

NEW HAMPSHIRE SCHOOL ADMINISTRATIVE UNIT 29
KEENE SCHOOL DISTRICT

#4140

CLASSIFICATION/PAYMENT
OF SPEECH PATHOLOGISTS/SCHOOL PSYCHOLOGISTS

The Keene Board of Education recognizes speech pathologists and school psychologists as a respected group of professional employees who provide educational services to students in the Keene School District.

In order to attract and retain professionals in these positions, the Board will maintain a competitive compensation package.

Approved: K-3/11/08

ADMINISTRATIVE PROCEDURE TO ACCOMPANY POLICY #4140
CLASSIFICATION/PAYMENT OF SPEECH PATHOLOGISTS/SCHOOL PSYCHOLOGISTS
2008-2012

Speech pathologists/school psychologists will be paid according to the salary schedule established by the Keene Board of Education on this 11th day of March, 2008.

Benefits for speech pathologists/school psychologists will be as follows:

1. Health Insurance

The Board will make available and contribute to a group health insurance plan for the employees. All members of the group who desire health insurance coverage from the district will have the option to enroll in BC/BS POS; or Matthew Thornton HMO. Those employees currently enrolled in the BC/BS JWMC plan will be allowed to stay on this plan at the current contribution rate (single 73%, two person 72%, or family 71%) but will not be allowed to return to the JWMC plan if they choose to change coverage.

The employee shall select an appropriate coverage; i.e., single, two-person, or family. Enrollment and selection shall be accomplished in accordance with rules established by the carriers and which are available from the Human Resources Office.

After due consideration of any suggestions by the speech pathologists/school psychologists, the Board reserves the right in future years of this policy to change carriers or plans to a substantially equivalent plan.

The Board will contribute the following amounts towards health benefits for single, two person, or family coverage:

2008-09
POS 82%
HMO 90%

2009-10
POS 80%
HMO 88%

2010-12
POS 80%
HMO 85%

The employee will pay any balance of the premium by way of payroll deduction. In no event will the payroll deductions for single exceed two-person or family; nor will two-person exceed family.

Employees who provide documentation they are covered by medical insurance that is not provided by the district and who elect not to receive medical insurance by the District shall receive a payment of two thousand five hundred dollars (\$2500) 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.

In the event an employee leaves District employment before the end of the school year or has a change in life circumstances that necessitates a return to coverage by the District this payment shall cease.

The Board agrees to establish a Section 125 Medical Spending Account, with a \$200 minimum and a \$1,500 maximum and Dependent Care Spending Account with a \$200 minimum and a \$5,000 maximum at District expense for all full-time and regular employees.

2. Life Insurance

The Board will pay the full cost to provide a term life insurance policy in the amount of 1.5 times salary, including an accidental death and dismemberment provision, for employees covered by Policy #4140.

3. Loss of Time Compensation

The Board agrees to provide all full-time employees with short-term disability/long-term disability coverage. A complete description of the terms and details of coverage is available from the Human Resources Office and is subject to change in accordance with requirements established by the insurer to be applied uniformly to all employee groups in the school district.

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 ten (10) years following the date of initial disability, provided the employee was employed prior to July 1, 2008. In the case of any new hires after July 1, 2008, the Board's obligation to provide health and dental insurance shall be for a period of seven (7) years following the date of the 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 eighteen (18) months of coverage at his/her own expense.

Sick Leave

- a. Employees 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. However, during the first year of employment, an employee's sick leave will not be considered exhausted until it has exceeded twelve (12) days. Should an employee leave the employ of the district prior to earning the twelve (12) days, the employee shall reimburse the district the difference between earned sick leave and paid sick leave.
- b. Sick leave is defined as work days as opposed to consecutive days.
- c. Employees are entitled to sick leave at full pay until their accumulated sick leave is exhausted.

