

STAFF LEAVE POLICY

Adopted: March 12, 2013

Amended: April 24, 2013

Amended: June 18, 2013

Approved Revisions:

Effective Date: July 01, 2013

1. **Definitions and Procedure**

For clarification, certified teachers, other certified school personnel, and building administrators are considered Professional Staff Employees and are included in all aspects of this Policy. Full-time classified school personnel, including secretaries, custodians, maintenance, and food service managers are included in all aspects of this Policy. Part-time classified employees are considered any classified employee working less than forty (40) hours per week. This includes: secretaries, custodians, para-professionals, media aides, food service aides, bus drivers, and computer aides. Part-time classified employees are not eligible and consequently are not included in this leave policy.

2. **Notification of Absence:** Employees are required to provide a Leave Authorization Form to their immediate supervisor or school designee as soon as they know they will be absent from school. Employees, who will miss more than three (3) consecutive days, shall complete a Leave Authorization Form specifying the reason for the absence, submit it to their supervisor or designee for approval, and then sign it. Employees, who will miss one, two, or three days, shall complete a Leave Authorization Form; submit it to their supervisor for signature.

It is recommended that notice be given in advance, except in cases of emergency. Leave to be granted the day before and after a holiday will be subject to the approval of the supervisor. Holidays shall be defined as those days in the adopted school calendar or otherwise defined by District policy. If leave days shall be granted on Parent Teacher Conference days the teacher shall provide an alternative means to meet with parents.

Holidays as defined by district policy:

Independence Day (1)

Pioneer Day (1)

Labor Day (1)

Harvest Vacation (1)

Thanksgiving (2)

Christmas (2)

New Year's (1)

Martin Luther King's Birthday (1)

Washington/Lincoln Birthday (1)

Easter Break (2-3 depending upon approved calendar)

Memorial Day (1)

3. Vacation

Each full-time year-round classified employee is eligible for vacation. The employee has 10 days vacation per year for years 1-10 and 15 days per year thereafter. The employee may accrue up to 30 days of vacation. If the employee has more than 30 days of vacation at the end of any fiscal year, they will lose all days exceeding 30. When the employee retires, they may cash out the balance of their vacation up to and including 30 days.

4. Overtime: see policy DED. Policy DED is found at the end of this policy.

3. Leave Accrual

Professional full time and classified full-time employees will accrue 18 days of leave per contract year. These 18 days are defined, as 16 days of leave the district will pay for the substitute and 2 days of leave the teacher will pay for the substitute. Professional part-time employees leave will be pro-rated based upon their contract. Usage of leave will be at the discretion of the employee. The retirement leave incentive will remain at 180 days. Professional employees must work a minimum of 20 contracted hours per week to be eligible for accumulated leave under this policy. Employees will be required to pay for their substitutes on 7th and 8th days of their leave usage.

4. **Bank Days:** Bank days are unused leave days converted from previous years as per prior negotiated agreement and is defined as unlimited. "Any unused leave days at the end of each contract year will be converted to sick leave days. If an employee has less than 180 sick leave days accumulated these days will automatically be added to their accumulated sick leave days. If an employee has more than 180 days of sick leave accumulated, they can either add the unused leave days to their sick leave they have accumulated, or they can have the district buy them back at a rate of \$30 per day" as defined in "yearly leave

incentive”.

5. Leave Usage

Certified employees will be allowed to use 18 days of leave in any one-contract year. The maximum leave allowed under these circumstances would be 180 days. Leave beyond the 180 days would be subject to board approval. Employees who exceed the 18 days in one contract year may appeal their circumstances in writing (accompanied with proper documentation) to the superintendent and District/School Board. In any contract year, employees who use leave days beyond their 18 leave days (other than sick days) will have 1/182 deducted from their salary for each day beyond their accumulated days.

6. Leave Incentive

A. Yearly Leave Incentive

Each year, there will be a budgeted amount of (\$15,000) set aside for unused leave. Employees may earn additional money at the rate of \$30 a day by attendance at work once they have accumulated 180 days. First priority will be given to the current fiscal year unused leave days. Remaining money from the \$15,000 budget will be used to buy back days from employees that have accumulated over 180 days at \$30 a day. Every effort will be made to distribute the “buy back” days equitably. Days to be bought back will be prorated according to the number of employees applying and the days asked to be bought.

