

BLOCHMAN UNION SCHOOL DISTRICT CLASSIFIED EMPLOYEE COMPENSATION HANDBOOK

VACATIONS

Eligibility. All full time, 12-month employees shall earn paid vacation of one day per month, for a total of 12 days each fiscal year. Vacation benefits are earned on a fiscal year basis; i.e., July 1 through June 30.

Vacation Pay. Pay for vacation days for employees shall be the same as that to which the employee is entitled on the day the vacation commences.

Carryover of Vacation Benefits. Vacation days must be used in the current fiscal year and do not carryover to the next fiscal year.

Vacation Pay on Termination. When an employee terminates employment or is terminated for any reason, that employee shall be entitled to all vacation pay earned and accumulated up to and including the effective date of termination, providing that the employee has completed at least six (6) months of service in the District.

HOLIDAYS

The District agrees to provide all permanent or probationary employees with the following paid holidays:

New Year's Day – January 1 plus one additional day

Martin Luther King's Birthday

Lincoln's Day – February

President's Day (Washington)

Spring Vacation Day

Memorial Day

Independence Day (if scheduled to work either before or after the holiday)

Labor Day

Veterans' Day

Thanksgiving Day

Friday following Thanksgiving

Christmas Day plus one additional day

Temporary employees are not entitled to holiday pay.

Sick Leave and Personal Necessity Leave

Leave of Absence for Illness or Injury. An employee employed five (5) days a week by a school district shall be granted twelve-(12) days leave of absence for illness or injury, exclusive of all days he/she is not required to render service to the District with full pay for a fiscal year of service. An employee employed five (5) days a week who is employed for

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less than a full fiscal year is entitled to that proportion of twelve (12) days leave of absence for illness or injury as the number of months he/she is employed bears to twelve (12).

An employee employed less than five (5) days per week shall be entitled, for a fiscal year of service, to that proportion of twelve (12) days leave of absence for illness or injury as the number of days he/she is employed per week bears to five (5). When such persons are employed for less than a full fiscal year of service, this and the preceding paragraph shall determine that proportion of leave of absence for illness or injury to which they are entitled.

Pay for any day of such absence shall be the same as the pay which would have been received had the employee served during the day of illness.

Disabilities arising from pregnancy shall be treated as an illness for the purposes of this document.

If an employee does not take the full amount of leave allowed in any year under this section, the amount not taken shall be accumulated from year to year. However, if an employee terminates employment, sick leave is forfeited and will not be paid out in cash.

Extended Sick Leave

Employees who are absent because of illness or accident and have used up the total number of days of current and accumulated sick leave shall receive fifty percent (50%) of their regular salary up to a maximum of twelve work weeks.

For purposes of this section, "regular salary" means the amount the employee would have earned in his/her regular assignment had he/she not been absent, but shall not include any overtime pay.

HOURS AND OVERTIME

Workweek

The workweek shall consist of no more than five (5) consecutive days of eight (8) hours per day and forty (40) hours per week.

The workweek shall be defined so no employee will be required to work more than 40 hours during any given workweek.

Workday

The length of the workday shall be designated by the District for each classified assignment. Each employee shall be assigned a fixed, regular and ascertainable number of hours whenever possible.

Extra Hours

Employees may be asked to work extra hours over and above their regular assignment. Extra hours will be compensated based on the employee's current hourly rate, unless the extra hours constitute overtime as addressed in the Overtime section below.

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Overtime

Overtime is defined to include any time required, permitted or suffered by the District, to be worked in excess of eight (8) hours in any one day and in excess of forty (40) hours in any calendar week, or in the case of an employee having an average workday of four (4) hours or more during the workweek, on the seventh day following an assigned workweek, (in the case of an employee having an average workday of less than four (4) hours during a workweek on the seventh day following an assigned workweek), in which the employee is in paid status. For the purpose of computing the number of hours worked, the time during which an employee is excused from work because of holidays, sick leave, vacation, compensating time off or other paid leave of absence, shall be considered as time worked by the employee.

Employees shall be compensated for any work required to be performed on the seventh day following the commencement of the workweek or for time worked in excess of eight (8) hours in any one workday at the rate equal to one and a half (1½) times the regular rate of pay for the employee designated and authorized to perform the work.

All hours worked on holidays designated by this Agreement shall be compensated at the rate of one and one-half (1½) times their regular rate of pay in addition to the regular rate of pay.

COMPENSATION

The District agrees to compensate employees based on the current board approved salary schedule including step in class increases (Appendix A).

Longevity

All employees, regardless of the number of hours worked and length of work year, shall receive long-service recognition payments based on the attached schedule (Appendix B).

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APPENDIX A

	BLOCHMAN UNION SCHOOL DISTRICT CLASSIFIED HOURLY SALARY SCHEDULE 2021/2022					
					Increase	2%
	STEPS:					
	1	2	3	4	5	6
Information Technology Specialist	31.21	32.46	33.76	35.11	36.52	37.97
School Secretary	18.32	19.05	19.82	20.61	21.43	22.29
Accounting Assistant II	18.32	19.05	19.82	20.61	21.43	22.29
Maintenance/Grounds	18.32	19.05	19.82	20.61	21.43	22.29
Head Cook	18.32	19.05	19.82	20.61	21.43	22.29
Cafeteria Coordinator	18.32	19.05	19.82	20.61	21.43	22.29
Custodian	18.32	19.05	19.82	20.61	21.43	22.29
Van Driver	18.32	19.05	19.82	20.61	21.43	22.29
Instructional Assistant	16.97	17.65	18.35	19.08	19.85	20.64
Accounting Assistant	16.97	17.65	18.35	19.08	19.85	20.64
ASB Bookkeeper	16.97	17.65	18.35	19.08	19.85	20.64
Office Assistant	15.64	16.26	16.91	17.58	18.29	19.02
Library Assistant	15.64	16.26	16.91	17.58	18.29	19.02
Campus Aide	15.64	16.26	16.91	17.58	18.29	19.02
BOARD APPROVED:	APRIL 13, 2021					

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APPENDIX B

All classified employees shall be eligible for longevity pay according to the following schedule. Please note:

- Longevity payments will begin on July 1, 2015 and be updated upon each employee’s anniversary of their date of hire. Retroactive pay for the period of July 2015 through February 2016 will be provided to qualified employees on the March 2016 payroll.
- Payments to part-time employees shall be prorated accordingly based on the number of hours assigned (combined for multiple assignments) as of their anniversary date.
- A change in hours during the year will be prorated accordingly.
- Payments will be made on district funded assignments only.
- Longevity payments for employees with a break in service will be based on the latest date of employment.

Beginning with Year	Monthly Payment
6	\$ 40
7	\$ 50
8	\$ 60
9	\$ 70
10	\$ 80
11	\$ 90
12	\$100
13	\$110
14	\$120
15	\$130
16	\$140
17+	\$150

BOARD APPROVED:

March 8, 2016

May 9, 2017