4. Personal Days

Members covered under Policy # 4140 are entitled to two (2) personal days - cumulative to three (3). Personal days 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 a personal 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 vacation. All personnel are obliged to notify their respective principal or immediate supervisor forty-eight (48) hours in advance, except in cases of emergency. Additional personal leave for urgent and legitimate reasons may be granted by the Assistant Superintendent for Keene, upon the recommendation of the building principal.

5. 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 or personal days. The employee shall be paid during such time an amount equal to the difference between his/her salary and the compensation received for such services.

6. Dental Insurance

Employees may enroll in Delta Dental Plan C, with no deductible, \$1000 maximum coverage per person per contract year. The employer contribution to the premium shall be a maximum of: \$550 08-09, \$600 in 09-10, \$650 in 10-11, \$700 in 11-12.

7. Retirement System

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/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.

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-A16I(e) Supplement.

8. Social Security

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

9. Sabbatical Fellowships

Sabbatical fellowships are granted at the discretion of the Board contingent upon finding a suitable replacement and are designed to encourage the improvement of instruction, supervision, and administration in the Keene School System. School psychologists and speech pathologists may apply for a fellowship upon completion of five (5) years' service in Keene. After having received a fellowship, a school psychologist or speech pathologist may apply for a second fellowship only after five (5) additional years in Keene. A school psychologist or speech pathologist must present a detailed proposal for study or research to his/her principal for approval by the Board upon recommendation of the Superintendent. This proposal must be submitted to the Superintendent before January first (1st) of the school year preceding the fellowship year.

The fellowships will be available only for full-time study or research programs which offer potential benefit both to the individual and to the school system. Travel will not be approved except when incidental to a study program. No more than one (1) sabbatical fellowship at full pay will be available in any one (1) year. Ordinarily fellowships will cover a full school year. In special cases, fellowships covering a half school year or a half school year plus one (1) summer may be approved, provided that adequate arrangements can be made to cover a school psychologist's or speech pathologist's responsibilities during a partial year's absence. During the sabbatical, the school psychologist or speech pathologist will receive such other medical and life insurance benefits as are offered to all

school psychologists and speech pathologists in active service, if such plans permit.

The school psychologist or speech pathologist is expected to return to the Keene School System for a minimum of two (2) years following the fellowship year. If the school psychologist or speech pathologist terminates employment before the end of the two (2) year period, the amount of the fellowship grant must be paid on a prorated basis within a five (5) year period, through signing a promissory note indicating the amounts, method and schedule of payment at the time leave is taken.

10. Job Sharing

Job sharing is defined as a budgeted full-time position shared by two persons. Any Keene School District speech therapist or school psychologist wishing to job share should submit a written request to the Superintendent outlining:

1. Impact on students
2. Qualifications of partners
3. Motivation for job sharing
4. Percent time each partner will work (50% Partner A, 50% Partner B; 80% Partner A, 20% Partner B; etc.)
5. Exact schedule of hours to be worked by each partner
6. How duties will be shared between partners
7. Substituting arrangements
8. Plan for evaluating effectiveness of job sharing with opportunity for input by variety of constituencies (students, principals, parents, colleagues, etc.).

It is incumbent upon the employee to recommend a qualified partner.

Job share speech therapists or school psychologists shall accrue seniority on the same basis as part-time speech therapists or school psychologists.

Job share partners will receive a prorated salary based upon each partner's appropriate placement on the salary schedule.

Job share partners will receive the same health insurance benefits accorded to full-time speech therapists or school psychologists prorated. The proration will be based upon the ratio each job share partner's work schedule is to a full-time speech therapist's or school psychologist's schedule.

Job share partners will receive sick and personal days on the same basis as full-time speech therapists or school psychologists prorated between the two partners.

If the job share is discontinued at the request of both of the job share partners, the speech therapist or school psychologist will be placed in the next available permanent vacancies for which they are certified and qualified.

If one of the job share partners leaves or elects to take a full-time position, and there is no candidate acceptable to the district to fill the job share position, the position shall revert to full-time and the remaining partner will be offered the full-time position.

If one of the job share partners desires to return to a full-time position, that partner will be placed in the next available permanent vacancy for which the partner is certified and qualified.

