

**PROFESSIONAL AND SUPPORT STAFF FRINGE BENEFITS
GENERAL PROVISIONS**

These general provisions apply to health, dental, life and long-term disability insurance; also 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. To be eligible for the district retirement incentive, an employee must be enrolled in the New Hampshire Retirement System.

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 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).

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 percentages: single (90%), two-person (75%), family (75%).

The board values the contribution of its part-time employees. Therefore, employees in permanent positions who work less than 25 hours per week will be allowed to participate in a district health plan solely at their personal expense. Employees who work 25 to 30 hours are eligible for prorated health and dental insurance benefits. Two people job sharing a full-time position are eligible for prorated health and dental insurance benefits. 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 of health insurance will be made through a payroll deduction.

An employee who is eligible for health insurance but elects not to enroll and works his or her full contract will be paid \$1000. 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.

The group health insurance of any employee terminating employment with the district shall expire on the last day of the month following the month the employee terminates employment with the district unless the employee elects to transfer or terminate such insurance sooner or accepts another position.

Health insurance for employees on school year contracts who terminate employment during July or August shall expire on the last day of the month employment was terminated.

PROFESSIONAL AND SUPPORT STAFF FRINGE BENEFITS

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 including levels A (100%), B (100%), C (50%), D (50%, up to \$1500/child), 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%).

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 term life insurance with accidental death and dismemberment. 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 Long-Term Disability Insurance 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. For absence because of injury incurred in the course of employment, the board shall 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.

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/GCCA, Sick Leave 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 are enrolled in the New Hampshire State Retirement System, 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 cash 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 a one-time salary adjustment of \$8,500. 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 salary increase for the 2007-2008 school year.

ANTI-SPIKING PROVISION

One time amounts payable to an employee under Souhegan Cooperative School District policies triggered by the retirement of the employee shall be delayed at least 120 days, but not more than 150 days, after the employee’s retirement in such amount as necessary to prevent the School District from being assessed by the New Hampshire Retirement System under RSA 100-A:16 IIIa.

ADOPTION: 8/21/91

REVISION: 5/4/93

REVISION: 4/9/98

- **REVISION: 1/3/06**
Attendance Recognition
- **Sick Day Compensation**
- **Early Retirement**
- **Dental (single coverage)**

REVISION ADOPTION: May 2, 2002

- **Attendance Recognition deleted**
- **Professional and Support Staff Commitment**

REVISION: (Health Insurance)

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

REVISION: SEPTEMBER 6, 2001

Attendance Recognition

NEW: Professional Staff Commitment

REVISION: TEACHER

RETIREMENT: 2002, 2006

REVISION: 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**

PROFESSIONAL AND SUPPORT STAFF FRINGE BENEFITS

SUPPORT STAFF RETIREMENT

- A. All benefits in this section apply to support staff employees who are enrolled in the New Hampshire State Retirement System, 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 cash 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 a one-time salary adjustment of \$4,250. 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.

<p>ADOPTION: 8/21/91 REVISION: 5/4/93 REVISION: 4/9/98 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 Attendance Recognition 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 	

PTSA PAYROLL DEDUCTION

Membership dues for the Souhegan PTSA will be subject to automatic deduction for Professional Staff.