


APPLICABILITY OF EMPLOYEE BENEFITS

SECTION 4.18

Effective Date: November 19, 2015

Approved By: Governing Board 

In order to define precisely which benefits shall be applicable to the various classes of employees the following policy shall be implemented:

It is the policy of the Governing Board that employee's benefits shall be consistently administered to various classes of employees. Toward that end, the Executive Director shall implement the following chart.

	EDUCATION											MEDICAL			FAMILY LEAVE
	PERSONAL DAY	VACATION	SENIORITY	HOLIDAY	SICK LEAVE	FUNERAL LEAVE	HEALTH & LIFE INS.	HIRING PREFERENCE	JURY DUTY	MILITARY LEAVE	LEAVE W/PAY	LEAVE W/O PAY	LEAVE OF ABSENCE	PENSION	
1. Regular Fulltime	YES	YES/L	YES	YES	YES/L	YES	YES	YES/L	YES/L	YES/L/C	YES	YES	YES/L	YES/J	YES/M
2. Regular Part-Time	YES/PR	YES/PR/L	YES/PR/L	YES/PR	YES/PR/L	YES/C	YES/D	YES/L	YES/C/L	YES/L/C	YES	YES	YES/L	YES/J	YES/M
3. Short Term Temporary Fulltime	NO	NO	YES	NO	NO	NO	NO	YES/L	NO	NO	YES	YES	YES	NO	YES/M
4. Temporary Fulltime	YES	YES/L	YES	YES	YES/L	YES	YES	YES/L	YES/L	YES/L	YES	YES	YES/L	YES/J/L	YES/M
5. Short Term Temporary Part-Time	NO	NO	YES	NO	NO	NO	NO	YES/L	NO	NO	YES	YES	YES	NO	YES/M
6. Temporary Part-Time	YES	YES/L/PR	YES	YES/PR	YES/PR/L	YES/C	YES/D	YES/L	YES/L	YES/I	YES	YES	YES/I	YES/J	YES/M
7. Occasional Employee	N/A	N/A	N/A	N/A	N/A	N/A	N/A	YES/I	N/A	N/A	N/A	N/A	N/A	N/A	N/A
8. Unclassified (i.e., Experience Works, etc.)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	YES/I	N/A	N/A	N/A	N/A	N/A	N/A	N/A
9. Layoff Status *H/Receiving UC Benefits	NO	NO	NO	NO	NO	NO	YES/K	YES/I	N/A	N/A	NO	N/A	N/A	NO	N/A
10. Pro Renata	NO	NO	N/A	NO	NO	NO	NO	YES/I	N/A	N/A	N/A	N/A	N/A	N/A	N/A
11. School Year Employee	YES	NO	YES	YES	YES	YES	YES	YES/L	YES	YES	YES/L	YES	YES	YES	YES/M

- A. Fulltime In House Only
- B. Fulltime Only
- C. As Scheduled
- D. 24 hours/week and over only
- E. After working 1,040 hours
- F. Must work 1,000 hrs. per year/eligible only after initial probationary period
- G. Volunteers: Shall be eligible for in-house hiring consideration if they have spent 1,040 paid or non-paid hours in volunteer/substitute activities.
- H. For 26 weeks after layoff
- I. After successful completion of initial probationary period (180 days)
- J. After successful completion of initial probationary period (180 days)
- K. Employees eligible for COBRA must bear full cost of insurance
- L. After successful completion of initial probationary period (180 days)
- M. 1,250 hours in last 12 months
- PR - Pro-Rated
- N/A - Not Applicable