

BENEFITS

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Vaughn Next Century Learning Center (Vaughn) believes that one of its primary obligations is to offer its staff the highest quality benefits at the most affordable prices. Any changes and/or additions to this handbook will be reviewed with staff on an annual basis and remain in effect during the proposed year of implementation.

A. MEDICAL BENEFIT ELIGIBILITY

Vaughn gives eligible employees the opportunity to elect health coverage and certain other benefits offered through the Vaughn Next Century Learning Center Health and Welfare Plan. Coverage is also available to the eligible dependents of these employees.

New full-time employees must complete a waiting period before they are eligible to enroll in the health plan. All eligible employees will be offered Kaiser Permanente HRA as their medical insurance provider. Coverage is activated on the first day of the month following issuance of the first paycheck (e.g. if first paycheck is issued on August 15, coverage begins September 1).

Part-time, variable hour and seasonal employees may be eligible for health coverage after completing a “measurement period.” During the measurement period, Vaughn will track the employee’s hours. If, during that measurement period, the employer’s records show that the employee worked on average 30 or more hours per week, the employee will be eligible to enroll in Vaughn’s health plan and will be eligible for coverage throughout the following “stability period.” (There is a short administrative period between the “measurement period” and the “stability period,” during which an eligible employee’s enrollment will be processed.)

For purposes of eligibility for coverage under the health plan, the following general guidelines apply:

- A “**full-time employee**” is a person employed an average of 30 hours per week
- A “**part-time employee**” means an employee Vaughn reasonably expects to be employed on average less than 30 hours of service per week during an initial measurement period (based on facts and circumstances as of employee’s start date), or an employee who works on average fewer than 30 hours per week during a measurement period
- A “**variable hour employee**” is an employee who, based on facts and circumstances as of the employee’s start date, the employer cannot determine if he or she is reasonably expected to be employed on average of at least 30 hours of service per week during an initial measurement period
- A “**seasonal employee**” means an employee who is hired into a position for which the customary annual employment is 6 months or less; that customary period begins each year at approximately the same time of year

This is only a brief summary of the eligibility provisions of the health coverage offered through the Plan. A complete description of who is eligible for health coverage under the Plan, and any other benefits that may be offered, may be found in the Wrap Around Summary Description for the Plan. If there are any inconsistencies between the Wrap Around Summary Description for the Plan and this eligibility summary (and any other terms in this handbook which relate to the Plan), the Wrap Around Summary Plan Description for the Plan, controls.

Eligibility for the Wrap-Around Summary Plan Description:

Eligible Employees: If you are a full-time employee, you and your dependents (including children, spouses, and domestic partners) are eligible to participate in some or all of the benefits offered through the Plan (these benefits are identified in Appendix A). Eligible full-time employees are those employees who work on average 30 hours or more per week. Status as a full-time employee, and eligibility determinations, are based on the employment records of Vaughn.

Health Coverage: In addition to the requirements described above, to be eligible for health coverage, you must be considered a “Full-Time Employee” under the terms described in the “Vaughn School’s Company Policy for Identifying Full-Time Employees under Code § 4980H and Eligible Employees under the Goodwill Industries of Southern California Welfare Plan” (“Full-Time Employee Policy”).

Coverage for employees who qualify as “Full-Time Employees” under the Full-Time Employee Policy may enroll in health coverage as follows:

- A New Employee who, under the Full-Time Employee Policy, is considered to be an Eligible Employee on the Employee’s Start Date may enroll in the Plan effective on the first day of the calendar month following completion of 60 consecutive days as an Eligible Employee.
- A New Employee who, under the Full-Time Employee Policy, is considered to be an Eligible Employee following completion of an Initial Measurement Period may enroll in the Plan effective on the first day of the associated Initial Stability Period.
- An Ongoing Employee who, under the Full-Time Employee Policy, is considered to be an Eligible Employee following completion of a Standard Measurement Period may enroll in the Plan effective on the first day of the associated Standard Stability Period.

