

PROFESSIONAL AND SUPPORT STAFF FRINGE BENEFITS

GENERAL PROVISIONS

These general provisions apply to health, dental, life and long-term disability insurance, staff commitment to Souhegan, sick day compensation, and retirement.

An employee must work at least thirty hours a week during their contract period to be eligible for insurance benefits included in this section, unless otherwise noted.

The difference between the board's maximum contribution and the actual cost to the board to provide the coverage selected by the employee will be payroll deducted.

Any change in the insurance carrier will be made by mutual agreement between the Board and Personnel Policies Committee.

The board will sponsor a Premium Conversion Program under Section 125 of the Internal Revenue Code by which employees pay their health care premium contributions on a pre-tax basis. This means that the amount of co-payment will be deducted from the employee's pay before federal, social security and most state taxes are determined. This will lower employee's compensation for tax purposes, thereby increasing take-home pay.

Any employee who is on authorized unpaid leave, beyond an FMLA qualified event, may be permitted to continue health, dental, and life insurance benefits provided by the board at the employee's sole expense, on condition that the employee remits the full monthly insurance premium by check payable to the respective school district, to the superintendent's office no later than the 25th day of the month preceding the month the premium is due. In the event the employee fails to remit the premiums due, the benefits provided by the board shall terminate immediately without further notice to the employee and the employee may not be reenrolled in the group insurance plan for which the premiums were being paid until the employee returns to active service.

An employee who terminates employment with the district may continue health and dental insurance benefits, at his or her sole expense, under the provisions of federal COBRA law and procedures established by the superintendent's office.

Economic benefits, unless otherwise noted, are prorated to the staff members' Full-Time Equivalency (FTE); however, these benefits shall not be available to employees who work less than the minimum hours per the plan.

PROFESSIONAL AND SUPPORT STAFF FRINGE BENEFITS**HEALTH INSURANCE**

The board will provide, upon request of an eligible employee, the benefit of an individual, two-person or family health insurance plan.

The eligible employee may select single, two-person or family coverage and the board will pay the cost of such coverage at the following percentage per Health Trust plan:

June 2018 -- July 2021

POS plan BC2T10(07)-RX10/20/45: single (80%), two-person (65%), family (65%).

HMO plan MTB5(07)-RX10/20/45: single (90%), two-person (77%), family (77%).

HSA Plan Lumenos2500(07): single (95%), two-person (90%), family (85%).

Effective July 1, 2015 any existing employee who is enrolled in the POS plan will be grandfathered and allowed to remain on the POS plan. No enrollees will be permitted to join or return to the POS plan after July 1, 2015.

The board will also contribute at least the following amounts annually into the employee's HSA account: single (\$1,750), two-person (\$2,500), family (\$3,000). The listed amount will be distributed in the first payroll of the school year for the first two years or the first available pay date following the complete set up of a new account for an employee who is enrolled in the HSA plan. A pro-rated amount will be returned to the district in the event the employee works less than the full contract or, through a qualifying event, needs to change plans. After the first two years the above contributions will be distributed over the employee's 20 pay periods.

Employees who work 30 or more hours are considered full-time. The board values the contribution of its part-time employees. Part-Time employees who work at least 25 to 30 hours per week are eligible for prorated health insurance benefits based on their FTE. Employees who work 30 or more hours are considered full-time. Permanent is defined as a budgeted position expected to continue for more than one year. In addition, an employee must meet the minimum work hour requirements of the health plan she/he chooses to join. Payment for the full cost employee portion of health insurance will be made through payroll deductions.

An employee who is eligible for health insurance but elects not to enroll and works his or her full contract will be paid \$1,100 in FY 16 and \$1,200 starting FY 17. A pro-rated amount will be returned to the district in the event the employee works less than the full contract or, through a qualifying event, needs to enroll in the district plan. Part-time employees who work less than 30 hours per week, and the non-subscribing spouse of a married couple receiving 100% paid contributions, are not eligible.

Married couples at SHS, who each work 30 hours per week or more, shall receive an employer contribution of 100% of a two-person or family medical plan for the employee who is enrolled as the subscriber.

The group health insurance of any employee losing coverage with the district shall expire on the last day following the month in which the employee terminates, retires or loses eligibility. Employees who complete the contract year and give (or are given) notice of not returning for the upcoming school year prior to June 30th, are eligible to continue their insurance through the

PROFESSIONAL AND SUPPORT STAFF FRINGE BENEFITS

District for the months of July and August at the employee contribution rate.

