



CAPITAL SCHOOL DISTRICT

www.capital.k12.de.us

2024- 2025

Employee Handbook

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https://www.capital.k12.de.us/departments/human_resources

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WELCOME

Welcome to Capital School District (the "District").

The information in this handbook is very important to you and your family. Please take a moment to carefully read it and familiarize yourself with the applicable benefits, privileges, and obligations.

Nothing in this handbook is intended to create an employment contract or a property right for continued employment. The District has the authority to hire employees and subject to the provisions of the law and the terms of a collective bargaining agreement (if applicable), determine their qualifications, the conditions of their continued employment, dismissal or demotion, and to promote, place, transfer, and assign all such employees according to the operational needs of the District.

The District intends that the content of this handbook be consistent with the State of Delaware, federal laws and regulations, and the policies of the Delaware Department of Education.

The content of this handbook is subject to change without notice and employees are expected to keep abreast of current State and Federal law and District policies and procedures and a negotiated agreement (if applicable). This handbook may be reviewed and modified as necessary and appropriate to be consistent with the operational needs of the District and current employment laws.

Sincerely,

Capital School District Human Resources Team

The Capital School District is an equal opportunity employer and does not discriminate on the basis of race, color, creed, religion, gender (including pregnancy, childbirth and related medical conditions), national origin, citizenship or ancestry, age, disability, marital status, veteran status, genetic information, sexual orientation, or gender identity, against victims of domestic violence, sexual offenses, or stalking, or upon any other categories protected by federal, state, or local law. Inquiries regarding nondiscrimination policies should be directed to the Title IX, District 504 and ADA Coordinators: Capital School District, 198 Commerce Way, Dover DE 19904. Phone (302) 672-1500

I. MEDICAL BENEFITS

The first point of contact should be the benefits program provider; if you receive no resolution please contact the Human Resources office.

Capital School District full-time employees are eligible for medical benefits under the State of Delaware Group Health Insurance Plan. In addition, eligible employees may participate in the State's supplemental benefit programs. Eligible employees may enroll in these programs within 30 days of hire. Benefits for eligible employees start on the 1st of the month following the employee's hire date. If you are transferring from another Delaware school district or State agency your medical (health insurance) benefits will transfer over with you, however, your dental and vision benefits may differ.

State of Delaware Health Plans

Full-time employees have the option to choose from the following health plans:

- Highmark Delaware First State Basic Plan
- Aetna CDH Gold Plan with a Health Reimbursement Account (HRA)
- Aetna HMO Plan
- Highmark Delaware Comprehensive PPO Plan

The Capital School District pays a flat rate toward the premiums listed for certain health plans. Additionally, Capital pays a flat rate toward the premium for dental. The employee pays the difference between the state share plus the District flat rate and the total premium rate. The deductions will be subtracted from the employee's paycheck. After selecting and enrolling in the plan, an employee can log on to the health plan websites to see the applicable summary booklet. Identification cards will be mailed to the employee's home address on file.

State employees may cover their dependent children who are born to or legally adopted or lawfully placed for adoption by an employee up to age 26 in their state health plan, United Concordia dental plan, and Eye Med vision plan with no restriction on marital, employment, student, resident and/or tax status.

Any non-child dependent (e.g. niece, grandchild, etc.) who does not meet the requirements of being born to or legally adopted or lawfully placed for adoption by an employee may be covered by the employee if unmarried and under 19 years old or for full-time students up to 24 years old.

Spousal Coordination of Benefits (SCOB)

If an employee covers a spouse in a State of Delaware health plan, an online Spousal Coordination of Benefits (SCOB) form must be completed (see [Spousal Coordination of Benefits Form \(delaware.gov\)](#)) **within 30 days** of enrolling a spouse in a State of Delaware health plan, spouse loss or gains benefit coverage and **every year** during the Annual Benefits Open Enrollment period. **The employee, the employee's spouse, and your spouse's employer** may be required to provide additional information. Please visit [DHR - Division of Statewide Benefits \(delaware.gov\)](#) [Spousal Coordination of Benefits Form \(delaware.gov\)](#) for more information.

A spouse is likely **required** to enroll in his or her own coverage if:

- He/She is **offered** a health plan from a current or former employer, **and**
- He/She would be responsible for **50% or less** of the premium for the lowest health plan available.

FAILURE TO COMPLETE A SCOB FORM OR PROVIDE DOCUMENTATION WHEN REQUIRED WILL RESULT IN A REDUCTION OF YOUR SPOUSE'S COVERAGE.

