

# Tulare County Office of Education

*Tim A. Hire, County Superintendent of Schools*

## **Tulare County Office of Education Classified and Confidential Management Benefits**

### **1. Salary Schedule Placement**

Credit may be granted upon hire to classified management or confidential employees for previous experience based on one step for each full year of equivalent or comparable experience. Entry level to be no higher than the fifth (5th) step on the salary schedule, unless approved by the County Superintendent of Schools.

### **2. Health Insurance**

The Office shall provide a health insurance package which includes medical, dental, vision, and prescription to classified management and confidential employees working at least 50% of a full-time equivalent (FTE) position under the following conditions:

- A classified management or confidential employee hired at or less than a 100% of a full-time assignment, but at or more than an 80% of a full-time assignment shall have their benefit package paid by the Office.
- A classified management or confidential employee hired at less than an 80% of a full-time assignment, but at or more than a 50% of a full-time assignment shall pay his/her proportionate amount toward the health benefit package if they choose to enroll.

### **3. Life Insurance**

The Office shall provide \$100,000 term life insurance for each classified management and confidential employee for as long as they remain employed by the Office. The term life insurance coverage will end on the last day of the month in which the employee terminates employment. An employee may convert the life insurance policy to an individual policy upon termination.

### **4. Physical Examination**

Classified management and confidential employees shall be entitled to reimbursement, up to a maximum of \$150 per year, toward the cost of an annual physical examination, when required for position. A personal expense claim form should be completed and submitted together with a copy of the examining physician's itemized statement to the Human Resources Department for reimbursement.

### **5. Professional Membership**

The Office shall pay fifty percent (50%) of the cost of annual membership dues for participation in the Association of California School Administrators (ACSA) for classified management employees.

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## 6. Retiree Health Benefits

- a. The Office health insurance package (including medical, dental, vision, and prescription benefits) shall continue to be provided to any classified management or confidential retiree who was hired on or prior to July 1, 2006, and his/her spouse upon the employee's retirement at age fifty-five (55) with fifteen (15) years of service with the Tulare County Office of Education, or with twenty (20) years of service in the public school system in California. The benefits shall continue to be paid by the Office until the retiree reaches age sixty-five (65) or until the death of the retiree. Retirees and surviving spouses may continue in the plan, at their own expense.

Upon reaching age 65, with retirement at age 58 or later, and with a minimum of twenty-three (23) years in public education to include eight (8) years of service to the Office or with retirement at age fifty-five (55) and thirty (30) years of service to the Office, the retiree, at his/her option, may continue to receive full coverage of the health insurance package of the Office up to age 75, with premium costs to be borne on a 50-50 basis between the retiree and the Office. The retiree, upon reaching age 75, may elect to continue to receive such coverage, with full premium costs to be paid by the retiree. Retirees who are eligible for health insurance coverage shall be covered under the plan available to the current employees.

- b. The Office health insurance package (including medical, dental, vision care and prescription benefits) shall continue to be provided to any classified management or confidential retiree who was hired after July 1, 2006, and his/her spouse upon the employee's retirement at age fifty-five (55) with fifteen (15) years of service with Tulare County Office of Education. The benefits shall continue to be paid by the Office until the retiree reaches age sixty-five (65). After the age of sixty-five (65), retirees and surviving spouses may continue in the plan, at their own expense. Retirees who are eligible for health insurance coverage shall be covered under the plan available to the current employees.

## 7. Longevity Increments

Effective July 1, 2022, classified management and confidential employees shall receive a longevity increment at the beginning of the employee's 10<sup>th</sup> year of consecutive service as outlined below:

|          |                |
|----------|----------------|
| 10 Years | \$1,000 Annual |
| 15 Years | \$2,000 Annual |
| 20 Years | \$3,000 Annual |
| 25 Years | \$4,000 Annual |
| 30 Years | \$5,000 Annual |

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## 8. Master Stipends

An annual stipend of \$350 will be paid to classified management and confidential employees for a master's degree. A copy of transcripts noting this degree must be submitted to Human Resources to be eligible to receive this stipend.

## 9. Leave Entitlements

Classified management and confidential employees shall receive the following entitlements:

| Benefit                  | Classified Management                                                                                                                                            | Confidential Employees                                                                                                                                                                                                                                                |
|--------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Sick Leave               | 10 days if work 185 - 205 days<br>11 days if work 206 - 226 days<br>12 days if work 227 - 245 days                                                               | 12 days                                                                                                                                                                                                                                                               |
| Personal Necessity Leave | 8 days (deducted from Sick Leave)<br>7 Personal Necessity<br>1 Discretionary Personal Necessity                                                                  | 8 days (deducted from Sick Leave)<br>7 Personal Necessity<br>1 Discretionary Personal Necessity                                                                                                                                                                       |
| Personal Business Leave  | 2 days                                                                                                                                                           | 2 days                                                                                                                                                                                                                                                                |
| Bereavement              | 5 days for immediate family members<br><i>(must be used within 3 months of date of death, and in full days)</i>                                                  | 5 days for immediate family members<br><i>(must be used within 3 months of date of death, and in full days)</i>                                                                                                                                                       |
| Vacation                 | (6 month waiting period)<br>13.36 hrs./month plus 1 extra day per year                                                                                           | (6 month waiting period)<br>1-3 years: 6.67 hrs./month (10 days)<br>4-10 years: 10 hrs./month (15 days)<br>11-14 years: 12 hrs./month (18 days)<br>15+ years: 13.36 hrs./month (20 days)<br><br><i>(6 additional days added at the beginning of each school year)</i> |
| Holidays                 | 13 paid holidays: 185-205 workdays<br>14 paid holidays: 206-226 workdays<br>15 paid holidays: 227-245 workdays<br><br><i>(Fewer than 185 workdays: prorated)</i> | 13 paid holidays: 185-205 workdays<br>14 paid holidays: 206-226 workdays<br>15 paid holidays: 227-245 workdays<br><br><i>(Fewer than 185 workdays: prorated)</i>                                                                                                      |

Education Code 45196 states that classified management and confidential employees "shall be credited with a total of not less than 100 working days of paid sick leave, including days to which he/she is entitled under Education Code Section 45191". "The paid sick leave authorized under such a rule shall be exclusive of any other paid leave, holidays, vacation, or compensating time to which the employee may be entitled". Employees will use accumulated sick leave to receive full pay for absences charged to sick leave. Upon exhaustion of accumulated sick leave, employees will be paid 50% of their salary for the remainder of the 100 days. This leave is not cumulative.