

NON-UNIT EMPLOYEE BENEFITS

The Board hereby approves the following benefit package for the following positions:

School District Treasurer
School District Clerk/Secretary to the Superintendent
Payroll Clerk
Personnel Clerk

Vacation Days

1. Employees working 12 months will receive twenty (20) days of paid vacation per year upon successful completion of the probationary period as defined by Civil Service or one full year of service. Vacation days can be accumulated. However, no more than thirty (30) vacation days can be taken in any one year. A maximum of twenty (20) vacation days will be paid at retirement.
2. Employees working less than 12 months will receive no paid vacation time.
3. Prior approval of the Superintendent is required for vacation days to be taken when school is in session.

Sick Leave

1. Fifteen (15) paid Sick Leave days will be granted per year. These days may be accumulated and there is no limit to this accumulation.
2. Family Illness- Up to ten (10) days, non-cumulative, will be given for illness in the immediate family to be charged against sick leave. Immediate family in this instance is defined as: The spouse of a staff member, his/her children, foster children, the parents of the staff member or of his/her spouse, or any relative living within the staff member's household. This benefit may be extended in unusual circumstances at the discretion of the Superintendent. The Superintendent of Schools reserves the right to require documentation of a family illness.
3. Any employee whose personal illness extends beyond the period of accumulated sick leave may request a leave of absence, and such request shall be considered by the Board of Education. Such leaves of absence shall not exceed one (1) year and shall be without pay.
4. Employees on unpaid leave of absence shall retain their rights to health insurance (non-contributing by the Board).
5. The accumulated sick leave earned in another district may be credited to the employee by the Board of Education at the time of appointment of such employee to the Harpursville non-unit staff. Up to 25 days may be credited.

Sick Bank

1. As of January 1, 2009, a Sick Bank will be established for the non-unit employees in conjunction with the Harpursville Director's Association. A bank of 50 days will be maintained annually by the district. Sick Bank use is available only for serious illness and/or injury which is not work-related. Sick leave bank shall be administered by a committee of trustees consisting of the Superintendent of Schools, the President of the Harpursville Director's Association or his designee and a non-unit employee. If a unanimous decision cannot be reached, an appeal may be brought to the Board of Education for a final decision.
2. Employees applying for use of days from the Bank, must be absent for a minimum of five (5) consecutive days and be completely out of personal sick leave days.
3. Days from the Sick Bank may be used only for a continuous absence, not on a per diem basis, except that after returning to work, days may apply for absences of less than five (5) days for periodic therapy as indicated by the individual's condition which caused the initial request for use of the Sick Bank.
4. A doctor's report and review of the condition causing the use of the Sick Bank may be requested by the Superintendent of Schools.
5. Ten (10) days may be approved from the Sick bank at any one time. If more than ten (10) days are needed, the individual must reapply.

Personal Leave

1. Employees working 12 months per year will receive three (3) personal leave days per year. Unused personal leave days will be applied to the employee's personal sick leave.
2. Employees working less than 12 months per year will receive 1.5 personal leave days per year with the unused personal leave days being applied to the employee's personal sick leave.

Holidays

1. Employees working 12 months will observe the following paid holidays:
 - July 4
 - Labor Day
 - Columbus Day
 - Veterans Day
 - Day before Thanksgiving
 - Thanksgiving Day
 - Day After Thanksgiving
 - Day before Christmas
 - Christmas Day
 - Day before New Year's Day
 - New Year's Day
 - Martin Luther King Day
 - President's Day (As determined by Superintendent)

- Good Friday
 - Memorial Day
2. Employees working less than 12 months per year will only observe those paid holidays identified above, that fall within the months worked.

Other Days Off

1. **Bereavement**

Absence with pay shall be allowed to employees in case of death in the immediate family in the amount of a maximum of five (5) days for each death. However, such allowance is non-cumulative. Death in the immediate family is construed to be the death of a staff member's spouse, child, father, father-in-law, mother or mother-in-law, brother or sister, grandfather or grandmother, or grandchild.

