

POLICY RELATING TO PERSONNEL MANAGEMENT

UNREPRESENTED NON-CONTRACT EMPLOYEES BENEFITS

The Wachusett Regional School District shall provide benefits to Unrepresented Non-Contract employees in the following manner:

SICK LEAVE

During the first five (5) years of employment, full-time, full-year and full-time, school year staff will accrue sick leave at the rate of twelve (12) days per year, cumulative to one hundred eighty (180) days. After completing five (5) years of employment, full-time, full-year, and full-time, school year staff will accrue sick leave at the rate of fifteen (15) days per year, cumulative to one hundred eighty (180) days. Full-time is thirty (30) hours or more per week, prorated to award on basis of hours per week, with requirement of an average of twenty (20) hours worked per week, to receive this benefit.

For illness of an unrepresented non-contract employee's immediate family, which necessitates the employee's absence from work, up to five (5) days per year may be charged to the employee's personal sick leave.

PERSONAL LEAVE POLICY

The District will provide up to three (3) days per year which may be used for personal leave at full pay, with prior approval of the Superintendent or designee, for the purpose of conducting personal business that must be conducted during regular work hours. Employees' unused personal days shall be converted to unused sick days and be added to the employee's total sick day accrual at the end of the fiscal year.

HEALTH AND LIFE BENEFITS

Unrepresented and non-contract employees who are regularly employed twenty (20) hours or more per week for the District shall receive health insurance and life insurance.

First Reading: 09/26/94

Second Reading: 10/11/94

Amendment First Reading: 10/12/04

Amendment Second Reading: 10/25/04

Re-Amendment First Reading: 09/10/07

Re-Amendment Second Reading: 10/09/07

Re-amendment First Reading: 08/12/13

Re-amendment Second Reading: 09/09/13