

**ADMINISTRATIVE PROCEDURE TO ACCOMPANY POLICY #7430,  
EMPLOYEE BENEFITS  
Effective July 1, 2011 through June 30, 2012**

**ADMINISTRATIVE/MANAGERIAL**

1. Health Insurance

The Board will provide, at its expense, an amount not to exceed 85% of the cost of the HMO 1 plan toward a single, a two-person, or a family membership for each employee who elects to participate in the POS, HMO 1, C2500MC or HMO 2 health insurance plans.

The Board will guarantee to its retired employees the opportunity to continue their membership in the prevailing group insurance plan, at group rates, at their own expense. If any change in health plans occurs, every reasonable effort will be made to inform the retired personnel and permit them to participate in the new health insurance plan at their own expense.

Employees who provide documentation they are covered by medical insurance that is not provided by SAU 29 or any SAU 29 member district and who elect not to receive medical insurance by the District shall receive a payment of two thousand, five hundred dollars (\$2,500) per year. This payment shall be pro-rated and provided to an employee in each bi-weekly paycheck, beginning with the first full paycheck of the school year or the first full paycheck after the documented alternate coverage commences and the district sponsored coverage ceases.

The Board agrees to establish the following Section 125 Flexible Spending Accounts at District expense for all administrative employees of the central office: a HealthCare FSA with a \$200 minimum and a \$2,500 maximum, and a Dependent Care Reimbursement Account with a \$200 minimum and a \$5,000 maximum.

2. Life Insurance

The Board will provide term life insurance for each administrator/manager defined herein. Life insurance provided will be equal to 1.5 times the administrator's/manager's annual salary to the nearest thousand dollars.

3. Loss of Time Compensation

Sick Leave

Administrators/managers shall receive one day sick leave a month cumulative to twelve days a year, further cumulative to a maximum of 110 days. However, during the first year of employment, an employee's sick leave will not be considered exhausted until it has exceeded 12 days. The employee shall reimburse the Board for the difference between earned and paid sick leave.

Short-Term/Long-Term Disability

The Board agrees to provide short-term disability/long-term disability for its employees. A complete description of the terms and details of coverage is available from the Personnel Office.

Short-Term - An administrator/manager who has exhausted his sick leave shall be paid his full salary for the entire contractual year.

Long Term - Benefits will begin after the end of the contractual year for which the administrator/manager was paid short term disability benefits as specified above.

4. Additional Leaves of Absence

Additional leaves of absence may be granted at the discretion of the Board upon the recommendation of the Superintendent.

## ADMINISTRATIVE/MANAGERIAL

### 5. Holidays

The following shall be recognized as paid holidays:

New Year's Day	Veterans Day
Memorial Day	Thanksgiving Day
Independence Day	Christmas Day
Labor Day	Martin Luther King, Jr. Day

In addition, there shall be four (4) floating days off with pay which shall be scheduled annually by the Superintendent of Schools and published in advance.

If a holiday falls on Sunday, then Monday will be a paid holiday. If a holiday falls on a Saturday, then Friday will be a paid holiday, providing that school is not in session.

If school is in session on one of the named holidays, compensatory time will be arranged by the Superintendent.

### 6. Vacations

Paid vacations will be provided at the rate of two (2) days a month unless otherwise determined by state laws and regulations. Leave may be accumulated up to a maximum of forty (40) days, and must be approved in advance.

Administrators/managers ceasing employment shall be paid vacation balances at the rate at which the administrator/manager is currently being paid.

### 7. Social Security

Administrators/managers belong to the Social Security system and appropriate administrator/manager and Board contributions will be made as dictated by law.

### 8. Worker's Compensation

The Board will provide, at its expense, appropriate worker's compensation insurance as required by law. Administrators/managers are required to report accidents or any other circumstance which may be covered by worker's compensation. Reports should be made immediately, but in no case any later than 24 hours following the occurrence.

### 9. Jury Duty

Administrators/managers called for and serving on jury duty shall receive the necessary leave to fulfill the legal obligation. This leave shall not be deducted from sick leave. The person shall be paid during such time an amount equal to the difference between his salary and the compensation received for such services.

### 10. Delta Dental

The Board will provide, at its expense, an amount not to exceed the following per administrator/manager toward a single, a two-person, or a family membership for each eligible employee who elects to participate in the Delta Dental Plan, Option 8 (no deductible, \$1,500 maximum, A/B/C Coverage):

Single	\$ 449
Two-Person	\$ 782
Family	\$1,274

Eligibility shall be in accordance with the rules of Northeast Delta Dental.

## ADMINISTRATIVE/MANAGERIAL

### 11. Retirement System

Administrators/managers determined to be eligible under the regulations established by the New Hampshire Retirement System will belong to the New Hampshire Retirement System (or its equivalent) and the Board and administrator/manager will make contributions to the appropriate retirement system as established by law.

Upon termination of employment prior to actual retirement, the administrator/manager will receive a return of his contributions plus interest as established by the system unless a different election is made by the administrator/manager. (Note: Appropriate applications must be made by the administrator/manager through the Personnel Office.)

Administrators/managers approaching retirement are advised to contact the retirement office in Concord at the earliest date possible.

As of May 15, 1984, individual contributions made to the retirement system by the administrators/managers will be tax sheltered, all in accordance with R.S.A. 100-A16 I (e) Supplement.

### 12. Early Retirement

Any full-time SAU 29 central office administrator with a minimum of ten years of service\* whose age plus years of service equal 70 shall be paid additional compensation in up to the final three years of employment with SAU 29 in accordance with the following formula:

$$.005 \times \text{years of service}^* \times \text{annual salary}$$

To be eligible for this compensation, the central office administrator must give written notice of his/her intent to retire not later than October 1 of the school year prior to the first year in which s/he is eligible to receive the payment. The decision to retire may only be rescinded in writing at any time prior to July 1 of the year in which the early retirement stipend will begin.

\* For purposes of this calculation, years of service shall include years as a central office administrator in SAU 29 or as a principal, assistant principal, teaching principal, administrator, or director in any of its member districts.

### 13. Tuition Reimbursement

The Board will provide up to \$15,000 per year for the purpose of tuition payment. This money will be available to all SAU 29 employees. The applicant shall demonstrate the value of the course to the satisfaction of his/her supervisor. Each employee will be eligible for up to six (6) credits on a first come, first served basis, but if course reimbursement funds are unused by April 15 of the school year, then an employee may exceed the six (6) credit limit, again on a first come, first served basis. In order to receive reimbursement the employee must submit proof of payment from the institution where the course is to be taken. The employee shall be required to earn a grade of "C" or better (or Pass in a Pass/Fail course) and submit their grade reports within two weeks of receipt. If the employee does not earn a grade of "C" or better (or Pass in a Pass/Fail course) the amount of tuition paid will be deducted in equal installments from the employee's remaining paychecks. If the employee does not submit a grade report indicating satisfactory completion of the reimbursed course within six months of the course start date the amount of tuition paid will be deducted in equal installments from the employee's remaining paychecks. If all funds allocated for tuition reimbursement are not expended during the year they shall not be carried over into the next year.

Revised:

Approved: 5/23/2011