

Book	Policy Manual
Section	Catch Up V17N1 thru V20N2
Title	BENEFITS
Code	*po1420 7/15/20 fs V 17N1 BBA
Status	First Reading
Adopted	October 28, 2008

## 1420 - **BENEFITS**

The School Board shall provide all administrative staff with the following benefits:

### A. Life Insurance

All administrative staff members will have life insurance in an amount of \$10,000, and will have the option to purchase additional coverage up to \$50,000.

### B. Hospitalization and Medical Insurance

Through a flexible benefits program, all administrative staff members shall have the opportunity to enroll in hospitalization and medical care benefits.

### C. Liability Coverage

All administrators will have insurance covering injury and property damage liability arising from the performance of assigned duties. This policy covers the administrator's liability for negligent acts arising out of administrative activities.

### D. Workers' Compensation

Florida State law requires Workers' Compensation to be provided to all employees and volunteers of the District. This assures administrators who sustain a work-related illness or injury both income and medical care for that injury until they are able to return to work.

Administrators who are eligible for Workers' Compensation may be paid earned sick leave benefits in addition to Workers' Compensation benefits. The sick leave amount is reduced by the amount of the Workers' Compensation benefit. In no case can total pay exceed the administrator's regular at-work salary.

### E. Other Insured Employee Benefits

Dental, vision, long term disability, and accidental death and dismemberment group insurance plans are available to administrators.

### F. Flexible Spending Accounts

Through a cafeteria style flexible benefits plan accounts are available as an option for paying some medical, dental, vision, and child care costs with pre-tax dollars.

### G. ~~Legal Services~~ Legal Services

~~Legal services in tort action shall be provided for administrative staff members at such time when action is construed to be an outcome of duties performed for the Board.~~ Legal services in tort action shall be provided for administrative staff members at such time when action is construed to be an outcome of duties performed for the Board.

### H. Terminal Pay

Administrative staff members shall be eligible for terminal pay at the time of normal retirement, provided that normal retirement coincides with termination, or payment to the beneficiary, if service is terminated by death. The Superintendent

shall develop *Terminal Pay Procedures*. These procedures may be updated by the Superintendent as necessary to ensure compliance with applicable law and/or rule.

#### **I. Holidays**

Holidays will be designated by the Board at the time it adopts and amends the school calendar and/or ratifies contractual agreements with employee bargaining units.

#### **J. Sick Leave Pool**

The sick leave bank, available to qualified administrators, is a source from which additional paid sick leave days may be granted for the administrators' prolonged absence due to personal illness or injury. Participation in the Sick Leave Pool shall be in accordance with AP 1420J and the terms of the collective bargaining agreement.

#### **K. Calculation of Terminal Pay and Annual Payment for Accumulated Sick Leave**

Retiring administrative members (full-time employees who are not classified as instructional staff or educational support employees) who have completed at least ten (10) years of creditable service with the School District while a member of the Florida Retirement System (FRS), and a Superintendent, shall be entitled to a final payment for accrued and unused sick leave as determined by a calculation based upon years of service, the member's daily rate of pay, and the number of days accrued and unused sick leave credited to the member.

1. Terminal pay for sick leave accrued prior to July 1, 2004 shall be paid at the daily base rate of pay at the time of retirement.
2. Terminal pay for sick leave accrued after June 30, 2004 shall be paid at the base rate of pay at the time it was earned.

#### **L. Retirement**

Retirement Options including, but not limited to regular disability, In-Line-of-Duty Disability, and the Deferred Retirement Option Program (DROP) are available to qualified employees.

Retirement procedures and all Florida Retirement Service retirement guides published by the State of Florida, Department of Management Services, Division of Retirement are incorporated by reference and are part of this Board policy.

Legal

Chapter 121

F.S. 112.08, 112.1915, 440.491, 1012.26, 1012.61, 1012.65, 1012.798

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### 3420 - **BENEFITS**

The School Board shall provide all instructional staff members with the following benefits:

#### A. Life Insurance

All instructional staff members will have life insurance in an amount of \$10,000 and will have the option to purchase additional coverage up to \$50,000.

#### B. Hospitalization and Medical Care Benefits

Through a flexible benefits program, all instructional staff members shall have the opportunity to enroll in hospitalization and medical care benefits.

#### C. Liability Coverage

All instructors will have insurance covering injury and property damage liability arising from the performance of assigned duties. This policy covers the instructor's liability for negligent acts arising out of teaching activities.

#### D. Workers' Compensation

Florida State law requires Workers' Compensation to be provided to all employees and volunteers of the District. This assures instructors who sustain a work-related illness or injury both income and medical care for that injury until they are able to return to work.

Instructors who are eligible for Workers' Compensation may be paid earned sick leave benefits in addition to Workers' Compensation benefits. The sick leave amount is reduced by the amount of the Workers' Compensation benefit. In no case can total pay exceed the employee's regular at-work salary.

#### E. Other Insured Employee Benefits

Dental, vision, long term disability, and accidental death and dismemberment group insurance plans are available to instructional staff members.

