

Fringe Benefits 9-10 Month Part-Time Classified Employees

Wyoming Retirement. The school district will pay a portion of the employee's share of Wyoming Retirement. In the 2018-2019 Fiscal Year, that portion will be 1.34% from the employee and 7.16% from the employer. The employer portion paid by the district is an additional 8.62 %.

Sick Leave. Sick leave for nine or ten month employees will be granted at the rate of 9 days per year. All new employees will serve a 30-day probationary period without benefit of the sick leave days. After the 30-day probationary period, sick leave will accumulate at the rate of one day per month, up to 9 days. The first two days will be granted following the first 90 days of employment. Sick leave will be used in ¼ day increments.

Personal Leave. Employees working less than six (6) hours per day will be granted one day of personal leave. Support staff employees may accumulate up to seven personal days. No more than seven personal days may be used per year. Personal leave may be used in ¼ day increments.

Separation Allowance. Support staff members that have completed three (3) or more years of service, and have started the 4th year upon leaving or retiring from the district, will receive payment at the rate of ¼ pay of certified substitute pay of \$25.00 per day for each day of unused accumulated sick leave. Also upon separation, support staff members with three (3) or more years of service, will receive payment at the rate of \$25.00 per day for each day of unused business or personal leave.

Holidays. Nine and Ten month employees are entitled to five (5) paid holidays: Labor Day, Thanksgiving, Christmas, New Years, Memorial Day.

All paid leave time will be paid on the hours that were allocated for that job.

ADVANCEMENT

Before an employee becomes eligible for advancement, he/she must be evaluated and recommended by his/her supervisor. In addition, the employee will be encouraged to attend local in-service and workshop training outside the regular workday schedule. Advancement on the schedule will be determined on an annual basis. Employees will move on the Salary Schedule on their anniversary date.

**ALL CLASSIFIED EMPLOYEES WILL BE CONSIDERED
TEMPORARY EMPLOYEES FOR THE FIRST 90 DAYS**