

MISSION STATEMENT

“To prepare each individual for success now and in the future through the most positive, effective and economical education.”

PHILOSOPHY

Education is a life-long process and the cornerstone of our future. Learning is facilitated through the efforts of family, community and schools. The strength of our nation lies in our acceptance of responsibility, our positive values and our diversity.

This handbook is intended to help clarify policies and procedures for employees of Vallivue School District and does not create an implied contract or guarantee employment for any length of time or under any particular conditions. It is subject to change at any time as policies and procedures are modified.

BOARD OF TRUSTEES

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Jeff Forsberg
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Brian Patterson

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Lisa Colon, Central Canyon Elementary
Lisa Boyd, Desert Springs Elementary
Marlene Parker, East Canyon Elementary
Leeta Hobbs, Lakevue Elementary
Cindy Dobbs, West Canyon Elementary
Sean Smith, Sage Valley Middle School
Rod Lowe, Vallivue Middle School
Mary Ann Vande Brake, Rivervue Middle School
Richard Brulotte, Vallivue High School
Keith Krone, Vallivue Academy

ABSENCES

All employees must report their absence using the AESOP System.

You may find it helpful to go into your Aesop account, scroll down to “Quick Start User Guide” and print a copy to look over. The more you familiarize yourself with the system the easier it will be to navigate.

You can access Aesop by going on-line (**aesoponline.com**) or by using the phone (**1-800-942-3767**). Your ID # is the area code plus your phone number and your PIN # is the last four digits of your phone number unless you have changed it in the system.

Creating an absence in Aesop is the equivalent of filling out a leave request form. If you are taking leave other than sick or personal (personal also if it is on a blocked-out day) **you must type a reason for the leave** in the “Note to Administrator” text box when you enter the absence.

It is a good idea to check your “Absence Reason Balance” before creating an absence to be sure you are covered. Take into consideration the balances are as of the current date so if you have created an absence in the future it will not be reflected in your balance until you have taken it.

The cut-off time for entering an absence is 7:30 a.m. on the day of the absence. If it is later than the cut-off time you must call the district office (454-0445) or the sub line (454-0243) so the buildings can be notified of possible late or no coverage. The earlier an absence is reported the longer Aesop has to get it filled. Absences created ahead of time go to the website immediately for any one to take. If you wish to secure a particular substitute, create an absence in AESOP and click on “NO SUB” so your absence is not filled by another substitute. Notify the District Office of the person you have secured to sub for you so they can be assigned to your absence. **DO NOT REQUEST A SUB IN THE “NOTE” SECTION WHEN YOU CREATE AN ABSENCE.** Substitutes are not able to see this until after they have accepted the job. The purpose of this text box is to leave a note for the substitute—not request one.

Preference lists only work when Aesop makes calls. It is a good idea to have a list of names on your “Teacher Preferred” list for when you create an absence the night before or day of. When Aesop calls it starts with the “Teacher Preferred” list. If it does not fill from there it goes to the “Building Preferred” list and then on to the “District” list to fill positions.

In the “Select an Absence Reason” box there is a “Legal/Business” leave listed. You can use two (2) of these per year but they are deducted from your pay at the current sub rate. You may want to consider taking this kind of leave only if you have legal obligations or business to take care of and you have used all of your personal leave.

When needing to be gone a full day but only needing a sub for half day you will need to create the absence twice—once showing half-day needing a sub and once showing half-day with no sub needed.

If using comp time, enter it in AESOP as district leave and note “comp time” in the “note to administrator” text box. Classified employees who are absent for three consecutive days without calling in or getting prior approval will be considered to have voluntarily resigned.

Cancellation of an absence requires your notifying the district office of the date to be cancelled by calling the office (454-0445) or the sub line (454-0243).

ACTIVITY PASSES

Employees of Vallivue School District receive an activity card admitting him/her and a guest to any sports activity sponsored by the district. The passes are distributed in the fall. Any unauthorized use of the activity card could result in the employee losing rights to use it.