#### F. Flexible Spending Accounts

Through a cafeteria style flexible benefits plan accounts are available as an option for paying some medical, dental, vision, and child care costs with pre-tax dollars.

#### G. ~~Legal Services~~ Legal Services

~~Upon the recommendation of the Superintendent and approval of the Board, legal services in tort action may be provided for instructional staff members at such time when said action is construed to be an outcome of duties performed for the Board.~~  
Upon the recommendation of the Superintendent and approval of the Board, legal services in tort action may be provided for instructional staff members at such time when said action is construed to be an outcome of duties performed for the Board.

#### H. Terminal Pay

Instructional staff members shall be eligible for terminal pay at the time of normal retirement, provided that normal retirement coincides with termination, or payment to the beneficiary, if service is terminated by death. The Superintendent

shall develop Terminal Pay Procedures. These procedures may be updated by the Superintendent as necessary to ensure compliance with applicable law and/or rule.

#### **I. Holidays**

Holidays will be designated by the Board at the time it adopts and amends the school calendar and/or ratifies contractual agreements with employee bargaining units.

#### **J. Sick Leave Pool**

The sick leave bank, available to qualified instructors, is a source from which additional paid sick leave days may be granted for the instructors' prolonged absence due to personal illness, or injury. Participation in the Sick Leave Pool shall be in accordance with AP 3420J and the terms of the collective bargaining agreement.

#### **K. Calculation of Terminal Pay and Annual Payment for Accumulated Sick Leave**

All calculations dealing with terminal pay for accumulated sick leave and annual leave, and with annual payment for accumulated sick leave shall be based on the instructor's hourly rate.

#### **L. Retirement**

Retirement options including, but not limited to, regular disability, In-Line of Duty Disability, and the Deferred Retirement Option Program (DROP) are available to qualified employees.

Retirement procedures and all Florida Retirement Service retirement guides published by the State of Florida, Department of Management Services, Division of Retirement are incorporated by reference and are part of this Board policy.

#### **Legal**

F.S. Chapter 121

F.S. 112.08, 112.1915, 440.491, 1012.26, 1012.61, 1012.65, 1012.798

Book	Policy Manual
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#### 4420 - **BENEFITS**

The School Board shall provide all support staff members with the following benefits:

##### A. Life Insurance

All support staff members will have life insurance in an amount of \$!0,000, and will have the option to purchase additional coverage up to \$50,000.

##### B. Hospitalization and Medical Care Benefits

Through a flexible benefits program, all support staff members shall have the opportunity to enroll in hospitalization and medical care benefits.

##### C. Liability Coverage

All support staff will have insurance covering injury and property damage liability arising from the performance of assigned duties. This policy covers the support staff member's liability for negligent acts arising out of support staff activities.

##### D. Workers' Compensation

Florida State law requires Workers' Compensation to be provided to all employees and volunteers of the District. This assures support staff who sustain a work-related illness or injury both income and medical care for that injury until they are able to return to work.

A support staff member who is eligible for Workers' Compensation may be paid earned sick leave benefits in addition to Workers' Compensation benefits. The sick leave amount is reduced by the amount of the Workers' Compensation benefit. In no case can total pay exceed the employee s regular at-work salary.

##### E. Other Insured Employee Benefits

Dental, vision, long term disability, and accidental death and dismemberment group insurance plans are available to support staff members.

##### F. Flexible Spending Accounts

Through a cafeteria style flexible benefits plan accounts are available as an option for paying some medical, dental, vision, and child care costs with pre-tax dollars.

##### G. ~~Legal Services~~ Legal Services

~~Legal services in tort action shall be provided for support staff members at such time when action is construed to be an outcome of duties performed for the Board.~~ Legal services in tort action shall be provided for support staff members at such time when action is construed to be an outcome of duties performed for the Board.

##### H. ~~Terminal Pay~~ Terminal Pay

Support staff members employed shall be eligible for terminal pay at the time of normal retirement, provided that normal retirement coincides with termination, or payment to the beneficiary, if service is terminated by death. The Superintendent shall develop *Terminal Pay Procedures*.

## **I. Holidays**

Holidays will be designated by the Board at the time it adopts and amends the school calendar and/or ratifies contractual agreements with employee bargaining units.

## **J. Sick Leave Pool**

The sick leave bank, available to qualified support staff members is a source from which additional paid sick leave days maybe granted for the employee's prolonged absence due to personal illness, or injury. Participation in the Sick Leave Pool shall be in accordance with AP 4420J and the terms of the collective bargaining agreement.

## **K. Calculation of Terminal Pay and Annual Payment for Accumulated Sick Leave**

All calculations dealing with terminal pay for accumulated sick leave and annual leave and with annual payment for accumulated sick leave shall be based on the employee s hourly rate. The hourly rate for salaried, twelve (12) month support staff members shall be calculated on a 260-day year (2080 hours).

## **L. Retirement**

Retirement options including but not limited to regular, disability, in line of duty, and the Deferred Retirement Option Plan (DROP) are available to qualified employees.

The procedures manual and all Florida Retirement System retirement guides published by the State of Florida, Department of Management Services, Division of Retirement are incorporated by reference and are part of this Board policy.

Legal

chapter 121

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