

SHENENDEHOWA CENTRAL SCHOOL
Clifton Park, New York

BENEFITS BOOKLET

FOR

DISTRICT OFFICE STAFF
(Confidential Status)

*Approved by the Board of Education 6/20/2017
(Effective 7/1/17)*

This is not a collectively bargained contract. It is a delineation of benefits and protections afforded to the above mentioned employees, approved by the Board of Education and remains in effect until a recommendation of change is made by the superintendent and authorized by the Board of Education.

DISTRICT OFFICE STAFF
(Confidential Status)

Confidential Secretary to the Superintendent (Exempt)	Vanessa Ford-Roether
Principal Typist to:	
Assistant Superintendent for Instruction, Curriculum and Assessment	Diane Futterer
Assistant Superintendent for Human Resources and Professional Development	Michele Mastrianni
Assistant Superintendent for Finance and Operations	Anita Adamchick
Office of Student Services	Jessica McCarthy
Director of Learning Technology and Educational Communication Services	Meg Frodey
Senior Typist to: Director of Policy and Community Development	Julie Keene
Senior Payroll Clerk	Mollie Smith
Account Clerk Typist – Payroll	Barbara Timpanaro
Payroll Clerk	Meg Jackstadt
Assistant Employee Services Coordinator	Susan Tocco
Tax Collector/Deputy Treasurer (Exempt)	Amy Green

SECTION I

COMPENSATION AND PAID ABSENCE BENEFITS

1.1 COMPENSATION

The annual salary for the period July 1 through June 30 in years subsequent to the year of hire shall be recommended by the Superintendent and approved by the Board of Education.

For the period of July 1, 2017 through June 30, 2018, employees covered herein shall be compensated an amount recommended by the Superintendent and approved by the Board of Education. The existing compensation shall remain in effective, until a change is recommended by the Superintendent and approved by the Board of Education.

1.2 VACATION

Vacation accruals for new employees shall be prorated for the number of full months worked during the first year and credited on the July 1st following his/her date of appointment. If the employee is hired on or before the 15th of the month, credit will be given for that month. Vacation shall be prorated for the first and last year.

Completed 1 – 6 years:	entitlement of 10 days
More than 6 years and less than 8 years:	15 days
Thereafter:	one additional day per year, up to 20 days maximum

Vacation may be accrued up to thirty (30) days. Vacation accruals over thirty (30) days not used by September 30 of any given year, will be "cashed out", up to a maximum of ten (10) days. Any days over the ten (10) days "cash out" will be lost.

Any remaining vacation entitlement will be paid upon termination of employment.

Twelve-month employees who transfer from a ten-month in the same area of employment shall be allowed credit toward paid vacation allowance as follows:

$$10/12 \times \text{number of years} \times \text{number of hours}/8$$

1.3 HOLIDAYS

All employees are entitled to the following twelve (12) paid holidays, provided school is not in session:

Independence Day
Labor Day
Columbus Day
Veterans' Day
Thanksgiving Day
Friday following Thanksgiving
Christmas Day
New Year's Day
Martin Luther King's Birthday
President's Day
Good Friday
Memorial Day

All staff shall be entitled to three (3) additional holidays to be determined.

In the event a paid holiday falls within an employee's scheduled vacation, the employee will be allowed an additional day of vacation or the equivalent in pay, at the employer's option.

1.4 SICK LEAVE

Sick Leave accruals for new employees shall be prorated for the number of full months worked during the first year. If the employee is hired on or before the 15th of the month, credit will be given for that month. The District shall provide annual sick leave of twelve (12) days each year. Sick Leave may be accumulated to a maximum of two hundred forty (240) days.

1.5 PERSONAL BUSINESS LEAVE

Personal Business Leave accruals for new employees shall be prorated for the number of full months worked during the first year, and credited on the July 1st following his/her date of appointment. If the employee is hired on or before the 15th of the month, credit will be given for that month. The District shall provide annual personal business leave of four (4) days each year for business which cannot be conducted outside of regular school hours. Any remaining days on

June 30th roll to sick leave until the maximum sick leave accumulation of two hundred forty (240) days is reached.

