

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

HOURLY EMPLOYEES

1. Health Insurance (Full-Time and Regular Employees)

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 hourly 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 (Full-Time and Regular Employees)

The Board will provide term life insurance for each hourly paid employee defined herein. Life insurance provided will be equal to two times the hourly employee's annual salary rounded to the nearest thousand dollars.

3. Loss of Time Compensation (Full-Time and Regular Employees)

Sick Leave

a. Employees 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 this agreement or during the first year of employment, an employee's sick leave will not be considered exhausted until it has exceeded 12 days. Should an employee leave the employ of the Unit prior to earning the twelve days, the employee shall reimburse the Unit the difference between earned sick leave and paid sick leave.

(1) Employees who have any sick leave which was accumulated prior to July 1, 1968, are entitled to that sick leave to be counted as part of the 110-day maximum accumulation.

(2) Sick leave is defined as work days as opposed to consecutive days.

(3) Under policies and agreement then in force, employees did not earn sick leave during the period July 1, 1968 through June 30, 1975.

b. Employees are entitled to sick leave at full pay until their accumulated sick leave is exhausted.

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.

HOURLY EMPLOYEES

4. Temporary Leaves of Absence (Full-Time and Regular Employees)

Personal leave for urgent and legitimate reasons, including bereavement, may be granted by the Superintendent of Schools.

5. Paid Holidays (Full-Time and Regular Employees)

Employees who normally work in their position the last regular business day before and after a recognized holiday are entitled to be paid for that holiday. Employees on sick leave or approved annual leave on these days will also be eligible for holiday pay. Employees on leave without pay on these days are not entitled to holiday pay.

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 (Full-Time and Regular Employees)

Paid vacation time will be provided each employee, based upon time of continuous employment, as follows:

First year of employment at the rate of 1 day a month (12 days per year)
1 - 5 years at the rate of 1.25 days a month (15 days per year)
6 - 10 years at the rate of 1.5 days a month (18 days per year)
11 - 14 years at the rate of 1.75 days a month (21 days per year)
15+ years at the rate of 2 days a month (24 days per year)

Employees may accumulate vacation days up to a maximum of forty (40) days. All requests for vacations must be approved in advance by the immediate supervisor.

7. Retirement System (Full-Time and Regular Employees)

Each employee 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 employee will make contributions to the appropriate retirement system as established by law.

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

HOURLY EMPLOYEES

Employees 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 employees will be tax sheltered, all in accordance with R.S.A. 100-A16 I (e) Supplement.

8. Social Security (All Employees)

Employees belong to the Social Security system and appropriate employee and Board contributions will be made as dictated by law.

9. Worker's Compensation (All Employees)

The Board will provide, at its expense, appropriate worker's compensation insurance as required by law. Employees 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.

10. Jury Duty

Employees 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.

11. Delta Dental

The Board will provide, at its expense, an amount not to exceed the following per employee 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). Eligibility shall be in accordance with the rules of Northeast Delta Dental:

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

12. 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: 5/23/11