

NEW HAMPSHIRE SCHOOL ADMINISTRATIVE UNIT 29

KEENE SCHOOL DISTRICT

#4430

EMPLOYEE BENEFITS

The Board will provide certain employee benefits for all eligible employees in order to help protect them from loss of income due to illness, to provide periods of rest and relaxation and, in general, to enhance their employment by the Board.

**ADMINISTRATIVE PROCEDURE TO ACCOMPANY POLICY #4430
FRINGE BENEFITS - PARAPROFESSIONALS AND SPECIALISTS
Effective July 1, 2007 through June 30, 2011**

1. Definition of Employee Status

Full-time Paraprofessionals-	1950 scheduled annual hours or more per year
Regular Paraprofessionals-	1200 or more scheduled annual hours but fewer than 1950 annual hours
Part-time Paraprofessionals-	less than 1200 scheduled annual hours per year

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

For each employee electing health insurance coverage the Board agrees to pay the amounts below per fiscal year (July 1 – June 30) toward the cost of insurance comparable to Blue Choice or Mathew Thornton HMO, including the Million Dollar Major Medical Rider:

	<u>2007-08</u>	<u>2008-09</u>	<u>2009-10</u>	<u>2010-11</u>
Single	99*	98*	97*	95*
Two Person	98*	97*	96*	95*
Family	97*	97*	96*	95*

*of current fiscal year's HMO

In the first year of this contract (2007-2008) a one time payment in the form of a stipend will be paid to each paraprofessional enrolled in a health benefit plan. The stipend will be paid as follow: Single coverage = \$63.00; Two Person coverage= \$127.00; Family coverage= \$171.00

The Board agrees to establish a Section 125 Flexible Spending Account at District expense for all employees working 990 hours or more annually.

The District will explore a lower cost health plan (with higher deductibles and co-pays and lower prescription benefits) to be offered in addition to the current HMO.

3. Dental Insurance (Full-Time and Regular Employees)

The Board agrees to provide per fiscal year (July 1 - June 30) for each employee electing dental insurance coverage up to:

	<u>2007-08</u>	<u>2008-09</u>	<u>2009-10</u>	<u>2010-11</u>
Single	\$ 376	\$ 391	\$ 407	\$ 423
Two-Person	\$ 707	\$ 735	\$ 765	\$ 795
Family	\$1,179	\$1,226	\$1,275	\$1,326

toward the cost to provide Delta Dental Plan A/B/C (Option 3A) with no deductible, \$1,000 maximum. Eligible employees may select single, two-person, or family coverage.

Eligibility shall be in accordance with the rules of the carrier selected by the Board. If a married couple is employed by the Keene School District, then the Board will pay up to the full amount of the cost to provide two (2) person or family coverage, whichever is appropriate for any such couple, provided such cost does not exceed the benefit liability of the Board as set forth in this policy #4430 plus that set forth in the applicable collective bargaining agreement for the employee's spouse.

4. Life Insurance (Full-Time and Regular Employees)

The Board will provide life insurance which provides for 24-hour coverage (12 months per year). Each paraprofessional will receive coverage per fiscal year (July 1 - June 30) as follows:

2007-2009	\$55,000
2009-2011	\$65,000

The plan provides for a waiver of premium benefit in the event of total and permanent disability prior to age 60, and provides for a 30-day conversion privilege for terminating employees.

5. Professional Advancement

5.(a) Course Reimbursement (Full-Time and Regular Employees)

For the purposes of tuition reimbursement for job-related education, or for classes necessary to obtain an approved degree (associate's, bachelor's or master's) or certification, for employees in the paraprofessional group, the Board will provide per fiscal year (July 1 - June 30) up to \$12,868 in 2007-2008, \$13,383 in 2008-2009, \$13,918 in 2009-2010 and \$14,475 in 2010-2011.

Payment for each course shall be made to the employee at the time of enrollment. The employee shall be required to earn a grade of "C" or better (or Pass in a Pass/Fail course). In the event the employee does not earn a "C" or a "Pass", the amount of tuition paid at the time of enrollment shall be repaid by the employee to the district in equal installments from each paycheck due to the employee over the next sixty (60) days from the date the Board receives notice of the unsatisfactory grade. Satisfactory proof of enrollment and of completion shall be required.

Reimbursement shall be made on a first come, first served basis. No employee shall receive payment for college courses beyond six credits or 2 four credit courses per year before May 1. Employees may then apply for reimbursement for additional credits between May 1 and May 10 and the funds will be equally divided between the applicants, provided that the funds have not been expended. Reimbursement will be the actual cost of the course, but not to exceed the cost of out-of-state cost per credit hour at the University of Massachusetts, Amherst.

Employees who access the course reimbursement benefit will be required to return to service in the district for a minimum of one year. If the employee does not return to service for the required 12-month period, the employee will be required to reimburse the cost of the previous twelve month's tuition. Repayment shall be forgiven if no degreed job is available in the district or if the employee applies, but is not chosen for a degreed job in the district.

If all funds allocated for tuition reimbursement are not expended during the year, they shall not be carried over into the next year.

5.(b) Professional Development

Each building Principal shall provide access to professional development funds to pay for the cost of a paraprofessional's participation in any workshop, seminar, or similar education program which has been approved by the Principal/Supervisor and which is directly related to the employee's job within the Keene School District.

6. 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 N.H. 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 or her 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 Human Resources Office.)

Employees approaching retirement are advised to contact the retirement office in Concord at the earliest date possible.

7. Social Security (All Employees)

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

8. 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 that may be covered by worker's compensation. Reports should be made immediately; but, in any case, no later than 24 hours following the occurrence.

