

## SHERIDAN COUNTY SCHOOL DISTRICT NO. 2

### PROFESSIONAL STAFF (LESS THAN 12 MONTHS) 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. Salaried employees must be contracted at 0.50 FTE or more to be eligible for this benefit.

**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 enroll within the first 30 days of your employment. If you miss this enrollment period, you will have to wait for open enrollment held in November. This benefit will be pro-rated for salaried employees who work less than full time. Salaried employees who are contracted for 0.50 FTE or more are eligible for this benefit. 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.

**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 staff, science, vocational, and home economics teachers.

**SICK LEAVE:** Professional staff members who are nine-month employees (185-190 days) will accumulate sick leave at the rate of 10 days per year accumulative up to 60 days. Ten-month employees (191-230 days) will accumulate sick leave at a rate of 11 days per year accumulative up to 66 days. If you are less than full time, the days will be pro-rated according to your contracted FTE. 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.

**EXTENDED SICK LEAVE:** At the expiration of all accumulated leave (sick, personal, and wellness leave), an eligible employee may request additional days through the Board of Trustees.

**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 the substitute rate. Three additional personal leave days are available. If you use these days, the substitute rate or an equivalent charge (pro-rated if less than full time) will be deducted from your paycheck.

**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.