

**Procedures for Implementing Board Policy:
ESP Managers**

Section A - Fringe Benefits

1. All Educational Support Personnel (ESP) Managers, during the term of their employment, shall be accorded the following fringe benefits:
 - a. Single health insurance or family health insurance consistent with insurance benefits provided to all educational support personnel of the district.
 - b. \$75,000 of term life insurance and accidental death and dismemberment.
 - c. Income protection insurance based on the prevailing insurance policy available to all District employees.
 - d. Reimbursement for membership in professional organizations up to \$100 per individual per year.
 - e. Emergency/personal leave up to two days per year. Annually, all unused personal leave days will be transferred to the employee’s emergency/personal leave bank. Any days, in excess of four, in the employee’s personal leave bank will be transferred to sick leave, subject to the limitations provided in Board Policy 6330.
 - f. Sick leave of 15 days per year. Earned and unused vacation days up to 15 at the end of any fiscal year may be carried over for use during the following year. In addition, after August 1 any earned and unused vacation days in excess of 15 shall be converted to sick leave and added to the employee’s accumulated sick leave subject to the limitations provided in Board Policy 6330.
 - g. Participation in the sick leave bank as provided in Board policy 6330.
 - h. Auto mileage reimbursement, in accordance with prevailing Internal Revenue Service regulations.
 - i. Vacation for 12-month personnel only; as indicated below:

Number of Years of Experience in the District	Vacation Days per Year	
	260-Day Calendar	239-Day Calendar
1st year through 4th year	10 days	5 days
5th year through 9th year	15 days	10 days

10th year and beyond	20 days	15 days
Vacation is earned and accrued on a monthly basis		

- j. District-recognized legal and granted holidays.
- k. In lieu of the family health and dental insurance, individuals may select the then current individual health and dental insurance plan plus receive a \$700 tax-sheltered annuity.
- l. Tuition reimbursement in accordance with Board Policy 6070.
- m. An additional \$600 IRS Code Section 125 reimbursement benefit allocation to be used as authorized by appropriate Board of Education policies and procedures.
- n. Voluntary termination benefits as provided in Board Policy 6432, except as follows: in lieu of Section D, Paragraph 7 of Board Policy 6432, participants shall have their last four year’s annual salary increased by an amount equal to 6% of their previous year’s annual base salary. The 6% increase shall be in lieu of any salary increase, which the retiree would otherwise receive. Salary shall be defined as base salary, paid for the performance of regular duties as an educational support staff member. The salary shall not include any stipends or compensation for any extra-curricular activities. Salary payments shall be paid as follows: For the first year, payments will be made over the employee’s remaining paychecks. For the second year, payments will be added to the employee’s base salary and paid throughout the year.

Section B - Vacations

ESP Managers may make application for vacations by submitting a request at least 10 days prior to the requested vacation time to their immediate supervisor through the process outlined by the Human Resources Department. The immediate supervisor will approve or disapprove the request.

Section C - Employees to be Covered Under ESP Managers Policy

- Executive Assistant to the Assistant Superintendent for Business Affairs
- HR Specialists
- Executive Assistant to the Assistant Superintendent of Ed Services
- Executive Assistants to the Principals
- Executive Assistant to the Assistant Superintendent for Business Affairs
- Executive Assistant to the Superintendent
- Head Athletic Trainers
- Plant Operators
- Assistant Plant Operators
- Security Supervisors
- Chief Technology Officer Public
- Relations Coordinator Auditorium
- Supervisors



All Level V Technology Positions
All Level IV Exempt Technology Positions

Adopted: August 31, 2009
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Revised: September 9, 2013