

PORT EDWARDS PUBLIC SCHOOLS**Board of Education Policy**

Support Staff – Transfer from Part-time to Full-time

In addition to terms as specified in the Board of Education policy on Support Staff Terms & Benefits, the following will apply to any Port Edwards School District support staff employee who is approved for transfer from a part-time and/or school-year position to that of full-time.

BENEFITS

Health insurance benefits will go into effect on the first of the month following the date of full-time employment.

Years of service will be prorated by converting total months of service to that of a full-time (twelve month; 260-day) employee. The converted years of service figure will be used to determine eligibility for vacation as shown below:

1-6 years completed	=	2 weeks of vacation
7-12 years completed	=	3 weeks of vacation
13-18 years completed	=	4 weeks of vacation
19-25 years completed	=	5 weeks of vacation
26+ years completed	=	6 weeks of vacation

Vacation will be awarded annually after the employee has served in a full-time capacity for one year.

Adopted: 10/14/02
Reviewed:
Revised: 08/15/05

CROSS REF.: 542.2 – Support Staff Terms & Benefits