

SAU EMPLOYEE BENEFITS POLICY**Work Week**

The workweek will be forty (40) hours in length. There will be no overtime without the approval of the Superintendent of Schools. The work year is two-hundred sixty (260) days.

Summer hours will be from 8:00am to 4:00pm. Summer hours will begin on the first Monday following the close of school and end the Friday before the opening of school.

Staff Leaves and Absences

Paid Holidays are:

New Year's Day	Martin Luther King/Civil Rights Day
President's Day	Memorial Day
July 4 th	Labor Day
Columbus Day	Veteran's Day
Thanksgiving Day	Day following Thanksgiving
Christmas Day	One (1) floating holiday with permission of supervisor

If school is in session during a holiday, employees will be required to work and will receive a floating holiday. Part-time employees will be credited for paid holidays at their percentage of full-time employment.

Sick leave will be credited at the rate of eighteen (18) days per year, cumulative to one hundred (100) days. At the beginning of the fiscal year, employees will be credited with six (6) Sick days and thereafter shall accrue at the rate of one (1) day per month. Employees hired after July 1 will accrue sick leave on a pro-rated basis. A doctor's note may be required for absences longer than three (3) days.

Sick days may be used for personal reasons for up to five (5) days per year.

Upon resignation and having completed at least twenty (20) years of non-administrator service within the Districts/SAU #34, said employee shall receive \$30 per day for his/her unused sick leave up to a maximum of one hundred (100) days.

Annual Leave Guidelines

These guidelines serve as a minimum standard and alternatives may be part of individually negotiated contracts. All full-time employees will be eligible for two (2) weeks' paid annual leave during their first full (1) year of service. Annual leave days will be pro-rated if less than one (1) year of employment. After five (5) years of continuous employment, employees will be eligible for three (3) weeks' paid annual leave. After ten (10) years of continuous employment, employees will be eligible for four (4) weeks' paid annual leave. After twenty (20) years of continuous employment, employees will be eligible for five (5) weeks' paid annual leave. Employment in member districts shall be counted if consecutive with SAU employment. Employees may carry over up to one (1) week of vacation leave to be taken within the following twelve (12) months. Employees will be compensated for their unused vacation time upon termination of employment. Upon resignation and having completed at least twenty (20) years of

non-administrator service within the Districts/SAU #34, said employee shall receive \$30 per day for his/her unused sick leave up to a maximum of one hundred (100) days.

Bereavement Leave

Employees shall be granted bereavement leave of up to five (5) days upon the death of a member of the employee's immediate family. Immediate family shall include: spouse, parents of the employee or the spouse, children, grandparents, grandchildren, siblings, domestic partner or other family member who is a resident of the employee's household. In addition, employees shall be granted one (1) paid bereavement day to attend the funeral of any friend or other relative.

Jury Duty

Employees who have been called to Jury Duty will be granted paid leave at their full rate of pay provided they reimburse the SAU by the amount of pay they receive for their jury duty service.

Leave of Absence

SAU employees may be granted a long-term unpaid leave of absence by the SAU Board. An employee wishing to request such a leave should put their request in writing to the SAU Board. The SAU Board reserves the right to reject any and all requests for unpaid leave based on the needs of the SAU and the member school districts.

Health and Dental Insurance

The menu plan available to Hillsboro-Deering School District employees will be available to all full time SAU employees, including an option to forgo health insurance and receive additional compensation equal to fifty-percent (50%) of the premium for the plan for which the employee is eligible, up to \$5,000. Employees who received the buy-out in the 2018-19 contract year, are eligible to continue to receive up to \$9000. Such payment will be pro-rated if the employee leaves before the end of the contract year. The employee's share of health insurance premiums shall be 15%. Employees who work at least twenty (20) hours per week shall be offered pro-rated health benefits only.

Life and Long-Term Disability Insurance

Life Insurance is a Term life policy equivalent to one (1) year salary.

Long Term Disability is equivalent to sixty percent (60%) of the employee's gross wages.

All benefits are based on full time employment and all benefits terminate on the last day of the month of termination.

Retirement

All employees regularly scheduled for more than thirty-five (35) hours per week are required to participate in the New Hampshire Retirement System.

An individual may purchase group health and/or dental insurance at their own expense through the SAU's health provider if they are qualified as a Retiree. An individual may qualify as a Retiree under any of the alternative standards set forth in paragraphs 1 to 3 below:

1. Retirement Plan Standards – an individual qualifies as a Retiree if upon termination of employment with the SAU, he or she is immediately eligible to receive retirement plan benefits from NHRS.
2. Vested Deferred Retirement Standards – If upon termination of employment of at least five (5) years with the SAU, the employee is not immediately eligible to received retirement benefits, but is entitled to vested deferred retirement benefits through NHRS, the individual will qualify as a Retiree for group health and/or dental plan coverage purposes at the time their pension payments begin.
3. Age and Service Standard – If upon termination of employment with the SAU, the employee is not eligible for immediate or vested deferred pension benefits through NHRS, the individual will still qualify as a Retiree of the SAU for group health and/or dental plan coverage purposes if he or she is age sixty (60) or older with at least three (3) years employment at the time of retirement or has a total of at least ten (10) years of employment with the SAU. To qualify, or to continue to qualify as a Retiree, the individual must also not be actively working more than twenty (20) hours per week or covered under another employer-sponsored group health plan.

Individuals Not Eligible for Retiree Status – If upon termination of employment with the SAU, an individual does not qualify for immediate or vested deferred retirement plan benefits and also does not satisfy the age sixty (60) or ten (10) years of employment requirement for Retiree status, he or she will not be eligible for group health and/or dental coverage through the SAU's health/dental plan.

Board Approval: 11/17/2016

Policy Review: 05/23/2022

Board Approval of Revision: 09/22/2022

Board Revision: 9/21/23