

NEW HAMPSHIRE SCHOOL ADMINISTRATIVE UNIT 29

MARLOW SCHOOL DISTRICT

#5016

EMPLOYEE BENEFITS

The Board will provide certain employee benefits for all eligible employees in order to 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.

Approved: Mw - 9/13/01

**ADMINISTRATIVE PROCEDURE TO ACCOMPANY POLICY #5016,
EMPLOYEE BENEFITS
Effective July 1, 2009 through June 30, 2010**

HOURLY EMPLOYEES

1. Health Insurance (Full-Time and Regular)

The Board agrees to pay up to the amounts below toward the cost of Anthem HMO or comparable insurance coverage, including the Million Dollar Major Medical rider:

Single	100 percent of current year HMO premium
Two-Person	75 percent of current year HMO premium
Family	75 percent of current year HMO premium

Hourly employees have the option to apply the Board's contribution above to any of the preselected health plans as determined by the Board. In 2008-2009, these plans included BC/BS JYMC, BC/BS Blue Choice, or Anthem HMO insurance coverage. The Board reserves the right to change carriers or plans to a substantially equivalent plan to that offered in 2008-2009.

Full-time and regular eligible employees who elect not to join one of the health plans for the entire membership year, and who secure substitute health insurance coverage of comparable quality through other sources, and who supply the district with proof of the aforementioned coverage, shall be eligible to receive a \$2,500 payment upon the close of the applicable school year. The amount shall not be prorated and no consideration for partial years will be given.

2. Loss of Time Compensation (Full-Time and Regular)

Each employee shall receive sick leave for personal illness at the rate of one day a month worked, cumulative to 90 days. Days of emergency leave, acceptable to the Board, may be granted as part of the accumulated sick leave.

a) Loss of Time Compensation (Part-time; 990 or more but less than 1200 annual hours)

Part-time employees working a minimum of 27.5 hours/week (990 annual hours) but less than 35 hours/week shall receive 3 days of sick leave for personal illness each year, cumulative to 30 days.

3. Dental Insurance (Full-Time and Regular)

The Board agrees to provide Plan A/B/C Delta Dental program with no deductible, \$1,000 maximum. The Board agrees to contribute up to the percent amounts specified below as its contribution to the benefits set forth as follows:

Single	100 percent
Two-Person	85 percent
Family	85 percent

4. Life Insurance (Full-Time and Regular)

The Board will provide a \$55,000 term life insurance policy for employees eligible for benefits.

5. Paid Holidays (Full-Time, Regular and Part-time)

Full-time (calendar year) employees are entitled to 12 paid holidays as determined by the Superintendent, provided they work the last school day before and the first school day after the holiday.

Regular (school year) employees are entitled to (8) paid holidays: Labor Day, Veterans' Day, Thanksgiving Day, Day After Thanksgiving, Christmas Day, New Year's Day, Martin Luther King Day, and Memorial Day; provided they work the last work day before and the first work day after the holiday. Employees on bona fide sick or personal leave before or after the holiday will also be paid.

Part-time employees working a minimum of 27.5 hours/week (990 annual hours) but less than 35 hours/week shall receive three (3) paid holidays: Thanksgiving, Christmas and New Year's Day. Employees who normally work their last scheduled work day before and their first scheduled work day after a recognized holiday are entitled to be paid for the holiday. Employees on bona fide sick before or after the holiday will also be paid.

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.

6. Personal Leave (Full-time and Regular)

Each employee will be allowed two (2) days annually, non-cumulative, for personal leave. Personal leave will not be deducted from sick leave. Personal days are for activities of such an urgent or compelling 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 weekend or vacation. All personnel are obliged to notify the principal forty-eight hours in advance, except in cases of emergency.

7. Loss of Time Compensation (Full-Time and Regular)

The Board agrees to provide short-term and long-term disability coverage. The benefits granted to employees under this section dealing with short-term and long-term disability shall be no less than those paid in any other district in SAU 29.

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 under the federal laws of COBRA at his/her own expense. A complete description of the terms and details of coverage is available from the Personnel Office.

8. Retirement System

Every full-time and regular time employee who is also 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 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.)

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

Approved: Mw – 5/13/2009

Revised: Mw - 4/2009