Dependent Coordination of Benefits (COB)

A Dependent COB form must be completed for each dependent enrolled in the plan regardless of age, upon:

- Enrollment in other health coverage,
- Any time other health coverage changes, or
- Upon request by the Statewide Benefits Office, Highmark Delaware, or Aetna.

The form will be reviewed by the Carrier and the employee will receive information regarding coverage. For more information, visit <https://dhr.delaware.gov/benefits/>.

Affordable Care Act (ACA) & Marketplace

Additionally, health insurance options are available through the Health Insurance Marketplace. An employee may choose health insurance through the Health Insurance Marketplace. More information is available at <https://dhr.delaware.gov/benefits/>.

Prescription Coverage

The State provides prescription coverage to qualifying employees enrolled in a medical plan. Upon enrolling, an ID card will be sent to your home address. Additional cards can be printed by visiting: <https://dhr.delaware.gov/benefits/> and https://www.capital.k12.de.us/departments/human_resources/benefits

Vision Coverage

Employees may choose from one of the two vision plan options - high or low. Members may choose to use in-network and out-of-network providers. Participating providers can use the covered member's social security number to verify coverage. Employees can print a card or obtain more information at <https://dhr.delaware.gov/benefits/> and https://www.capital.k12.de.us/departments/human_resources/benefits. ID cards are not mailed.

Part-time employees may enroll in a vision plan for themselves and/or their dependents.

Benefit Changes

Changes to health, dental, or vision plans can only be made during the Annual Benefits Open Enrollment period, which generally occurs at the beginning of May each year unless there is a qualifying life event. Examples of events include the following changes: marital status, birth of a child, or adoption, etc. If you wish to make a change because of a qualifying life event during the plan year, you must:

- Contact the Human Resources Office and submit the supporting documentation within 30 days of the qualifying life event. If the Human Resources Office is not notified, and documentation is not submitted within 30 days, you will not be able to add the dependent(s) to your coverage until the Annual Benefits Open Enrollment period.
 - If enrolling a spouse or a dependent for the first time, you will be required to submit documentation (i.e. the marriage certificate, birth certificate, and social security card).
- Contact the Human Resources Office immediately following divorce. Failure to remove an ex-spouse from the State plan on time may result in penalties.

For more information visit: <https://dhr.delaware.gov/benefits/> and https://www.capital.k12.de.us/departments/human_resources/benefits

Dental Coverage

Capital School District does not participate in the State of Delaware’s dental insurance group. District employees participate in United Concordia's Concordia Flex, Elite Plus program. You can print a card from the website and get more information at:

https://www.capital.k12.de.us/departments/human_resources/benefits

Disability Insurance by The Hartford

Disability insurance pays a portion of your monthly earnings if you cannot work because of a disabling illness or injury that happens on or off the job. For more information please visit

<https://dhr.delaware.gov/benefits/> and https://www.capital.k12.de.us/departments/human_resources/benefits

State Group Universal Life (GUL) Insurance

State Group Universal Life insurance benefits are available to employees. Group Universal Life is a life insurance with the option for tax-deferred cash accumulations. For more information visit Securian at:

<https://dhr.delaware.gov/benefits/> and https://www.capital.k12.de.us/departments/human_resources/benefits

Accident & Critical Illness Insurance

Accident & Critical Illness Insurance by Securian Financial provides lump sum payments if you, or a covered dependent, suffer from an accident or are diagnosed with a condition covered under the policy. For more information visit Securian at:

<https://dhr.delaware.gov/benefits/> and https://www.capital.k12.de.us/departments/human_resources/benefits

Employee Assistance Program

The Employee Assistance Program provides access to a wide range of support services including professional counseling services, legal services, an interactive website, onsite workshops, and much more. For more information visit

<https://dhr.delaware.gov/benefits/> and https://www.capital.k12.de.us/departments/human_resources/benefits

Flexible Spending Account (FSA)

A Flexible Spending Account (FSA) is an employer-sponsored plan that lets you deduct dollars from your paycheck before they are taxed and put into a special account. The State of Delaware offers a healthcare FSA and dependent care FSA. For information visit:

<https://dhr.delaware.gov/benefits/> and

https://www.capital.k12.de.us/departments/human_resources/benefits

For additional benefit policies, procedures, and program information visit

<https://dhr.delaware.gov/benefits>

II. PENSION

Delaware Public Employees' Retirement System (DPERS)

