

## SHERIDAN COUNTY SCHOOL DISTRICT NO. 2

### PARAPROFESSIONAL, BUS DRIVER/BUS PARA, PART-TIME CUSTODIAN, AND COOK'S HELPER 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.

**457B DEFERRED COMPENSATION PLAN:** Employees of the District are eligible to contribute to the Wyoming Retirement System's 457B 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). This benefit will be pro-rated for a staff member who works 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. Any premiums paid for coverage in advance (summer premiums) will be reimbursed as soon as practicable following the end of employment. Any nine- or ten-month employee resigning their position during the summer (June/July/August) will be required to reimburse the district for summer premiums paid by the district.

**Bus Drivers/Bus Paraprofessionals** will qualify for the District's health/dental insurance plan if they drive/ride an average of 6 hours or more per day (1050 total hours annually). Eligibility will be determined annually by totaling all hours worked from November 1<sup>st</sup> through October 31<sup>st</sup>, and then dividing that number by 175 days to arrive at an average number of hours per day. Qualifying drivers/bus paraprofessionals must continue to drive a minimum of 20 hours per week as well as obtain the 1050 annual hours in order to maintain the health/dental insurance benefits.

**Paraprofessionals** will qualify for the District's health/dental insurance plan after 60 calendar days if they work at least 30 hours a week.

**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 Special Education paraprofessionals, bus drivers, bus paraprofessionals, custodians, and cook's helpers.

**SICK LEAVE:** Staff members will accrue sick leave at the rate of 3 days per year accumulative to 18 days. After five or more consecutive years with the school district this will increase to an accrual rate of ten (10) sick leave days per year accumulative to 60 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.

**PERSONAL LEAVE:** The District provides you with one paid personal leave day per year. If you do not use the personal leave day it will be carried into the next school year. Staff may not accumulate more than six (6) days of personal leave. Unused personal leave beyond the six (6) days will be paid back at the current substitute rate.

**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.