



**POLICY—420.5—FRINGE BENEFITS (ESP)**

	<b>DISTRICT CODE:</b> 420.5	<b>ADOPTED:</b> 7.1.15 (NEG)
	<b>RESCINDS:</b> GDBD	<b>ADOPTED:</b> 6.12.07

**BOARD POLICY**

1. The Board recognizes that it is in the best interest of students to have employees on the job each contract day, and delegates to the District Administration responsibility for administering an Attendance Incentive policy for qualifying employees.

	<b>ADMIN-REG:</b> 420.5-1	<b>APPROVED:</b> 7.1.15
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**ADMINISTRATIVE REGULATION—420.5-1:**

1. Funds recouped for "no pay" days, based on average salary, shall be distributed equally to those employees paid on Educational Support Professional (ESP) salary schedules whose sick leave, personal leave or no pay days during the contract year total zero to two when rounded upward. These funds will be supplemented by an annual contribution equivalent to a 0.5 percent increase contribution of the cost of the ESP salary schedule. If an employee loses a benefit due to a filed workers compensation claim, which is approved by the District's insurance carrier, three (3) days of the approved workers compensation claims (s) will not count against the calculation of this benefit. Employees will need to inform payroll of these exceptions by June 30<sup>th</sup> so the incentive can be properly calculated. These funds shall be distributed according to the following guidelines:
  - 1.1. Employees must complete a full contract year to be eligible.
  - 1.2. Only those employees eligible for fringe benefits can be the recipients of this program.
  - 1.3. Payment will be made on the regular July check based upon "no pay" days used from July through June.
  - 1.4. Payment of available funds to eligible employees shall be prorated according to the number of hours worked per day.
  - 1.5. The use of vacation days is not calculated for the Attendance Incentive.
  - 1.6. The following method will be used for calculating the dollar value of this incentive for each eligible employee:
    - 1.6.1. Employees will be assigned a point value based on the total number of absences according to the following:
      - 1.6.1.1. No absences 5.5 points
      - 1.6.1.2. One absence 3.0 points
      - 1.6.1.3. Two absences 1.5 points



1.6.2. Total funds available shall be divided by the total points earned, which shall result in a dollar value per point.

**EXHIBITS**

None

**REFERENCES**

None

**FORMS**

None

*CANYONS BOARD OF EDUCATION*

This online presentation is an electronic representation of the Canyons School District's currently adopted policy manual. It does not reflect updating activities in progress. The official, authoritative manual is available for inspection in the office of the Superintendent located at 9361 South 300 East Sandy, UT 84070.