



## 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

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### SCHOOL ADMINISTRATIVE UNIT 70

#### Non-Union School-Year Employee Benefit Program Effective July 1, 2025

This document outlines the benefits provided to employees employed by SAU 70, and any affiliated districts. Positions covered by this policy include: Building Substitutes, Food Service Workers, Long-Term Substitutes, Tutors, and Volunteer Coordinator and other similarly situated roles.

Full-time is defined as 37.50 hours per week or more. Part-time refers to any employee who works less than 37.50 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 37.50 hours per week. The employee will pay premium co-pays as follows:

**NH Employees**

- Five percent (5%) HP HSA Silver

**VT Employees**

17.5% - Gold CDHP

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 – 3 days per school year (prorated for part-time employees), this leave is non-accumulative.
- Emergency/Bereavement: up to 3 days per school year (prorated for part-time employees) allowed for emergency events which are unforeseen, 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.)