

## 2023 - 2024 JESSE Classified Staff Conditions of Employment

The following benefits will apply to a Joint Education Services in Special Education (JESSE) classified employee based on their position of employment as defined in the following pages.

- 1. Sick Days** - This is defined by JESSE as the illness or accident of the employee, including doctor's appointments. An employee may use up to six (6) or eight (8) sick days, depending on the job classification, for the sickness of a spouse, child, parent, a relative or dependent living in the employee's household, or an individual for whom the employee is medically responsible. Additional days may be taken from available sick days for a serious illness involving a member of the immediate household upon approval of the Director. Documentation of the extended illness may be required. Sick days will be figured by the hour. Any time taken off to go to the doctor can be counted as sick hour(s).
- 2. Bereavement Days** - An employee shall be granted bereavement leave to handle matters related to the death and grieving of an immediate family which is defined to mean parent, sibling, spouse, child, step-child, or step parent of ten (10) work days within one (1) calendar year for each death. An employee shall be granted bereavement leave to handle matters related to the death and grieving of a mother-in-law, father-in-law, daughter-in-law, son-in-law, or grandchild of five (5) work days within a calendar year for each death. An employee shall be granted bereavement leave to handle matters related to the death and grieving of a brother-in-law, sister-in-law, or grandparent of two (2) work days within a calendar year for each death. If bereavement leave is not taken immediately, documentation of death business may be required. Bereavement leave for other persons or additional days may be approved by the Director if deemed appropriate.
- 3. Conference Leave** - Provisions to attend meetings, workshops, and conferences without loss of pay and the reimbursement of expenses are subject to the approval of the Director.
- 4. Maternity Leave** - An eligible employee will be granted unpaid leave for the birth of a child of the employee. Employees may substitute up to thirty (30) days for vaginal delivery and adoption of accumulated sick days. Employees may substitute forty (40) days for cesarean delivery of accumulated sick days. Such leave must be concluded no later than twelve (12) months after the birth of a child.
- 5. Paternity Leave** - Up to five (5) days paternity leave shall be available to an employee immediately following the birth of a child. These days must be taken within five (5) working days of the birth or adoption. Used paternity leave will be deducted from sick days and noted as family illness.
- 6. Jury Duty** - Upon written application by the employee and presentation of satisfactory evidence of proof of jury duty an employee who is required to serve shall be paid at their regular rate of pay, less all jury fees or pay received for such service.
- 7. Personal Business Days** - Upon filing out a Personal Business Leave Request Form, the Director may grant the defined amount of paid days per year to each classified employee for business that cannot normally be conducted outside their regular work day. This leave may be used for time lost during school delays and/or closings. This leave is not to be used to extend vacation days. The Director must approve the leave prior to the absence unless circumstances warrant after the fact consideration. Unused personal business days will be transferred to an employee's accumulated sick days on July 1<sup>st</sup> of each year. If hired after July 1<sup>st</sup> the amount of days will be prorated.

**8. Paid Holidays -**

#1 – Twelve (12) month (195-240 work days) employees will receive holiday pay for the following: New Year's Day, Memorial Day, Independence Day, Labor Day, Fall Break, Thanksgiving, day after Thanksgiving, Christmas Eve, Christmas and one (1) floating holiday.

#2 – Less than twelve (12) month employees working 185 days or more will receive holiday pay for the following: New Year's Day, Memorial Day, Labor Day, Thanksgiving, and Christmas.

#3 – All other ten (10) month full time employees will receive holiday pay for the following: Labor Day and Memorial Day.

If a holiday falls on a Sunday or Saturday, the schedule will be designated to the Friday or Monday before such holiday. Holidays are counted as days worked.

**9. Vacation Days** - No vacation will be accrued until a full time twelve (12) month (240 work days) employee reaches their one-year anniversary from their date of hire. For the remainder of their anniversary year, the five (5) days will be prorated according to the number of months employed following their date of hire. Such as: On July 1<sup>st</sup> following the first anniversary of the date of employment the employee will be entitled to five (5) vacation days. With three (3) to five (5 years) of employment you shall be entitled to ten (10) days of vacation. With six plus (6+) years of employment you shall be entitled to fifteen (15) days of vacation. Vacation must be taken in ½ or full day increments. All vacation days must be used by June 30<sup>th</sup> of each year.

**10. Insurance Benefits - Group Life Insurance:** Each employee hired before June 30, 2014 and working a minimum of 20 hours per week or was hired after July 1, 2014 and works a minimum of 30 hours per week shall receive fifty thousand dollars (\$50,000) single term life insurance coverage with AD&D benefits during their active employment.

Group Disability Insurance: JESSE will pay all premium costs for a long term disability policy during active employment for employees working a minimum of thirty (30) or more hours per week. Employees participating in group life and/or group disability insurance plans must pay one dollar (\$1) per year for the coverage.

Group Insurance: JESSE shall offer group medical, dental and vision insurance programs. JESSE shall provide the following contributions toward insurance for employees working a minimum of thirty (30) or more hours per week.

