

## STANDARD EMPLOYEE BENEFITS ADMINISTRATIVE SUPPORT

Effective 7/1/2021

### 1. Probationary Period:

- Employees hired by the District as Administrative Support Staff shall complete a three (3) month probationary period before attaining rights to or under the Standard Employee Benefits set forth herein or as set forth under the contract except for Health and Dental coverage which take effect on the first day of the first full month of employment. The probationary period may be extended once, by mutual agreement in writing between the Employee and the District, for a period not to exceed thirty (30) days. An employee who terminates employment for reasons other than discharge after at least twelve (12) months of service and is rehired within twelve (12) months after termination shall complete a new sixty (60) day probationary period.

### 2. Vacations:

School year employees are not entitled to receive vacation benefits.

Year round employees will earn vacation time as outlined below:

- During year 1 through year 5 of employment in SAU 70, or in any of its constituent Districts, the employee will earn 1.25 days per month of paid vacation leave, up to a maximum of fifteen (15) paid vacation days per fiscal year, prorated for part time employees. Employees who are hired after July 1 in a fiscal year will earn a prorated amount of vacation leave during the first month of employment if applicable, and will begin earning 1.25 days per month on the first day of the first full month following the date of hire. Although employees will begin accruing vacation, they may not use vacation time during the first three (3) months of employment.
- From year 6 to year 10, the employee will earn 1.67 days per month of paid vacation leave, up to a maximum of twenty (20) paid vacation days per fiscal year, prorated for part time employees.
- From year 11 to year 15, the employee will earn 2.08 days per month of paid vacation leave, up to a maximum of twenty-five (25) paid vacation days per fiscal year, prorated for part time employees.
- After 15 years of service, the employee will earn 2.50 days per month of paid vacation leave, up to a maximum of thirty (30) paid vacation days per fiscal year, prorated for part time employees.
- As of June 30 of any year, no more than two years' leave (30, 40, 50, or 60 days) may be accumulated. Any excess days will be forfeited.
- At termination of employment, no more than one year's leave (15, 20, or 25 days) will be paid. Payment of accumulated vacation time will be prorated during the last year of employment if employment terminates prior to the last day of the fiscal year.

### 3. Holidays:

Year round employees will be entitled to eleven (11) paid holidays per fiscal year.  
School Year Employees are not entitled to receive paid holidays.

New Year's Day	Labor Day
Civil Rights Day	Veteran's Day
President's Day	Thanksgiving (2)
Memorial Day	Christmas (2)
Independence Day	

### 3a. Floating Holidays:

- In addition to those listed above, Year Round employees may take two (2) floating holidays on days when school is not in session.
- Floating holidays must be used in the fiscal year in which they are earned, do not accumulate, have no monetary value, and are not compensable at termination of employment.

### 4. Personal Leave:

- The employee will be entitled to five (5) personal leave days per fiscal year, prorated for part time or partial year employees.
- Personal leave days must be used for urgent personal business that cannot be handled outside the employee's normal work schedule.
- Personal leave days require at least two days advance notice to the employee's supervisor.
- Personal days must be used in the fiscal year in which they are earned, do not accumulate, have no monetary value, and are not compensable at termination of employment.

### 5. Emergency Leave:

- Employees may be granted up to four (4) emergency leave days with pay per fiscal year for circumstances that are unforeseen and beyond the control of the individual.
- Emergency leave should be used for sudden, unexpected situations that require the employee to be absent from work. As soon as possible after each emergency leave day, the employee shall submit a signed statement to the Superintendent indicating the nature of the emergency days requested.
- The superintendent may grant additional emergency days at his/her discretion.
- Emergency leave days must be used in the fiscal year in which they are earned, do not accumulate, have no monetary value, and are not compensable at termination of employment.

### 6. Bereavement Leave:

- The employee will be entitled to up to five (5) bereavement leave days in a fiscal year, for incident(s) or event(s) involving immediately family member(s).
- The superintendent may grant additional bereavement days at his/her discretion.
- "Immediate family members" are defined as the employee's spouse, partner, parents, grandparents, children, grandchildren, and/or siblings or those of the employees' spouse/partner.

- Bereavement leave must be used in the fiscal year in which they are earned, do not accumulate, have no monetary value, and are not compensable at termination of employment.

#### **7. Jury Duty:**

- Employees who are required to perform jury duty will receive their normal pay for the period of jury duty, less any payment received from the courts for performing such duty.

#### **8. Sick Leave:**

- The employee will earn 1.25 days of paid sick leave per month, up to a maximum of 15 paid sick days per fiscal year, prorated for part time employees.
- The employee may accumulate no more than 90 sick days.
- Accumulated sick leave has no monetary value and is not compensable at termination of employment.
- Notwithstanding the foregoing, an employee who suffers from a disability and is determined to be medically unable to work, will continue to receive after the exhaustion of his or her accumulated sick leave his or her full pay until disability payments (paid pursuant to paragraph 14) begin.