BENEFITS

Employees working twenty (20) hours or more per week for five or more months qualify for the benefit package of the school district. All employees on benefits are eligible and encouraged to participate in the Cafeteria Plan, a fringe benefit “menu” of tax sheltered deductions, authorized through IRS Code 125. (See *Cafeteria Plan Benefits Summary*)

CLAIM FORMS

Non-payroll items such as reimbursements for credit and mileage have a separate cut-off day since they must be approved by the Board of Trustees prior to payment. Bill cut-off day is the Wednesday prior to the Board meeting (usually the first Wednesday of the month). Included in this cut-off are invoices from vendors for items purchased which have been submitted for your approval. Reimbursements and invoices not submitted to the bookkeeper in the district office by this date will be delayed until the following month.

COBRA

As an employee covered by the Group Health Plan, you have the right to choose continuation coverage if you lose your group health coverage because of a reduction in your hours of employment or the termination of your employment (for reasons other than gross misconduct on your part).

If you are the spouse of an employee covered by Group Health Plan, you have the right to choose continuation coverage for yourself if you lose group health coverage under The Group Health Plan for any of the following four reasons:

1. The death of your spouse
2. A termination of your spouse’s employment (for reasons other than gross misconduct) or reduction in your spouse’s hours of employment.
3. Divorce or legal separation from your spouse
4. Your spouse becomes eligible for Medicare

In the case of a dependent child of an employee covered by the Group Health Plan, he or she has the right to continuation coverage if group health coverage under the Group Health Plan is lost for any of the following reasons:

1. The death of a parent
2. The termination of a parent’s employment (for reasons other than gross misconduct or reduction in a parent’s hours of employment with the employer)
3. Parents’ divorce or legal separation
4. A parent becomes eligible for Medicare

5. The dependent ceases to be a “dependent child” under the Group Health Plan

You do not have to show that you are insurable to choose continuation coverage. However, you will have to pay all of the premium charge for your continuation coverage. The law also says that, in certain circumstances, at the end of the 18 month or 3 year continuation coverage period, you must be allowed to enroll in an individual conversion program under the Group Health Plan. If you choose to enroll in an individual conversion health program, you must comply with all requirements for conversion as set forth in your employer’s Group Health Plan Contract.

COMPENSATION TIME

In the case of increased workload, a classified employee may be asked to work more than their usual hours per day (all overtime must be pre-approved and only full-time employees are eligible for compensation time). When this is the case the employee will earn 1.5 times the amount of overtime worked for hours over 40 hours per week. All hours must be logged and initialed by their immediate supervisor (see compensation time sample form in the form sample section). An employee absent on compensation time will not be provided a substitute. By arrangement with the supervisor, accumulated comp. time should be reduced by time off so that by year end no comp. time is due the employee.

CONFERENCE/WORKSHOP PROCEDURES

All conference/workshop and travel arrangements are made through Jan Ihli at the district office. Obtain a “Request to Attend Conference” form from your building secretary. Submit the completed form to your building principal for approval. The completed form is then sent to Jan for administrative approval. Since bill cut-off date is the first Wednesday of each month, all requests should be in before then to allow time for approval and arrangements. After all arrangements have been made, Jan will send you a confirmation. Please refer to the “Request to Attend Conference” form in sample section of your handbook.

CREDIT REIMBURSEMENT

Employees who will be returning for the subsequent year may submit for reimbursement of tuition and fees. Request forms (available in school offices) must be submitted within 90 days of completion of the course. Refer to the *Master Agreement* or the sample request form in the *Employee Handbook* for specific requirements. The District will reimburse the employee by an amount equal to the Boise State University charge per semester credit for regular summer graduate* classes or actual paid fee for a total not to exceed 3 semester credits earned in any one year between September 1 and August 31 of each school year.

*classified credits may be undergraduate

E-MAIL

District Board Policy 603-12 is the Network Acceptable Use Policy. It states that district e-mail is provided to support education and the mission of the school district. Forwarding received e-mail or attachments to others is prohibited unless it contributes to the education of students and the mission of the district. Using District e-mail to sell something, or promote a hobby or business is in violation of the Professional Standards Commission rule as well as our District policy. (See Policy 603.12 in Section II)

EMPLOYEE PERSONNEL FILES

A file is maintained for all employees of Vallivue School District by the personnel clerk. The file contains transcripts, payroll information, evaluations, and insurance information all of which are kept confidential. All employees have access to all material placed in their file except the placement file.