Independent Contractors and Common Law Employees: Independent contractors are not eligible to participate in the benefits offered through this Plan. Any individual who is not classified by Vaughn as a common-law employee is not eligible for benefits under the Plan, even if the individual is reclassified as a common-law employee by a court or administrative agency. Vaughn’s classification shall be binding for purposes of determining eligibility under this Plan.

Dependents: The attached benefit booklets explain when dependent children, spouses, and domestic partners are eligible to participate in each of those benefit plans. There may be tax consequences to the employee when dependent children, spouses, and domestic partners are covered under the benefit plans; employees should consult their tax advisors. Coverage for domestic partners may not, in some circumstances, be paid pre-tax through the employer’s cafeteria plan.

*When adding a dependent, you must notify Vaughn’s Payroll/Benefits Department within **31 days** of the qualifying event.

Waiting Period: Except as otherwise noted, if you are eligible to participate, your benefits will take effect 60 days from your date of hire, if you otherwise meet all enrollment and eligibility requirements. (However, in the event the attached benefit booklets specify a different waiting period and that waiting period is consistent with governing law, the waiting period in the attached benefit booklet controls.)

Additional Information: Additional information about when and under what circumstances you and your dependents may be eligible for any of the benefit plans identified in Appendix A is described in the attached benefit booklet.

1. **Spouse Health Coverage** – A spouse is defined as being a husband or wife verified by an approved marriage license.
 - For New Spouse Coverage - The Vaughn employee must fill out and return completed forms to the Payroll/Benefits Department within 31 days after signing a marriage license. Otherwise, the staff member will need to wait until the open enrollment period for spouse to be covered.
 - In the case of divorce - Coverage of ex-spouse will be terminated on date of final dissolution of marriage. A Vaughn employee must notify the Payroll/Benefits Department upon filing for divorce. Vaughn will work with each member regarding the coverage of health benefits for spouse during the period pending finalization of divorce.
 - Divorced spouses of active Vaughn employees are not eligible for Vaughn's Health Plan benefits.
 - Divorced spouses are eligible to purchase COBRA coverage.

2. **Qualified domestic partner** - *A qualified domestic partner must meet the following requirements:
 - (a) Domestic partners are two adults who have chosen to share one another's lives in an intimate and committed relationship of mutual caring.
 - (b) A domestic partnership shall be established in California when both persons file a Declaration of Domestic Partnership with the Secretary of State pursuant to this division, and, at the time of filing, all of the following requirements are met:
 - (1) Neither person is married to someone else or is a member of another domestic partnership with someone else that has not been terminated, dissolved, or adjudged a nullity.
 - (2) The two persons are not related by blood in a way that would prevent them from being married to each other in this state.
 - (3) Both persons are at least 18 years of age, except as provided in Section 297.1.
 - (4) Either of the following:
 - (A) Both persons are members of the same sex.
 - (B) One or both of the persons meet the eligibility criteria under Title II of the Social Security Act as defined in Section 402(a) of Title 42 of the United States Code for old-age insurance benefits or Title XVI of the Social Security Act as defined in Section 1381 of Title 42 of the United States Code for aged individuals. Notwithstanding any other provision of this section, persons of opposite sexes may not constitute a domestic partnership unless one or both of the persons are over 62 years of age.
 - (5) Both persons are capable of consenting to the domestic partnership.

**Note: Requirements established by the State of California
(DIVISION 2.5. DOMESTIC PARTNER REGISTRATION [297 - 299.6]
Amended by Stats. 2011, Ch. 721, Sec. 1. Effective January 1, 2012.)*

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A Declaration of Imputed Income form must be signed and filed with the Business Manager at the time of enrollment and every year thereafter.