Applications shall be submitted to the Superintendent each year by March first (1st) of the school year prior to the school year the job share will commence. Approval of requests for job sharing shall be at the sole discretion of the Board.

11. Evaluation

Any scheduled increase may be withheld as a result of unsatisfactory performance. Once performance at a satisfactory level is reestablished, the employee shall receive an increase, which shall not be retroactive, such that it brings the salary of the employee to the amount it would have been if the increment(s) had not been withheld.

12. Period of Service

The period of service shall not be more than one hundred and ninety (190) days as set forth in an individual contract between the Board and each school psychologist and speech pathologist to be allocated as follows:

School days and days for direct service to students	One hundred and eighty-five (185)
Workshop or curriculum days	five (5)

Days for direct service to students shall be at the discretion of the Director of Special Education in consultation with the building principal(s). Workshop or curriculum days shall be at the discretion of the building principal(s).

13. Retention Incentive

Any full-time speech therapist/school psychologist with a minimum of ten (10) years of service* whose age plus years of service* equal seventy (70) or more shall be paid additional compensation in up to the final three (3) years of employment with the Keene School District in accordance with the following formula:

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

To be eligible for this compensation, the speech therapist/school psychologist must give written notice of his/her intent to retire not later than October first (1st) of the school year prior to the first year for which s/he is applying to receive the payment. The decision to retire may only be rescinded in writing at any time prior to July first (1st) of the year in which the early retirement stipend will begin. In other words, the decision to retire becomes irrevocable on the first day of the fiscal year when the employee is to receive the additional compensation.

No more than one (1) employee shall be granted the stipend each year and no more than three (3) employees shall receive a stipend in any given year. In years where more than one qualified employee applies, preference shall be given to the employee with the greatest number of years of service. In the event two (2) applicants have equal service, and only one (1) slot is available, the retention incentive shall be paid to the older employee. An employee who receives the stipend in one year shall remain eligible in his/her subsequent years until retirement even if, in those subsequent years, new applicant(s) have longer service time. In the event there are no recipients or only one (1) recipient of this incentive stipend in any particular year, then, in the following year, only one additional employee shall receive a stipend.

*For purposes of this calculation, years of service shall include years as a speech therapist/school psychologist in Keene or any of SAU 29's member districts. Years of service will be determined as follows: For employees with uninterrupted service, the original date of hire will be used. Employees with approved leaves of absence will be calculated using an adjusted date of hire which reflects total years of active service to Keene or any of SAU 29's member districts. Only in the case of a sabbatical leave will an employee be given credit for active service for being on leave.

14. Student Loans

The Board will provide up to \$7,500 in 2008-2010 and \$10,000 in 2010-2012 for the purpose of student loan repayment. All applications for student loan repayment must be filed with the Human Resources Office no later than November first (1st).

An employee shall be eligible to receive no more than \$2,500 per year for a period not exceeding forty-eight (48) months and not to exceed the payments due under the applicable loan.

Preference shall be given to speech therapists and school psychologists with four (4) or fewer years of experience in the profession. In the event that funds are not exhausted by employees with four or fewer years of experience in the profession, the balance will be divided equally among more experienced eligible employees subject to the stipulations above.

The repayment contribution shall be made directly to the educational and/or financial institution(s) designated by the employee. In order to receive this contribution, the employee shall provide proof of the loan(s), including verification of monthly payment amount(s) and a year-end summary of the repayment activity from the institution(s).

Any employee receiving an education loan repayment contribution is expected to return to the Keene School District for the school year following the year in which any contribution is made.

If the employee voluntarily terminates employment before the end of the following year and the amount contributed is greater than the final paycheck of the employee, the amount of the contribution must be repaid on a prorated basis within a three (3) year period, through signing a promissory note indicating the amounts, method, and schedule of payment. In the event that the amount contributed is less than or equal to the employee's final paycheck, the district is specifically authorized to deduct any balance due from the paycheck.

Approved: K - 10/9/90
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