

**NEW HAMPSHIRE SCHOOL ADMINISTRATIVE UNIT 29  
NELSON SCHOOL DISTRICT**

#5016

**EMPLOYEE BENEFITS  
Effective July 1, 2012 through June 30, 2013**

DEFINITIONS OF EMPLOYMENT

1. Duration

- a. School year (190 working days)
- b. Year round (12 months)

2. CLASSIFICATIONS

School Year (SY)

SY Full-time Certified: 80% FTE or greater

SY Part-time Certified: 50% FTE or greater but less than 80% FTE

SY Full-time Hourly: 35 or more hours per week continuous employment

SY Part-time Hourly: 20 or more hours per week continuous employment,  
but less than 35 hours

Year Round (YR)

YR Full-time Hourly: 35 or more hours per week continuous employment

YR Part-time Hourly: 20 or more hours per week continuous employment,  
but less than 35 hours

Temporary: Employment for a specific project or as a short-term  
replacement for a regular employee

ELIGIBILITY FOR BENEFITS

Full-Time SY and YR: All benefits

Part-Time SY and YR: As specified

Temporary: No benefits

Benefits for eligible employees will be effective on the first day of the month following  
the date of hire.

BENEFITS

1. Sick Leave (Full and part-time SY & YR)

Each employee shall receive sick leave for personal illness at the rate of one day per  
month worked cumulative to 90 days. An employee may use up to three days per year of  
sick leave for the care of an ill spouse, child, parent, or relative living in the employee's  
household.

2. Personal Leave (Full and part-time SY & YR)

Each employee will be allowed two days annually, non-cumulative, for personal leave.

Personal leave will not be deducted from sick leave. Days used for funerals in the immediate family will not be deducted from personal leave. Personal days are for activities of such an urgent or compelling nature that it is essential for an individual to be absent from professional duties. Personal days will not be taken for pecuniary gain. Personal days are not to extend a weekend or vacation. All personnel are obliged to notify the principal forty-eight hours in advance, except in cases of emergency.

Extensions of personal leave for emergency situations of up to five days may be granted by the Assistant Superintendent for Towns.

The school board may grant use of accumulated sick leave for emergency leave in special situations.

Up to three days of paid leave may be taken for death in the immediate family. Immediate family is defined as mother, father, spouse, child, grandparent, mother-in-law, father-in-law, son-in-law, daughter-in-law, and relatives residing within one's household.

Leave for other reasons, paid or unpaid, may be granted at the discretion of the school board.

3. Vacation (Year-round support staff only, not school year)

Year-round employees are eligible for one week (5 days) paid vacation after six consecutive months of employment. This leave is not cumulative and must be taken with the approval of the Assistant Superintendent for Towns within six months of being earned. Year-round employees are eligible for two weeks (10 days) paid vacation annually after twelve consecutive months of employment. This leave is not cumulative and must be taken with the approval of the Assistant Superintendent for Towns within 12 months of being earned. Pay may not be taken in lieu of vacation.

4. Paid Holidays (Full and part-time SY & YR support staff)

Full and part-time hourly employees are entitled to eight (8) paid holidays on Thanksgiving Day, the Day after Thanksgiving, the Day before Christmas, Christmas Day, Day after Christmas, New Year's Day, Martin Luther King Day and Memorial Day. Employees who normally work their last scheduled work day before and their first scheduled work day after a recognized holiday are entitled to be paid for the holiday. Employees on bona fide sick or personal leave before or after the holiday will also be paid.

5. Disability Compensation (Full-time SY & YR)

The Board agrees to provide all employees who work 35 or more hours with short-term/long-term disability coverage. The Board will continue to contribute toward health and dental insurance as indicated in this policy while an employee is out on long-term disability for a period of 18 months following the date of initial disability. At the end of this period, subject to the rules and regulations of the health and dental insurers, the employee will be eligible for an additional 18 months of coverage at his/her own expense under the federal laws of COBRA. A complete description of the terms and details of coverage is available from the Personnel Office.

6. Life Insurance (Full-time SY & YR)

Term life insurance in the amount of \$50,000 is provided. See plan for details.

7. Health Insurance (Full-time and Part-time SY & YR)

For full-time employees, the school district will pay 80 percent of the current year premium of plan chosen for the single, two-person, or family health plan(s) adopted by the district.

For part-time employees, the school district will pay 80 percent of the current year premium for single health coverage. The employee may elect to pay the additional premium for two-person or family coverage.

The school board reserves the right to select the carrier of such a plan, including the right to self-insure.

Full-time eligible employees electing not to join one of the health plans for the entire membership year, and secures substitute health insurance coverage of comparable quality through other sources, and supplies the district with proof of the aforementioned coverage, shall be eligible to receive a \$2,500 payment upon the close of the applicable school year. The amount shall not be prorated and no consideration for partial years will be given.

8. Dental Insurance (Full-time and Part-Time SY & YR)

For full-time employees, the school district will contribute 100 percent of single coverage of the current year Delta Dental Plan Option 3 (A/B/C coverage, \$1,000 maximum dental benefit per person, \$25/\$75 deductible).

For part-time employees, the school district will pay 80 percent of the current year Delta Dental Plan Option 3 premium for single dental coverage. The employee may elect to pay the additional premium for two-person or family coverage. The district reserves the right to change the carrier of such plan, including the right to self-insure.

9. Retirement System (Full-time, SY, certified only)

Each eligible teacher will belong to the New Hampshire Retirement System as established by law. The school district and teacher will make contributions to the retirement system. See plan for details.