the difference between payment for election board duty and their regular salary, provided the school salary is greater and provided they endorse the election board pay to the school.

L. Reporting Absences

Non-certified personnel unable to work on their regular schedule shall notify their supervisor as soon as possible and not later than one-half (1/2) hour before scheduled duty time on the day absent. Failure to do so shall be grounds for dismissal (see Section Q).

M. Inclement Weather

Non-certified personnel will be granted leave at the discretion of the Director for inclement weather.

N. Dismissal, Resignation and Conduct

1. One (1) week's notice will be given in case of dismissal. This may be waived by the Director if circumstances warrant.
2. One (1) week's notice is required in case of resignation. This may be waived by the Director if circumstances warrant.
3. Employees are expected to maintain high standards of personal appearance, exemplary behavior, cooperation, efficiency and economy in their work. Non-certified personnel not proved

trustworthy, and of good moral character shall be dismissed.

4. Non-certified personnel who do not exhibit the necessary knowledge and skill for their assigned duties shall be dismissed.
5. For the safety and protection of all employees, standards of conduct are maintained and enforced. Violation of these standards shall subject employees to disciplinary action up to and including discharge. Employees shall refrain from:
 - a. Theft or misappropriation of property belonging to Central Nine, other employees or a private citizen.
 - b. Conviction of a felony.
 - c. Destruction or defacement of Central Nine property.
 - d. Possession, use or being under the influence of intoxicants or controlled substances.
 - e. Failure to comply with a reasonable request from a person in authority or any insubordinate act.
 - f. Carrying, exposing and handling of unauthorized firearms or other unauthorized weapons on Central Nine property.
 - g. Fighting or other disorderly conduct.
 - h. Using vulgar language or profanity at any time.
 - i. Violation of Central Nine's sexual harassment policy.
 - j. Other infractions not covered here may also result in disciplinary action if such appears warranted.

O. Salary

Pay for service by non-certified personnel will be set by the Governing Board.

P. Fringe Benefits

1. Medical and Dental Insurance: Employees may elect to have

deductions made from their pay for hospitalization and/or dental insurance to be granted through the plan made available through the Board. Central Nine will pay a portion of health and dental insurance for all participating employees. The portion to be paid will be determined by the Governing Board.

2. Term Life Insurance: Central Nine Career Center will provide term life insurance on each employee within sixty (60) days of the employee's date of hire. This policy will be renewed each year thereafter until employment with Central Nine Career Center is terminated. The cost to those who choose to participate is \$1.00 per year. The amount of the insurance will be determined by the Governing Board. Central Nine Career Center will pay the same amount toward the medical and dental insurance premiums as it pays toward the teachers' premiums. The following term life and disability insurances are applicable:

Term Life: \$50,000 (annual premium less \$1.00) effective 1/1/99.

Disability: Annual premium less \$1.00.

3. Any twelve (12) month non-certified employee who has completed fifteen (15) or more years of continuous service to Central Nine Career Center immediately prior to retirement and who was enrolled in the Central Nine Career Center medical and/or dental insurance plan during the school year immediately preceding retirement may continue to be enrolled in the medical and/or dental plan until his/her sixty-fifth (65th) birthday.

Effective January 1, 2002, Central Nine Career Center shall pay all but \$1.00 per year for the Medical Insurance premium for the Supervisor of Maintenance.

4. PERF: Full-time twelve (12) month regular Central Nine employees only.
 - a. Secretaries and Treasurer effective July 1, 1990
 - b. Maintenance and Custodians effective July 1, 1991
 - c. Technology Services/Repair Coordinator effective January 1, 2000
 - d. Continuing Education Administrative Assistant effective July 1, 2002

Effective January 1, 1999 the Board will pay the 3% PERF contribution for these full-time twelve (12) month regular Central Nine Employees.

5. Retirement

Effective at the end of the 2001-2002 school year if the twelve (12) month non-certified employee is at least age sixty-two (62) at retirement, Central Nine Career Center shall pay \$2,500 of the premium for the Central Nine Career Center medical insurance plan.

The retired non-certified employee shall be responsible for the remaining premium. The payment of the plan premium for which the retired twelve (12) month non-certified employee is responsible shall be made in a manner designated by the Director. This benefit shall terminate when the retired twelve (12) month non-certified employee becomes eligible for Medicare.

Retired twelve (12) month non-certified employees Term Life Insurance: Effective May 1, 2000, twelve (12) month non-certified employees on leave or retired from Central Nine Career Center may elect to continue their life insurance benefits as permitted by the applicable insurance contract until the age when Medicare eligible. Those twelve (12) month non-certified employees making this election shall pay 100% of the insurance premium to Central Nine's Treasurer in advance of the due date.

hired prior to January 1, 2004

and elected not to participate in the matching retirement 403(b) plan

Effective January 1, 2001, ^T twelve (12) month non-certified employees who have completed fifteen (15) years or more of service to Central Nine Career Center shall upon retirement from Central Nine Career Center receive the following severance benefits:

- a. \$50.00 for each unused accumulated sick leave day up to 100 days.
- b. \$50.00 for each full year of full-time service to Central Nine Career Center.

6. Employee Matching Retirement Savings Plan (403b)

Effective January 1, 2004, a matching retirement savings program under Section 403 (b) of the Internal Revenue Code (the 403(b) Program) shall be established for:

- a. All full time (12 month non-certified employees).
- b. For each \$1.00 contributed by a non-certified twelve (12) month employee to the 403(b) Program, the Board will contribute \$1.00 to the 403(b) Program (the "Matching Contribution"). The annual maximum matching contribution made by the Board for any particular non-

certified full time employee shall not exceed \$500.00 per year.

G. Absenteeism and Tardiness Policy

Non-certified employees are expected to arrive for work on time. Good attendance is important to the smooth functioning of the Career Center; so when it is necessary for the employee to be absent, the employee needs to let the supervisor know as far in advance as possible, or in the case of illness or severe weather, as soon as possible. The Career Center recognizes that some absences are out of the employee's control. However, they do have an impact on the smooth operation of the Career Center, and therefore, unscheduled absences must be kept to a minimum. The same holds true for late arrival, whether it be the start of the day, or returning to work after lunch and breaks.

Monitoring absenteeism and tardiness of non-certified hourly employees will be handled by the designated supervisor.

The guidelines below are designed to identify the proper procedures for reporting absences and ensure consistent and equitable treatment of absences, late arrivals, and early departures at the Career Center.

1. Employees are expected to report to work as scheduled and to work their scheduled hours each day. Employees will be charged with an unpaid absence when they fail to report for their scheduled work hours and the absence has not been prearranged.
2. Employees must present a doctor's release to return to work following any injury or illness which extends three (3) days or more.
3. With respect to an unscheduled absence, the employee should notify his/her supervisor of the absence **within thirty (30) minutes of your scheduled starting time**. In providing this notification, employees should give a reason for their absence and an estimate of when they will be on duty. Failure to call in within thirty (30) minutes of your scheduled starting time could result in an unpaid absence.
4. Employees who take three (3) consecutive unscheduled absence days without notifying the Career Center are **subject to termination as voluntary quits**.
5. Employees will be considered tardy when they report to work anytime after their scheduled starting time or leave prior to their end of duty time.