Participation in the State Pension Plan is mandatory if you are employed by the State in a pension-creditable position. Retirement eligibility is based on your pension plan, years of credited service, and age. Casual/seasonal, EPER or substitute positions are not pension-creditable positions. For more information on the State's retirement plans visit:

https://open.omb.delaware.gov/pensionPlans/StateEmp/sep_menu.shtml and

https://www.capital.k12.de.us/departments/human_resources/benefits

State Employment Before 1/1/2012

Employees hired before 1/1/2012 are in Pension Plan A and will be fully vested in the pension plan with five (5) consecutive years of service with the State of Delaware. 3% of your gross earnings after reaching \$6,000 gross income in a calendar year will be deducted from your paycheck.

State Employment On or after 1/1/2012

Employees hired on or after 1/1/2012 are in Pension Plan B and will be fully vested in the pension plan after 10 years of employment with five (5) consecutive years of service with the State of Delaware. 5% of your gross earnings after reaching \$6,000 gross income in a calendar year will be deducted from your paycheck.

Delaware Retirement Savings Plan (DEFER)

As a State of Delaware pension-covered employee or educator, you may voluntarily participate in the 457(b) and 403(b) plans. The primary purpose of the deferred compensation savings plan is to help you save and invest a sum of money, helping to supplement your retirement income.

For more details on the savings plan, visit: <https://treasurer.delaware.gov/deferred-compensation-plans/>

Participation in the deferred compensation is voluntary.

III. LEAVES OF ABSENCES

Full-time regular employees earn one (1) sick day each month based on the months worked each year. There is no limited accumulation of sick leave, and sick leave may be carried over to subsequent years.

The District uses AESOP/Frontline and Data Service Center (DSC) for absence management.

- AESOP – (10-month employees) – You will receive an email from Frontline Education to create your account.
- Data Service Center – (12-month employees) – You will receive an email to create your account.

Sick Leave

- 10 days annual sick leave earned for 10-month employees (prorated based on date of hire)
- 12 days annual sick leave earned for 12-month employees (prorated based on date of hire)

If an employee resigns from the District, he/she will not be paid for unused sick leave. Although an employee's annual sick leave allotment is frontloaded on July 1 for the current fiscal year, if an employee leaves before the end of the fiscal year, the days not earned will be deducted from the employee's sick leave balance. If an employee has used more sick leave days than earned, he or she will have those days deducted from the final paycheck.

If an employee resigns and then is rehired by the District or other state agency/school district within three (3) months of the effective date of the resignation, the number of sick days previously accumulated and unused will be reinstated.

When an employee retires from the State, they will be paid one-half of accumulated/earned sick leave up to a maximum of 45 days. The number of sick days is prorated for those employees who retire before the end of the school year.

Before approving sick leave, the employee's supervisor may, at the supervisor's discretion, require a doctor's note. When an employee has used five (5) continuous days of sick leave, the employee must provide the Human Resources Office with a physician's note releasing the employee to return to work. If the employee fails to provide the required note, the days used are considered unexcused and the employee will be docked time for the missed days in their next paycheck.

Personal Leave

Employees may use up to five (5) sick leave days during the fiscal year (July to June) as personal leave. When personal leave is used, it will be deducted from the available sick leave balance. Unused personal leave will convert to Sick leave at the end of the fiscal year. Personal leave does not carry over from one year to the next.

Vacation Leave

Vacation leave allowances are only granted to 12-month employees. Vacation leave is based upon individual years of district service, and the associated bargaining agreements. Vacation leave is prorated for the first year according to the employee's actual hire date. A maximum of 42 vacation days may be carried over to the subsequent fiscal year. Vacation leave is frontloaded on July 1 for the current fiscal year; however, an employee only earns vacation leave in the months the employee works.

If an employee leaves the District before the end of the fiscal year, the days not accumulated/earned will be deducted from the employee's vacation leave balance. If an employee has used more days than accumulated/earned, he or she will have those days deducted from their final pay.

If employees transfer from Capital, accumulated/earned vacation leave will be paid out in their final pay.