EVALUATIONS

CERTIFICATED STAFF

The district is not required to evaluate certificated personnel hired after August 1 (Category I contract) but will attempt to do a regular evaluation during the school year. Any teacher not on a renewable contract or new to his/her assignment or a person with an unsatisfactory performance will be evaluated prior to the first Monday of December. Teachers who are on a continuing contract will be evaluated annually. Teachers in their first three years of teaching will receive at least one written evaluation prior to March 1 of the school year. After the evaluation, the principal/supervisor will cooperatively review the evaluation. All evaluations are reported on a form adopted by the district administration and due at the district office by the first Monday of May.

CLASSIFIED STAFF

Classified employees will receive at least one written evaluation per year. Evaluations are in writing on a form adopted by the district administration. Both the immediate supervisor and the employee shall discuss and sign the written evaluation. Completed evaluation forms must be submitted to the district office by May 1. Employment with Vallivue School District is "at will" as per district policy 409.1 and may be contingent upon availability of funds and student/program needs.

HEALTH INSURANCE

Medical and vision insurance with Regence BlueShield is provided for all benefit employees at the base plan rate. Dental insurance for benefit employees is also provided with Delta Dental or Willamette Dental. Employees have the option to purchase coverage for family members.

JOB DESCRIPTIONS

A job description is available for all classified employees of the district. It is the responsibility of the employee to read and understand their job and responsibilities associated with it. If there is a question about a duty listed on the job description, they should see their immediate supervisor for clarification.

JOB VACANCIES AND TRANSFERS

When a job vacancy occurs, the position may be filled through the transfer of a current employee. Any position not filled by an in-house transfer will be posted at all the school buildings in a place visible to employees. A current employee interested in an open position, may apply by submitting a letter of interest to the personnel department at the district office with a copy to the principal of the building where the job is open. All open positions are posted on the website which is updated frequently.

LEAVE TYPES

The following is a general overview of the types of leave available to benefit employees. Refer to the Master Agreement for the actual policies. All types of leave (except fractional) require a call to the employee AESOP attendance line. This procedure must be done regardless of whether a sub is needed or not.

Sick Leave

- ▶ Ten days of sick leave for the upcoming school year will be posted in advance. (Amount will be prorated for extended contracts).
- ▶ Sick leave balance is shown on the pay stub each month.
- ▶ Sick leave days are cumulative from year to year.
- ▶ Use for self or illness in immediate family (includes relatives of the employee or spouse: son, daughter, brother, sister, mother, father, grandmother or grandfather, or home dependent. Sick leave days may be used for illness of grandchildren and/or in-laws in cases of emergency when approved by the superintendent.)

Personal Leave:

- ▶Two days of personal leave are granted per year. Employees who have completed six or more continuous years of service receive three days. Employees completing 10 or more continuous years of service receive four days of personal leave.
- ▶Personal days must be arranged at least two working days in advance. An approved substitute must be available.
- ▶Personal leave balance is shown on the pay stub each month.
- ▶Unused personal leave is automatically accumulated as personal leave to a maximum of five days. Employees returning for the subsequent year, with over five days of personal leave will be reimbursed at the rate of \$50.00 per day in June of each year.
- ▶Personal days may be used in place of sick leave
- ▶Personal days may not be used during the first two weeks of the contract year or the last two weeks of school; may not be used on the day prior to or immediately following a holiday or any day which is scheduled for in-service and/or parent-teacher conferences. Exceptions may be granted by the superintendent upon recommendation of the principal if days are not excessive and if a suitable substitute is available.

Bereavement leave:

- ▶Up to 5 days per year

Jury leave:

- ▶Employee receives full pay from the District but must reimburse the District the amount paid employee by the court (excluding mileage). An employee reporting to jury duty and not selected to participate in a trial that day must return to work. This also requires a phone call to Jan at the District Office to report a return to work time.