1.6 PERSONAL FAMILY ILLNESS LEAVE

Personal Family Illness Leave accruals for new employees shall be prorated for the number of full months worked during the first year, and credited on the July 1st following, his/her date of appointment. If the employee is hired on or before the 15th of the month, credit will be given for that month. The District shall provide annual personal business leave of three (3) days each year for family illness or death of a member of the family other than immediate. Any remaining days on June 30th roll to sick leave until the maximum sick leave accumulation of two hundred forty (240) days is reached.

1.6(A) UNUSUAL CIRCUMSTANCES

Should Personal Family Illness Leave be exhausted as a result of serious illness of an immediate family member (as defined in Section 1.7), an employee may request from the Superintendent or his/her designee, to use a portion of available accumulated sick leave as personal family illness leave. Such requests shall be in writing and provide information deemed sufficient by the Superintendent or his/her designee, to make a reasoned decision.

1.7 BEREAVEMENT

The District shall provide bereavement leave of four (4) days for death of a member of the immediate family. Immediate family is defined as spouse, mother/father, mother/father-in-law, sister/brother, sister/brother-in-law, son/daughter, son/daughter-in-law, grandparent, grandchild, step-parents, or near relative who resides in the same household. If travel time is required to attend the funeral and it cannot be done in the allotted time, it may be taken and charged against accumulated personal or family illness leave. These days are available for each such death and are not accumulated.

1.8 REPORTING OF DAYS USED (new)

Information regarding sick leave, family illness leave, bereavement leave and a singular personal leave day shall be submitted *electronically using Win Cap Employee self-service portal*. The completed electronic form shall be submitted within three (3) workdays of such absence whenever practicable. *Advance*

notification of the absence to the immediate supervisor shall continue to be made by email, phone, or other resource in addition to the Win cap reporting.

Personal leave of two (2) or more consecutive days and professional leave (e.g., attendance at conference) shall be submitted using the *Win cap Employee Self Service Portal* at least two (2) days in advance of an intended absence. Time spent at conferences, meetings of professional organizations and other similar or related professional development activities shall be considered working time and shall not be credited against any leave allowances.

SECTION II

UNPAID ABSENCE BENEFITS

2.1 PERSONAL LEAVE

Personal leaves of absence, up to one (1) year in length (as specified by Civil Service Law), must receive prior approval of the Board of Education upon the recommendation of the Superintendent.

2.2 CHILD REARING LEAVE

Child rearing leaves of absence, up to (1) year in length (as specified by Civil Service Law), will be granted. For probationary employees, such leave shall be an interruption of the requirements of serving a probationary period. An employee will not accumulate additional leave days during such leave or accrue other benefits, except as covered by law.

The District shall permit employees to use such leave benefits for any period of actual disability that may be associated with pregnancy and/or childbirth. In such event, the employee shall be required to submit a certification of the period of disability from the attending physician.

SECTION III

GROUP INSURANCE BENEFITS

3.1 LIFE INSURANCE

The District will provide each employee with a fully paid term life insurance policy. The fully paid group term life insurance policy will be equivalent to five (5) times the individual's current annual salary, with a cap of three hundred fifty thousand (\$350,000) dollars. The policy for each employee will include a rider to provide for double indemnity in the event of accidental death. Each employee shall receive a copy of the policy.

This term life insurance policy may be continued by the employee, upon retirement, providing the retiree makes payment to the District based upon the District's premium costs. The retiree may exercise any negotiated conversion option available to him/her at the time of retirement. The amount of life insurance that may be continued after retirement is as follows:

Under age 67	one hundred (100%) percent
Age 67 and over	fifty (50%) percent

Should the employee become totally disabled prior to age sixty (60), premiums will be waived with no further payments due by the District or the Board.

3.2 SHORT-TERM DISABILITY INCOME INSURANCE

The District shall provide a group short-term disability protection plan to each employee on a non-contributory basis.

Such plan shall have an eligibility period of seven (7) days, or accumulated sick leave, whichever is greater. Said plan shall not provide any benefits after such time as the employee would be eligible for long-term disability benefits. Said plan shall provide a benefit equal to one-half (1/2) the employee's salary.

3.3 LONG-TERM DISABILITY INCOME INSURANCE

The District shall provide a group long-term disability protection plan to each employee on a non-contributory basis.

This will become effective after one hundred eighty (180) continuous work days of disability and will pay benefits equal to sixty-six and two-thirds (66 2/3%) percent of salary, up to age sixty-five (65), if disabled from performing the duties of his/her occupation.