9. Paid Holidays

9. (a) Paid Holidays (Full-Time and Regular Employees)

Employees who normally work in their position the last regular business day before and first business day after a recognized holiday are entitled to be paid for that holiday. Employees on bona fide sick leave or annual leave before or after the holiday will also be paid; however, those on leave without pay do not qualify for holiday payments. Regular (school year) employees are eligible for eleven (11) paid holidays falling within the school year, provided they work the last school day before and first school day after the holiday. Full-time (calendar year) employees are eligible for twelve (12) paid holidays, provided they work the day before and the day after the holiday.

The following shall be recognized as paid holidays:

New Year's Day
Memorial Day
Independence Day
Labor Day
Veteran's Day
Thanksgiving Day
Christmas Day

In addition, the parties agree that there shall be five (5) floating days off with pay which shall be scheduled annually by the Superintendent and published in advance.

If a holiday falls on a Saturday or Sunday, it shall be observed on the day of general observance as determined by the Superintendent, except that if school is in session on such day, then compensatory time off will be scheduled by the Superintendent.

9. (b) Paid Holidays (Employees working 990 – 1199 annual hours)

Employees working 990 – 1199 annual hours are eligible for one (1) paid holiday falling within the school year in 2007 – 2008; two (2) paid holidays falling within the school year in 2008 – 2009; three (3) paid holidays falling within the school year in 2009 – 2010; four (4) paid holidays falling within the school year in 2010 – 2011.

These holidays will be recognized as follows:

Year 1 Christmas Day
Year 2 New Year's Day
Year 3 Thanksgiving Day
Year 4 Memorial Day

10. Vacations (Full-Time 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 per month (12 days per year)
1-5 years	at the rate of 1.25 days per month (15 days per year)
6 years	at the rate of 1.50 days per month (18 days per year)
11 years	at the rate of 1.75 days per month (21 days per year)
15+ years	at the rate of 2 days per month (24 days per year)

Employees may accumulate vacation days up to a maximum of thirty (30) days. All requests for vacations must be approved in advance by the immediate supervisor.

11. Leaves of Absence

11. (a) Sick Leave (Paraprofessionals working 990 or more annual hours)

After the first year of employment, full-time and regular paraprofessionals shall receive one (1) day sick leave per month cumulative to twelve (12) days per year, further cumulative to a maximum of one hundred (100) days. After the first year of employment, paraprofessionals who work 990 or more annual hours, but less than 1200 annual hours shall receive one-half (1/2) day sick leave per month, cumulative to six (6) per year, further cumulative to a maximum of one hundred (100) days.

However, during the first year of this policy, or during the first year of employment, an employee's sick leave will not be considered exhausted until it has exceeded the annual accumulation. Should an employee leave the employ of the District prior to earning the annual accumulation, the employee shall reimburse the District the difference between earned sick leave and paid sick leave. Sick leave is defined as workdays as opposed to consecutive days. Sick leave shall be confined to the personal illness of an employee; however, employees shall be able to use up to five days of their own sick leave per year for the illness of their spouse, child or other family member residing in their household. Employees may request of the Superintendent, or his/her designee, up to 30 of their own accumulated sick days for the critical or terminal illness of a spouse or child. The Superintendent's decision shall be final and not subject to the grievance procedure. Employees are entitled to sick leave at full pay until their accumulated sick leave is exhausted. In every case, accumulated sick leave will not be deducted until the employee has exhausted the annual accumulation they receive for the given year.

11. (b) Disability (Full-Time and Regular Employees)

The Board agrees to provide short-term disability/long-term disability coverage for its full-time and regular paraprofessionals according to the policy approved by the Keene School District from time to time. Provided, nevertheless, the level of benefits for employees shall not be reduced without the prior consent of the paraprofessional group. A complete description of the terms and details of coverage are available from the Human Resources Office.

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 eight (8) years 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.

11. (c) Paid Personal Days (Paraprofessionals working 990 or more annual hours)

Paraprofessionals working 990 or more annual hours are entitled to one (1) paid personal day each year, cumulative to three. During school year 2008-2009, the number shall be increased to two, remaining cumulative to three. Days used for funerals in the immediate family will not be deducted from personal leave. Personal days are for activities of a personal nature that are essential for an individual to be absent from professional duties. All personnel are obligated to notify their respective principal or immediate supervisor forty-eight (48) hours in advance, except in cases of emergency.

11. (d) Bereavement Leave (All Employees)

A maximum of three (3) paid days shall be granted in the event of the death of a member of the employee's or the employee's spouses immediate family. The Superintendent may grant additional days.

11. (e) Jury Duty (All Employees)

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 or her salary and the compensation received for such services.

11. (f) Unpaid Leaves of Absence (All Employees)

Upon request, an employee may, at the discretion of the Board, be granted an unpaid leave of absence. The determination of the Board shall be final. Benefits eligible employees on a board approved unpaid leave of absence shall have the right to continue medical and/or dental insurance under the federal laws of COBRA for an additional 18 months of coverage at his/her own expense.

11. (g) Educational Leave (Full-Time and Regular Employees)

The Board supports educational growth among the paraprofessional group particularly as it relates to job-related skills. In addition, it encourages paraprofessional employees to aspire to professional level competencies. Upon request, an employee may be granted a one-year unpaid leave of absence to pursue further education. No more than two leaves per year will be granted for this purpose. The requests will be reviewed by the Board as they are submitted, and the determination of the Board shall be final.

The employee on an educational leave will be assigned to the same position which was held at the time the leave of absence commenced, or to another position for which the employee is qualified.

11. (h) Military Leave (All Employees)

Military leave shall be granted in accordance with state and federal law.