

**SHERIDAN COUNTY SCHOOL DISTRICT NO. 2**  
**12 MONTH HOURLY EMPLOYEE**  
**BENEFITS SUMMARY SHEET**

**WYOMING RETIREMENT:** As a regular employee of the District, you are required to be a member of the Wyoming Retirement System. This is a joint-contributory plan. The Wyoming Retirement System requires contribution on total salary by both the employee and the employer. Effective July 1, 2016, the employee contribution is 8.25% of salary, and the employer contribution is 8.37% of salary. Our District chooses to pay 5.945% of the employee contribution (for a total of 14.315%) and the employee pays 2.305% of the contribution. The 2.305% will be deducted from the employee's paycheck.

**457(b) DEFERRED COMPENSATION PLAN:** Employees of the District are eligible to contribute to the Wyoming Retirement System's 457(b) Deferred Compensation Plan.

**403B TAX SHELTERED PLANS:** Employees scheduled to work an average of four hours per day (0.50 FTE) or more are eligible to participate in the 403B tax sheltered plans approved by the District.

**LIFE INSURANCE:** The District pays for a \$10,000 life insurance policy for each eligible employee. An employee must be scheduled to work at least 30 hours a week to be eligible for this coverage.

**HEALTH AND DENTAL INSURANCE:** The District pays 100% of the health/dental insurance premium for a single plan and 75% of the health/dental insurance premium for other plans for full time employees (40 hours/week). You must work 30 hours a week to be eligible for coverage. You must enroll within the first 30 days of your employment or wait for open enrollment held in November. This benefit will be pro-rated for classified staff working less than eight hours per day but at least six hours per day. For employees leaving employment, all benefits will end the last day of the month in which the employee last worked.

**VISION:** All District employees are eligible to enroll in a vision insurance policy paid for by the employee.

**WORKER'S COMPENSATION:** The District pays Worker's Compensation premiums on high-risk employees. These are defined by law and include custodians and maintenance staff.

**SICK LEAVE:** Twelve-month employees will accumulate 12 days of sick leave accumulative up to 72 days. Sick leave days beyond maximum carryover will be converted into one paid personal leave day for the next school year. At the end of employment accrued sick leave will be paid out at the current substitute rate to employees with 10 or more consecutive years of employment with SCSD#2.

**CLASSIFIED SICK LEAVE BANK:** Classified staff are eligible to join the Sick Leave Bank during the first month of employment by donating one sick leave day. See the Board Policy GDBF for the sick leave bank guidelines.

**EXTENDED SICK LEAVE:** At the expiration of accumulated sick leave, an eligible classified staff member may apply to the Board of Trustees for extended sick leave regarding a family member only.

**PERSONAL LEAVE:** The District provides you with one paid personal leave day per year. If you do not use this day, you will be paid for this day at the end of the year at a rate of one half of step 1 of the hourly rate of pay on the appropriate salary schedule. Three additional personal leave days are available. If these days are used, one half of step 1 of the hourly rate of pay on the appropriate salary schedule will be deducted from your paycheck.

**VACATION LEAVE:** Vacation leave is available for twelve-month classified (231-262 days) employees. Staff members with less than five years of employment will accumulate one day of vacation leave per month (calculated based on hours worked per day); staff members with more than five years but less than ten years of employment will accumulate one and a quarter days of vacation leave per month; staff members with more than ten years of employment will accumulate one and a half days of vacation leave per month. Staff members may accumulate up to 42 days of vacation leave. Vacation leave days accumulated beyond 42 days will be paid out at the staff member's rate of pay for the period they were accrued.

**LEGAL AND BEREAVEMENT LEAVE:** These two types of leave are also available at no cost. Guidelines for these leaves are defined in the Board Policy book.