The plan shall include the following: An insured employee who becomes totally disabled will receive benefits beginning after the qualifying period of one hundred eighty (180) days and after the employee has exhausted his/her sick leave. An individual who uses any of his/her disability insurance and returns to work will be reinstated with fifteen (15) sick days or twenty (20%) percent of the sick days accumulated prior to the illness or accident, whichever is higher.

Benefits are payable during any one (1) period of disability, either due to accident or sickness, to the Social Security normal retirement age.

3.4 HEALTH INSURANCE

The District shall provide each full-time employee with health insurance, prescription drug coverage and dental insurance.

Effective January 1, 2018, The District shall pay eighty-three (83%) percent of the cost of the health insurance premium (individual and family) and prescription drug plan for all management confidential employees who currently participate in any health insurance program. This shall also apply to Shenendehowa employees who transfer to the Management Confidential Group.

The District will pay eighty (80%) percent of the cost of the health insurance premium (individual and family) and prescription drug plan for all employees who participate in any health insurance program, hired from outside the district after July 1, 2013

The following benefits apply :

- i. All CDPHP co-pays for services shall be \$20 for each occurrence.
- ii. All prescription drug co-pays shall be ten dollars (\$10.00) for generic, twenty dollars (\$20.00) for preferred brand name, thirty dollars (\$30.00) for non-preferred brand name.
- iii. Mail order shall be \$0/\$40 for generic and all other prescriptions, respectively.
- iv. The major medical deductibles for the Empire Blue Cross/Blue Shield program shall be two hundred and fifty (\$250) dollars/five hundred (\$500)

dollars. The lifetime maximum coverage under the Empire Blue Cross/Blue Shield program shall be an unlimited amount.

- v. CANARX on a voluntary basis by employees made available as soon as practicable.

A mental health rider is included with Capital District Physicians' Health Plan (CDPHP).

The District will pay forty-eight (48%) percent of the cost of the premium for the dental insurance for employees who participate in the dental insurance program.

3.5 PREMIUM CONVERSION PLAN

The District has implemented a voluntary premium conversion plan which meets the requirements of the applicable sections of the Internal Revenue Code and related regulations, in order that contributions made by employees toward medical insurance premiums (including health, prescription drug and dental) may be made through such a plan. Employees who participate in the voluntary premium conversion plan will have the premium deducted from pre-tax earnings; and, therefore, the net contribution to the plan will be less than the applicable employee contribution for health insurance and prescription drug coverage and dental insurance, as indicated above.

In the event Federal Law is changed to no longer allow a premium conversion plan, the District will pay the applicable employer share percent of the cost of the insurance premium (individual and family) for all employees who participate in any health insurance program and dental insurance program.

3.6 HEALTH INSURANCE BUY-OUT

Employees hired on or after July 1, 2014 to the management confidential group who initially decline enrollment coverage in the District Health Insurance Coverage, including the prescription drug plan, will be considered eligible for the health insurance buyout. Such employee must provide the District, at the time of hire and thereafter annually no later than December 15th, with proof of alternate health insurance coverage and shall execute any and all documents necessary to qualify for the payment.

An employee hired prior to July 1, 2014, who is enrolled in the District's health insurance plan, including the prescription drug plan and has proof of alternate

health insurance coverage shall have the option of withdrawing from the plan or electing a different coverage option. Such employee must provide the District, during the Open Enrollment period and thereafter annually no later than December 15th, proof of alternate health insurance coverage and shall execute any and all documents necessary to qualify for the payment.

<u>Coverage Change</u>	<u>Amount</u>
Family or two person coverage to no coverage	\$2,000.00
Family or two person coverage to individual coverage	\$1,500.00
Individual coverage to no coverage	\$1,000.00

In the event an employee who has elected withdrawal or selected a different coverage option leaves District employment, or re-enters the plan following a qualifying event before the end of the year, the District will pay, within thirty (30) days following December 31st, a pro-rata portion of the amount specified in the previous paragraph.

In case of such withdrawal, the District shall no longer be required to contribute toward the cost of such insurance for the balance of the year, or in the case of a change in coverage, to pay the amount required for the original coverage the employee had selected.

An employee, having withdrawn, may re-enroll in one of the health insurance plans offered by the District if he/she is no longer covered by such alternative health insurance in accordance with the rules, regulations and procedures of the District's insurance carriers. Such conditions now include the death of a spouse or other qualifying event.