Professional leave:

- ▶Employee may be allowed two non-cumulative leave days per school year for professional improvement as requested by employee.

Legal and/or Business Leave

- ▶For employee to conduct legal and/or business matters
 - ▶May not exceed two school days per year
- Employee's pay will be reduced by amount authorized for payment of substitutes.

Fractional leave:

- ▶Fraction of a school day not to exceed two hours
- ▶Requires prior approval by building principal
- ▶Employee must arrange for another qualified employee to perform his/her duties
- ▶Ten fractional leaves per school year result in periods missed being totaled and treated as personal leave

Vacation leave: (See Policy 408.5 for complete vacation policy)

- ▶Full time, twelve-month employees are entitled to ten working days' vacation with pay per year
- ▶May accumulate up to 30 days in 1 year.
- ▶Vacation is generally to be taken during the summer; subject to district approval in advance

Family Medical Leave: (Refer to the Family and Medical Leave Act of 1993 in policy section)

The Family and Medical Leave Act (FMLA) entitles eligible employees to take up to twelve (12) weeks of unpaid, job protected leave each year for specified family and medical reasons. An employee must have worked for Vallivue School District for at least twelve (12) months and for 1,250 hours over the previous twelve (12) months. The 12 month period in which an employee is eligible for FMLA runs from July 1 to July 1. Eligible employees may have up to twelve (12) weeks of unpaid leave for the following reasons:

- ▶for the birth or placement of a child for adoption or foster care

- ▶to care for an immediate family member (spouse, child or parent) with serious health condition; or
 - ▶to take medical leave when the employee is unable to work because of a serious health condition
- Family medical leave must be requested in writing and pre-arranged through the business manager's office.

NOTE: Number of leave days are based on employee working a full contract year. An employee starting late will receive days prorated for remainder of school year. An employee leaving employment prior to completion of the year will have leave days calculated and prorated. Deductions for excess leave may be applied to his/her final pay.

District leave: (Not part of the Master Agreement)

- ▶Employee is requested by principal/supervisor to attend conference, workshop, meeting, etc.
- ▶Conference attendance also requires the completion of a "Request to Attend Conference" form. This form must be submitted well in advance to allow all conference travel, lodging, and per diem arrangements to be made by Jan in the District Office. Employees must arrange for a substitute through the AESOP System.

LIFE INSURANCE

The District provides \$30,000 life insurance coverage for every benefit employee. Employees may shelter premiums for additional insurance as long as their coverage with the District does not exceed \$50,000. The \$30,000 provided by the district counts toward that \$50,000. Insurance in excess of \$50,000 may be purchased, however the premiums are not sheltered.

OTHER INSURANCE OPTIONS: (company flyers are available at the district office)

Disability, long-term care, cancer/intensive care/accident/hospital indemnity: American Fidelity Life Assurance Company and American Family Life (AFLAC)

MEDIA RELEASES

We have established a positive media relations program with all local broadcast and print media organizations. To ensure continuity of information disseminated, all press releases are to follow the standardized media release format and be approved by the appropriate principal or supervisor before submission to any media organization.

PAYDAY/PAYROLL CUT-OFF DAY

Payday is on or before the 25th of each month. If the 25th is on a weekend or falls during a scheduled vacation, payday will be the last school day prior to the 25th. Your pay information will be available to you through Skyward on pay day. . You are encouraged to do electronic direct deposit since there is no guarantee that your mailed check will reach you on payday. Those choosing not to do direct deposit, will have their check sent to their school. Special Services roaming employees will have their checks mailed. Night custodian pay envelopes are sent to the building principals the day before payday so they may take the check to the bank on payday.

June and July pay envelopes will be held at the district office for pick up. If the employee chooses to have their envelope mailed, they must provide the district office with a self addressed, stamped envelope.

Changes affecting payroll must reach the payroll department in the district office by the 11th of the month. Changes submitted after that date will result in the change being delayed until the following month.