- 3. Dependent Child** – A copy of the child’s birth certificate showing the child’s dependent status must be provided to the Payroll/Benefits Department. A dependent child is covered under medical plans up until, and including, the month they turn 26 years of age. Dental and vision plans cover dependent children only until the month they turn 19 years of age. Dependent children ages 19-25 are eligible to continue dental and vision coverage by submitting verification of full time student status. A Full Time Student Verification form can be obtained from the Payroll/Benefits Department.

For a newborn: a copy of the hospital recorded birth must be provided to the Payroll/Benefits Department within 31 days of the birth of the child.

- 4. Adopted Child** - A copy of documents verifying legal custody to the employee must be provided to the Payroll/Benefits Department.
- 5. Step Child** - A copy of each of the following must be provided to the Payroll/Benefits Department: the child’s birth certificate, your latest income tax filing showing the child’s dependent status and documents verifying legal custody/guardianship to the employee or spouse.

Employee Responsibilities

Vaughn employees are to report any changes of eligibility status to the Payroll/Benefits Department. All changes, including other circumstances that render a dependent ineligible for health benefits, must be reported in writing within 31 days of the event.

B. MEDICAL, DENTAL AND VISION BENEFITS

Full time qualified employees will receive the following benefits sponsored fully or in great part by Vaughn:

- Medical Insurance
- Dental Insurance
- Vision Insurance
- Life Insurance

C. LIFE AND DISABILITY

Guardian Life Insurance

- Vaughn provides Basic Life and Accidental Death and Dismemberment insurance for all eligible members in an amount of \$50,000. Benefits are reduced by 35% at age 65 and by 50% at age 70.
- Life insurance benefits terminate at retirement or at termination of employment at Vaughn.

Guardian Income Protection Program

Vaughn offers a custom designed long-term disability benefit plan for all eligible staff members.

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- This plan is meant to supplement the coverage provided by full-pay illness days (current and accrued).
- After a 90 day elimination period, the staff member receives 60% of his or her salary up to a monthly maximum benefit of \$5,000, based on Guardian defined policies. The benefit is available to age 65 and subject to the Age Discrimination in Employment Act of 1967. The premium is fully paid by Vaughn on behalf of its staff members. For detailed explanation of the benefits, please request the Guardian booklet from the office. Claim forms can also be obtained from the office.
- Disability insurance benefits terminate at retirement or at termination of employment at Vaughn.

STRS Disability Program

STRS offers a disability benefit program for eligible members with five years or more of vested service.

- Each month through payroll deduction, certificated staff members contribute a defined percent of their base salary to STRS. For 2018-19 the defined-benefit pension plan contribution is set at **10.25% for *Classic*** members and **10.205% for *PEPRA*** members. Vaughn contributes a matched contribution at a defined percent set at 16.28% for 2018-19. STRS provides for the disability program in accordance to its legal provisions. Percent of contributions and/or provisions may be legislatively changed and updated. Staff members must contact STRS (800-228-5453, www.calstrs.ca.gov) regarding current eligibility and benefit provisions.

Certificated Retirees: Post-Retirement Health Benefits

Vaughn is committed to providing health benefits to all its eligible retirees. The goal is to provide health benefits to eligible certificated staff members (active or retired) up until the age of 65. The maximum level of post-retirement support is not to exceed five years of health coverage. This benefit coverage is not compensation and does not hold a cash value.

Eligibility

- Post-retirement health benefits are offered only to contracted, certificated, full-time, Vaughn employees hired before July 1, 2012.
- To qualify, a staff member must provide consecutive, continuous years of service at Vaughn immediately prior to retirement. For break in service guidelines, see “Authorized Leaves” on Page 8.
- Vaughn will follow the *Rule of 80* (years of service credit at Vaughn plus age upon retirement should equal eighty or more) for all eligible employees. Vaughn will accept service credit of former LAUSD certificated staff that began employment at Vaughn before July 1, 1998.
- The spouse, or divorced spouse, of a retired Vaughn employee is not eligible for Vaughn’s Post-Retirement Health Plan benefits.

Terms of Coverage

An eligible retiree may choose one of the following:

- Continuous medical coverage by Vaughn through COBRA (see Attachment A on page 11 for information on COBRA).