3.7 EMPLOYEE ASSISTANCE PROGRAM

The District contracts with Deer Oaks EAP Services to provide help or assistance to employees, or their family members, with personal problems such as substance abuse, stress, depression, anxiety, phobias, marriage, children, aged parents, gambling, financial, legal (one per year) or other problems. The services are free and completely confidential. Further information can be obtained from the Office of Human Resources or the Benefits Office.

SECTION IV

RETIREMENT BENEFITS

4.1 NEW YORK STATE EMPLOYEES' RETIREMENT SYSTEM (NYSERS)

All non-certified staff classified by Civil Service are eligible for membership in the NYSERS. There are four (4) retirement tiers in effect under the present NYSERS. Please contact the Office of Human Resources for more information.

a. Tier I – New Career Plan (Section 75-i): For employees who joined prior to July 1, 1973. Minimum retirement age is fifty-five (55) and members are not required to contribute.

b. Tier II – New Career Plan (Section 75-i): For employees who joined after July 1, 1973 and prior to July 1, 1976. Members are not required to contribute.

c. Tier III (Articles 14 and 15): For employees who joined between July 1, 1976 and August 31, 1983. Effective October 1, 2000, until you either accrue ten (10) years of service credit or have been a member of the Retirement System for ten (10) years after your date of membership, you are required to contribute three (3%) percent of your gross earnings toward your retirement benefits.

d. Tier IV (Article 15): For employees who joined on or after September 1, 1983 and prior to January 1, 2010. Effective October 1, 2000, until you either accrue ten (10) years of service credit or have been a member of the Retirement System for ten (10) years after your date of membership, you are required to contribute three (3%) percent of your gross earnings toward your retirement benefits.

e. Tier V (Article 15): For employees who joined on or after January 1, 2010 and prior to April 1, 2012. Members are required to contribute three (3%) percent of your gross earnings toward your retirement benefits for all your years of public service.

f. Tier VI : For employees who join on or after April 1, 2012. From April 1, 2012 through March 31, 2013, Tier 6 members contribute 3 percent of their gross salary toward their retirement benefits. Beginning April 1, 2013, the contribution rate will be based on your annual wage. Future salary changes may affect your contribution rate.

Wages	Contribution Rate
\$45,000 or less	3%
\$45,000.01 to \$55,000	3.5%
\$55,000.01 to \$75,000	4.5%
\$75,000.01 to \$100,000	5.75%
More than \$100,000	6%

In addition to normal retirement benefits, all plans provide disability retirement benefits and death benefits. However, it is essential that specific questions regarding coverage be directed to the NYSERS or the District Office of Human Resources.

NOTE: The Office of Human Resources has beneficiary change forms for the NYSERS.

Accumulated sick leave, up to one hundred sixty-five (165) days, may be applied as additional service credit to retirement on a calendar day basis for members of Tiers I through IV. For members of Tier V, if your employer has chosen to offer this benefit, you may receive service credit for your unused, unpaid sick leave days at retirement. The additional credit may not exceed one hundred sixty-five (165) days.

4.2 SOCIAL SECURITY

Social Security pays benefits when you retire, become disabled or die. It also pays Medicare benefits. Other members of your family may also be eligible for benefits when you become entitled, though you must meet eligibility requirements for each kind of benefit.

4.3 RETIREMENT PAYMENT

An employee eligible to retire under the rules and regulations of the New York State Employees' Retirement System (NYSERS) will be entitled to the retirement payment of sixty (60) days at his/her current per diem rate, if the employee retires in accordance with the applicable rules and regulations of the NYSERS.

Effective July 1, 2016, the retirement days paid at the per diem rate up to **forty** (40) of the sixty (60) days shall be tied to accrued and unused personal illness days.

4.4 HEALTH INSURANCE

The District will pay the applicable percentage of the premium cost of individual coverage for health and prescription drug insurance in effect at the date of retirement.

If coverage is for more than individual coverage, applicable and effective percent factor of the individual rate will be applied toward the multiple-person coverage plan. Should the retired employee predecease his/her spouse, the survivor would be entitled to the same percentage of coverage enjoyed by the employee at time of death, unless the surviving spouse is already covered under other employment at equal or better coverage. The surviving spouse is entitled to single coverage only. The retiree may defer participation in the health plan until such time that there is no longer coverage under their other plan; however, the level of coverage and contribution share will be determined by the date of retirement.