PERSI CONTRIBUTION RATES

As a benefit employee of Vallivue School District, a fund has been set up for you with the Public Employee Retirement System of Idaho (PERSI). To be a member of PERSI you must be employed 20 hours or more per week for 5 or more months. Per State Code,

you will have a deduction from your pay equal to 6.23% of your gross salary. Your employer contributes an amount equal to 10.39% of your gross salary. Refer to your PERSI handbook for more information.

PROFESSIONAL MEMBERSHIP DUES

The school district participates in a program to reimburse up to \$200 per year per employee for professional membership to an organization relating to your work. Employees may receive up to \$200 as reimbursement following presentation of proof of payment to the business manager. All employees who are on benefits can participate – teachers, EA's, secretaries, custodians, etc.

SEXUAL HARASSMENT POLICY

All employees have the right to work in an atmosphere free from all forms of discrimination or any conduct that is considered harassing. The Board of Trustees does not condone or allow sexual harassment of its students or employees. All incidents should be reported regardless of whom the offender may be. For more information, refer to the policy manual, Board Policy 414.

SICK LEAVE BANK

The Sick Leave Bank is designed to reduce the economic hardship of absence from work caused by extraordinary, catastrophic or debilitating illness or injury extending beyond the employee's accumulated sick leave. The Bank will be maintained from the contribution of accumulated individual sick leave days by voluntary members of the Bank.

The Sick Leave Bank Committee shall consist of one (1) representative from each building and one (1) District representative. The committee shall develop and distribute rules and procedures for the orderly administration of the Bank. The committee shall be responsible for reporting to the district office the names of contributors and the number of days contributed. It shall report all days granted by the Bank and all other information necessary for the employee records.

Each certificated or full-time employee* of the District must have an earned accumulation of 15 days of sick leave to be eligible to join the Sick Leave Bank. Sick leave days advanced to an employee at the beginning of each year are considered as earned for Sick Leave Bank purposes. Eligible employees may become a member of the Sick Leave Bank by contributing at least two (2) days of sick leave to the Sick Leave Bank by October 1st, or within thirty (30) days after the initial day of employment (if transferring sufficient days of sick leave to meet criteria for enrollment).

Each year the Sick Leave Bank Committee shall determine the number of sick leave days all continuing members must contribute in order to keep the Bank solvent. The prescribed number of days must be contributed by each member to retain membership. Assessments that exceed two (2) sick leave days per member per year must be approved by the District. Those days remaining in the Bank at the end of each school year shall carry over to the next school year.

In order for an employee to be eligible to apply for sick leave benefits from the Sick Leave Bank, the employee must first:

- 1) be a member of the Bank and;
- 2) have been absent from work because of illness or accident for
 - a) all of his accumulated sick leave days and,
 - b) two (2) days in which his salary was reduced and;
- 3) have used all personal leave days.

If the employee does not use all of the days granted by the Bank, the unused sick leave days shall be returned to the Bank.

After the Sick Leave Bank Committee grants 200 days from the Sick Leave Bank in any one year, all additional sick leave days awarded from the Bank for that year must be approved by the Board of Trustees.

*Employees working 7 hours or more per day

VALLIVUE EDUCATION FOUNDATION

The Vallivue Education Foundation, a non-profit organization, is working to enhance the educational and student activities in all Vallivue Schools.

The foundation is funded solely by donations from the patrons, parents and businesses in our community.

You choose where your donation dollars go. The money you contribute can go towards existing Foundation programs, or you can choose a new educational program or student activity to support. The Vallivue Education Foundation has been very proactive in planning for the future of our students. The partnership we have developed with community members has made it successful.

You will find a donation form to fill out in the back section of this handbook. The completed form can be returned to the payroll clerk at the district office.

WORKER'S COMPENSATION

Your health and well-being are very important to us. We have implemented a "Safety Culture" program at Vallivue with the hope that it will help all of us work safer and be aware of safety hazards that might affect our co-workers, our students and our visitors. But accidents do happen and we are here to help you recover from any work-related injuries. The information below will hopefully outline all the steps you need to take to get the follow-up care you need and for the district to file the claim with our insurance provider on your behalf.

If you are injured...