- Direct premium payment to provider– If an eligible retiree moves out of Vaughn’s medical coverage network (e.g. out of state), Vaughn will provide a premium lump sum payment to the self-determined health care provider. The annual lump sum is to be capped at the current rate of the annual cost of COBRA (to be paid up until the age of 65 or five years, whichever comes first).
- Transitional coverage – If an employee has officially retired from Vaughn and then later returns to work elsewhere, Vaughn will continue health coverage until the retiree becomes an active employee again and is eligible for medical coverage from the new employer (up until the age of 65 or five years, whichever comes first). The retiree must notify Vaughn as soon as he/she receives medical coverage per his/her new employment terms.

A post-retirement health benefit fund has been established for retired employees of Vaughn hired before July 1, 2012. Maximum benefits will be revised as necessary to reflect current costs and Vaughn’s post-retirement benefit fund balance.

D. RETIREMENT PLANS

State Teacher Retirement System (STRS)

- All K-12 certificated, credentialed staff members at Vaughn are enrolled in STRS.
- STRS is a defined benefit system that pays a life time pension to participating certificated staff regardless of the amount of total contributions (contributed by staff member and Vaughn).
- Each month through payroll deduction, certificated staff members will contribute 10.25% for “Classic” members, 10.205% for “PEPRA” members, of their base salary to STRS for a defined-benefit pension plan and Vaughn will contribute 16.28% as a match. (*Note: Member and employer contributions are based on STRS guidelines and are subject to change.*)
- STRS is not portable in the event that a teacher discontinues his/her teaching service in California. However, the amount contributed can remain in STRS until retirement age. If a teacher cashes in his/her contribution before retirement, he/she will lose the portion contributed by Vaughn. (Refer to STRS Guidelines at www.calstrs.com)
- The amount of pension is not calculated based on the amount of contribution over the years; it is currently based on a formula that includes your age, number of service years and the highest average compensation earned within three consecutive years (or one highest year for those who have participated in STRS for 25 years or more).
- Vaughn currently reports STRS through the Los Angeles County Office of Education. Previous to August 1, 2013, Vaughn reported STRS contributions through LAUSD.
- Vaughn’s participation in STRS may be subject to change based on changes in state law and/or STRS regulations applicable to charter schools.

Social Security

Preschool teachers and full and part-time non-certificated staff members participate in the national Social Security System. Participating members contribute 6.2% of gross income through payroll deduction and Vaughn contributes 6.2% as a match. Social Security is

portable throughout the nation. Benefit calculations are done based on federal regulations.

Tax Sheltered Annuity (TSA)

- Vaughn provides Tax Sheltered Annuity (TSA) deduction services for all interested full-time, salaried employees.
- To sign up for a TSA, eligible employees are to log on to NBS' (third party administrator) website: <https://www.nbsbenefits.com/non-erisa-403b-forms/> and follow the application guidelines. *Note: A selected TSA company must appear on the list of approved vendors.*
- All eligible employees interested in establishing a TSA must complete a Salary Reduction Agreement (SRA) also available on the NBS website. Eligible members are to follow the application guidelines outlined in the "TSA Deductions" memo available through Vaughn's Payroll/Benefits Department.
- New enrollment or changes to TSA payroll deduction are allowed two times per year (in July and January).
- Vaughn is not responsible for any of the contract terms agreed upon by the staff member and his/her TSA broker/company. It is the responsibility of the staff member to submit an invoice to Vaughn via his/her broker. Each month, Vaughn sends the amount indicated on the invoice to the broker designated by the staff member. If a staff member changes his/her elected broker/company, it is the staff member's responsibility to terminate the contract with previous broker/company and request an invoice to be sent to Vaughn by his/her new broker/company.

