

# STANDARD EMPLOYEE BENEFITS ADMINISTRATOR II

Effective 7/1/2023

## 1. 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 (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 (20) paid vacation days per fiscal year, prorated for part time employees.
- After 10 years of service the employee will earn 2.08 days per month of paid vacation leave, up to a maximum of (25) paid vacation days per fiscal year, prorated for part time employees.
- 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.

## 2. Holidays:

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

New Year's Day  
Memorial Day  
Veteran's Day

Civil Rights Day  
Independence Day  
Thanksgiving (2)

President's Day  
Labor Day  
Christmas (2)

## 3a. Floating Holidays:

- In addition to those listed above, Year-round Employees may take (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.

## 3. Personal Leave:

- The employee will be entitled to (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.

#### **4. Emergency Leave:**

- Employees may be granted up to (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.

#### **5. Bereavement Leave:**

- The employee will be entitled to up to (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.

#### **6. 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.

#### **7. Sick Leave:**

- The employee will earn (1) day of paid sick leave per month, up to a maximum of (12) 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 item 16) begin.

If an employee exhausts their annual allotment of leave in any of the above categories and severs employment, the employee agrees that the district may deduct on a pro rata basis an amount equal to 1/12<sup>th</sup> of the allotment per month not worked from the employee’s final paycheck.

#### **8. Retirement Incentive Benefits:**

- Year-round employees with at least (15) years of continuous non-union, administrative service in SAU 70 or in one of its constituent Districts who is at least 55 years of age, will receive a post retirement benefit (prorated for part-time, or partial year employees) equal to 100% of Track 1 Step 1 as specified in the Dresden/Hanover Teacher agreement, subject to applicable tax withholdings and paid monthly over a period of seven years commencing on the first payroll date of the month following the date 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 they intend 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.
- In an effort to maintain leadership stability, the Board reserves the right to deny multiple requests made from the same building within the same year. Priority will be given to those with the greatest seniority. In the event that seniority is equal, the district would then prioritize by the date that notification was provided. If the request is not granted for the year in which it was initially submitted, that employee will be given priority regardless of seniority or date of submission request in the next school year.

## 9. Medical Insurance after Retirement:

- Employees with at least (15) years of continuous, non-union, administrative service in SAU 70, or one of its constituent districts, who is at least 55 years of age, who meets the normal retirement eligibility requirements of the NH or VT retirement systems and is eligible for health benefits at the time of retirement, will be entitled to enroll in single or 2-person medical coverage.
- Employees with at least (7) years of continuous, non-union, administrative service in SAU 70, or one of its constituent districts, who is at least 62 years of age, and is eligible for health benefits at the time of retirement, will be entitled to enroll in single or 2-person medical coverage.
- To be eligible for 2-person coverage, the retired employee's dependent must not be eligible for Medicare, Medicaid or coverage through an employer.
- Effective July 1, 2023 the district will provide coverage under the lowest cost plan with the retiree having the option to buy-up to a more expensive plan.  
For employees retiring at age 55 – 59 the district will contribute 80% of the monthly premium.  
For employees age 60 – 64 the district will contribute 100% of the premium for a single plan and 90% of the premium for a 2-person plan
- This benefit will remain in effect until the retired employee or their dependent becomes eligible for Medicare or Medicaid.
- If a retired employee opts not to take medical insurance, they shall be paid the sum of \$1500 (prorated, for part-time employees) annually, until the retired employee becomes eligible for Medicare.

## 11. 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 (5) years of continuous fulltime employment, the employee will earn a single longevity payment of \$500.00 (prorated).
- After (10) years of continuous fulltime employment, the employee will earn a single longevity payment of \$1,000.00 (prorated).
- After (15) years of continuous fulltime employment, the employee will earn a single longevity payment of \$1,500.00 (prorated).

## 12. 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 (4%) of the employee's salary.

## 13. 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:

- (5%) of HMO Super
- (10%) of Elevate Health Options (EHO)
- (15%) of LP HMO

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 \$1,500.00 (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.

#### **14. 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.

#### **15. 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.

#### **16. 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 (3) full consecutive years, the District will provide 2-person medical coverage for up to a maximum of (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.

#### **17. 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).

#### **18. Probationary Period**

The first three months of your employment will be a probationary period during which your suitability for the position to which you have been hired will be assessed. The District reserves the right to extend your probationary period if in its opinion such extension is necessary. During your probationary period your employment may be terminated by the District with two weeks' notice or payment in lieu of notice. At the end of the probationary period you will be informed in writing if you have successfully completed your probationary period. The District's disciplinary procedures will not apply to you during your probationary period notice.