If any other situation arises with family members not defined above, the Superintendent may grant bereavement days which are to be included within the five (5) days. Up to two (2) days shall be allowed for attendance at funerals for other relatives or close friends. Provision shall be made to permit attendance without loss of pay at the funerals of colleagues, active or retired, at the time of death by those employees who wish to attend, if such attendance does not exceed one-half of a day per event. Such absence shall have the prior approval of the Superintendent.

2. **Conferences and Other Professional Activities**

Employees may, at the discretion of the Superintendent, be allowed to be absent from their regular duties while receiving full pay to participate in such activities as conferences, conventions, professional meetings, inter-school visits, and work with the State Education Department.

3. **Jury Duty**

All employees who are called for jury duty shall receive the necessary leave to fulfill their civil obligation.

This leave shall not be deducted from sick leave or personal days.

The staff member shall receive a rate of pay equal to the difference between the professional salary and the jury fee.

Leaves Of Absence

1. **Unpaid Personal Leave**

- a. Leave of absence may be granted to all employees. Requests for leaves of absence shall be considered by the Board of Education.
- b. Leaves of absence shall not exceed one year.
- c. Bargaining unit members on leave of absence shall retain their rights to health insurance (non-contributing by the Board). Employees on leave will not lose seniority.

d. All leaves of absence under this section shall be without pay.

2. Parental Leave

- a. Leave of absence for child-rearing may be granted up to one (1) year, upon request, to any employee. Such leave shall be without pay or increment.
- b. An employee requesting a parental leave shall do so in writing and shall include the date leave commences and the date the leave concludes. Such request shall normally be made at least thirty (30) days prior to the start of the leave.
- c. Employee's accumulated sick leave shall not be lost, and the rights of insurance coverages shall continue (non-contributing by the District).

Health and Dental Insurance

For full time employees, the District will pay 95% of the premium amount for employee's coverage and 90% of the premium amount for dependent's coverage.

Health insurance for retired district employees will be provided in accordance with the Board Policy #4319.1 as written on July 1, 2004 attached hereto.

Worker's Compensation

The employee shall receive Workers' Compensation payment during the period of absence.

The Board of Education will pay full salary less weekly compensation for loss of time due to personal injury in the line of duty for one hundred twenty (120) days or until final compensation award is made, whichever comes sooner. No loss of accumulated sick leave will occur during the period described. If loss of time due to personal injury in the line of duty exceeds beyond the limits stated above, sick leave may be used.

The district expects to be informed if an employee is receiving payments from Worker's Compensation for days absent and will make necessary salary adjustments so that the employee would not receive money greater than his/her regular salary.

Retirement Incentive

1. Non-unit employees will be paid accumulated vacation days up to twenty (20) days at retirement.
2. Non-unit employees, upon retirement at age 55 or above, and who submit an intent to resign at least thirty days prior to retirement will be eligible for the following:
 - 7-15 years of service will receive \$50 for each accumulated sick day.
 - 15+ years of service will receive \$75 for each accumulated sick day.

Retirement Benefits

1. In the school year 1972-1973 the Board of Education approved the Improved Career Retirement Plan Section 75-l for retirement benefits.

Sick leave may be used toward retirement, 100% of accumulated sick time at the time of retirement may be counted up to the maximum allowable under Section 41j. of the New York State Retirement System.

Savings Program

1. The Board will afford to any employee who so requests, the opportunity to participate in a Tax-Sheltered Annuity Program.
2. The Board will afford to any employee who so requests, the opportunity to buy United States Savings Bonds on a regular payroll deduction basis.

Longevity

Each employee who has served more than seven (7) years in the District shall receive a yearly longevity payment of six hundred dollars (\$600).

Each employee who has served more than ten (10) years in the District shall receive a yearly longevity payment of eight hundred dollars (\$800).

Each employee who has served more than fifteen (15) years in the District shall receive a yearly longevity payment of one thousand dollars (\$1,000).

Each employee who has served more than twenty (20) years in the District shall receive a yearly longevity payment of one thousand two hundred dollars (\$1,200).

Each employee who has served more than twenty-five (25) years in the District shall receive a yearly longevity payment of one thousand four hundred dollars (\$1,400).

Each employee who has served more than thirty (30) years in the District shall receive a yearly longevity payment of one thousand six hundred dollars (\$1,600).

These payments are payable at the option of the employee in a lump sum or by pay period.

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