



School Administrative Unit 70

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Hanover, New Hampshire
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Hanover High School
Frances C. Richmond Middle School
Bernice A. Ray School
Marion W. Cross School

SCHOOL ADMINISTRATIVE UNIT 70 Hourly Employee Benefit Program Effective July 1, 2021

This policy description covers the hourly employees employed by SAU 70, and any affiliated districts. Positions covered by this policy include: Athletic Trainers, Food Service Workers, LEEEP Coordinator, Tutors, and Volunteer Coordinator.

Full-time is defined as 40 hours per week or more. Part-time refers to any employee who works less than 40 hours per week.

NH Retirement: Any employee regularly working 35 hours per week or more will be required to enroll in the New Hampshire Employees Retirement System. This is mandatory and a condition of employment. Current employee contribution is 7% pretax.

VT Retirement: Any employee regularly working (30) hours per week or more will be required to enroll in the Vermont Employees Retirement System. This is mandatory and a condition of employment. Current employee contribution is 2.5% pretax.

403b Plan: Employees may contribute to a tax-sheltered annuity.

Medical Insurance: Single medical insurance coverage is available to hourly employees who work 40 hours per week. The employee will pay premium co-pays as follows:

- Seven percent (7%) of HMO LP
- Ten percent (10%) of HMO \$15/\$500

Contributions for employees working 30 hours or more* are calculated on a prorated basis.

(*Food Service workers working 25 hours per week or more are eligible for prorated medical coverage.)

Dental Insurance: The District does not offer dental insurance.

Leave: Prorated for all part-time/partial-year employees working 30 hours or more*.

- Personal/Emergency/Bereavement: up to 3 days per school year (prorated for part-time employees) allowed for urgent personal business, or for death in the immediate family. This leave is non-accumulative.
- Sick Leave: One 1 day per month of employment accumulative to 90 days. (Prorated for part-time employees).
- No paid holidays.
- No paid vacation.

(*Exception: Food Service workers working 25 hours per week *or more* are eligible for prorated leave.)

FLSA: FLSA non-exempt.

School Year: Tutors, Food Service Workers and Coordinators are school year employees.
Athletic Trainer is school year + Preseason football.