E. PAID SICK LEAVE DAYS

Full-time Certificated Staff

- Paid sick leave days will be offered each year to all eligible employees per contracted terms. For example, contracted, full time, certificated teachers and support staff can earn a maximum of 10 sick leave days per school year (at the rate of 0.05 sick leave hours earned per hour worked).
- These paid sick days are earned based on the amount of time worked annually.
- Staff members employed for less than one school year due to midyear hiring, early departure, or leave, will earn the number of sick leave days based at the rate of 0.05 sick leave hours per hour worked.
- Unused paid sick leave days are cumulative from year to year and can be accrued.
- Use of paid sick leave days for current year: These earned full-pay days can be used for illness, religious holidays, jury duty, bereavement, doctor's appointments, etc. For payroll purposes, sick leave hours (release hours) are recorded two ways: 1) accrued release hours, 2) current year release hours used.
- Accrued sick leave hours from prior year(s) can be used for illness and provisions under the Federal and State Family/Maternity Leave Act (FMLA). Use of more than 20 consecutive accrued days must be requested in writing (request for authorized absence) prior to paid or unpaid leave. Documentation and medical authorization will be requested per FMLA guidelines.

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- **Illness certification:** It is the responsibility of the staff member to sign and submit an illness certification form before the end of the monthly pay period. A staff member, absent for more than 5 consecutive days, shall be required to submit certification of illness by a physician. A staff member will be required to submit both a certification of illness by a physician and a formal leave request for absences of more than 20 consecutive days. This will not constitute a break in service as long as he/she is on paid status. In the case of chronic absences, administrators may require reasonable, ongoing, medical certification from the staff member's physician.
- Failure to show up to work without an authorized leave will constitute job abandonment.
- **Certificated Partial illness days:** See "Attachment B" on Page 12 for current policy.
- An absence due to attendance of a school mandated workshop/conference (not designated as a pupil-free or minimum day on the school calendar) will not be deducted from a staff member's accrued sick leave hours.
- Accrued hours from prior year(s) cannot be used as paid days for early retirement, acceptance of other jobs, student teaching, vacation, professional growth, or for performance of duties not authorized by Vaughn.
- All unused sick leave days for certificated personnel will be reported to STRS which may help increase the calculated amount of service credit upon retirement.

Note: Permission for use of unearned sick leave days or for extended use of accrued paid sick days for any purpose requires prior written approval of administration and the Personnel Subcommittee.

Classified Staff

Full-time Classified employees receive a designated number of paid sick leave days as defined per their individual job assignment. Eligible employees earn these paid sick leave days after working for Vaughn for at least 30 days within a school year and by satisfying a 90 day employment period (which works like a probationary period before an employee can actually take any sick leave). Paid sick leave days for eligible full-time classified employees are cumulative from year to year during an employee's full-time employ with Vaughn.

- These paid sick leave days are earned based on the amount of time worked annually and an employee's daily schedule.
- Unused paid sick leave hours are cumulative from year to year and can be accrued.
- Use of sick leave hours for current year: these earned full-pay days can be used for illness, religious holidays, jury duty, bereavement, doctor's appointments, etc. For payroll purposes, sick leave hours (release hours) are recorded two ways: 1) accrued release hours, 2) current year release hours used
- Accrued days from prior year(s) can be used for illness and provisions under the Federal and State Family/Maternity Leave Act (FMLA). Use of more than 20 consecutive accrued days must be requested in writing (request for authorized absence) prior to paid or unpaid leave. Documentation and medical authorization will be requested per FMLA guidelines.
- **Illness certification:** It is the responsibility of the staff member to sign and submit an Illness certification form before the end of the monthly pay period. A staff member, absent for more than 5 consecutive days, shall be required to submit certification of illness by a physician. A staff member will be required to submit both a certification of illness by a physician and a formal leave request for absences of more than 20

consecutive days. In the case of chronic absences, administrators may require reasonable, ongoing, medical certification from the staff member's physician.

