



## CLASSIFIED STAFF SALARY & BENEFIT INFORMATION FULL TIME

**Retirement Contributions:** ND Public Employees Retirement System (PERS) 7% of the classified staff person's salary goes directly into the staff member's account at PERS and accumulates interest. The district is responsible for a matching contribution into an employer pooled fund at PERS. This fund is used to pay out benefits for those currently retired.

**Health Insurance:** The WFPS Comp Choice 400 Plan or WFPS Blue Saver 90 High Deductible Health Plan paired with a health savings account is available to all full-time classified staff members working (30 or more per week). The district will pay 83.85% percent per month of a single or single plus dependent premium, or 73.85% of a family monthly premium for the full-time employee (see Human Resources Dept. for these rates).

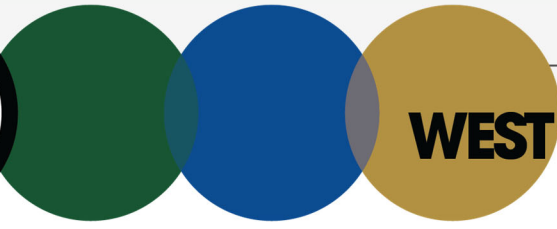
**Dental and Vision Insurance:** Full-time Classified employees are eligible for a single monthly premium paid by the district for dental and/or vision insurance. Employees may elect family dental and/or family vision coverage, and the employee will pay the difference between the monthly single premium and the monthly family premium (see Human Resources Dept. for these rates).

**Life Insurance:** Full-time Classified employees are eligible for a term life insurance policy of \$25,000. The premium is paid by the district. Employees will have the option to purchase up to an additional \$100,000 of life insurance coverage, plus optional coverage on family members.

**Long Term Disability Insurance:** Full-time Classified employees are eligible for a long-term disability insurance policy. Disability Insurance covers 66 2/3% of salary in the case of a long-term disability.

**Liability Insurance:** Consistent with all employees...Maximum coverage of \$3,000,000.

**Paid Holidays:** Seven paid holidays for classified employees who work less than twelve months: Labor Day, Veterans Day, Thanksgiving, Christmas, New Year's Day, Good Friday, and Memorial Day. Classified employees who work twelve 12 months will receive eight paid holidays; the seven holidays listed above plus the 4th of July. The holiday added after the tenth year of employment will be the Friday after Thanksgiving. After completing 15 years of employment, employees will receive Christmas Eve as a paid holiday. After completing 20 years of employment, employees will receive New Year's Eve as a paid holiday. Holiday pay is based on the employee's standard workday as listed on their work calendar.



**Personal Leave:** Employees who work less than 12 months per year do not qualify for vacation. The table below illustrates the number of days an employee will receive as well as the maximum accumulation allowed. Unused personal leave not eligible for carryover to the next school year shall be payable at a rate equal to the employee's regular hourly rate, except that no payment shall be made for unused personal leave that is less than (1) hour in duration. Per District Policy, employees may take up to one (1) unpaid leave day during the school year for personal reasons, subject to the approval of their principal/supervisor and the HR Department. Any additional unpaid personal leave day requests must be submitted to the superintendent for approval. \*New employees must wait 60 days before they are eligible to use paid personal leave.

Years of service	Number of personal days per year	Max Accumulation
Employees less than 15 years of service	2	6
Employees who have completed 15 years of service	3	6
Employees who have completed 25 years of service	4	6

**Vacation Leave:** Employees that work 12 months per year will accrue 1 day of vacation leave for every month of work. \*New employees must wait two months before using earned vacation leave.

*Vacation accrual amount for an 8-hour employee working 12 months a year*

Years of Service	Monthly accrual amount	Yearly accrual amount	Maximum Carryover amount
Years 1-4	8 hours	12 days	96 hours
Years 5-8	10 hours	15 days	120 hours
Years 9-15	12 hours	18 days	144 hours
Years 16-20	14 hours	21 days	168 hours
Years 21+	16 hours	24 days	192 hours

**Sick Leave:** Classified employees accrue one day of sick leave for every month of work. A day is defined as the employee's standard workday as shown on the work calendar. Sick family leave may be used for surgery/illness of spouse, or child under 21 or as otherwise described in the classified employee handbook.

**Emergency Leave:** Leave for emergency purposes as outlined in the classified employee handbook. Two days per year accumulative to 4 days.

**Funeral Leave:** Maximum of five days per occurrence for immediate family (spouse, parent, step-parent, sibling, step-sibling, child, step-child, grandparent, grandchild, parent-in-law, sister-in-law, brother-in-law, son-in-law, or daughter-in-law). Maximum of two days per year allowed for other funerals.