

1 **St. Regis School District**

2  
3 **PERSONNEL**

5331

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5 Benefits for Employees

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7 Newly hired employees are eligible for insurance benefits offered by the District for the  
8 particular bargaining unit to which an employee belongs. Other employees will be offered  
9 benefits consistent with the District benefit plan, with exceptions noted below:

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11 Permanent Classified staff employed for five (5) hours or more per day will receive full medical  
12 coverage after a thirty (30) day waiting period. Permanent Classified staff are those employees  
13 working in positions that are offered from year to year that are identified on the May School  
14 Board hiring roster. Other benefits, such as sick leave and vacation will be based per 2.18.612  
15 and 2.18 618, MCA . Insurance benefits will continue through August for permanent classified  
16 staff that will be returning the next school year. For staff not returning coverage would cease on the  
17 last day of the month following termination

18  
19 A full bus route is established by the County Transportation Committee, based on  
20 recommendation by the school district and constitutes a morning pick-up and an afternoon drop-  
21 off. Bus drivers, who are employed less than a full route and/or 180 days will be provided  
22 medical insurance on a pro-rata basis. Vacation and sick leave accrual will be according to  
23 Montana State Law and based on actual work and as such will be required to track time using the  
24 district time clock.

25  
26 Drivers will receive benefits after 30 calendar days of successful employment. Substitute bus  
27 drivers or extra curricular drivers, only, are not eligible for benefits.

28  
29 A medical examination at the expense of the employee may be required, if the employee elects to  
30 join the District health insurance program after initially refusing coverage during the “open  
31 season” (\*July). An eligible employee wishing to discontinue or change health insurance  
32 coverage must initiate the action by contacting the personnel office and completing appropriate  
33 forms.

34  
35 Anniversary dates of the health and dental insurance policies for the District shall be September  
36 | 1<sup>st</sup> through August 31<sup>st</sup> .

37  
38 Legal Reference:        2-18-702, MCA        Group insurance for public employees and officers  
39                                2-18-703, MCA        Contributions  
40                                2-18-612, MCA  
41                                2-18-618, MCA

42 Policy History:

43 Adopted on: March 8, 2006

44 Revised on: February 13<sup>th</sup>, 2008, September 8, 2010