

**BENEFIT SCHEDULE**  
**GROUP A: CLASSIFIED EMPLOYEE**

**Approximate Days Worked:** 260 (+ or -) additional days as directed by the Superintendent  
**Approximate Hours Worked:** 2080 (+ or -) additional hours as directed by the Superintendent

**General Leave:** 14 per year (*Given after 60 day probationary period from board approval date*)  
1<sup>st</sup> year prorated based on # of days worked July 1 – June 30. (Max of 90 days accumulated)

**Vacation:** Yes *After 1 year of service.* \*\*See Classified Handbook for Details

**Bereavement:** 5 for Immediate Family                      4 for Extended Family

**Health/Dental Insurance:** Plan year runs from October 1 through Sept 30 each year.  
70% of Family or 70% Single Plan paid by the Corporation  
*\*Begins after 60 day probationary period*  
\*\*Plan Document is available on the website > Staff Access.

**Quad Med Clinic:** Available to members of the Maconaquah Health Insurance Plan.  
\*\*Information is available on the website > Staff Access.

**Life Insurance:** \$50,000 policy, \$1.00 per year paid by the employee  
*\*Begins after 60 day probationary period from board approval date.*

**Spectera Vision:** Plan runs Jan 1 through Dec 30. Sign up in November with Diane Graber.  
\*\*Benefits are available on the website > Staff Access.

**American Fidelity Policies:** Policies run Jan 1 through Dec 30. Sign up in November.  
\*\*FSA Reimbursement Forms are available on the website > Staff Access.

**Retirement:** PERF (Public Employees' Retirement Fund) and 401 (a) (Valic)(see item #29).  
Mandatory 3% per pay paid by the employee for PERF.

**Annuities:** 403(b) and Roth 403(b) are available for purchase by any employee who elects to have a portion of his/her salary set aside for such annuity program. Maconaquah has 3 approved vendors and 3 dates that you can make adjustments to program: By Aug 15, Dec 15, or Apr 15.  
\*\*Vendor contact information available on website > Staff Access > Payroll/Personnel Forms

**Paid Holidays:** Labor Day                      Thanksgiving Day                      Day **BEFORE &** DAY AFTER Thanksgiving  
Christmas Eve                      Christmas Day                      New Year's Eve  
New Year's Day                      Memorial Day                      Independence Day  
Good Friday (or a day substituted by superintendent)  
*The superintendent may require the support staff to work on a holiday when in his or her opinion failure to do so would impair public safety.*

**Employees in Group A may include: (N denotes essential personal)**

|                                      |                             |  |
|--------------------------------------|-----------------------------|--|
| Corp Secretary to the Superintendent |                             | N: Grounds Maintenance Personnel         |
| Corp Treasurer                       | Custodians                  | N: Head Custodian                        |
| Corp Deputy Treasurer                | <b>Technology Secretary</b> | Secretary to Principal/V. Principal (HS) |
| Corp Administrative Assistants       | Corp Computer Technician    | <b>HS: Bookkeeper</b>                    |

**Please refer to Classified Handbook for all additional information. Available on website > Staff Access**