

NEW HAMPSHIRE SCHOOL ADMINISTRATIVE UNIT 29

WESTMORELAND 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.

Revised: W - 4/6/83

**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 plans adopted by the district.

Single	95% of current year HMO premium
Two-Person	95% of current year HMO premium
Family	95% of current year HMO premium

Hourly employees have the option to apply the Board's contribution above to plans adopted by the district. The school board reserves the right to select the carrier of such a plan, including the right to self-insure.

Full-time and regular eligible 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 twenty-five hundred dollars (\$2,500) 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 (1) day a month worked, cumulative to one hundred ten (110) days. Days of emergency leave, acceptable to the board, may be granted as part of the accumulated sick leave.

3. Temporary Leaves of Absence (Full-Time and Regular)

Each employee will be allowed three (3) paid days annually, noncumulative, for personal leave.

Extensions for personal leave for urgent and legitimate reasons may be granted by the Superintendent upon recommendation of the immediate supervisor. (Days of emergency leave acceptable to the board may be granted as part of the accumulated sick leave.)

Extensions in cases of bereavement may be granted at the recommendation of the immediate supervisor.

All personnel are obliged to notify their immediate supervisor of requested leave in advance. Such days will be taken as full days.

4. Dental Insurance (Full-Time and Regular)

The Board agrees to contribute 100 percent of single coverage toward Plan A/B/C Delta Dental program with no deductible, \$1,000 maximum.

5. Life Insurance (Full-Time and Regular)

The board will provide a \$50,000 term life insurance policy for employees eligible for benefits.

6. Paid Holidays (Full-Time and Regular)

The full-time employee is entitled to twelve (12) paid holidays as determined by the Superintendent.

Regular employees are entitled to two (2) paid holidays on Thanksgiving Day and Christmas Day. 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 the holiday. Employees on bona fide sick or personal leave 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.

7. Vacation (Full-Time)

Paid vacation time will be provided each full-time employee based upon time of continuous employment as follows:

0 through three years - .833 days per month
4+ years - 1 day per month

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.

8. 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 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.

9. Loss of Time Compensation

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

Approved: W – 5/21/2009