- Benefit eligible: A maximum of six thousand two hundred ninety-two dollars (\$6,292.00) will be contributed annually toward any single plan. A maximum of eleven thousand nine hundred sixty-eight dollars and thirty-seven cents (\$11,968.37) will be contributed toward any family Plan.

**11. Section 125 Cafeteria Plan**

Insurance premiums paid by an employee in excess of the employer contribution may be tax sheltered under Section 125. Provisions to tax shelter expenses for dependent care and unreimbursed medical care are also available.

**12. Public Employee Retirement Fund (PERF)**

- a) If hired before January 1, 2010: JESSE will contribute three percent (3%) of full time employee's gross pay to PERF. Applicable to personnel who work twenty (20) hours or more per week.
- b) If hired after January 1, 2010: JESSE will contribute three percent (3%) of full time employee's gross pay to PERF. Applicable to personnel who work thirty (30) or more hours per week.

**13. Compensation Time** - The Corporation does not allow overtime without written authorization by the supervisor. The Corporation and employee agree to substitute time off for overtime pay and the employee is aware that the compensatory time off may be used, preserved, or cashed out at termination. Actual hours worked must be more than forty (40) hours in a week to be considered for compensatory time. It will be calculated and compensated at 1.5 hours for every hour over the forty (40) hours actually worked and documented as compensatory time to be used at a later date. Compensatory time may only accrue to a maximum of 240 hours, which represents 160 hours of overtime worked. An employee who has accrued compensatory time off must be paid for any unused time upon termination of employment at the employee's regular rate existing at the time of the payment. Compensatory time must be used in the same calendar year that it was earned. Upon termination, any unused accumulated comp time will be converted back into actual overtime hours worked and will be paid on the final payroll check.

**14. Hepatitis B Vaccination** - Employees will receive training on Hepatitis B and Blood Borne Pathogens within the first 15 days of employment. The Hepatitis B vaccination series will be made available and paid for by JESSE for all employees in a high risk employment group. Exceptions will be made for receiving the vaccination series outside of the high risk group upon written request. Exceptions for not receiving the vaccinations are; 1) if the employee has received the series previously, 2) if medical reasons prevent the employee from receiving, 3) the employee declines to receive the vaccination in writing. All documentation of training and vaccination will be maintained in the employee benefit file.

**15. Employee Assistance Program** - JESSE may pay for an employee assistance program with The Bowen Center, to schedule an appointment for counseling call 1-800-342-5653.

**16. Annuity Plan** - Any employee may participate in the Lincoln 403(b) annuity plan.

**17. Raises** - To be eligible for a pay raise, an employee must have worked 120 days between July 1 and June 30th of any given school year.

**18. Probation Period** - All new employees shall be placed on a one (1) year probationary period.

**Classified Administration Clerical**

**Base Rate**

- A. **Transition Data Manager** \$20.00 - \$25.00
- B. **IEP Data Specialist** \$14.00 - \$21.00
- C. **Administrative Assistant** \$14.00 - \$21.00
- D. **Early Childhood Assistant** \$14.00 - \$21.00

	<u>Days</u>	<u>Hours</u>	<u>Vacation</u>	<u>Holiday</u>	<u>Sick</u>	<u>Insurance</u>	<u>Personal</u>	<u>Bereavement</u>
A.	240	Up to 8	Yes	#1	8	Yes	2	Yes
B.	195	Up to 8	No	#1	8	Yes	2	Yes
C.	195	Up to 8	No	#1	8	Yes	2	Yes
D.	144	Up to 8	No	#3	8	Yes	2	Yes

**Interpreters and Language Facilitators**

Base Rate

- A. Interpreters \$22.00 - \$32.00
- B. Language Facilitators \$15.00 - \$22.00

	<u>Days</u>	<u>Hours</u>	<u>Vacation</u>	<u>Holiday</u>	<u>Sick</u>	<u>Insurance</u>	<u>Personal</u>	<u>Bereavement</u>
A.	185	Up to 7.5	No	#2	5	Yes	1	Yes
B.	185	Up to 7.5	No	#2	5	Yes	1	Yes

**Therapist**

Base Rate

- A. School Based Therapist \$28.00 - \$35.00
- B. Occupational Therapist \$40.00 - \$55.00
- C. Occupational Therapist Assistant \$30.00 - \$42.00
- D. Physical Therapist \$40.00 - \$55.00
- E. Physical Therapist Assistant \$30.00 - \$42.00

	<u>Days</u>	<u>Hours</u>	<u>Vacation</u>	<u>Holiday</u>	<u>Sick</u>	<u>Insurance</u>	<u>Personal</u>	<u>Bereavement</u>
A.	185	Up to 8	No	#3	8	Yes	2	Yes
B.	185	Up to 8	No	#3	8	Yes	2	Yes
C.	185	Up to 8	No	#3	8	Yes	2	Yes
D.	185	Up to 8	No	#3	8	Yes	2	Yes
E.	185	Up to 8	No	#3	8	Yes	2	Yes

These benefits are based on 185 days.

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