



**“To Build Knowledge and Skills for Success Today and Tomorrow”**

File: GDBC

## SUPPORT STAFF AND PROFESSIONAL/TECHNICAL STAFF FRINGE BENEFITS

1. Employee Benefits: The employee benefits provided to the teaching staff through Article 5.8 of the negotiated agreement will also be provided to full-time employees who work at least thirty (30) hours per week and a minimum of six (6) months per year.

Full single health insurance benefit will be offered to all eligible twelve month full-time employees after two months of employment. The full single health insurance benefit will be offered to all eligible nine (9) and ten+ (10+) month employees who have been employed with the district continuously for five (5) or more years. The Board will pay up to \$530 of the basic premium.

A separate class of employees that require licensure but are not twelve month full-time, nurses and social workers, are eligible for insurance at the date of employment.

86% 85% of the single health insurance benefit will be offered to all eligible nine (9) and ten (10) month full-time hourly employees who have been employed with the district continuously for less than five (5) years. The Board will pay up to 86% 85% of \$530 of the basic premium.

All contract personnel and school nurses will be offered the full single health insurance benefit. The Board will pay up to \$530 of the basic premium.

Employees who elect to receive this benefit shall annually sign a letter of intent to return to the district's employment and acknowledge that if they fail to return to work when the new school year begins, any premiums paid on their behalf during the summer months shall be reimbursed to Meade School District.

Employees who decline the offer of health insurance will be given 12/12ths the cost of the life insurance benefit.

2. South Dakota Retirement Benefits: All employees working a minimum of twenty (20) hours per week and six (6) months per year will qualify for the South Dakota Retirement System. The South Dakota Retirement System is a mandatory program.
3. Employee benefits (S.D. Retirement and health benefits) will not be implemented until two (2) months after hire date. For the purposes of South Dakota Retirement, all probationary employees shall be considered temporary until such time that they successfully complete the two (2) month waiting period.

LEGAL REFS: SDCL 3-11-1 et seq.  
3-12-46 et seq.

Revised June 2014  
Revised July 2013, Revised July 9, 2012  
Reviewed January 13, 2009, Revised June 14, 2005  
Revised July 14, 2003, July 8, 2002  
Revised July 10, 1989, Adopted July 14, 1986



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## SUPPORT AND PROFESSIONAL/TECHNICAL STAFF SICK LEAVE

1. Sick Leave Provisions. Sick Leave may be taken for personal illness, injury, or other physical disability (including pregnancy related disability) and for illness in the immediate family, defined as spouse, children (step), father (step), mother (step), parent(s)-in-law, brother, sister, and grandparents. Any available sick leave may be used in the event of death of the employee's spouse, children (step), parents, siblings, and grandparents. Up to three (3) days of available sick leave may be used in the event of the death of the employee's parent(s)-in-law, brother-in-law, sister-in-law, daughter-in-law or son-in-law. Employees must work twenty (20) hours per week to qualify for sick leave benefits.

Employees are required to immediately notify their supervisor when sick leave is required. The supervisor or superintendent may require a physician's statement concerning such absence.

Employees eligible for sick leave shall, after one month of employment, receive sick leave in accordance with the following schedule:

Permanent Full-Time	12 days per year
Special Full-Time	10 days per year
Permanent Part-Time	12 days per year
Special Part-Time	10 days per year

All unused days shall be added to the employee's sick leave reserve at the end of the fiscal year. New employees, entering the district after July 1, 2014, are eligible to accumulate seventy-five (75) days of sick leave. Employees, hired prior to July 1, 2014, are eligible to accumulate one hundred (100) days of sick leave. ~~For the 2014-15 school year, an employee who has accumulated the maximum sick leave possible shall at the end of the fiscal year receive payment, deposited into the SD Supplemental Retirement System, for all sick leave unused during that year at a rate of \$45 per day. This amount shall be pro-rated for part-time employees. The unused sick leave buy-back program will end at the end of the 2014-15 school year.~~

Employees who do not otherwise qualify for sick leave shall earn two (2) days of sick leave per year, non-accumulative.

2. Sick Leave Bank: Employees are eligible to participate in a voluntary Sick Leave Bank according to the provisions specified in Article VI of the Negotiated Agreement. Use of the sick leave bank is contingent upon named employee having used two days more than all of his or her accumulated sick leave, personal leave, vacation, and compensatory time.



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## SUPPORT AND PROFESSIONAL/TECHNICAL STAFF PERSONAL AND BEREAVEMENT LEAVE

Personal leave is available to all support and professional/technical staff, who are eligible to participate in the SD Retirement System. Employees hired after July 1, 2013, who are eligible for vacation days are not eligible for personal days. New employees are eligible for personal leave after two (2) months of employment. An employee can use a personal day only on a day that the employee is scheduled to work and at their rate of employment. **An employee can use a personal day only on a day that the employee is scheduled to work and at their rate of employment.**

Unused personal leave will be transferred to the employee's sick leave account. As an alternative, an employee may annually request reimbursement for unused personal days at the prorated amount of \$60 per day based on a 1.0 FTE. This request must be made by June 1 of the current school year.

Two (2) days of leave with pay may be taken for personal reasons each year if approved in advance by the superintendent or designee. One additional day may be allowed, and that additional day shall be charged to the employee's accumulated sick leave. The additional leave shall be approved in advance by the superintendent or designee.

The employee may have up to two (2) days of bereavement leave per year to attend to bereavement needs.

Revised July 2013  
Revised July 9, 2012  
Revised July 12, 2010, Reviewed January 13, 2009  
Revised July 10, 2006  
Revised July 8, 2002, June 22, 1993  
Revised November 20, 1990  
Adopted July 14, 1986



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SUPPORT AND PROFESSIONAL/TECHNICAL STAFF  
FAMILY AND MEDICAL LEAVE

The District will grant unpaid FMLA leave to employees as required by the Family and Medical Leave Act of 1993. A complete copy of the Family and Medical Leave policy can be requested from the business office or click on the FMLA Employee Guide Link.

Employees may use a maximum of 12 weeks of leave per year under the provisions of this article, including sick leave and FMLA leave. A year consists of 365 days and begins the day FMLA leave commences.

LEGAL REF.: Family and Medical Leave Act of 1993

Revised July 9, 2012  
Reviewed February 10, 2009  
Revised July 10, 2006  
Revised June 20, 1994  
Adopted July 14, 1986



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File: GDN

## EVALUATION OF SUPPORT AND PROFESSIONAL/TECHNICAL STAFF

New employees will be evaluated **annually** by their supervisors ~~at the end of six (6) months.~~

Employees who are no longer on probation and whose performance is satisfactory will be evaluated at least annually. Employees whose performance is not satisfactory may be evaluated more frequently.

All evaluations will be written, signed by the employee, and placed in the employee's personnel file.

Revised August 13, 2013  
Revised July 10, 2006; July 10, 1989  
Adopted July 14, 1986