

TO: HAMPTON BOARD OF EDUCATION
FROM: SUPERINTENDENT, FRANK OLAH
BUSINESS COORDINATOR, SALLY LEHOUX
DATE: JULY 27, 2022

RECOMMENDATION ON IMPLEMENTING PAID TIME OFF BENEFITS

Situation: Paid time off accruals have been posted to non-union employee balances on July 1 since at least July 1, 2013 without regard to hire dates. Our interpretation of the *Less Than Year Round Non-Union Employee Benefits* document and the *12 Month Non-Union Employee Benefits* document is that a year is intended to be based on hire dates.

Objective: to implement the paid time off benefits in the *Less Than Year Round Non-Union Employee Benefits* document and the *12 Month Non-Union Employee Benefits* document, in the manner the board intended without negatively impacting benefits that have previously been awarded .

Proposal:

The term "Year" used in the *Less Than Year Round Non-Union Employee Benefits* document and the *12 Month Non-Union Employee Benefits* document, for all newly hired non-union personnel, as of July 1, 2022 shall mean the period of time from hire date to the anniversary of hire date. The second year begins on the anniversary date of hire.

The term "Year" used in the *Less Than Year Round Non-Union Employee Benefits* document and the *12 Month Non-Union Employee Benefits* document for all current employees, as of June 30, 2022, shall mean school year, with the period of time from hire date to June 30 of the same school year equaling the first year of employment. The second year begins on July 1 following the date of hire.

HAMPTON BOARD OF EDUCATION

12 MONTH NON-UNION EMPLOYEE BENEFITS

BEGINNING FEBRUARY 23, 2022

Benefits for less than 1 Full Time Equivalent (FTE) employees will be prorated based on the employees' FTE.

Executive Secretary	40 hours/week=1FTE
Business Coordinator	40 hours/week=1 FTE
Head Custodian	40 hours/week=1FTE
Custodian	40 hours/week=1 FTE

SICK DAYS	0-2 years = 7 days 2-10 years = 10 days Accrue to 35 days 10+ years = 12 days Accrue to 90 days
PERSONAL DAYS	New employees must work three months to be eligible for personal days 0-2 years = 2 days 2-10 years = 3 days 10+ years = 4 days
BEREAVEMENT	3 days Additional non-paid bereavement days may be added at the discretion of the superintendent
HOLIDAYS	Independence Day, Labor Day, Indigenous People's Day, Veterans' Day, Thanksgiving Day, Christmas Day, New Year's Day, Martin Luther King Day, Presidents' Day, Good Friday, Memorial Day, Juneteenth
VACATION	0-6 months = 0 days 6 months – 1 year = 1 week 1-5 years = 2 weeks 6-12 years – 3 weeks 12+ years = 4 weeks
MEDICAL INSURANCE	Minimum of 30 hours a week to enroll; BoE pays 98% single coverage, employee pays 2% premium share for single coverage; employee may pay full cost for difference between single and two person or family coverage; any savings in premium share realized by choosing less costly plan options are first applied to premium share then to Health Savings Account
DENTAL INSURANCE	Minimum of 30 hours a week to enroll; employee pays full premium; no BoE contribution
403(b)/457(b)	Employee contributions only; no BoE contribution
MEDICAL/DEPENDENT CARE FLEXIBLE SPENDING ACCOUNT	Minimum of 30 hours a week to enroll; employee contributions only; no BoE contributions
AFLAC – ACCIDENT/SHORT TERM DISABILITY/CANCER (offered at no expense to the BoE beyond bookkeeping)	Employee pays full premium of elected coverage

HAMPTON BOARD OF EDUCATION
LESS THAN YEAR ROUND NON-UNION EMPLOYEE BENEFITS
BEGINNING FEBRUARY 23, 2022

Benefits for less than 1 Full Time Equivalent (FTE) employees will be prorated based on the employees' FTE.

Nurse	35.0 hours/week, 189 days/year=1FTE
Cafeteria Director	32.5 hours/week, 189 days/year=1 FTE
Paraprofessional	32.5 hours/week =1 FTE
Custodian	40 hours/week=1 FTE

SICK DAYS	0-2 years = 7 days 2-10 years = 10 days Accrue to 35 days 10+ years = 12 days Accrue to 60 days
PERSONAL DAYS	New employees must work three months to be eligible for personal days 0-2 years = 2 days 2-10 years = 3 days 10+ years = 4 days
BEREAVEMENT	3 days Additional non-paid bereavement days may be added at the discretion of the superintendent
HOLIDAYS	Independence Day, Labor Day, Indigenous People's Day, Veterans' Day, Thanksgiving Day, Christmas Day, New Year's Day, Martin Luther King Day, Presidents' Day, Good Friday, Memorial Day, Juneteenth <i>Employees receive the holidays listed when they occur in a week during which the employee is scheduled to work.</i>
DELAYED OPENING/EARLY CLOSING	Full day's pay for employees on the school calendar schedule
*MEDICAL INSURANCE	Minimum of 30 hours a week to enroll; BoE pays 98% single coverage, employee pays 2% premium share for single coverage; employee may pay full cost for difference between single and two person or family coverage; any savings in premium share realized by choosing less costly plan options are first applied to premium share then to Health Savings Account
*DENTAL INSURANCE	Minimum of 30 hours a week to enroll; employee pays full premium; no BoE contribution
*403(b)/457(b)	Employee contributions only; no BoE contribution
*MEDICAL/DEPENDENT CARE FLEXIBLE SPENDING ACCOUNT	Minimum of 30 hours a week to enroll; employee contributions only; no BoE contributions
*AFLAC – ACCIDENT/SHORT TERM DISABILITY/CANCER	Employee pays full premium of elected coverage, offered at no expense to the BoE beyond bookkeeping

BoE approved 04 27 2016
 Columbus Day changed to Indigenous People's Day
 02 23 2022 BoE approved Juneteenth as a holiday
 Removed cafeteria aide and OT/PT as we no longer employ these positions