To be eligible for this benefit, the employee must have a minimum of eight (8) years' service as a District employee on the effective date of retirement.

4.5 PRESCRIPTION COVERAGE

The District will pay the applicable percentage of the premium cost of individual coverage for health and prescription drug insurance in effect at the date of retirement.

Should the retired employee predecease his/her spouse, the survivor would be entitled to the same percentage of coverage enjoyed by the employee at time of death, unless the surviving spouse is already covered under other employment at equal or better coverage. The surviving spouse is entitled to single coverage only. The retiree may defer participation in the prescription plan until such time that there is no longer coverage under their other plan; however, the level of

coverage and contribution share will be determined by the date of retirement.

To be eligible for this benefit, the employee must have a minimum of eight (8) years' service as a District employee on the effective date of retirement.

4.6 RESIGNATION OR RETIREMENT NOTICE

A management confidential member who resigns for whatever purpose, or submits a letter of retirement from the district, shall provide a minimum 30-day notice, unless mutually agreed upon otherwise.

An individual resigning for purpose of retirement and expecting to qualify for the aforementioned retirement incentive benefits must submit a letter of intent to retire at least three (3) months in advance

SECTION V

OTHER BENEFITS

5.1 DIRECT DEPOSIT

You may have your entire paycheck automatically deposited into checking or savings accounts of participating institutions. Payroll Direct Deposit Authorization forms are available in the Office of Human Resources.

5.2 CREDIT UNION

The TCT Credit Union provides the opportunity for savings and loans at preferred rates to employees via payroll deductions. Loans are available to members and dividends on savings are paid quarterly. In addition, other member services include: share certificates, holiday clubs, vacation clubs, ATM, new and used auto or boat/RV loans, student loans, Visa card, travelers cheques, money orders, credit life insurance, credit disability program.

5.3 TAX SHELTERED ANNUITY

The primary objective of a Tax Sheltered Annuity (T.S.A.) is to induce you to save money for retirement purposes by granting current income tax exemptions.

Payroll will deduct contributions, each payday, to the T.S.A. program from your earnings prior to the computation of your taxes. The amount of your contribution will be deferred from federal and state income taxes, but subject to F.I.C.A. (Social Security) tax. Your contribution will then be sent to the company with which you have your program.

It is the employee's responsibility to select a company and to make the initial contacts and arrangements for his/her T.S.A. Once the employee chooses a company, he/she will also have to determine the amount that should be deducted from his/her paychecks and for how long, according to a formula determined by the federal tax laws.

5.4 TUITION REIMBURSEMENT

Individuals will be eligible to receive reimbursement for tuition for approved courses of study or training, if directly related to the person's position or the person's growth as an employee with the Shenendehowa Central School District. Reimbursement shall be provided for one (1) course per academic term (Fall, Spring, Summer). The reimbursement amount per credit shall be no greater than the rate per credit of a comparable course at SUNY Albany. Such courses must be approved, in advance, and the individual must complete the course with a satisfactory grade (C or higher) in order to qualify for reimbursement.

5.5 OVERTIME

All authorized work in excess of a regular workday of eight (8) hours, shall be paid at the rate of one and one-half (1 ½) times the employee's regular hourly rate. Leave time will be considered time worked. All work performed on a legal holiday (as defined in Section 1.2) shall be paid at the rate of one and one-half (1 ½) times the employee's regular rate, plus holiday pay.

5.6 LONGEVITY

Twelve (12) month, full-time employees [six (6) hours or more per day] after rendering continuous and satisfactory service, shall be paid a longevity payment, as follows:

	2017-18
After five (5) years	\$ 628
After nine (9) years	\$1,256
After fourteen (14) years	\$1,882
After seventeen (17) years	\$2,509
After twenty (20) years	\$3,138

5.7 REDUCED WORK HOURS

During the Summer (July and August), employees are required to work a total of seven (7) hours per day. During the days when school is not in session, vacation periods/recess (Christmas, February and April breaks), employees are required to work a total of six and one-half (6 ½) hours per day.

Superintendent Conference days are regular 8 hour work days .

5.8 CONFERENCES

Conferences will be paid by the District, with prior approval of the Superintendent, or designee.

5.9 BUSINESS RELATED TRAVEL

With pre-approval, the District will reimburse the employee for mileage reimbursement, based upon Internal Revenue Service rates.