

## **COMPENSATION AND RELATED BENEFITS**

### **BEREAVEMENT LEAVE**

Employees who wish to take time off due to the death of an immediate family member should notify their manager immediately. Bonneville Academy will provide up to three days of paid bereavement leave due to the death of an immediate family member and one day for an extended family member to eligible employees in the following classification(s):

\* Regular full-time employees

Bonneville Academy defines "immediate family" as an employee's spouse, parent, child, stepchild, sibling, or spouse's parent, and "extended family" as a grandparent, spouse's grandparent, or spouse's sibling.

Employees who require additional time off must use PTO pay or take time off without pay, with manager's prior approval.

Bereavement pay for hourly employees is calculated based on the base pay rate at the time of absence and will not include any special forms of compensation, such as incentives, commissions, bonuses, or shift differentials.

Bereavement leave will normally be granted unless there are unusual business needs or staffing requirements.

### **CONFERENCE AND TRAINING POLICY**

Employees may have the opportunity to attend and participate in academically oriented conferences, trainings, seminars, workshops, and other related events.

While on official school business, the employee shall conduct him/herself in accordance with the policies of the Bonneville Academy Employee Handbook and act as official representatives of the school. It is the attendee's responsibility to report back, present, and/or share all information from the event with other school employees, as directed.

All travel-related expenses shall be pre-approved, and either be pre-paid by the school or be reimbursed to the employee upon proper completion and submission of an official reimbursement form with accompanying receipts.

Employees must receive authorization from the Director regarding method of travel, class of lodging, etc. prior to commencing any official travel. Traveling employees will receive a per diem amount for travel expenses.

## **FMLA ELIGIBILITY REQUIREMENTS**

Businesses with more than 50 employees within a 75-mile radius, or organizations that are associated with a Professional Employer Organization are required to comply with the rules associated with the Family Medical Leave Act.

An employee, who has been employed by the school for 12 months/52 weeks as of the date the leave commences or during the preceding 12 months/52 weeks has worked a minimum of 1,250 hours, is eligible for leave under FMLA.

### Eligible Leaves

Eligible leaves may include, but are not limited to:

- The birth of a son or daughter, and to care for the newborn child.
- The placement with the employee of a son or daughter for adoption or foster care.
- Care for the employee's spouse, son, daughter, or parent, with a serious health condition.
- A serious health condition that makes the employee unable to perform the functions of the employee's job.

Medical certification may be required for serious health conditions. Certain leaves may be required before the actual event, e.g., leaves for the birth of a child or for placement for adoption or foster care. No maximum age limits applies to children who are the subject of adoptions or foster care placements.

### Leave Entitlement

Eligible employees may be entitled to up to 12 weeks of FMLA leave in any 12-month period. The 12-month period of time is measured forward from the time that leave commences. Leave for birth or placement for adoption or foster care must end within 12 months after the birth or placement. In the event that both the husband and wife are employed by the company, only a total of 12 weeks combined leave may be taken for birth (or subsequent care), placement for adoption or foster care (or subsequent care), or to care for a parent with a serious health problem.

Leave need not be paid. However, paid leave may be substituted in accordance with paid leave outlined in the individual Employment Agreement, for any FMLA - qualifying purpose. Specifically, the school allows up to 12 weeks leave after the birth of a child, however, the number of paid leave days will be limited to paid leave outlined in the individual Employee Agreement.

### Employee Benefits during Leave

The employee's group health plan coverage must continue on the same conditions as if continuously employed and the same benefits must be maintained.

### Employment Reinstatement

After FMLA leave, an employee is entitled to the same or equivalent position, with equivalent benefits, pay and other terms and conditions of employment.

## **JURY AND WITNESS DUTY LEAVE**

All employees are allowed unpaid time off if summoned to appear in court as a witness or to serve as members of a jury. To qualify for jury or witness duty leave, the employee must submit a copy of the summons to serve or appear as soon as it is received. In addition, proof of service must be submitted when the period of jury or witness duty is completed. Bonneville Academy will make no attempt to postpone jury service except when business conditions necessitate such action.

## **MILITARY LEAVES OF ABSENCE**

Leaves of absence without pay for military or Reserve duty are granted to full-time regular and part-time regular employees. If an employee is called to active military duty or to Reserve or National Guard training, or volunteer for the same, the employee should notify his/her supervisor and submit copies of military orders as soon as is practicable. Employees will be granted a military leave of absence without pay for the period of military service, in accordance with applicable federal and state laws.

Annual Reserve and Guard training, if possible, should be scheduled during summer months so as not to conflict with teaching requirements. However, in the event a teacher must serve during the school year, if personal and vacation time has been exhausted this time will be granted in unpaid status.

