

Handbook – Part I (ALL Employees)

15.05 Long-Term Disability

The Board shall provide long-term disability insurance to eligible employees. The insurance carrier(s), program(s), and coverages will be selected and determined by the Board.

A. Eligibility:

1. **Minimum Hours for Any Board Contribution:** An employee whose individual contract has an assignment of at least 17.5 30 hours per week is eligible to participate in the District's long-term disability insurance. Hours worked beyond those set forth in the individual contract shall not be used to determine insurance eligibility or insurance contributions. Such hours excluded may include, but not be limited by enumeration to, the following: extended contracts, summer classes, co-curricular assignments, substitute assignments, etc. Employees whose assignments are less than 17.5 30 hours per week are not eligible to participate in the District's insurance and are not eligible for any District premium contribution. **Individuals hired prior to September 21, 2015 are grandfathered at 17.5 hours for eligibility.**

B. **Commencement and Termination of Benefits.** Coverage will commence on the employee's first day of employment and continue for a full twelve (12) month period. The long-term disability insurance benefits described in this *Handbook* and on the individual contract terminate according to the following schedule:

1. If an employee resigns or is terminated during the term of his/her individual contract, District coverage shall cease at the end of the month the resignation or termination becomes effective.
2. If an employee resigns or is terminated who has completed the term of his/her contract, District coverage shall cease at the end of the month the resignation or termination becomes effective. However, if an administrator completes the terms of his/her contract, and if the last day of the contract is June 30, his/her long-term disability insurance benefits shall terminate June 30th.

C. **Premium Contributions:** The District shall pay 100% for long-term disability insurance. The benefits will be equal to 90% of the employee's monthly wages. Coverage shall begin after 60 consecutive calendar day of disability and continue until the employee is eligible to work or for 24 months or until employee reaches age 65.

Part III Section 3.03

3.03 Selection for Reduction – Steps

In the implementation of staff reductions under this section, individual employees shall be selected for full or partial reduction in force in accordance with the following steps:

- A. Step One - Attrition: Normal attrition resulting from employees retiring or resigning will be relied upon to the extent that it is administratively feasible in implementing reductions.
- B. Step Two - Volunteers: Volunteers will be reduced first. The District will provide the volunteer(s) with a notice in accordance with section 3.02. Requests for volunteers will be sent to employees within each job category. An employee who volunteers will put his/her request in writing. Volunteers will be accepted by the District only if, in the District's opinion, the remaining employees in the job category are qualified to perform the remaining work.
- C. Step Three - Selection For Reduction: The District shall follow the guidelines below to select the employee in the affected job category for full or partial reduction in hours:
 1. a. Job categories for the purpose of this section shall be defined as:
 - i. Maintenance
 - ii. Custodian
 - iii. Housekeeping
 - b. Secretaries
 - c. Kitchen Staff
 - d. Instructional Aides (Regular and Special Education)
 - e. Media Aides
2. The District shall utilize the following criteria in order of application for determining the employee for full or partial reduction in hours:
 - a. Educational Needs of the District: Will be those needs as identified and determined by the Board through normal channels in accord with its constituted authority.
 - b. Qualifications as established by the Board: Including, but not limited to specific job skills, certification [if applicable], training, district evaluations, etc.
 - c. Qualifications of the Remaining Employees in the affected job category: Relevant qualifications will be those experiences and training that best relate to the position(s) to be maintained and District needs as determined by the Board. These experiences shall include but not be limited to: current and past assignment and practical experience in the area of need; and
 - d. Length of Service of the Employee.
 - 1) Length of Service: Is defined as length of service with the District commencing on the most recent date of hire. No distinction will be made between full-time and part-time employees in calculating length of service.
 - 2) Tie Breaker on Length of Service: In the event two or more employees start on the same date, the employee who is senior shall be determined by the District.
 - 3) Length of Service List: The District will annually produce a length of service list and provide it by September 30th. The employees will raise any objections to the proposed length of service list by December 1st.

COLBY SCHOOL DISTRICT

Extra Duty Wage Schedule

Carl Perkins Staff Coordinator	\$ 450.00
Chemical Hygiene Coordinator	\$ 652.80
Coursework Completion System District Coordinator	\$1,200.00
Little Stars Preschool Center Lead	\$3,500.00
Steering Committee - Elementary, MS, HS	\$ 489.60
Student Information System District Coordinator	\$1,600.00
Substitute Caller Grades K-4	\$1,575.00
Substitute Caller Grades 5-12	\$2,100.00
Sustainability Coordinator	\$ 652.80
Teacher Mentors	\$ 510.00
Wellness Coordinator	\$ 652.80
WLS/ISES District Coordinator	\$1,200.00
Teacher Overload Assignment	\$1,000/semester
Curriculum Study	\$ 12.50 per hour
Homebound Instruction	\$ 12.50 per hour
Summer School	\$ 24.00 per hour
Teacher Substituting in a Class	\$7.50 FOR 1-30 minutes \$15.00 for 31-60 minutes
Volunteer Assignment During Lunch Period	\$ 15.00 per hour
Event Supervisor (Crowd Control)	\$9.00 per hour \$36.00 per event
Ticket Takers, Ticket Sellers, Timers	\$9.00 per hour \$27.00 per event
Scorekeepers, Yard Keepers, Down Keepers (per athletic event)	
Chaperones	\$ 20.00 per trip for 0 – 60 miles
(for any approved bus trip at a time other than during regular school hours)	\$ 25.00 per trip for over 60 miles \$ 50.00 for any overnight trip**

**** Does not apply to advisors/coaches already compensated through extra-curricular Letters of Appointment.**

Wage Schedule

NON-EXEMPT(HOURLY) STAFF NOVICE PAY/ BASE PAY

Novice pay is the starting hourly rate. After six months of employment and a performance evaluation by the immediate supervisor indicating knowledge of tasks, training opportunities, and performance satisfaction, a recommendation can be made for a raise to base pay.

Employee Group	Novice Pay	Base Pay
Maintenance	\$15.00	\$15.25
Custodians	\$9.95	\$10.20
	\$11.00	\$11.25
Housekeeping	\$9.00	\$9.25
Food Service – Cooks	\$9.10	\$9.35
Food Service – Computer/Server	\$8.25	\$8.60
Instructional Aides	\$9.10	\$9.35
Media Aides	\$9.20	\$9.45
Secretaries	\$9.20	\$9.45