- Failure to show up to work without an authorized leave will constitute job abandonment.
- An absence due to attendance of a school mandated workshop/conference (not designated as a pupil-free or minimum day on the school calendar) will not be deducted from a staff member's accrued sick leave days.
- Accrued sick leave hours from prior year(s) cannot be used as paid days for early retirement, vacation, professional growth, nor for performance of duties not authorized by Vaughn.
- Sick leave time is not a cash benefit and is forfeited when an employee is terminated or ends their employ with Vaughn.

Part-Time Classified Staff

Part-time Classified employees receive one hour of paid sick leave for every 30 hours worked. Part-time employees earn these paid sick leave days after working for Vaughn for at least 30 days within a school year and by satisfying a 90 day employment period (which works like a probationary period before an employee can actually take any sick days).

Eligible staff will earn one hour of paid sick leave days for every 30 hours worked.

- Unused paid sick leave hours are cumulative from year to year and can be accrued up to a maximum of 72 hours.
- Use of sick leave days for current year: these earned full-pay days can be used for illness, religious holidays, jury duty, bereavement, doctor's appointments, etc. For payroll purposes, sick leave hours (release hours) are recorded two ways: 1) accrued release hours, 2) current year release hours used
- Accrued hours from prior year(s) can be used for illness and provisions under the Federal and State Family/Maternity Leave Act (FMLA). Use of more than 20 consecutive accrued days must be requested in writing (request for authorized absence) prior to paid or unpaid leave. Documentation and medical authorization will be requested per FMLA guidelines.
- Sick leave certification: It is the responsibility of the staff member to sign and submit a sick leave certification form (Absence Request Form) before the end of the monthly pay period. A part-time employee absent for more than three consecutive days shall be required to submit certification of illness by a physician. A part-time staff member will be required to submit both a certification of illness by a physician and a formal leave request for absences of more than 20 consecutive days. In the case of chronic absences, administrators may require reasonable, ongoing, medical certification from the staff member's physician.
- Failure to show up to work without an authorized leave will constitute job abandonment.
- An absence due to attendance of a school mandated workshop/conference (not designated as a pupil-free or minimum day on the school calendar) will not be deducted from a staff member's accrued sick leave days.
- Accrued sick leave hours from prior year(s) cannot be used as paid days for early retirement, vacation, professional growth, nor for performance of duties not authorized by Vaughn.

- Sick leave time is not a cash benefit and is forfeited when an employee is terminated or ends their employ with Vaughn.
- If an employee is re-hired within a year of separation from employment, previously accrued and unused paid sick-leave shall be reinstated.

F. FAMILY CARE AND MEDICAL LEAVE

Vaughn adheres to all the provisions and regulations governed and adopted by the United States Department of Labor and by the California Fair Employment and Housing Commission under the Family/Medical Leave Act (FMLA).

- **Eligibility and Length of Leave**

An unpaid FMLA leave shall be granted to an employee who has been employed for at least 12 months and who has served for 130 workdays during the 12 months immediately preceding the effective date of the leave. The leave, together with any renewal thereof, shall not exceed the number of days equivalent to a total of 12 normally scheduled workweeks in a fiscal year. Spouses working for the same employer must share the twelve weeks of combined FMLA leave. However, the leave may be taken intermittently in one or more periods per FMLA regulations.

- **Compensation and Benefits**

The Family Care and Medical Leave/Absence shall be an unpaid leave and for all purposes, treated comparably to other unpaid leaves. Vaughn will continue to provide the health and welfare benefits during the Family Care Leave/Absence to an employee who is otherwise eligible for such benefits. An employee may elect to use accrued vacation leave (for those who work year-round) and/or accrued illness/release days.

- **Approval and Notification**

The School Principal or his/her designee can grant an FMLA leave of 12 weeks or less. The Personnel Committee can grant FMLA leaves of more than 12 weeks. An employee must submit a formal application for a leave at least 30 calendar days prior to the employee's absence. If an application is submitted with less than 30 days of notification, the employee must provide the School Principal with as much advance notice as possible. These advance notice requirements shall not be applicable in the event of unforeseeable circumstances or emergencies.