DENTAL INSURANCE

The board will provide, upon request of an eligible employee, the benefit of an individual, two-person or family dental plan, as follows:

- a. Delta Dental plan coverage 1P including levels A (100%), B (80%), C (80%), D (50%, up to \$1500/person), or a comparable plan.
- b. The eligible employee may select single, two-person or family coverage and the board will pay the cost of such coverage at the following percentages: single (90%), two-person (75%), family (75%).

Part-Time employees who work at least 25 to 30 hours per week are eligible for prorated dental insurance benefits based on their FTE. Employees who work 30 or more hours are considered full-time.

Married couples at SHS, who each work 30 hours per week or more, shall receive an employer contribution of 100% of a two-person or family dental plan for the employee who is enrolled as the subscriber.

The group dental insurance of any employee losing coverage with the district shall expire on the last day of the month following the month in which the employee terminates, retires or loses eligibility. Employees who complete the contract year and give (or are given) notice of not returning for the upcoming school year prior to June 30th, are eligible to continue their insurance through the District for the months of July and August at the employee contribution rate.

LIFE INSURANCE

Principal: The board will pay the full, non-smoker premium for \$200,000 term life insurance. The board contribution toward the premiums of an individual will be limited to the non-smoker rate.

All Other Employees: The board will pay the full premium for \$50,000 of group term life insurance with accidental death and dismemberment for employees who meet the required minimum hours per the plan. Employees at time of termination of employment may convert their insurance policy at their own expense according to policies established by the insurance carrier.

LONG-TERM DISABILITY

The board will pay 100% of the premium for a group Long-Term Disability Insurance Plan for employees who meet the required minimum hours per the plan, as follows: The Plan shall cover 66 2/3% of the employee's monthly salary, less customary offsets, to a maximum monthly benefit of \$5,000. The elimination period shall be 60 consecutive calendar days. Sick leave can be accrued up to 50 work days to provide the primary layer of disability coverage. Sick leave, if available, must be utilized before long-term disability insurance becomes effective.

PROFESSIONAL AND SUPPORT STAFF FRINGE BENEFITS

WORKERS COMPENSATION AND SICK LEAVE

For absence because of injury incurred in the course of employment, the board shall utilize an employees available sick leave to pay the difference between the individual's regular pay and any dollar benefits received under the Worker's Compensation Act for absences up to the total of accumulated sick leave days.

HOLIDAYS

Support staff who are contracted to work less than 160 student days during the school year will receive five (5) paid holidays as part of their employment agreement.

Support staff who are contracted to work at least 160 student days during the school year will receive ten (10) paid holidays as part of their employment agreement.

Support staff who are contracted to work on a year-round basis, and receive vacation leave, will receive twelve (12) paid holidays each year as part of their employment agreement.

Holiday dates can vary from year to year and are designated by the Superintendent.

SNOW DAYS OR OTHER CANCELLATIONS

In the event of a snow day or other day cancelled by the Superintendent, support staff who are contracted to work on designated student school days will be paid for their scheduled contracted hours for that day. Additional cancellation days beyond 5 school days will be rescheduled and made up at the end of the school year. In the event that the additional days are waived, and not rescheduled for the end of the school year, there will be no loss in pay for the employee. (Effective FY19.)

VACATION LEAVE

Support staff who are contracted to work beyond the school year / on a year round basis shall be eligible to earn vacation days as part of their employment agreement. Vacation time is front loaded each July 1 or date of hire with the understanding that it is intended to cover the July 1 – June 30 employment year. In the event an employee is hired after July 1 or terminates employment prior to June 30th the leave will be reconciled based on actual number of months worked. Employees shall receive:

- 10 days Upon date of hire
- 15 days After 5 years of employment
- 20 days After 10 years of employment

Support staff who are contracted to work beyond the school year, but not on a year round basis, are eligible to earn vacation days based on the above schedule up to a maximum of 15 days per year. (Effective FY19).

A maximum of the value of 10 days per year will be allowed to be carried over into the next fiscal year. Any days or hours in excess of 10 days will be forfeited by the employee.

PROFESSIONAL AND SUPPORT STAFF FRINGE BENEFITS**PROFESSIONAL AND SUPPORT STAFF COMMITMENT TO
SOUHEGAN HIGH SCHOOL (effective 7/1/02)**

Annual Compensation for service commitment to Souhegan High School will be paid to professional staff as follows:

- Professional and support staff who have completed 10 years or more of service will be paid \$500 annually as a one-time payment starting in year 11;
- Professional staff who have completed 15 years or more of service will be paid an additional \$1000, totaling \$1500 annually as a one-time payment. **(Approved March 2006.)**;
- Benefit applies only to staff hired before 1 January 2004;
- Service from any SAU 39 district applies;
- Support staff who have completed 15 years or more of service will be paid an additional \$500, totaling \$1000 as a one-time payment for year 16 only. Subsequent years will revert to the \$500 payment.

