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Vacation

Non-salaried administrative support personnel who are employed 52 weeks per year will be granted vacation as follows:

- After the first year of service: 1 week.
- After the second year of service 2 weeks per year.

Vacation will be accrued throughout the year. With the exception of the first year, vacation may be used at any time with the approval of administration. The maximum accrual of unused vacation at the end of the fiscal year shall not exceed one week. Vacation, when authorized, is in addition to PLT benefits.

Employee Montessori Training and Reimbursement

Montessori classroom teachers are expected to have or obtain an Association Montessori Internationale (AMI), American Montessori Society (AMS), or National Center for Montessori Education (NCME) certification. Bluffview Montessori School only requires a Montessori training credential, not a Montessori teacher degree.

Teachers have the following options:

Credential Option

Bluffview will pay in real-time the percentage of the tuition costs equivalent to the credential option. This means that if a teacher chooses to enroll in a credential program only, the entire cost of tuition will be assumed by Bluffview at the time the cost is incurred.

Bluffview will also pay for hotel accommodations, daily stipend, travel expenses, and materials/supplies.

Credit Based Program

If a teacher chooses to enroll in a credit-based program, Bluffview will pay 50% of the tuition costs of the program at the time that the cost is incurred, and the teacher will be responsible for the difference (remaining 50%) in tuition cost. Once the teacher graduates and the credential/degree is presented to the Head of School, the teacher may request reimbursement for the remaining 50% of the tuition cost by completing the Montessori Tuition Reimbursement Request Form (Appendix G). Following approval of the reimbursement request, repayment of the costs will be reimbursed to the teacher evenly over the course of 4 years (96 payments).

Master's Program

If a teacher pursues a Master's Degree, any additional costs for those extra credits will not be reimbursed or paid as incurred. The teacher is solely responsible for that additional cost.

To be eligible for tuition payment/reimbursement:

- the teacher must be actively employed by or have an approved job offer (Letter of Employment)
- the teacher must complete the Montessori Tuition Reimbursement Program Application Form (see Appendix H) and submit it to the Head of School to be approved at least two weeks prior to the beginning of the coursework starting
- the teacher must remain in good academic standing throughout the training, maintaining a "B" average or better
- the teacher must remain in good standing as an employee.

Employee (Non-Montessori) Tuition Reimbursement Assistance Program

Bluffview Montessori School supports the efforts of employees to advance their skills and knowledge by acquiring the education necessary to enhance their abilities and prepare for and work toward a teaching career in any areas of need as determined by administration.

The following is information regarding two tuition assistance programs available.

Additional License Attainment for Current Certified Staff

This program provides certified employees financial support in attaining an additional license in the area of Special Education, Developmental Adapted Physical Education (DAPE), or other hard-to-fill licensure areas, as determined by administration.

To be eligible, an employee must be benefit eligible with at least two (2) years of successful teaching experience at Bluffview Montessori School, as demonstrated by proficient or higher annual summative teacher performance rating. The teacher must complete the Non-Montessori Tuition Reimbursement Program Application Form (see Appendix I) and submit it to the Head of School to be approved at least two weeks prior to the beginning of the coursework starting.

Initial License Attainment for Current Non-Certified Staff

The Initial License Attainment Program provides financial support to non-certified employees in attaining an initial license in an area of need or hard-to-fill licensure areas, as determined by administration.

To be eligible, an employee must be benefit eligible working with Out of Field Permissions, Tier 1, or Tier 2 licenses at Bluffview Montessori School with at least one (1) year of successful performance in their position as demonstrated by performance evaluation and supervisor recommendation. The employee must complete the Non-Montessori Tuition Reimbursement Program Application Form (see Appendix I) and submit it to the Head of School to be approved at least two weeks prior to the beginning of the coursework starting.

Bluffview Montessori School will reimburse employees up to 50% (will not exceed \$12,000 per employee per license) of tuition costs incurred in order to attain the agreed upon teaching license. Once the employee graduates and the credential/degree is presented to the Head of School, the teacher may request reimbursement for the remaining 50% of the tuition cost by completing the Non-Montessori Tuition Reimbursement Request Form (Appendix J).

Employee Status

A regular full time employee is one who averages a five day work week in which he/she averages at least forty hours, excluding school holidays, during the academic year.

A non-exempt employee is an hourly or salaried employee who is covered by provisions of the Fair Labor Standards Act or applicable state laws. Such employees are entitled to overtime pay at the rate of 1 ½ times their regular rate of pay for work required to be performed over 40 hours per week. All overtime worked by non-exempt employees must be approved in advance by the Head of School. All non-exempt employees will have a 30 minute unpaid meal period if their schedule is longer than 4-hours per day. During meals, non-exempt employees are relieved of their job duties and are permitted to leave their work locations.

An exempt employee is a salaried employee who receives a letter of employment that specifies only a yearly salary amount. Exempt employees include but are not limited to: The Head of School, Assistant Head of School, Administrative Assistant, Licensed Teachers, and the School Counselor.

Equal Employment Opportunity

Bluffview Montessori School provides equal employment opportunity for all applicants and employees. Bluffview Montessori School does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, disability, sexual orientation, including gender identity or expression, age, family care leave status, veteran status, or any other legally protected class. Bluffview Montessori School also makes reasonable accommodations for disabled employees. For the full policy, refer to [Policy 401](#), “Equal Employment Opportunity”.

Injuries at Work

Any employee who is injured while at work shall make an immediate report of the injury to the administration and seek appropriate medical attention. The employee must complete a *First Report of Injury* and in some instances an OSHA (Occupational Safety and Health Act of 1970) injury form and