

**Procedures for Implementing Board Policy:
Senior Educational Support Personnel**

Section A - Fringe Benefits

1. All Senior Educational Support Personnel (Senior ESP), during the term of their employment, shall be accorded the following fringe benefits:
 - a. Single or family health insurance consistent with such health benefits provided to all educational support personnel of the district;
 - b. \$75,000 in basic life insurance and up to \$75,000 in accidental death and dismemberment insurance.
 - c. Income protection insurance based on the prevailing insurance policy available to all District employees;
 - d. Partial or full reimbursement for membership in professional organizations as approved by the Senior ESPs' supervisor;
 - e. Personal leave up to two days per year. Annually, all unused personal leave days will be transferred to the employee's emergency bank. Any days, in excess of four, in the employee's emergency 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. Vacation for personnel as indicated below:

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		

Senior ESPs may apply 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.

At no time may a Senior ESP be credited with more than 35 vacation days (inclusive of the current year's allotment). The Board reserves the right to require any employee to use accumulated vacation days in lieu of being present for work.

- i. District-recognized legal and granted holidays;
- j. A fringe benefit in the amount of \$1,300 per fiscal year. Should an employee elect family health and/or dental insurance, this amount shall be reduced to \$600 through a pre-tax payroll deduction, as a contribution to the school district's self-insurance fund;
- k. Tuition reimbursement in accordance with Board Policy 6070;
- l. 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 each of their last four years' 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 Senior ESP. The salary shall not include any stipends or compensation for any extra-curricular activities. Salary payments shall be paid over the final 48 months prior to the retirement date.

Section B - Employees to be Covered Under Senior ESP Policy

Sr. Executive Assistant to the Superintendent
Sr. Executive Assistant to the Assistant Superintendent for Business Services / CSBO
Sr. Executive Assistant to the Assistant Superintendent for Educational Services
Sr. Executive Assistant to the Assistant Superintendent for Human Resources
Sr. Executive Assistants to Principal
Sr. Auditorium Supervisor
Sr. Human Resources Specialist
Sr. Fiscal Services Manager
Sr. Security Coordinator
Sr. Database Analyst and Programmer
Sr. Network Engineer

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