

# **NON-UNION EMPLOYEE BENEFITS**

## **WORK YEAR:**

**260-day Exempt Staff:** Paid to work 260 days between July 1<sup>st</sup> and June 30<sup>th</sup> including paid Holidays.

**230-day Exempt Staff:** Scheduled to work 230 days between July 1<sup>st</sup> and June 30<sup>th</sup>.

**215-day Exempt Staff:** Scheduled to work 215 days between July 1<sup>st</sup> and June 30<sup>th</sup>.

**210-day Exempt Staff:** Scheduled to work 210 calendar days between July 1<sup>st</sup> and June 30<sup>th</sup>.

**183-day Exempt Staff:** Scheduled to work 183 days, following the teacher's school year calendar.

**183-day Hourly Staff:** Scheduled to work 183 days, following the teacher's school year calendar.

## **PERSONAL DAYS:**

All non-union staff shall be granted two (2) days of personal leave annually. Such personal leave days not used at the end of the year are to be added to the sick leave accumulation.

## **SICK DAYS:**

### **Exempt non-union staff that work 260, 230, 215 & 210 days:**

Fifteen days of full pay shall be allowed during the fiscal year in case of illness. Any or all of the fifteen (15) days of full pay that have not been used may be carried over to the following year's allowance. Sick leave may accumulate to a maximum of two hundred (200) days.

### **Exempt non-union staff that work 183 days:**

Thirteen days of full pay shall be allowed during the fiscal year in case of illness. Any or all of the fifteen (13) days of full pay that have not been used may be carried over to the following year's allowance. Sick leave may accumulate to a maximum of two hundred (200) days.

### **Hourly non-union staff that work 183 days:**

Sick leave shall accrue at the rate of 1.25 days per month up to a maximum of 13 days per calendar in case of illness. Any or all of the fifteen (13) days of full pay that have not been used may be carried over to the following year's allowance. Sick leave may accumulate to a maximum of two hundred (200) days.

Up to three (3) days of accrued sick leave to be deducted from sick leave each year may be used for illness in the employee's immediate family and/or household. The Superintendent or his/her designee reserves the right to require reasonable documentation of said family illness for three (3) consecutive days or more.

## **VACATION:**

### **Exempt non-union staff that work 260 days:**

Granted annually ten (10) vacation days after completion of 30 weeks of employment; fifteen (15) days after completion of five years of employment; and 20 days after completion of ten years of employment. Any vacation days not used between July 1 of the current year and June 30 of the next year will be forfeited.

## **NON-WORK DAYS:**

### **Exempt non-union staff that work 230, 215 or 210 days:**

Non-work days are unpaid days that are pro-rated into the employees' annual salary when their contract starts July 1<sup>st</sup> of the fiscal year. Employees are required to log non-work days into the Employee Attendance Database (ESS) when not reporting to their work location during the calendar year between July 1<sup>st</sup> and June 30<sup>th</sup> (except on district Holidays).

230-day employees – 20 non-work days are pro-rated into the employees' annual contract that starts July 1<sup>st</sup>.

215-day employees – 35 non-work days are pro-rated into the employees' annual contract that starts July 1<sup>st</sup>.

210-day employees – 40 non-work days are pro-rated into the employees' annual contract that starts July 1<sup>st</sup>.

## **SNOW DAYS:**

### **Exempt & hourly non-union staff that work 183 days:**

If schools are closed for inclement weather, 183 day exempt & hourly non-union employees will follow the school closing schedule and make up those days at the end of the academic year.

### **Exempt non-union staff that work 260, 230, 215 & 210 days:**

If schools are closed for inclement weather, exempt non-union staff that work 260, 230, 215 & 210 days will report to their work location. If they choose not to report to their work location a vacation, personal or non-work day may be used as approved by their Supervisor. When the Superintendent closes Central Office due to inclement weather, exempt non-union staff that work 260, 230, 215 & 210 days shall have the day off with no loss of pay.

## **HOLIDAYS:**

The following days will be considered to be paid holidays for **260-day Exempt staff**. If the Holiday falls within the School Year, **183-day Hourly staff** will be paid for following Holidays:

New Year's Day January 1	July 4th
Martin Luther King Day	Labor Day
President's Day	Columbus Day
Good Friday	Veteran's Day November 11th
Patriot's Day	Thanksgiving Day
Memorial Day	Friday after Thanksgiving
June 19th	Christmas Day

Holidays are a mandatory shut down days for the district. Holidays that fall on a Saturday, will be observed on the Friday before the Holiday. Holidays that fall on a Sunday, will be observed on the Monday following the Holiday.

## **BEREAVEMENT LEAVE:**

Employees will be allowed five (5) days bereavement leave in the event of death in the immediate family: Parents, Spouse, Children, Grandchildren, Siblings, Grandparents, Mother-in law, Father-in-law, Daughter-in-law, Son-in-law. All bereavement is to be taken at the time of the funeral. One (1) day bereavement leave will be allowed in the event of death of other close relatives or persons residing in the same household.

## **HEALTH INSURANCE:**

Pursuant to Chapter 58 of the Acts of 2010, health insurance is provided by the Commonwealth of Massachusetts Group Insurance Commission (GIC), under such terms as the GIC, statute and regulations require.

Employees who elect to forego health insurance coverage in accordance with Massachusetts General Laws Chapter 32B Section 4 shall be eligible to receive an annual payment of \$1,000 payable on/before June 1 of each year. To be eligible for this benefit the employee must demonstrate on a form established by the School Department that he/she is covered by a group or non-group health insurance plan financed without any participation by the employer or by another employee's insurance. If an employee who has elected withdrawal under Chapter 32 B Section 4 ceases to be covered by a group or non-group plan financed without any participation by the employer, the employee shall be enrolled in the employer's plan upon notification to the employer and with a pro rata repayment of the \$1,000 consistent with Section 4 of Chapter 32B.

## **LIFE INSURANCE:**

The City of Lawrence shall provide 75% of the cost of a \$2,000 life insurance policy as adopted by the City to employees who work twenty (20) hours or more per week and who choose to enroll.

**RETIREMENT:**

Employees shall be covered by the provisions of G.L. c. 32 as applicable.

**SEVERANCE:**

Employees hired prior to July 1, 2016, upon retirement or death, shall receive severance pay equal to one-third (1/3) the number of unused, accumulated sick days. Employees hired on or after July 1, 2016 are not eligible for this benefit.