



**BOOK:** Employee Handbook Administrative Guideline

**PART:** III – Non-Exempt Hourly Support Staff

**SECTION:** 1.00

**TITLE:** Application of Benefit Selection and Compensation Option

Philosophy: The concept of offering a tiered pay scale with reduced benefit options is to allow employees the flexibility to receive additional compensation in payroll, rather than in District provided benefits.

In order to administer any potential misuse of this Section, the following limitations have been established:

**Attendance: Handbook Part I, Section 3.03**

*The District expects employees to make every effort to be present for work. Employees are expected to adhere to their assigned schedule. In order for the schools to operate effectively, employees are expected to perform all assigned duties and work all scheduled hours during each designated workday, unless the employee has received approved leave.*

**Benefit Option:** Employee selection of the Benefit Option is the default for all employees. Employees are provided with all benefits applicable to their specific position as defined in Handbook.

**Reduced Benefit Option:** Employee selection of a reduced benefit option is a written request and acknowledgement of surrendering certain benefits as identified in Handbook Part III, Section 1.

**Benefit Opt Out Option:** Employee selection of a reduced benefit option is a written request and acknowledgement of surrendering all benefits as identified in Handbook Part III, Section 1.

**Attendance Requirements:** In compliance with Part I, Section 3.03, Employees are expected to adhere to their assigned schedule. Considering the reduction or elimination of paid leave offered in Reduced Benefit and Benefit Opt Out Options, employees are still expected adhere to their work schedule and not exceed the total number of absences permitted by their position (paid or unpaid).

Exceptions may be granted by those approved through:

- Handbook, Part I, Section 2.05 – FMLA
- Handbook, Part I, Section 10 – Jury Duty
- Handbook, Part I, Section 11.03 – Additional Bereavement Leave
- Handbook, Part I, Section 13 – Uniformed Service Leave

Failure to return to work the day following the expiration of an authorized leave of absence may result in termination of employment.

**Decisions of Administration**

- Appeals may be made to the BOE Personnel Committee