#### **9. Retirement Benefits:**

- Year round employees with at least twenty (20) years of continuous service in SAU 70 or in one of its constituent Districts, and who is eligible to receive and actually will receive a retirement benefit immediately following retirement from his/her position and meets the normal retirement eligibility requirements of the NH or VT retirement systems will be eligible to receive one or two person medical insurance, whichever is applicable, fully paid by the District, until that retired employee becomes eligible for Medicare. NOTE: If a retired employee opts not to take medical insurance, he/she shall be paid the sum of \$500 (prorated, for part-time employees) annually, until the retired employee becomes eligible for Medicare.
- Year round employees with at least twenty (20) years of continuous service in SAU 70 or in one of its constituent Districts, will receive an additional salary amount in his/her last year of employment equal to 25% of their last year's salary, subject to applicable tax withholdings. This amount will be paid in a lump sum within 30 days of retirement. In order to receive this benefit, the employee must notify the Superintendent of Schools in writing no later than November 1 of the school year he/she intends to retire. Once the SAU has been notified of the intent to retire, it cannot be rescinded without approval by the Superintendent and School Board.

#### **10. Longevity Payments:**

To be paid in the December following the employee's applicable anniversary date  
Longevity is prorated based on full time equivalent and months worked during the fiscal year.

- After five (5) years of continuous fulltime employment, the employee will earn a single longevity payment of \$500.00 (prorated).
- After ten (10) years of continuous fulltime employment, the employee will earn a single longevity payment of \$900.00 (prorated).
- After fifteen (15) years of continuous fulltime employment, the employee will earn a single longevity payment of \$1,100.00 (prorated).

- After twenty (20) years of continuous fulltime employment, the employee will earn a single longevity payment of \$1,500.00 (prorated).

#### **11. Annuity Choice:**

- A Section 403(b) tax sheltered annuity plan is available to the employee.
- The employer will match any annual amounts the employee chooses to deposit into a tax sheltered annuity plan up to a maximum of four percent (4%) of the employee's salary.

#### **12. Health Insurance:**

- The employee is entitled to enroll for single, two-person, or family coverage in the current District-sponsored medical insurance plan.
- The employee will pay premium co-pays as follows:
  - Seven percent (7%) of HMO LP
  - Ten percent (10%) of HMO \$15/\$500
- The applicable premium will be deducted from the employee's paycheck on a pretax basis, in accordance with IRS regulations.
- If an eligible employee opts not to take medical insurance, he/she shall be paid the sum of \$1500.00 (prorated, for employees who work less than 40 hours per week) annually.
- Health insurance benefits as set forth herein are offered to fulltime employees. Health benefits are also offered to employees who work at least 30 hours per week but less than 40 hours per week, but payments by the employer are only on a pro rata basis.

#### **13. Dental Insurance:**

- The employee is entitled to enroll in the current District-sponsored dental insurance plan.
- If the employee opts for single coverage, the District will pay 100% of the premium.
- If the employee opts for two-person or family coverage, all additional premium amounts above single coverage will be deducted from the employee's paycheck on a pretax basis, in accordance with IRS regulations.
- Dental insurance benefits as set forth herein are offered to fulltime employees. Dental benefits are also offered to employees who work at least 30 hours per week but less than 40 hours per week, but payments by the employer are only on a pro rata basis.

#### **14. Life Insurance:**

- All employees who are employed at least 30 hours per week will be provided with a term life and accidental death and dismemberment policy equal to one and a half times the employee's salary or \$50,000 whichever is greater, fully paid by the District.

#### **15. Disability Insurance:**

- The employee will be provided with a disability insurance policy, fully paid by the District, which will provide up to 70% of the employee's salary, subject to offsets. Coverage will continue to age 65. Graded coverage continues from age 65 to age 70.
- An employee who becomes totally disabled is considered an employee of the District for the remainder of the contract year in which the disability occurred plus one additional year. To return to work

during this period, the employee must provide documentation satisfactory to SAU 70 from their physician validating their change in disability status and their fitness to return to work.

- The District will provide the medical, dental and life insurance coverages described in this document under the same co-pay provisions only until the end of the contract year in which the employee became eligible for disability insurance benefits or for the duration of any FMLA leave, whichever is longer. If the employee has worked for the district for more than three (3) full consecutive years the District will provide two (2) person medical coverage for up to a maximum of two (2) full contract years with the beneficiary being required to reimburse the District for the additional premium for family coverage. Coverage for medical and dental insurance described in this paragraph terminates 60 days after the employee becomes deceased.
- The District's contributions towards medical and dental insurance coverage as part of this disability plan will be prorated for the employee whose contract is less than fulltime as of the date of their disability.
- If an employee is over 65 and collecting a social security benefit and they are eligible for Medicare insurance, he or she would not be eligible for the medical insurance benefit described herein.

## 16. Family Medical Leave

All leave time granted the employee under this document will run concurrently with any leave time the employee may be entitled to under the Family Medical Leave Act (FMLA).

Revised 07.01.2013	Correct inconsistent sick leave accrual
Revised 11.01.2015	Reflect leave amounts earned per month.
Revised 07.01.16.	General Revisions
Revised 07.01.2017	Paragraph 8 - Retirement Paragraph 12 - Health Insurance
Revised 07.01.2018	Paragraph 2 - Vacation Paragraph 3 - Holidays Paragraph 9 - Retirement Paragraph 10 - Longevity Payments Paragraph 12 - Health Insurance