This annual payment is non-cumulative. Benefit accrues at the start of the 11th and subsequent annual contracts.

SICK DAY COMPENSATION

Whenever an employee with ten (10) or more years of service at Souhegan High School terminates employment with the school district, the employee shall be compensated for up to 90 days accumulated sick days (see GCC/GDC, Professional and Support Staff Leaves and Absences Policy). Such compensation shall be equal to 35% of the employee's current per diem rate. Such compensation shall be paid by June 30th of the employee's last year of employment on the condition that notice of termination is given by the employee no later than January 1 of the school year preceding the year in which employment is terminated.

If employees fail to give the district eighteen (18) months notice by June 30th of their last year of employment, a good-faith effort will be made to pay this compensation to them by June 30th, but in any event such compensation shall be paid to them within thirty (30) days of their last day of employment.

PROFESSIONAL AND SUPPORT STAFF FRINGE BENEFITS**PROFESSIONAL STAFF RETIREMENT**

- A. All benefits in this section apply to professional staff employees who have worked at least the equivalent of 15 years in the Souhegan Cooperative School District by their final year of employment, who will be at least age 55 by June 30th of their final year of service, and who provide notice of intent to retire to the board on or before January 1 of the year preceding retirement.
- B. An employee shall receive a one-time payment of \$5,000 by May 31st preceding the designated year of actual retirement.
- C. In their final year of employment, the employee will receive \$8,500 payable in 22 or 26 pay periods (as elected by the employee) throughout the year. All employees meeting the criteria in paragraph A shall receive this benefit.
- D. Example: Teacher plans to retire as of June 30, 2008 and meets the eligibility criteria; in order to be eligible for this benefit, written notice must be received on or before January 1, 2007. Teacher receives this one-time cash benefit of \$5,000 by May 31, 2007. Teacher receives the \$8,500 increase for the 2007-2008 school year.
- E. (Effective FY19) The School Board may choose to, in its sole and exclusive discretion, vote to offer an alternative retirement incentive in any fiscal year, as follows: Employees who meet both the age and service eligibility requirements to retire at normal retirement age as defined by the New Hampshire Retirement System and who have been employed and worked as a regular employee of Souhegan Cooperative School District for at least fifteen (15) years will be eligible for the following retirement incentive program:
 - (a) For Professional Staff and Administrators, a minimum of (i) \$10,000 or (ii) 30% of their annual salary for the year they retire to a maximum of \$20,000, whichever is higher, to be paid within thirty (30) days of the effective date of retirement;
 - (b) Payment of accrued sick leave as stipulated by policy.
 - (c) In consideration of this incentive program, any eligible employee wishing to participate stipulates to the following conditions:
 - (i) All retirement incentive payments are taxable income and subject to state and federal taxes and withholdings;
 - (ii) Part-time regular employees will have the retirement incentive payments prorated based on hours worked.
 - (iii) A binding letter of intent to retire that may not be revoked will be received in the SAU office no later than 3:30 p.m. on October 15th of the academic year in which the employee will retire. If more notices are received, then there are funds available, recipients will be chosen based on the order in which they are received.

PROFESSIONAL AND SUPPORT STAFF FRINGE BENEFITS

- (iv) Once retired, participants may not be rehired by the Souhegan Cooperative School District in any full-time position.
- (v) Employees who have retired from the Souhegan Cooperative School District and return to the employment of Souhegan Cooperative School are not eligible for this incentive.
- (vi) Retirements may only take place at the end of an academic year.

GCBD Professional Staff Provisions

ADOPTION: 8/21/91

REVISED: 5/4/93

REVISED: 4/9/98

REVISED: 1/3/06

- Attendance Recognition
- Sick Day Compensation
- Early Retirement
- Dental (single coverage)

REVISED ADOPTION: May 2, 2002

- Attendance Recognition deleted
- Professional and Support Staff Commitment

REVISED: (Health Insurance)

- First reading - May 8, 2003
Second Reading - May 15, 2003

REVISED: SEPTEMBER 6, 2001

Attendance Recognition

NEW: Professional Staff Commitment

REVISED: TEACHER RETIREMENT:

2002, 2006

REVISED: JANUARY 4, 2011

- Anti-spiking Provision added
- Professional Staff Retirement Section B.1 limitation of 5 employees for one-time cash benefit of \$5000 removed

REVISED: JUNE 10, 2015

- PPC Agreement for FY2016-17:
 - Increase Insurance buyout, change employee/district shares of healthcare
 - Close enrollment in POS Health Plan, grandfather existing enrollees

PROFESSIONAL AND SUPPORT STAFF FRINGE BENEFITS

- **Language clarifications from HR, including current limits from Insurance carriers**

REVISED: PPC Agreement January 29th, 2018, Approved April 5, 2018 (Alternative Retirement Incentive option added)

REVISION: Language edited for clarity and conformance to current practice, agreed by PPC April 9, 2018; approved May 3, 2018.