- **Return Rights**

An employee returning from an FMLA leave shall be returned to the same or comparable position (with same compensation) from which on leave, and to the same location from where the leave was taken.

Members may be eligible for STRS and/or Guardian disability insurance coverage during a medical leave. Staff members must contact STRS regarding current eligibility and benefit provisions. They can also request the Guardian booklet and claim form from the business office.

G. AUTHORIZED LEAVES

- The Personnel subcommittee must approve all permissive leaves. Health benefits during a leave are to be determined in accordance with insurance carrier and FMLA policies.

Requests for a leave are to be supported by a physician's statement, a medical report that clearly indicates the dates of expected leave and return. An approved FMLA leave does not constitute a break in service. A break in service over and beyond the 12 weeks allowed (personal necessity leave, extended childcare, etc.) constitutes a break in continuous years of service and will affect post-retirement benefits (i.e. Rule of 80).

- A staff member who takes a leave beyond the 12 weeks will be responsible for paying health coverage premiums, prorated starting the 13th week of absence.
- A staff member who takes a non-FMLA leave of absence beyond 20 days will be responsible for paying health coverage premiums which will be prorated starting on the 21st day of absence.

H. SALARY CALCULATION AND PAYROLL SCHEDULE FOR TEACHERS, PSYCHOLOGISTS, COUNSELORS, SOCIAL WORKERS

- **Number of Paid Days**

Total paid days - 184

- Paid work days - 180
- Paid pupil-free staff development days - 4
- This policy is clearly stated in the teacher-signed annual contract and in our adopted school calendar (180 apportioned days, 4 staff development days).
- Base pay and all earned bonuses will be prorated accordingly based on 204 paid days. Situations that will incur the prorating of compensation include, but are not limited to: late hire, early departure, authorized leave and excess use of earned paid sick leave days.
- Outcome-Based bonuses will not be paid to staff members who no longer have a full-time contract with Vaughn at the time of the bonus issuance.

**Select Pre-K positions are calculated based on 216 paid days*

- **Monthly Salary, Daily Rate and Hourly Rate**

Monthly Salary = Total base salary divided by 12 months.

Daily rate = Total base salary divided by 184 days.

Hourly rate = Daily rate divided by 6 hours.

- **Number of Paid Illness/Release Days**

For every hour worked, one can accrue 0.05 hour, with a maximum of 10 days or 60 hours per 184 days worked.

- **Payroll Schedule**

Vaughn implements a system with 12 pay periods, beginning the 15 of August each school year to the 15 of July of the following school year. This system provides some advance cash flow to teachers and consistent cash flow on a monthly basis. This system also allows for the continuation of STRS contributions and health benefit coverage.

- **Intersession**

Vaughn has established an intersession period during the month of January (currently three weeks). If a teacher works intersession, he/she will receive intersession compensation which is in addition to the 180 apportioned instructional days included in the contract.

I. STATUTE FOR CLAIMS

A member has 10 school days to submit a disability claim to Vaughn's Business Manager Department.

J. ANNUAL BENEFIT REVIEW

The benefit package is to be reviewed annually to analyze projected increases in insurance rates, personnel growth and benefit eligibility. The Business Committee monitors feasibility and expenditures of the health benefits program and proposes recommended changes when needed. If necessary, a spending cap will be imposed. Any changes and/or additions will be reviewed with staff and remain in effect during the proposed year of implementation.

Consolidated Omnibus Budget Reconciliation Act (COBRA)

• **What is COBRA continuation coverage?**

- COBRA is a continuation of Health Benefits when coverage would otherwise end due to a life event known as a *qualifying event*. When a *qualifying event* occurs, COBRA continuation coverage must be offered to each person who is a *qualified beneficiary*. You, your spouse and your dependent children could become qualified beneficiaries.

