



**Insurance:**

The District provides group medical, dental, long-term disability and life insurance for full-time employees who work 40 hours per week. Coverage for eligible employees begins the first of the month following the employee's first full month of employment. Information regarding eligibility and specific benefits is available upon enrollment.

(currently Regence BCBS and Moda Dental)

The District will cover 100% of an employee and their spouse's premiums (family coverage is optional)

**Paid Holidays:** Eleven holidays are observed by the District and are considered as days worked unless they fall on Saturday or Sunday. These holidays are: New Year's Day, Presidents' Day, Martin Luther King Jr.'s Day, Memorial Day, Fourth of July, Labor Day, Veteran's Day, Thanksgiving Day, as well as, the Friday after Thanksgiving, Christmas Day and the employee's choice of one of the following: New Year's Eve, Christmas Eve, or ½ of each day. If any recognized legal holidays fall on a Saturday or Sunday, employees may take off the Friday before the Saturday holiday or the Monday following a Sunday holiday.

**Vacation:** benefits are available to each regular full-time employee. An employee that begins mid-month must wait until the first day of the next pay period to start the accrual process.

Employees with 0-1 years of employment with the District will accrue 40 hours of vacation leave earned at the rate of 1.67 hours per pay period. Employees with 2-5 years of employment with the District will accrue 80 hours of vacation leave earned at the rate of 3.33 hours per pay period. Beginning on the sixth year Employees with the District will accrue 120 hours of vacation leave at the rate of 5 hours per pay period. On an employee's tenth year anniversary a bonus of 0.33 hours per pay period per year of service will be added. Unused accrued vacation leave will roll over from one year to the next but an employee may not accrue more than 240 hours of leave.

Length of Continuous Service	Yearly Vacation Hours
0-1 years	40 hours
1-5 years	80 hours
6+ years	120 hours *(max. of 240) *120 hours per year plus eight additional hours per year of service beginning on the 10 <sup>th</sup> year of employment.

**Sick leave:** is intended to be an insurance against loss of pay because of illness or accidents. Employees will begin accruing sick leave on their first day of employment, but employees may not use any accrued sick leave until their 91<sup>st</sup> day of employment. Employees with up to 1 year of employment accrue 1 hour of sick leave for every 30 hours worked, calculated at a rate of 0.033 per hour worked and up to 200 hours earned. Employees with over 1 year of employment will accrue 1.5 hours of sick leave for every 30 hours worked, calculated at a rate of 0.05 per hour worked and up to 200 hours earned. An employee will stop until the accrued hours drop below 200, at which time the employee will begin to accrue sick hours again

**Retirement:** Employer contributes 6% of employees earnings to a 401a retirement fund. There is an optional 457 plan available for elective contributions.