PROFESSIONAL AND SUPPORT STAFF FRINGE BENEFITS**SUPPORT STAFF RETIREMENT**

- A. All benefits in this section apply to support staff employees who have worked at least the equivalent of 15 years in the Souhegan Cooperative School District by their final year of employment, who will be at least age 55 by June 30th of their final year of service, and who provide notice of intent to retire to the board on or before January 1 of the year preceding retirement.
- B. An employee shall receive a one-time payment of \$2,500 by May 31st preceding the designated year of actual retirement.
- C. In their final year of employment, the employee will receive \$4,250 payable in 22 or 26 pay periods (as elected by the employee) throughout the year. . All employees meeting the criteria in paragraph A shall receive this benefit.
- D. Example: Support staff employee plans to retire as of June 30, 2009 and meets the eligibility criteria; in order to be eligible for this benefit, written notice must be received on or before January 1, 2008. Staff member receives this one-time cash benefit of \$2,500 by May 31, 2008. Staff member receives the \$4,250 salary increase for the 2008-2009 school year.
- E. (Effective FY19) The School Board may choose to, in its sole and exclusive discretion, vote to offer an alternative retirement incentive in any fiscal year, as follows: Employees who meet both the age and service eligibility requirements to retire at normal retirement age as defined by the New Hampshire Retirement System and who have been employed and worked as a regular employee of Souhegan Cooperative School District for at least fifteen (15) years will be eligible for the following retirement incentive program:
 - (a) For Support Staff, a minimum of (i) \$5,000 or (ii) 30% of their annual salary for the year they retire to a maximum of \$10,000, whichever is higher, to be paid within thirty (30) days of the effective date of retirement;
 - (b) Payment of accrued sick leave as stipulated by policy.
 - (c) In consideration of this incentive program, any eligible employee wishing to participate stipulates to the following conditions:
 - (i) All retirement incentive payments are taxable income and subject to state and federal taxes and withholdings;
 - (ii) Part-time regular employees will have the retirement incentive payments prorated based on hours worked.
 - (iii) A binding letter of intent to retire that may not be revoked will be received in the SAU office no later than 3:30 p.m. on October 15th of the academic year in which the employee will retire. If more notices are received, then there are funds available, recipients will be chosen based on the order in which they are received.
 - (iv) Once retired, participants may not be rehired by the Souhegan Cooperative School District.
 - Employees who have retired from the Souhegan Cooperative School District and return to the employment

PROFESSIONAL AND SUPPORT STAFF FRINGE BENEFITS

of Souhegan Cooperative School are not eligible for this incentive.

- Retirements may only take place at the end of an academic year.

G CBD Support Staff Provisions	
<p>ADOPTION: 8/21/91</p> <p>REVISION: 5/4/93</p> <p>REVISION: 4/9/98</p> <p>REVISION: 1/3/06</p> <ul style="list-style-type: none"> • Attendance Recognition • Sick Day Compensation • Early Retirement • Dental (single coverage) 	<p>REVISION ADOPTION: May 2, 2002</p> <ul style="list-style-type: none"> • Attendance Recognition deleted • Professional and Support Staff Commitment <p>REVISION: (Health Insurance)</p> <ul style="list-style-type: none"> • First reading - May 8, 2003 • Second Reading - May 15, 2003
<p>REVISION: SEPTEMBER 6, 2001</p> <p>Attendance Recognition</p> <p>NEW: Professional Staff Commitment</p>	<p>REVISION: RETIREMENT: 2002, 2006</p>
<p>REVISION: JANUARY 4, 2011</p> <ul style="list-style-type: none"> • Support Staff Retirement Section B.1 limitation of 5 employees for one-time cash benefit of \$5000 removed 	<p>REVISION: JUNE 10, 2015</p> <ul style="list-style-type: none"> • Remove NHRS enrollment
<p>REVISION: NOVEMBER 1, 2017</p> <ul style="list-style-type: none"> • Revised Health Insurance co-payments & HSA district contribution • Automatic PTSA membership & Payroll deduction eliminated 	<p>REVISION: PPC Agreement January 29th, 2018, Approved April 5, 2018 (Add Snow Day/Inclement Weather compensation provisions for Support Staff; Clarify and increase Paid Holidays for Support Staff; Clarified support staff vacation, Alternative Retirement Incentive option added)</p>