

## **MSD OF NORTH POSEY COUNTY**

### **Non-Instructional Personnel Welfare**

*Bus drivers, custodians, instructional assistants, secretaries, cafeteria personnel, and all other non-instructional personnel are eligible to participate in this program.*

#### **PAID TIME OFF - 12 Days**

Non-instructional personnel shall be entitled to twelve (12) days leave with pay because of personal illness, severe illness in the employee's immediate family, transaction of personal business and/or the conduct of personal or civic affairs during each year of employment. Employees are asked not to request a leave prior to or after a school vacation, unless it is an emergency. After three (3) consecutive days the employee may be asked for a doctor's statement. Unused days, up to a maximum of nine (9) days, shall accumulate up to a total of 192 days.

#### **DEATH OF AN IMMEDIATE FAMILY MEMBER - 5 Days**

Non-instructional personnel may be absent from work with pay not to exceed five (5) school days within a three (3) month period from the time of death of a member of the immediate family (father, mother, brother, sister, husband, wife, child, mother or father in-law, or any other relative domiciled in the employee's home).

#### **DEATH OF FAMILY MEMBER NOT DOMICILED WITH EMPLOYEE- 2 Days**

In case of death of grandchild, grandparent, uncle, aunt, cousin, niece, nephew, brother-in-law, or sister-in-law not living in the household of the employee, the employee is entitled to be absent two (2) consecutive school days without loss of compensation.

#### **JURY DUTY**

Non-instructional personnel who are subpoenaed for jury duty will receive the difference between their regularly scheduled pay and that of the court.

#### **PAY DATES**

Non-instructional personnel pay dates will be established each year and a schedule will be made available to each employee.

#### **PAID HOLIDAYS \*Year Round Personnel Only\***

Paid holidays for year round non-instructional employees will be established each year by the Board, taking into consideration federal regulations and the annual calendar.

#### **HEALTH INSURANCE**

All full time non-instructional personnel may participate in the school district's health insurance plan. The Board of Education may agree to contribute to the cost of the health insurance plan selected by the employee. *Cafeteria personnel must work at least 4 hours per day to qualify. See group plan summary sheet for employer's contribution amount.*

#### **CLOTHING ALLOWANCE**

There is an annual clothing allowance for building cooks. *Allowance is set on an annual basis. See your immediate supervisor for current rate.*