

# **Tapestry Public Charter School Policy Manual**

## **Employee Benefits Eligibility and Workload Regulation**

Adopted: 6/16/2014

Revised: NA

The Tapestry Public Charter School Board adopts the following policy, effective on the date of adoption by the Board.

**Sections:        I. AUTHORITY FOR REGULATION OF WORKLOAD**  
**II. DEFINITIONS FOR ELIGIBILITY**

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### **1. AUTHORITY FOR REGULATION OF WORKLOAD**

The Tapestry Public Charter School Board shall require the Principal, or in the place of the Principal, the Hiring and Personnel or Board Chair designee, to formulate necessary rules and regulations to regulate employee workload.

### **2. DEFINITIONS FOR ELIGIBILITY**

Employees who fall into one of the following categories are eligible for benefits:

1. A teacher who is employed in a professionally certificated capacity provided that he or she works 75% time or more (but not less than 30 hours per week) and is not considered a temporary employee or an emergency employee.
2. A service employee who is employed in a non-certificated position, who is eligible to participate in the Teachers' Retirement System and who works at least 60% of the time necessary to carry out the duties of the position (but not less than 20 hours a week).
3. An employee who is eligible to participate in the Public School Employees Retirement System and who works at least 60% of the time necessary to carry out the duties of the position (but not less than 15 hours a week).