

Confidential/Managerial Terms & Conditions of Employment

Provisions of the Terms & Conditions of Employment:

The provisions of this document shall take effect July 1, 2021. These terms and conditions of employment shall remain in effect unless modified by a subsequent Board of Education resolution.

Salary:

Each employee will be eligible for a merit raise based on performance and a formal evaluation resulting in a rating based on the following categories:

- Category 4 - Exemplary
- Category 3 - Proficient
- Category 2 - Competent
- Category 1 – Unsatisfactory

Merit increases will be granted to the employee effective July 1, based upon successful completion of goals and criteria for merit increases, as determined by both the employee's Supervisor and the Superintendent. Total salaries shall not exceed the pool of funds established and approved by the Board of Education.

Work Week Confidential:

- Straight time for 37.5 hours.
- Straight time for 37.5 to 40 hours.
- Overtime (time and one half) in excess of 40 hours.
- 40 minute lunch

Work Week Managerial:

- Minimum 40 hours including lunch

Holidays:

Employees shall follow the District holiday schedule for 12 month employees.

Snow Days:

No Confidential employee will be required to work on days when school is closed because of snow days unless requested to do so for some special reason by his/her supervisor. In the event that a full-time twelve month salaried employee is called into work on such a day, he/she will receive additional pay at the regular hourly rate for the hours worked.

Direct Deposit:

Absent extenuating circumstances approved by the Assistant Superintendent for Finance & Operations, direct deposit of paychecks to a financial institution of the employee's choice shall be required, and paystubs shall either be emailed or available to view or print from a District designated website.

Health Insurance:

The employee's health insurance contribution shall be fifteen (15%) percent of the cost of the premium for the health insurance plan selected, for either individual or family coverage.

The DEHIC EPO 20 plan shall be the only available health insurance option for employees hired on or after July 1, 2020.

Health Insurance Buy-out:

\$2,200.00 per year

Retirement Health Insurance/Health Insurance Buy-out:

Upon retirement from the District in accordance with the provisions of the NYSLRS with at least five (5) years of continuous District employment, retired employees shall be provided with health insurance benefits at the same percentage contribution as the employee paid at the time of retirement, or the health insurance buy-out.

Welfare Benefit Trust:

The District will contribute the funds required to provide for employee participation in the HPTA Welfare Benefit Trust.

Sick Leave:

Employees shall be granted fifteen (15) sick leave days per year.

Sick leave accruals will be prorated as appropriate based on the employee's number of working days.

Sick leave accruals may accumulate to a maximum of two hundred forty (240) days.

Upon depletion of sick leave accruals, the Superintendent may grant additional paid sick leave up to ninety (90) days upon submission of appropriate medical documentation.

Family Illness:

Up to five (5) days of sick leave may be used per year for illness in the immediate family. Immediate family shall include spouse, child, parent, stepparent, parent surrogate, sibling, grandparent, grandchild, or a dependent of the immediate household.

Retirement Benefit:

One (1) days pay for every two (2) days sick leave accumulated up to (150) days or maximum total of (75) days.

Discretionary Leave:

Employees shall be granted five (5) discretionary leave days per year.

Discretionary leave accruals will be prorated as appropriate based on the employee's number of working days.

Discretionary leave days may be used for any personal purpose without explanation.

Any unused discretionary leave days will be converted into sick leave on July 1 of the following year.

Vacation Leave:

Employees shall be granted vacations leave days as indicated below:

Year 1-5:	15 days
Year 6-15:	20 days
Year 16+:	25 days

Vacation leave accruals will be prorated as appropriate based on the employee's number of working days.

Employees hired prior to July 1, 2008 will be eligible for vacation leave accruals based on previous Terms & Conditions of Employment. Employees hired prior to July 1, 2008 shall not carryover more than fifty (50) vacation leave accruals.

Vacation leave accruals may accumulate to a maximum of fifty (50) days.

Employees must use a minimum of ten (10) days annually.

Vacation Leave Sell Back Option:

Employees hired before July 1, 2020 may sell back a maximum of ten (10) vacation leave days annually. Employees hired on or after July 1, 2020 may sell back a maximum of five (5) vacation leave days annually.

Employees must submit the sell back form prior to June 30th and only after the employee has used the minimum number of vacation leave days. Sell back days do not count towards the minimum used.

Bereavement Leave:

Five (5) bereavement leave days, per occurrence, for a death in the immediate family of the employee or employee's spouse. Immediate family shall include spouse, child, parent, stepparent, parent surrogate, sibling, grandparent, grandchild, aunt, uncle, or a dependent of the immediate household. The District may request the employee submit proof of death for the purpose of payment under this provision.

College Course Work:

Tuition reimbursement for employees up to 75% of the cost of the course, not to exceed 75% of the credit cost at SUNY New Paltz, provided the course is beneficial to the District and approved in advance by both the employee's Supervisor and the Superintendent. Tuition reimbursement shall be limited to four (4) courses per school year.

Longevity:

Employees shall be awarded longevity payments on July 1 following the completion of:

5 years of continuous service: \$ 500

10 years of continuous service: \$ 500

15 years of continuous service: \$1,000

20 years of continuous service: \$1,500

Longevity payments shall be cumulative.

Life Insurance/Accidental Death/Dismemberment:

The District shall provide to the employee a \$100,000 term life insurance policy and \$100,000 accidental death/dismemberment insurance policy.

Upon retirement from the District in accordance with the provisions of the NYSLRS with at least five (5) years of continuous District employment, the District shall provide to the employee a \$5,000 term life insurance policy.

Emergency Recall of Confidential Employees:

If a confidential employee has completed his/her shift and has left the job, and the employee is called back to work to address an emergency issue, the employee shall be paid a minimum of three (3) hours at the applicable overtime rate of pay. This rate will take effect from the time the employee is contacted by their respective supervisor/administrator.

Under this process, an emergency recall is a request for a confidential employee to return to work to address an urgent matter integral to school operations that must be resolved prior to the beginning of their next scheduled work day. If a confidential employee is scheduled to work overtime or if a confidential employee is requested to stay and work overtime prior to leaving the job, neither case shall be construed as an emergency recall.