Inform your supervisor or principal right away of all accidents or injuries, even if no medical intervention is necessary at the time.

Complete the "Employee's Accident Report Form" (available in all school building offices, nurses' offices and the district office as well as on the District website). If possible, complete this form before seeking medical attention. If this is not possible, please complete it immediately upon your return to work.

- ◆ This ensures that we will handle your accident/injury appropriately.
- ◆ It assists the district in identifying potential safety hazards before they cause injury to anyone else.
- ◆ If you do not complete an accident report form and find out later that you need help, we won't be able to submit your claim if it is more than 60 days prior.

Give completed form to your supervisor/principal, who will complete the "Supervisor's Accident Investigation" form. Your supervisor is responsible for submitting both forms to the safety coordinator for reporting to the State Insurance Fund (our worker's compensation insurance carrier). We are required to submit these reports within ten working days of your accident/injury.

Please inform your supervisor or the safety coordinator of your accident/injury, preferably before you leave work.

Report to St. Alphonsus Occupational Medicine (315 E. Elm St., Caldwell) for initial evaluation and treatment. This will ensure that you get immediate attention and that all the appropriate authorizations and paperwork are handled effectively and efficiently.

After your appointment, you are responsible for forwarding the “Return to Work” form completed by St. Al’s to the assistant superintendent. If you have any questions or comments or need assistance, please call 454-0445.

For more information, check with the District Office. Please be sure to read all brochures and benefit information carefully. Inform the District Office (454-0445) of any address or telephone change immediately. The same applies to other important changes that may be qualifying events that affect changes in insurance coverage such as births or marriages (self or dependent), or divorces.

IRS SECTION 125 CAFETERIA PLAN ADMINISTERED BY AMERICAN FIDELITY

SUMMARY OF CAFETERIA PLAN BENEFITS

ELIGIBILITY

You are automatically a participant of the plan as of the first of the month following your employment.

HOW THE PLAN WORKS

The Cafeteria Plan is the employer's plan for employee benefits. It is regulated by the Federal Government through IRS Code Section 125.

Your employer makes available certain group insurance plans for you and your dependents.

Prior to September 1 each school year, you must decide what coverages you want and elect to pay your share of the premiums for those coverages. With a cafeteria plan, you pay for those premiums through salary reduction.

WHAT IS SALARY REDUCTION?

Each year, after you have signed up for the coverage you want, you will have your compensation reduced to pay for the insurance selected. Because the district will be paying the premiums on your behalf, it is considered an employer contribution. You can avoid paying federal, state and FICA tax on the amount elected in the cafeteria account.

WHAT OPTIONS ARE INCLUDED IN THE CAFETERIA PLAN SALARY REDUCTION?

1. Medical Care Plan
 - a. Regence BlueShield medical and vision (spouse, child, children, family)
 - b. American Family Life (AFLAC) (cancer and intensive care)
2. Dental Plan
 - a. Delta Dental (spouse, child, children, family)
 - b. Willamette Dental (spouse, child, children, family)

3. Life Insurance Plan

4. Flexible Benefit Plan

A Section 125 Flexible Benefit Plan allows you to reimburse yourself for eligible medical expenses not covered by medical/vision/dental insurance for yourself, spouse and eligible dependents. Each plan year, you direct a portion of your paycheck into an account. As you incur expenses, you submit a claim to American Fidelity for reimbursement from your account.

You can also direct a part of your pay, on a pre-tax basis, into a special account that can be used to reimburse yourself for dependent day care expenses. Because the money goes into the account before federal and state income taxes or FICA contributions, you pay less in taxes thus giving you a higher income.

Other insurance options include disability, accident, and cancer coverages. If you have any questions on the Flexible Benefit Plan, please call Kimberly Weaver, American Fidelity representative, at 631-7230 or the personnel department at the district office for a flyer.

CAN I CHANGE MY BENEFIT ELECTIONS?

Once the form has been signed and submitted, the benefit designation may not be changed until the next August (plan year is September through August), unless there is a change in the

employee's family status. A change in family status means marriage, divorce, death of a spouse or child, birth or adoption of a child, or termination of employment of a spouse. Any change resulting from a change in family status relates only to the remainder of the plan year after the election is changed and approval is obtained from the employer.