Bereavement Leave

An employee must provide the Human Resources Office with an official document (obituary, funeral pamphlet/document, etc.) to substantiate a paid absence for bereavement leave within one (1) year from the date of death. For more information:

<https://delcode.delaware.gov/title14/c013/index.html>

a) Immediate Family Member: Up to five (5) working days

Immediate family is defined as:

- employee's spouse or domestic partner
- employee's parent, stepparent, or child
- parent, stepparent, or child of employee's spouse or domestic partner
- employee's grandparent or grandchild
- employee's sibling
- spouse of employee's child (son-in-law or daughter-in-law)
- a relative who resides in the employee's household
- a minor child for whom the employee has assumed and carried out parental responsibilities

b) Near Relative: One (1) day for the funeral

Near relative is defined as:

- employee's first cousin, aunt, uncle, niece, nephew, brother-in-law, sister-in-law, or grandparent-in-law
- any friend living in the employee's household

Recognized Religious Holidays

In the case of observance of recognized religious holiday(s), an employee may be absent without loss of pay for no more than three (3) calendar days per year. Leave taken to observe a recognized religious holiday will be deducted from the employee's leave balance. The Human Resources Office must approve such absences.

Personal Injury

Employees may use their sick leave to receive pay due to a personal injury, except for on-the-job injuries as covered by Worker's Compensation for four (4) days or more.

If an employee is absent three (3) days or less for an on-the-job injury, he or she may use personal, and/or sick accrued days.

IV. EXTENDED LEAVES OF ABSENCES

An employee who will be out more than five (5) days must notify the Human Resources Office. Please refer to the below-listed categories for more information.

- **Family and Medical Leave Act (FMLA)**

Per the Family and Medical Leave (FMLA) Act, a full-time employee who has worked for the State for one continuous year, 1,250 hours or more in the year, may qualify for up to 12 weeks of FMLA per year for the following:

- Employee's Serious or Chronic Health Condition
- Family Member's Serious or Chronic Health Condition (defined by the FMLA Act)
- Military Caregiver Leave for Family Member's Serious injury

A full-time employee who has worked for the State for one continuous year, 1,250 hours or more in the year, may qualify for up to 26 weeks of FMLA per year for the following:

- Qualifying Exigency for Military Family Leave

FMLA protects the employees' health and dental benefits while on approved FMLA. However, FMLA does not pay your salary.

To apply for FMLA, a completed Leave Request form along with medical certification must be submitted to the Human Resources Office for approval.

- **Disability**

Disability benefits are subject to the terms and conditions of the agreement between the disability insurance provider and the State of Delaware. For more information see:

<https://dhr.delaware.gov/benefits/> and
https://www.capital.k12.de.us/departments/human_resources/benefits

- **Jury Duty**

Any regular full-time employee who is called for Jury Duty during his/her workday will receive their regular pay for work time spent on Jury Duty. Written notification stating that you must report for duty within five (5) days of receipt must be submitted to the Human Resources Office for approval.

- **Subpoenas**

When an employee is required to attend a legal proceeding as a party or is subpoenaed as a witness, such absence shall not be charged against leave if: (1) the legal proceeding is related to school matters and the employee's presence as a party or witness is not caused by any fault or misconduct on the part of the employee as determined by the outcome of the proceedings, or (2) the legal proceeding involves a matter of public interest as distinguished from a private dispute and appearance of the employee as a witness in the proceeding may properly be considered to be a discharge of civic responsibility. Public interest is defined as the employee being subpoenaed by the defendant or prosecution in a criminal case. Submit a copy of the subpoena to the Human Resources Office for approval.

- **Extended Personal Leave**

Submit a Leave Request Form to the Human Resources Office for approval.

- **Parental Leave**

Parental leave allows a full-time employee who has worked one continuous year and 1,250 hours to apply for parental leave for up to 12 weeks. A leave request form along with medical certification must be submitted to the Human Resources Office for approval.

- **Educational and Sabbatical Leave**

Submit a leave request form along with a brief description of your intentions while on leave to the Human Resources Office for approval.

- **Donated Leave**

Full-time and Part-time employees are eligible to donate and receive donated leave as long as they are in a pension-covered position and receive annual sick leave as part of their current employment. Donated leave days are given as one (1) day and received as one (1) day. Donated days shall be made available only for recipients within the District for a "catastrophic illness" for yourself or a family member.

"Family Member" means the employee's spouse, son, daughter, or parent who resides with the employee and who requires the personal attendance of the employee.

"Catastrophic illness" means any illness or injury, which is diagnosed by a certified physician for you or a family member that is unable to work for a period greater than five calendar weeks.

Contact the Human Resources Office for additional information.

- **Military Service Leave**

Submit a leave request form along with military orders to the Human Resources Office.

