

Policies

Westerly Public Schools Non-Union Benefits Summary

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Eligibility

This policy applies to all regular full-time non-union employees. Full-time employees work 30+ hours a week or 130+ hours a month on average. Regular part-time non-union employees are eligible for paid holidays only.

Probation

Non-union employees shall have a six (6) month probationary period during which they may be dismissed without just cause.

Paid Time Off

1. **Holidays**

Non-union employees shall receive compensation for legal holidays that fall within their scheduled work year, to include New Year's Day, Martin Luther King Jr. Day, President's Day, Good Friday, Memorial Day, Independence Day, Victory Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve, Christmas Day, New Year's Eve, and Presidential Elections.

2. **Vacation Days**

Non-union employees shall accrue vacation days in accordance with the schedule below cumulative to a maximum of sixty (60) vacation days total. Non-union employees that work directly with students and do not work a calendar year schedule will not receive any vacation days.

Less than 5 years of service – 10 days

5 – 9 years of service – 15 days

10 – 19 years of service – 21 days

20+ years of service – 26 days

3. **Personal Leave**

Non-union employees shall receive two (2) personal days annually at the start of the fiscal year cumulative to a maximum of two (2) personal days total.

4. **Sick Leave**

Non-union employees shall accrue fifteen (15) sick days annually cumulative to a maximum of one hundred thirty-five (135) sick days total.

5. **Bereavement**

Non-union employees shall be entitled to a maximum of five (5) consecutive days of paid leave for death in the immediate family (mother, father, spouse, child,

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siblings, father-in-law, mother-in-law, stepchild, stepparent, grandchild, or any person with whom the employee may be living). For other relatives, up to three (3) days will be granted for the purpose of attending the wake and/or funeral service.

6. **Jury Duty**

Non-union employees shall be excused for jury duty, with pay, to be offset by any compensation received from the state of federal government for such duty. When payment is received, a copy of the check or verification of that payment must be sent to payroll and said amount shall be deducted from the next paycheck of the non-union employee.

Benefits

1. **Medical and Dental Insurance**

Non-union employees shall be offered medical and dental benefits provided that each non-union employee makes a twenty percent (20%) contribution to the cost of that coverage, to be paid annually through bi-weekly payroll deductions.

2. **Buyback**

Non-union employees who elect not to receive medical coverage through the Westerly Public Schools shall receive an annual payment of three thousand thirty-six dollars and thirty cents (\$3,336.30), and non-union employees who elect not to receive dental coverage shall receive an annual payment of four hundred forty-six dollars and ninety-four cents (\$446.94).

3. **Life Insurance**

Non-union employees shall receive term life insurance coverage in the amount of one hundred thousand dollars (\$100,000).

4. **Disability**

Non-union employees shall receive long term disability benefits at a maximum of two thousand dollars (\$2,000) per month.

403(b)

Non-union employees will receive an annual payment equivalent to ten percent (10%) of their annual salary, which payment shall be contributed to a 403(b) plan. Non-union employees will be responsible for opening a 403(b) account with one of the District's [approved vendors](#) and completing the [403\(b\) salary reduction agreement](#) in order to receive the contribution.

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Tuition Reimbursement

Non-union employees are entitled to up to one thousand fifty dollars (\$1,050) annually for tuition reimbursement. Courses must be pre-approved by the Superintendent, taken at an accredited institution, and related to improving the abilities of the non-union employee. Reimbursement shall be made upon receipt of payment and passing grade for the course and is based on actual costs incurred; scholarships and other sources of funds shall be deducted before reimbursement.

Effective: December 17, 2007
Revised: March 4, 2009
Revised: May 9, 2018
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