If the employee dies and is eligible for Yearly Leave Incentive, the employee’s beneficiaries, as stated on their enrollment form, will receive the incentive.

This policy is a negotiated agreement and will be reviewed yearly to determine adjustments as needed. These adjustments may be based upon too many or too few leave days used.

B. Retirement Leave Incentive

Any employee who retires from the Beaver County School District may be eligible for accumulated leave benefits under the following conditions. If the employee dies during the contract period and is eligible for Retirement Leave Incentive, the employee’s beneficiaries, as stated on their enrollment form, will receive the incentive.

1. The employee has worked for the Beaver County School District for a minimum of ten years.
2. The employee has accumulated more than sixty (60) days of leave at the time of retirement:

- a. The number of leave days eligible for benefits is for the number of accumulated leave days up to 180 days.
3. The value of the benefit under this policy is calculated using The following formula. Multiply the number eligible days by \$55.00.

Example: Maximum benefit would be $\$55 \times 180 \text{ days} = \$9,900.00$.

A. **Definitions:**

Immediate Family Members: Employees Immediate Family Members are husband, wife, children, brothers, sisters, parents, grandparents, grandchildren, the same relatives of one's spouse, and/or other persons living in the employee's home on a permanent basis.

Beaver County School District Policy & Procedures
Subject: DED-Overtime
Index: Personnel

Revised: 2007

Modified: Sept 2007

Overtime Requires Prior Approval—

Before overtime is recorded or overtime work is performed for the District, an hourly employee shall obtain written approval from the employee's supervisor or from another officer or administrator having authority authorizing the overtime.

Hourly Employee—

An "hourly employee" is an employee who is paid on an hourly basis a certain sum each hour for each hour or portion thereof worked.

Overtime—

Overtime is time worked during a week in excess of regular time for which the District pays an additional amount per hour over the usual pay rate, or work on a holiday for which overtime pay is authorized, or work in excess of a minimum number of hours per day for which overtime pay is authorized. Unless otherwise provided by law or by contract, time of less than 40 hours per week, or less than 8 hours per day, or during the week from Monday to Saturday and not on a legal holiday, shall be regular time.

Regular Time—

Regular time is the number of hours an employee is authorized to work during each week for

which premium or overtime rates are not paid.

Required Record—

For each hourly employee of the District paid on an hourly basis, records shall be kept of time worked showing for each period of employment or shift the time the employee actually began the employee's shift and the time the employee actually concluded employment for that shift.

Week—

A week is defined as a period beginning at midnight between Saturday night and Sunday morning and ending the next Saturday midnight.

Section: DED.1

Subject: OVERTIME

Board Policy

The Board shall comply with federal law, including the Fair Labor Standards Act, in relation to hours of work for all classified personnel, and directs the district administration to abide by the following guidelines respecting hours of work.

Overtime Requires Prior Approval

Before overtime is recorded or overtime work is performed for the District, an hourly employee shall obtain written approval from the employee's supervisor or from another officer or administrator having authority to authorize the overtime. If the employee's immediate supervisor is unavailable, the employee should ensure her/his supervisor is notified of the overtime within a reasonable period of time (no more than 72 hours after the overtime is worked). If the overtime is related to an emergency or major issue, the employee is required to contact the District administration as soon as possible if her/his supervisor is unavailable.

Hourly Employee

An "hourly employee is an employee who is paid on an hourly basis a certain sum each hour for each hour or portion thereof worked.

Exempt employees—i.e. teachers, administrators, and certified specialists—are not eligible for overtime.

Overtime

Overtime is time worked during a week in excess of 40 hours per week for which the District pays one and one-half per hour over the usual pay rate OR compensatory time equal to one and one-half time off for the time worked over 40 hours per week ("week" as defined below). The criteria used to determine overtime is the number of hours worked in a seven day week ("week" as defined below). It is the policy of the District to distribute overtime as equally as possible among eligible employees.