V. PAYROLL

Paychecks

Access to your paycheck is available through the Capital School District Web Portal (Digital Hub) by clicking the "My Delaware ID (State SSO)" tile or go to My.Delaware.gov. An employee should examine his/her paycheck regularly to ascertain whether the deductions and salary are correct.

Direct Deposit

Direct deposit is a mandatory condition of your employment. A pre-notification (pre-note) will be initiated to your financial institution(s) before making deposits to the requested account(s). The pre-note process verifies the account and routing/transit numbers provided to ensure the information entered into the payroll system is valid.

Adding a new account or changing an existing account will cause that account to go through the pre-note process for one (1) to three (3) pay periods. Each time a new account or change to an existing account is requested, complete a new Direct Deposit Authorization Form with all account information to replace any previous authorizations. If you change or close any Direct Deposit account(s), you must notify Human Resources immediately, and complete an authorization form with your new account information so it can be entered into the payroll system before the next pay period. This will prevent your Direct Deposit from being transmitted to a "closed account" on payday. Failure to promptly notify Human Resources of changes to your Direct Deposit information may cause a delay. The new Direct Deposit form must be brought to the District Office with picture identification before it will be processed. The receiving bank must return funds sent to a closed account to the State of Delaware before a replacement check can be issued to the employee.

Verification of Experience

To receive credit for verification of experience, a completed Verification of Experience (VOE) form for prior employment history must be submitted to the Human Resources Office no later than 60 days from the initial hire date.

VI. LICENSING CREDENTIALS/CERTIFICATIONS

Delaware Department of Education (DDOE)

All educators in the State of Delaware must apply for a DEEDS account through DOE. You may visit DOE Licensure & Certification at <https://education.delaware.gov/> and for further information contact the District's Certification, Mentoring, and Recruitment Specialist.

Teachers

- Teachers are required to possess a Bachelor's Degree along with a teaching certification. Other qualifications may be required based on the teaching position.
- Teachers are required to renew their license every five (5) years and must obtain 90 clock hours of professional development. It is the educator's responsibility to stay abreast of their credentials.

Paraprofessionals/Paraeducators

- Paraprofessionals are required to have a DEEDS Account and to have a Para Permit. Please provide a copy of the Para Permit to the Human Resources Office.
- Paraprofessionals are required to renew their license every five (5) years and must obtain 15 clock hours of professional development. It is the educator's responsibility to stay abreast of their credentials.

VII. MISCELLANEOUS

Tuition Reimbursement

Capital School District reimburses tuition costs based on association contracts. Please refer to your contract for further clarification. You may submit the reimbursement forms to the Human Resources Office for approval.

My.Delaware.Gov Account

My.Delaware.Gov is a single-sign-on solution for State of Delaware employees that provides secure access to all state resources and single account access to various applications. Employees can update personal information, submit Spousal Coordination of Benefits forms, update benefits during Open Enrollment, and view/print documents including pay stubs, annual comprehensive pension statements, and tax documents. This is the only system that allows an employee to view/print pay stubs and W-2 Tax Statements. Below are a few steps required to set up the account:

- Provide the Human Resources Office with your personal email address
- Use an Internet Browser (Edge, Chrome, Firefox) and visit <https://my.delaware.gov/>
- Click "Register Now"
- Use your personal email and complete the registration
- Access your personal email to activate your My.Delaware.Gov account
- Complete the security question and add your cell number for verification
- Within 48 hours, you should have your Employee Self-Service tile to access your information.
- For technical issues call (866) 751-7833 or email ess.security@delaware.gov

HUMAN RESOURCES OFFICE CONTACTS

Chenee' Brooks, Director of Human Resources
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Yvonne Howard, HR Specialist (A – L)
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Rose Stayton, HR Specialist (M -Z)
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Elizabeth.Stayton@capital.k12.de.us
(302) 857-4218

Employee Name: _____

Date of Hire: _____ Position: _____ Location: _____

- I certify that I received the Capital School District's Benefits Handbook. I understand that it is my responsibility to understand and adhere to all employment practices, general guidelines, policies, and a negotiated agreement, if applicable. I further understand that any questions regarding the contents of the Handbook may be directed to my immediate supervisor, school or department administrator, my Human Resources Specialist, or the Director of Human Resources.
- I acknowledge and understand that my salary is based on work experience and education in the related field of employment.
- I acknowledge and understand that I must submit verification(s) of prior employment history to Human Resources within 60 days of my initial hire date.

Employee Signature: _____ **Date** _____