STANDARD EMPLOYEE BENEFITS NON-UNION ADMINISTRATIVE SUPPORT

Effective 7/1/2025

Probationary Period

The first three (3) 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.

Health Insurance:

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.

NOTE: *VT medical insurance is mandated by the state of VT. The plan(s) and associated contributions listed below apply to NH employees only.*

Eligible employees can enroll in the district-sponsored medical plan on the first day of the month following their hire date.
Employees who elect to enroll in district coverage will be responsible for 5% of the monthly premium of the coverage tier that they elect.
The district will contribute the remaining 95% of the monthly premium.
Applicable premiums will be deducted from the employee's paycheck in accordance with IRS regulations.

If an eligible employee opts not to take medical insurance, they shall be paid the sum of $3,000.00 (prorated, for employees who work less than 40 hours per week) annually.

Dental Insurance:

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.

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.

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.

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 applicable 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 contract 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 toward medical and dental insurance coverage as part of this disability plan will be prorated for the employee whose contract is less than full-time 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, they would not be eligible for the medical insurance benefit described herein.

Longevity Payments:

To be paid in the December following the employee's applicable anniversary date.

Longevity payment amounts are prorated based on full time equivalent and months worked during the fiscal year.

After (5) years of continuous service, the employee will earn a single longevity payment of	$500
After (10) years of continuous service, the employee will earn a single longevity payment of	$1,000
After (15) years of continuous service, the employee will earn a single longevity payment of	$1,500
After (20) years of continuous service, the employee will earn a single longevity payment of	$2,000

LEAVE BENEFITS

*****School-year employees <u>are not eligible</u> for paid holidays, floating holidays, or vacation leave*****

- Whenever possible, employees are encouraged to use available leave time when school is not in session.
- Requests made for leave time during the school year should be submitted as far in advance as possible.
- Requests submitted with less than 2 business days prior notice will be subject to denial.
- Leave requests are subject to prior approval and can be denied based on district needs.

Vacations:

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 (3) months of employment.

From year 6 to year 14, 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 15 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.

Employees who were hired prior to July 1, 2001 will be considered "Legacy" employees and will accrue vacation leave according to the Standard Benefits dated September 1, 2021.

Employees who attained vacation credits at the 10-year mark under the previous Standard Benefits will be grandfathered at the higher accrual rate.

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.

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

Floating Holidays:

In addition to the holidays listed above, year-round employees are entitled to (2) floating holidays per fiscal year, prorated for part time or partial year employees.

Floating holidays must be used in the fiscal year in which they are earned

Floating holidays may only be used on days when school is not in session.

Floating holidays do not accumulate, have no monetary value, and are not compensable at termination of employment.

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 must be used in the fiscal year in which they are earned,

Personal leave does not accumulate, has no monetary value, and is not compensable at termination of employment.

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.

Emergency requests should be submitted in the district absence management system and must include a detailed description of the circumstances surrounding the request.

Inclement weather alone is not sufficient to meet the criteria for emergency leave.

The superintendent may grant additional emergency days at their discretion.

Emergency leave does not accumulate, has no monetary value and is not compensable at termination of employment.

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 their 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 does not accumulate, has no monetary value and is not compensable at termination of employment.

Jury Duty:

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

Sick Leave:

The employee will earn (1) day per month of paid sick leave, 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 begin.

Should an employee exhaust 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 $1/12^{th}$ of the allotment per month not worked from the employee's final paycheck

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).

Retirement Benefits:

State Retirement:

As a condition of employment, eligible employees are required to participate in the applicable state retirement system.

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.

Retirement Incentive:

Year-round Employees with at least (20) years of continuous service in SAU 70 or in one of its constituent Districts, will receive an additional salary amount in their 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 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.

Medical Insurance after Retirement:

Year-round Employees of SAU 70 or one of its constituent Districts, who;
Have at least (20) years of continuous service
Are at least 55 years of age, ,

The district will provide 2-person medical 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

To be eligible for 2-person coverage, the retired employee's **dependent must not be eligible** for Medicare, Medicaid or coverage through an employer.

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.