Compensatory Time

For time worked over 40 hours in a week, employees must be given time off in future pay periods equal to one and one-half the overtime worked (greater than 40 hours in a week). It is the policy of the District to require employees to accrue and first use compensatory time, in lieu of overtime worked, before being paid for overtime work. Compensatory time must be scheduled with the employee's direct supervisor and all accrued compensatory time should be used no later than June 30th (the end of the current fiscal year). Supervisors should ensure all compensatory time is properly scheduled through the time remaining in the fiscal year. Employees who have properly obtained compensatory time through the year, and who have accrued compensatory time and was unable to properly arrange with their supervisor time off for compensatory time accrued, will be paid one and one-half per hour overtime worked in the next available pay period after June 30th each year. The responsibility to ensure employees are given time off for accrued compensatory time, before June 30th, rests with the supervisor.

Scheduling of Compensatory Time Off

When an employee works overtime and is eligible for compensatory time off, prior approval must be obtained from the supervisor. Supervisors are not permitted to obtain a substitute worker for the time which a regular employee takes off in lieu of compensatory time earned. Supervisors must ensure they adequately schedule their staff, to meet operational priorities, without adding a greater financial burden upon the District. Supervisors are required to ensure employees use all earned compensatory time by June 30th each year. Supervisors have the option of distributing the compensatory time off through the remainder of the year (ending June 30th) to minimize the impact upon operations; however, supervisors must allow employees the opportunity to use earned compensatory time in durations equal to or greater than one hour.

Disciplinary Action

Disciplinary action may be warranted for any of the following under this policy:

Employees who work unauthorized overtime

Supervisors who authorize unwarranted overtime

Supervisors and employees who do not ensure accrued compensatory time is properly scheduled and used by the end of the year (June 30th)

Supervisors and employees who do not ensure time is properly scheduled and who unduly place extra financial burdens upon the District for unwarranted personnel costs.

Supervisors and employees who do not provide accurate records and time sheets per the

instructions in this policy and applicable procedures.

Required Record

For each hourly employee of the District paid on an hourly basis, records shall be kept of time worked. This record must show the time the employee actually began the employee's shift and the time the employee actually concluded employment for that shift. The employee's time sheet submitted to the district office is the official record, and all information regarding overtime and compensatory time must be documented on the time sheet.

Week

A week is defined as a period beginning at midnight Saturday night and Sunday morning and ending the next Saturday midnight. Holidays and weekends do not change the definition of a week. Non-negotiated holidays are included as part of the work week.

Vacation & Sick Leave

For positions in which only one employee performs the assigned function in the school, substitutes may be arranged immediately for employee absences. For positions in which multiple employees perform the assigned function in the same school, the Supervisor must first adjust work schedules without incorporating a substitute worker for up to two consecutive days an employee is absent; on the third (or more) consecutive day of absence, a substitute worker may be arranged. For durations of time where an hourly employee is absent from work for more than two consecutive days, and the employee's absence from work appears to be long-term, the supervisor should cooperatively work with the Superintendent or Business Administrator to develop a plan for the time period for which the hourly employee is expected to be absent from work. If the implementation of this policy would cause an undue hardship upon the school during times of employee absences, the supervisor should contact the Superintendent or Business Administrator to develop an alternative plan to address the issues at hand.

EXCEPTION: The absence of a special education teacher's aide, food service worker, or transportation worker, requires the supervisor to contact the District person responsible for overseeing the program for instructions to handle the coverage issues.

Example #1, High School Custodian: High schools with multiple custodians. If a full-time custodian in the high school calls in sick, the supervisor should re-assign other custodians to cover. This may require allowing the custodian to work overtime during the week to ensure priorities are addressed. The supervisor would then be required to schedule the employee through the remainder of the year in a way to provide earned compensatory time off.

Example #2, Elementary Secretary: School with single secretarial position. Secretary calls in sick. Supervisor immediately arranges for a substitute secretary.

Example #3, Elementary Reading Aide: Multiple reading aides. Aide calls in sick. The supervisor has several options: a) re-assign aides to cover high priorities with students on that day, b) instruct teachers the aide will be rescheduled in the future to ensure students receive services and supervisor reschedules with aide, c) a substitute is arranged only after a

non-special education aide has been absent for more than two consecutive days.

Example #4. Elementary Special Education Aide: Special education aide calls in sick.

Supervisor immediately contacts the District's special education director for instructions. The Director will make the determination as to coverage requirements.

Example #5. Food Service Worker. Food service worker calls in sick. Supervisor immediately contact's the District person responsible for food service for instructions.