

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.

Retyped: K-1/23/07  
Revised and Approved: 12/14/10

ADMINISTRATIVE PROCEDURE TO ACCOMPANY POLICY #4430  
 FRINGE BENEFITS - PARAPROFESSIONALS AND SPECIALISTS  
 Effective July 1, 2011 through June 30, 2015

1. Definition of Employee Status

- Year-Round Paraprofessional 1950 or more scheduled annual hours
- Full-Time Paraprofessionals- 1200 or more but fewer than 1950 scheduled annual hours
- Regular Paraprofessionals- 990 or more but fewer than 1200 scheduled annual hours
- Part-Time Paraprofessionals- Fewer than 990 scheduled annual hours

2. Health Insurance (Year-Round and Full-Time 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 3-tier Point of Service, HMO 1 Matthew Thornton MTB5, HMO 2 MTB151PED, or Anthem BC/BS C2500 plan including the Million Dollar Major Medical Rider:

	<u>2011-12</u>	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>
Single	92.5%*	90%*	87.5%*	85%*
Two Person	92.5%*	90%*	87.5%*	85%*
Family	92.5%*	90%*	87.5%*	85%*

\*of current fiscal year's HMO 1 Matthew Thornton MTB5 plan

Employees electing not to join one of the health plans for the entire membership year, and who secure substitute health insurance coverage of comparable quality and who supply the district with proof of the aforementioned coverage shall be eligible to receive a twenty-five hundred (\$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.

The Board agrees to establish a Section 125 Healthcare Flexible Spending Account, with a \$200 minimum and a \$2,500 maximum, and Dependent Care Reimbursement Account with a \$200 minimum and a \$5,000 maximum at District expense for all Year-Round, Full-Time and Regular Employees.

3. Dental Insurance (Year-Round and Full-Time Employees)

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

	<u>2011-12</u>	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>
Single	\$ 433	\$ 443	\$ 443	\$ 443
Two-Person	\$ 813	\$ 832	\$ 832	\$ 832
Family	\$1356	\$1387	\$1387	\$1387

toward the cost to provide Delta Dental Plan A/B/C (Option 3A) with no deductible, \$1,000 maximum per person, per plan year. Eligible employees may select single, two (2) 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 (Year-Round and Full-Time Employees)

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

2011-2013	\$65,000
2013-2015	\$70,000

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

5. Professional Advancement

5(a). Course Reimbursement (Year-Round and Full-Time 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 for Para Educator or teacher certification, for employees in the paraprofessional group, the Board will provide per fiscal year (July 1 - June 30) up to \$16,000 in 2011-12; \$17,500 in 2012-2013; \$19,000 in 2013-2014; and \$20,500 in 2014-2015.

Payment for each graded 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 (6) credits or two (2) four (4) 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 \$1,500 per course.

Employees who access the course reimbursement benefit will be required to return to service in the district for a minimum of one (1) year. If the employee does not return to service for the required twelve (12) month period, the employee will be required to reimburse the cost of the previous twelve (12) 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 (Year-Round, Full-Time and Regular Employees (990-1199 annual hours):

The District shall provide access to professional development funds equal to \$100 per Instructional Paraprofessional from currently budgeted professional development funds. These funds shall be used to pay for the cost of an Instructional 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 (Year-Round and Full-Time 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 must contact NHRS directly in order to 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 twenty-four (24) hours following the occurrence.

9. Paid Holidays

9(a). Paid Holidays (Year-Round and Full-Time 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. Full-Time (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. Year-Round (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 (Year-Round Employees Only)
- Labor Day
- Veterans' 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 (Regular Employees - 990-1199 annual hours):

Regular Employees (Employees working 990 – 1199 annual hours) are eligible for five (5) paid holidays in 2011-2012 (Labor Day, Thanksgiving Day, Christmas Day, New Year's Day and Memorial Day) and six (6) paid holidays in 2012-2015 (Labor Day, Veterans' Day, Thanksgiving Day, Christmas Day, New Year's Day and Memorial Day).

Holiday hours do not count towards benefit eligibility.

10. Vacations (Year-Round 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

11(a) 1. (Year-Round and Full-Time Employees)

After the first year of employment, Year-Round and Full-Time 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.

11(a) 2. (Regular Employees - 990-1199 annual hours)

After the first year of employment, Paraprofessionals who work 990 or more annual hours, but fewer 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. In 2013-2015, Paraprofessionals who work 990 or more annual hours but fewer than 1200 annual hours, shall receive .7 day sick leave per month (based on a ten (10) month school year), cumulative to seven (7) per year, further cumulative to a maximum of one hundred (100) days.

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 ten (10) days per year of their own sick leave to care for an immediate family member who is ill or for important religious holidays. Employees may request of the Board, through 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 family member. The Board'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 (Year-Round and Full-Time Employees)

The Board agrees to provide short-term disability/long-term disability coverage for its Year-Round and Full-Time 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 seven (7) 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 eighteen (18) months of coverage at his/her own expense under the federal laws of COBRA.

11(c). Personal Days (Year-Round, Full-Time and Regular Employees (990-1199 annual hours):

11(c) 1. Paid Personal Days

Year-Round, Full-Time and Regular Employees (990-1199 annual hours) shall have two (2) paid personal days each year, cumulative to three (3). 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 necessitate 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. Paraprofessionals are not obligated to provide a specific reason when requesting a paid personal day but must affirm the day meets the criteria above.

11(c) 2. Unpaid Personal Days

Year-Round, Full-Time and Regular Employees may be granted up to three (3) unpaid personal days each year at the discretion of their respective principal or immediate supervisor whose decisions shall not be arbitrary or capricious. Paid personal days must be exhausted prior to requesting an unpaid personal day. All personnel are obligated to notify their respective principal or immediate supervisor forty-eight (48) hours in advance, except in cases of emergency. Paraprofessionals are not obligated to provide a specific reason when requesting an unpaid personal day but must affirm the day meets the criteria above.

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 spouse's 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 eighteen (18) months of coverage at his/her own expense.

11(g). Educational Leave (Year-Round and Full-Time 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 (1) year unpaid leave of absence to pursue further education. No more than two (2) 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. Benefits eligible employees on a board approved, unpaid educational leave of absence, shall have the right to continue medical and/or dental insurance under the provisions of COBRA.

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.

Revised: K – 12/14/10

Approved: 3/8/11