Three Rivers Local School District

401 N. Miami Ave. • Cleves, Ohio 45002
Office: 513-941-6400 • Fax 513-941-1102

CLASSIFIED EMPLOYEE BENEFITS – 4 hour/6hour 2024-2025

Sick Leave

1.25 days per month accumulation
15 days per school year annual accumulation
283 days maximum accumulation

Personal Days

3 Personal Days each school year starting July 1 and ending June 30
Days may be taken without stated reasons.
Personal day requests must be made 24 hours in advance and **may not** be used to extend a vacation or holiday weekend.
Unused personal days shall rollover to sick leave balance up to maximum allowance

Holidays

9 month regular employees shall be granted paid holidays as adopted by the Master Contract, excluding Juneteenth and Independence Day (July 4).

Benefits Offered

Health
Dental/Vision
Life
Long-term disability-individuals with less than 5 years with SERS
403(b) – employee funded only – Company must be an approved provider
Flexible Medical Spending Account – calendar year program

Insurance Costs

Full-time employees eligible

Employee portion is 10% of total monthly premium

4 Hour	Medical	Dental	Total
Family	$854.22	$38.86	$893.08 per month
Single	$344.46	$38.86	$383.32 per month

6 Hour	Medical	Dental	Total
Family	$401.96	$18.28	$420.24 per month
Single	$162.08	$18.28	$180.36 per month

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Payroll

Direct Deposit—E-mail notification to employee
24 equal pays
Pay dates are the 15th and the last day of each month.
If the last day of the month occurs on a weekend or holiday, then payment shall be provided on the last business day prior to the weekend or holiday.

Notify the Treasurer's Office immediately if you have any of the following changes:

Change of address and/or telephone number
Marital status
Add or delete dependents from insurance coverage
Change in payroll deduction
Direct Deposit change – bank change