OTHER FACTS YOU SHOULD KNOW

Although Vallivue School District is not considering any changes to the Cafeteria Plan, the district does reserve the right to change, terminate or conform the plan to current governmental and IRS regulations.

This description is for general information, and discrepancies between this description and the legal plan document will be resolved in favor of the legal plan document.

SUMMARY OF NON-CAFETERIA PLAN BENEFITS

CREDIT REIMBURSEMENT

Employees who will be returning for the subsequent year may submit for reimbursement of tuition and fees. Request forms (available in school offices) **must be submitted within 90 days of completion of the course.** Refer to the *Master Agreement* or the sample request form in the *Employee Handbook* for specific requirements. The District will reimburse the employee by an amount equal to the Boise State University charge per semester credit for regular summer graduate* classes or actual paid fee for a total not to exceed 6 semester credits earned in any one year between September 1 and August 31 of each school year.

*classified credits may be undergraduate

DISABILITY INSURANCE

Disability insurance is offered through American Fidelity and AFLAC. Call the personnel department at the district office for a company flyer.

ELECTRONIC DIRECT DEPOSIT

Electronic direct deposit of a set amount and/or your net pay may be made with any financial institution. Electronic deposit is easy--no waiting in line on pay day. During the summer, your paycheck is deposited into your account, even if you're out of town. Your pay stub showing all your pay and deductions is available through Skyward. Electronic direct deposits may also be made as authorized by the employee to any credit union. The credit union routing number and employee's account number must be provided on the appropriate form for the deposit to be made. The employee is responsible for notifying the payroll clerk when an account is changed or closed.

LIFE INSURANCE (Non-sheltered) (See Life Insurance Options Available to Benefit Employee Summary)

Employee life insurance (provided by district or purchased through payroll deduction) may be sheltered. Additional coverage may be purchased for the employee or dependents (spouse and eligible children), however premiums for the additional coverage may not be sheltered:

Dependent Life (\$7,500 each)	\$ 3.30/month
Idaho NCPERS (Prudential) Group	\$16.00/month (brochure available through HR)

PAYROLL DEDUCTIONS

The following employee authorized payroll deductions will be made as directed by the employee:

STAFF TECHNOLOGY PURCHASE PROGRAM

Vallivue benefit employees have an opportunity each fall to participate in the Vallivue Staff Technology Purchase Program. This program is intended to assist Vallivue staff members in the purchase of technology equipment and/or software to assist in developing skills and capabilities

related to their employment and personal or professional growth. Interested employees must submit to have their name included in the list of interested participants from which the finalists will be randomly chosen. Those chosen may complete an interest free contract with the district to purchase selected equipment or software and have the contract amount deducted from their pay in 10 or 11 equal monthly installments. The number of such contracts within the district is limited by available funds and is dependent upon Board approval of the program each year. Staff Technology Purchase Program brochures are distributed to every benefit employee in September.

RETIREMENT SYSTEM

PERSI Base Plan

Employees on benefits become members of the Public Employees Retirement System of Idaho (PERSI), the state sponsored retirement program. (See PERSI Member Handbook for information.)

TAX SHELTERED ANNUITIES

TSA

Deductions for annuities may be established by completing the appropriate paperwork with any of the companies established to do TSA's for District employees. See the form "Annuity Companies with Payroll Deductions Available" for that list of companies. A "Hold Harmless" agreement with the District must be signed when submitting paperwork for a TSA.

PERSI Choice Plan (401k)

Employees have the option of participating in the PERSI Choice Plan 401(k) if they are a member of the PERSI Base Plan. This is a voluntary contribution made as a set amount or as a % of gross pay made through salary reduction. An application form is available at the district office or online at the PERSI website, www.persi.state.id.us. A "Hold Harmless" agreement must be signed and accompany the application in order to participate.

SICK LEAVE BANK

Employee must be employed for 7 or more hours per day and have an earned accumulation of 15 days of sick leave to qualify. For more information, please refer to Page 7.