## **PAID HOLIDAYS**

Non-exempt employees who are scheduled to work 30 hours or more per week during the school year will receive wages equivalent to a regular scheduled work-day for the following holidays, plus two floating holidays that can be used on non-school days at the employee's discretion with administrative approval:

- New Years Day
- Martin Luther King Jr. Day
- Presidents' Day
- Memorial Day
- Independence Day
- Pioneer Day
- Labor Day
- Thanksgiving Day
- Christmas Day

If a holiday falls on a Saturday it will be observed on the preceding Friday. When a holiday falls on a Sunday, it will be observed on the following Monday, unless otherwise noted on the school calendar.

Should it be necessary for eligible non-exempt employees to work on a holiday, they will be paid at the rate of 1 1/2 times their regular rate for hours worked on the holiday, and may, with the approval of administration, take a different day during the same week as a paid holiday.

Exempt employees are paid an annual salary according to salary agreements for a specific number of workdays and are not eligible for additional holiday pay.

## **PAID TIME OFF (PTO)**

This policy pertains to Bonneville Academy employees who receive paid time off (PTO) as part of their employment contract. Employees may choose to cash out or rollover accrued PTO with the following restrictions:

- Employees may cash out up to 7 days of PTO at 50% of the daily rate during the fiscal school year (3 days of PTO at 50% for part-time employees).
- Employees may rollover up to 5 days of unused/un-cashed PTO to the following fiscal year (3 days of PTO for part-time employees).
- Employees may rollover/accrue up to 15 days (6 for part-time) of PTO but cash-outs are limited to the number of days per fiscal year noted above.

- Employees who are terminated or leave the school before the end of their employment agreement lose all accrued PTO.
- Employees who leave the school at the end of their contract may cash-out up to 7 accrued PTO days. Any additional accrued PTO is forfeited.
- Employees wishing to use PTO days must receive prior written administrative approval for planned absences. Employees may use PTO for unforeseen absences (sick, family emergency, etc.), but must notify administration and fill out appropriate PTO form the first day they return.

Bonneville Academy administration may, in coordination with the finance committee, implement rules regarding the collection of PTO day donations from employees to bank for employees with critical needs whose PTO days have been exhausted. Should administration determine a PTO bank is necessary, employees may donate only their current year PTO allotment. Employees who donate to an employee PTO bank may not cash-out PTO during the fiscal year in which they donated.

Starting FY22 part time employees who work less than 29 hours a week will not receive PTO.

### **PAID VERSUS UNPAID LEAVE**

All paid time off must be approved in according to policy PAID TIME OFF (PTO). Exempt employees are granted a set number of paid leave days per year, as outlined in individual salary agreements. Professional teaching staff members are paid annually for teaching a set number of days. When a teacher has exceeded the number of paid leave days authorized and the teacher is absent, the teacher's salary will be reduced by his or her corresponding daily rate equal to time missed from required work time.

For non-teaching exempt employees, missed work days exceeding the authorized paid leave days will be subtracted from the paycheck following the absences.

## **REIMBURSEMENT POLICY**

The school shall reimburse employees for expenses previously authorized by the School Director once an official reimbursement form, along with all relevant receipts, have been submitted.



## **COMPENSATION POLICY**

The purpose of this policy is to define the role of the School Director and Board of Directors in determining employee compensation. Employee compensation makes up a large portion of the schools budget, directly affects the performance of the school, and has long-term implications. Because of the importance of these matters, roles should be clearly defined.

It is the responsibility of the School Director to ensure that funds are available for any compensation within the specified budget category.

### New Positions:

New positions within the school must first receive approval to be added from the Board of Directors and be in accordance with the Bonneville Academy HIRING POLICY.

Compensation for new positions will be determined jointly between the School Director and Board of Directors and should fall within the suggested salary schedule.

### New Employees:

Compensation for new employees hired for existing positions will be determined based on previous compensation for the position, employee qualifications, experience and the suggested salary schedule. The School Director will determine new employee compensation based on the above criteria and should fall within the suggested salary schedule. Any new employee compensation more than 5% above the suggested salary schedule will require approval from the Finance Committee.

### Existing Employees:

The School Director will determine raises for existing employees based on employee performance, the suggested salary schedule, and budget available for compensation. Any raise in excess of 5% over one year, with or without duty changes will require approval from the Finance Committee. Any changes to qualifications or categories within the suggested salary schedule will be addressed at the beginning of the next salary agreement and not in the middle of a budget year.

## **EMPLOYEE BENEFITS POLICY**

Bonneville Academy will offer health and retirement benefits to its employees who are fulltime employees, as defined by Federal and State Law. The Bonneville Academy Board of Directors will approve the benefit package offered, which will include an employee health benefit package with the option to include coverage for the employee's spouse, family, or domestic partner who meet the criteria as defined by the insurance provider. Bonneville Academy will also offer a retirement package selected by the finance committee and approved by the Board of Directors. All full-time employees wishing to participate in the insurance or retirement programs must enroll during open enrollment, or as specified in their employment agreement.