

POLICY—400.20—BENEFIT ELIGIBILITY EDUCATIONAL SUPPORT PROFESSIONALS (ESP)		
	<i>DISTRICT CODE:</i> 400.20	<i>ADOPTED:</i> 9.17.13
	<i>RESCINDS:</i> N/A	<i>ADOPTED:</i>
BOARD POLICY		
<ol style="list-style-type: none"> 1. The Board of Education recognizes the need to establish contract and benefit eligibility for ESP (support staff) employees. 2. The Board authorizes the Superintendent and District Administration to establish administrative regulations consistent with this policy. 		
	<i>ADMIN-REG:</i> 400.20-1	<i>APPROVED:</i> 9.17.13
ADMINISTRATIVE REGULATION—400.20-1: (Benefit Legal Compliance; Effective October 1, 2013 Provision)		
<ol style="list-style-type: none"> 1. The District Administration establishes employee contract status and district benefit eligibility consistent with direction from the Board of Education in accordance with federal and state law. 2. Effective October 1, 2013, this policy and accompanying regulations establish contract and benefit eligibility. 		
	<i>ADMIN-REG:</i> 400.20-2	<i>APPROVED:</i> 9.17.13
ADMINISTRATIVE REGULATION—400.20-2: (Contract Eligibility)		
<ol style="list-style-type: none"> 1. <u>A contracted ESP employee:</u> An ESP employee who is normally required to work an average of thirty (30) hours or more per week and who is offered and accepts contracted employment. 2. <u>A non-contracted ESP employee:</u> An ESP employee who is normally required to work less than 29.99 hours per week. <ol style="list-style-type: none"> 2.1. Miscellaneous, hourly, and substitutes do not qualify for contracted employment. 		
	<i>ADMIN-REG:</i> 400.20-3	<i>APPROVED:</i> 9.17.13
ADMINISTRATIVE REGULATION—400.20-3: (Paid Leave Benefit Eligibility)		
<ol style="list-style-type: none"> 1. <u>A paid leave benefit eligible employee:</u> An ESP employee who is normally required to work an average of thirty (30) hours or more per week and who has accepted contracted employment. <ol style="list-style-type: none"> 1.1. Non-contracted employees (e.g. miscellaneous, hourly, and substitutes) do not 		

qualify for paid leave benefits.

ADMIN-REG:
400.20-4

APPROVED:
9.17.13

ADMINISTRATIVE REGULATION—400.20-4: (Health and Welfare Benefit Eligibility)

1. Health and welfare benefit eligible employee: A contracted ESP employee who is normally required to work an average of thirty (30) hours or more per week for more than thirty (30) consecutive calendar days.
 - 1.1. Non-contracted employees (e.g. miscellaneous, hourly, and substitutes) that meet the above requirements are eligible for health insurance as mandated by federal law.

ADMIN-REG:
400.20-5

APPROVED:
9.17.13

ADMINISTRATIVE REGULATION—400.20-5: (Utah Retirement System Eligibility as designated by the Board of Education)

1. A URS benefit eligible employee: A contracted ESP employee who is normally required to work an average of thirty (30) hours or more per week and who receives benefits normally provided, e.g. paid leave.
 - 1.1. Non-contracted employees (e.g. miscellaneous, hourly, and substitutes) do not qualify for URS benefits.

ADMIN-REG:
400.20-6

APPROVED:
9.17.13

ADMINISTRATIVE REGULATION—400.20-6: (District Paid Leave, Health and Welfare Benefits Grandfather Clause as designated by the Board of Education)

1. All ESP employees who are contracted prior to October 1, 2013, who normally work less than thirty (30) hours per week and maintain their contract status, are eligible to continue their current benefits; e.g. paid leave, health and welfare.
 - 1.1. The Health and Welfare Benefits Grandfather Clause will sunset on end of benefit plan year 2018.
 - 1.2. Effective benefit plan year 2019, all ESP employees working less than thirty (30) hours will not be eligible for health and welfare benefits.
2. Effective October 1, 2013, grandfathered employees will not be protected if their hours are reduced below twenty (20) hours per week (less than half time) or they retire, resign, or their employment is terminated.
3. If an employee is re-hired, paid leave and health and welfare benefits will be awarded according to current eligibility regulations.

	ADMIN-REG: 400.20-7	APPROVED: 9.17.13
<p>ADMINISTRATIVE REGULATION—400.20-7: (Utah Retirement System Grandfather Clause as designated by the Board of Education)</p> <ol style="list-style-type: none"> 1. All ESP employees who are contracted prior to October 1, 2013, who normally work less than thirty (30) hours per week and maintain their contract status, are eligible to continue their current URS benefits. 2. Effective October 1, 2013, grandfathered employees will not be protected if their hours are reduced below twenty (20) hours per week (less than half time); however, if the employee hours are increased to twenty (20) hours or more per week at a later date, and the employee has had no break in service with the District, the employee’s URS benefits will be reinstated. 3. Effective October 1, 2013, grandfathered employees will not be protected if an employee separates from the District (e.g. resigns, retires, or their employment is terminated). <ol style="list-style-type: none"> 3.1. If the employee is re-hired prior to 120 calendar days of separation, and normally works twenty (20) hours or more per week, the employee’s URS benefits will be reinstated. 3.2. If an employee is re-hired after 120 calendar days of separation, the employee will be awarded URS benefits according to current eligibility regulations. 		
<p><u>EXHIBITS</u> None</p>		
<p><u>REFERENCES</u> None</p>		
<p><u>FORMS</u> None</p> <p><i>CANYONS BOARD OF EDUCATION</i></p>		

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.