

ADMINISTRATIVE PROCEDURE TO ACCOMPANY POLICY #GDBB
FRINGE BENEFITS - SCHOOL LUNCH EMPLOYEES
Effective July 1, 2011 through June 30, 2012

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

The Board agrees to pay up to the amount below toward the cost of an HMO 1 (\$5 INPATDED and no annual deductibles) or POS insurance plan:

Single	87% current HMO 1 premium
Two-Person	87% current HMO 1 premium
Family	87% current HMO 1 premium

The Board agrees to pay up to the amounts below toward the cost of an HMO 2 (\$15 INPATDED, \$500/\$1,500 annual deductible) or C2500 MC insurance plan:

Single	90% of plan chosen
Two-Person	90% of plan chosen
Family	90% of plan chosen

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 one thousand, five hundred dollars (\$1,500) per year. This payment shall be pro-rated and provided to an eligible employee in each bi-weekly paycheck during the school year.

2. Life Insurance (Full-time and Regular Employees)

The Board will make available insurance which provides for 24-hour coverage (12 months per year) with life insurance of \$20,000 per school lunch employee. 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.

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

The Board agrees to provide all full-time and regular school lunch employees with short-term disability/long-term disability coverage. A complete description of the terms and details of coverage is available from the Personnel 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 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.

Sick Leave (Full-time and Regular Employees)

- a. Employees shall receive one day sick leave per month cumulative to 12 days per year, further cumulative to a maximum of 100 days. However, 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 district prior to earning the 12 days, the employee shall reimburse the district the difference between earned sick leave and paid sick leave.
 1. Employees who have any sick leave that was accumulated prior to July 1, 1968, are entitled to that sick leave to be counted as part of the 100 day maximum accumulation.
 2. Sick leave is defined as work days as opposed to consecutive days.

3. Under policies and agreements then in force, employees did not earn sick leave during the period July 1, 1968 through June 30, 1975.
4. A doctor's note is required after three days absence, at Director's discretion.
- b. Employees are entitled to sick leave at full pay until their accumulated sick leave is exhausted.

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

Employees will be allowed one (1) day annually, noncumulative, for personal 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. All personnel are obliged to notify the Director of School Lunch forty-eight (48) hours in advance, except in cases of emergency. Personal days will be granted by the Director of School Lunch in conjunction with the Assistant Superintendent for Business.

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

Employees who normally work in their position the last regular business day before and the first business day after a recognized holiday are entitled to be paid for that holiday. Employees on bonafide 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 holidays falling within the school year, provided they work the last school day before and the first school day after the holiday.

The following shall be recognized as paid holidays:

New Year's Day
Memorial 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 Assistant Superintendent and published in advance.

If a holiday falls on a Sunday, it shall be observed on the following Monday. Whenever a holiday falls on a Saturday, it shall be observed on the preceding Friday, except that if school is in session on any such Friday and Monday, then compensatory time off will be scheduled by the Assistant Superintendent of Schools.

6. 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 spouse's immediate family. Additional days may be granted with the approval of the Assistant Superintendent.

7. Retirement System (Full-time and Regular)

Each employee determined to be eligible under the regulations established by the N.H. Retirement System will belong to the N.H. Retirement System (or its equivalent) and the Board and employee will make contributions to the 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 application must be made by the employee through the Personnel Office.)

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

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. Workers' Compensation (All Employees)

The Board will provide, at its expense, appropriate workers' compensation insurance as required by law. Employees are required to report accidents or any circumstance that may be covered by workers' compensation. Reports shall be made immediately; but, in any case, no later than 24 hours following the occurrence.

10. 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 salary and the compensation received for such services.

11. Dental Insurance (Full-time and Regular Employees)

The Board agrees to provide up to \$550 in 2011-2012 toward the cost to provide Delta Dental Plan 4B with \$50 deductible. Eligible employees may select single, two-person, or family coverage. If a married couple is employed by the Keene School District, the Board agrees to provide up to twice the cost of the individual cost as set forth above. Eligibility shall be in accordance with the rules of Northeast Delta Dental.

12. Probation (All Employees)

The first ninety (90) calendar days of employment, subject to extension by mutual agreement, shall be considered a trial period to permit the Board to determine a new employee's fitness and adaptability for the work required. The Board may discharge any said new employee without such discharge being subject to Grievance Policy, #4404.

Approved: K - 5/10/2011

Revised: