



EMPLOYEE BENEFITS AND LEAVE POLICY

This policy was approved by the Mountain Phoenix Governing Council on November 30, 2016.

Purpose

This policy describes the leave and benefits available to employees of Mountain Phoenix. Benefits are an integral part of the overall compensation package provided by Jefferson County Public Schools, and we recognize that they are an important decision point for all potential employees. MPCS employees eligible for full benefits are those employees working 30 or more hours a week, or $\frac{3}{4}$ time.

Paid Time Off (PTO)

Full-time (40 hours per week), salaried employees who are employed at the start of an academic year are provided with 9 days of PTO for use in that academic year. Full-time, salaried employees who start employment during an academic year are provided with PTO days on a prorated basis, based on the estimated percentage of the academic year remaining, as determined by School Directors.

Part-time, salaried employees who are employed at the start of an academic year are provided with a number of PTO days for use in that academic year as follows:

- 30-hour-per-week ($\frac{3}{4}$ time) employees receive 6 days of PTO per year.
- 20-hour-per-week ($\frac{1}{2}$ time) employees receive 4 days of PTO for the year.
- 10-hour-per-week ($\frac{1}{4}$ time) employees receive 3 days of PTO for the year.

Part-time salaried employees who start employment during an academic year are provided with PTO days on a prorated basis, based on the estimated percentage of the academic year remaining, as determined by the School Director's discretion.

Bereavement Leave

Full-time, salaried employees who are employed at the start of an academic year are provided with 3 days of paid Bereavement Leave per incident for the death of a family member. Requests must be submitted to the designated Director, as soon as possible. Bereavement leave is separate from Personal Leave and will not be deducted from those days. Employees will not be reimbursed for unused Bereavement Days at the end of the school year.

Request for Paid Time Off (PTO)

A request for PTO unrelated to illness must be submitted to the Director of Education (for faculty) and Director of Operations (for administrative staff) or his/her designees, one week in advance, and must be approved. PTO related to illness must be requested as soon as possible (ideally the evening before) and no later than 6am of the same morning, except in an emergency. A school director reserves the right to deny a PTO request for a specific date if it appears it will negatively affect the children or the school on that date. PTO may not be used during the first or last week of school, except in extenuating circumstances or an emergency situation. Requests in the first or last week of the school year must be discussed with the appropriate Director.

Professional Leave

Professional Leave of up to 10 days per year may be granted by the appropriate Director (DO or DE) if the program or activity is deemed by the Director to be beneficial to Mountain Phoenix or to the greater Waldorf and/or charter school community. Professional Leave must be approved by the Director in advance. Teachers will receive regular salaried compensation and substitution coverage for these approved Professional Leave absences. These days will not be charged to the teacher's days of Personal Leave.

Reimbursable expenses incurred during Professional Leave must be pre-authorized by the Director.

Religious Holidays

A request for a religious holiday must be submitted to the Director of Education (for faculty and educational staff) and Director of Operations (for operational/administrative staff) or his/her designees. Religious holidays must be requested at least one week in advance and will not be deducted from personal/sick leave.

Employment Agreements

Annual employment agreements generally adhere to the following schedule:

- Teacher Agreements: August 1 – June 30 (year 1), July 1 - June 30 (subsequent years)
- Administration and Office Agreements: July 1 – June 30
- Hourly Agreements: August 1 – June 30 (payment will only be for hours worked)

Group Insurance Plans

Mountain Phoenix provides 100% of employee-only coverage for the base health insurance plan for eligible employees. Employees may purchase additional coverages, such as vision or dental, at their own expense.

For all new employees, insurance coverage will begin on the first day of the second month following the first month of employment. For example, contracts beginning August 1 will provide insurance coverage beginning October 1. For any employees electing optional additional insurance coverage for spouse/child(ren), this coverage will be withheld from employee paycheck one month prior to insurance benefit. For example, withholding in August payroll will provide coverage for the month of September.

Retirement Plan

As a charter employee, you will not pay into social security. Instead, you will contribute 8% of your eligible earnings to PERA to fund your future retirement benefits.

Voluntary Retirement Plan (Jeffco TSA/403(b) / PERA 457 Plans

All charter employees, even those that are variable or seasonal in nature (such as substitutes, coaches, game workers, and otherwise non-benefited employees) are able to participate in the district's voluntary retirement plans. These plans are designed to help supplement your income in retirement by making contributions from your paycheck during your working career.

Family and Medical Leave

MPCS complies with the Family and Medical Leave Act (FMLA). Employees can obtain more information about eligibility and benefits from the MPCS Human Resources representative.

Jury Duty

A Jury Duty Leave of Absence will be given for employees who are called to serve on jury duty. Substitution coverage will be provided by MPCS, as needed. Jury duty does not count against employee's PTO balance. Employees called to jury duty are expected to notify the school as far in advance as possible.

Military Leave

Mountain Phoenix complies with applicable state and federal law concerning leaves for military service. Military leave does not count against employee's PTO balance.

Worker's Compensation

All employees are automatically covered by Worker's Compensation Insurance at the time they are hired. Mountain Phoenix pays 100% of the premiums for this important coverage. The following benefits are provided to employees who sustain a work-related injury or illness:

- partial wage replacement for periods of disability;
- medical care including medicine, hospital, doctor, X-rays, crutches, etc.; and
- rehabilitation services, if necessary

It is important that the employee report any work-related injury or illness, minor or major, to the Director of Operations, as soon as it happens, the first report of an injury is due within 24 hours. It is also important to get proper first aid and/or medical attention as needed with a school-designated physician. Medical bills from a personal physician may not be paid.

Basic Life Insurance

Employees regularly scheduled for 20 or more hours per week are provided employer-paid basic life insurance of one times their annual base benefits rate, up to a maximum of \$130,000.

Voluntary Life Insurance

Employees must be enrolled in basic life insurance in order to purchase voluntary life insurance benefits. Employees can purchase: Employee supplemental life insurance, Spouse life insurance, and Child life insurance.

Disability Insurance

For full-time employees scheduled more than 30 hours per week, voluntary short term disability benefits may be purchased that provide up to 60% of weekly pre-disability earnings for a qualifying non-occupational illness or injury that last more than 14 calendar days.

Health Savings Accounts

If employees elect to participate in the Kaiser or other qualifying plans they can contribute before tax dollars to a health savings account (HSA) to help save money for out-of-pocket expenses.

Tuition and Fee Discounts

All full time employees of Mountain Phoenix receive a 50% discount on kindergarten and prekindergarten tuition. Less than full time employees will receive a discount dependant on the amount of hours worked per

POLICY HISTORY

LEGAL REF

Jeffco Policy: Admin Staff Maternity, Child Care, Parental Leave (GCCBC) (*Request Full Replacement Policy*)

Original: approved by the GC on November 16, 2016.