A *qualifying event* is as follows:

1. If you are an employee, you will become a qualified beneficiary if you lose your health coverage due to either one of the following events:
 - ✓ Your hours of employment are reduced.
 - ✓ Your employment ends for any reason other than your gross misconduct.
2. If you are the spouse of an employee, you will become a qualified beneficiary if you lose your health coverage due to any of the following events:
 - ✓ Your spouse dies
 - ✓ Your spouse's employment ends for any reason other than his/her gross misconduct.
 - ✓ Your spouse becomes entitled to Medicare benefits.
 - ✓ You become divorced or legally separated from your spouse.
3. Your dependent children will become qualified beneficiaries if they lose health coverage due to the following events:
 - ✓ The parent-employee dies
 - ✓ The parent-employee's hours of employment are reduced
 - ✓ The parent-employee's employment ends for any reason other than his/her gross misconduct
 - ✓ The parent-employee becomes entitled to Medicare benefits
 - ✓ The parents become divorced or legally separated
 - ✓ The child is no longer eligible as a dependent child

• **When is COBRA coverage available?**

COBRA coverage will be made available to *qualified beneficiaries* only after Vaughn's Payroll/Benefits Department has been notified that a qualifying event has occurred (within 60 days of event).

TEACHER ABSENCE

Attachment B

Full Day Absence

- Arrange for a substitute.
- If a substitute is not available – student dispersal must be done and approved by an administrator.
- Teachers receiving students will be provided replacement pay following the allowable formula of \$40 per 30 pupil hours. Dispersal of students will then be as follows: 6hr absence x 5 students = 30 pupil hrs = \$40 per receiving teacher.
- Teachers receiving students during their planning time will be paid \$40 for a full period of coverage.

Planned Absence for Special Circumstances (e.g. doctor's appointment)

- Arrange for a substitute (for half day or more).
If a substitute is not available – *Elementary-student dispersal must be done and approved by an administrator. MIT/VISA-coverage will be provided by an available teacher or an administrator.*
- For absence that is more than 1 hour/1 full period:
 - Release hours will be deducted from absent teacher
 - Replacement pay will be provided to teacher(s) receiving the students (see formula for unplanned absences below)
- For absence that is 1 hour or less /1 full period (just before end of school day):
 - Elementary – *Students will be disbursed. An administrator must approve the dispersal of students.*
 - Release time will not be deducted from absent teacher.
 - Replacement pay will not be provided to Elementary School teacher(s) receiving the students. MIT/VISA teachers using their planning time will be paid \$40 replacement pay unless coverage arrangement has been made with another teacher and that arrangement has been approved by an administrator.

****Frequent and consistent absences, including leaving early on a regular basis are not permitted.**

Unplanned Absence (e.g. emergencies, illness)

- Office staff will assist in arranging for a substitute.
- If a substitute is not available – Elementary: *student dispersal must be done and approved by an administrator*; MIT/VISA: *coverage will be provided by an available teacher or an administrator.*
- For absence that is more than 1 hour/1 full period:
 - MIT/VISA: *Replacement pay of \$40 will be provided to teacher(s) receiving students during their planning time unless coverage arrangement with another teacher has been made and that arrangement has been approved by an administrator*; Elementary: *will follow the allowable formula of \$40 per 30 pupil hours.*
For example:
5 hr absence x 6 students = 30 pupil hrs = \$40
4 hr absence x 8 students = 32 pupil hrs = \$40
3 hr absence x 10 students = 30 pupil hrs = \$40
 - Release hours will be deducted from the absent teacher.
- For absence that is 1 hour or less /1 full period (just before end of school day):
 - Elementary: *Students will be disbursed. An administrator must approve dispersal of students. MIT/VISA – coverage will be provided by available teacher or an administrator.*
 - Release hours will not be deducted from absent teacher
 - Replacement pay will not be provided to Elementary School teacher(s) receiving the students. MIT/VISA teachers using their planning time will be paid \$40 replacement pay unless coverage arrangement has been made with another teacher and that arrangement has been approved by an administrator.