

Policy # 58**Non-Unit (Management Confidential) Employee Working Conditions**

The following working conditions are for the non-unit employees including: Secretary to the Superintendent of Schools, District Office Senior Typist, Account Clerk/Typists, Secretary to the Business Manager.

WORK YEAR: The work year is defined as twelve (12) calendar months beginning on July 1 each year and ending on June 30 of the following year. Any 10 month employee will work Staff Days per adopted "School Year Calendar" (182 days plus 9 holidays) and will work September 1 through June 30.

EMPLOYMENT HOURS: For twelve (12) month employees, the hours of employment will fall between 7:30 a.m. and 4:00 p.m. or between 7:00 a.m. and 3:30 p.m. with the approval of the supervisor. When students are not in attendance, employment will be on the basis of seven (7) hours per work day.

SALARY INCREASES: Salary increases are communicated and documented by **MOU's**.

PERFORMANCE INCENTIVES: The District will pay \$1000 for each pre-determined performance indicator that is met by specific employee(s).

SNOW OR EMERGENCY DAYS: The 12 month employees will not be required to work on days when a weather related closing is in effect. This applies to the first five (5) weather related closings. In the event the employee does work on a weather related day, he or she will be granted compensation time for time worked.

PERFECT ATTENDANCE: A \$200 stipend will be paid to Non-Unit Employees each fiscal year that have perfect attendance. Perfect attendance requires no use of Personal Business Days, Personal Illness Days and Family Illness Days. The use of Family Death Days will not disqualify a Non-Unit Employee from this payment. The payment will be made at the end of the fiscal year, after certification of perfect attendance can be made.

SICK LEAVE: Employees will earn one (1) sick day for each month worked during the year. Sick leave days will be allowed to accumulate in succeeding years. Employees may use six (6) of their credited sick leave days, on a yearly basis, for immediate family illness. Immediate family will include: spouse, son, daughter, mother or father.

SICK LEAVE BANK: Employees may participate in the Non-Instructional Sick Bank subscribing to the rules of the Sick Bank.

BEREAVEMENT LEAVE: Employees are eligible to receive three (3) days leave for immediate family death per year. The employee's immediate family is understood to mean: spouse, children, mother, father, stepmother, stepfather, brother, sister, brother-in-law, sister-in-law, mother-in-law, father-in-law, grandmother and grandfather. Unused family death leave shall not accumulate from year to year. At the employee's request, up to two (2) accumulated personal illness days for immediate family death may be granted to extend this leave period beyond three (3) days.

PERSONAL BUSINESS LEAVE: employees may be allowed four (4) days (prorated for new employees) for personal leave each school year. A 10 month employee may be allowed three (3) days for personal leave each year. The form used by other units may be requested at the discretion of the Supervisor. Except in an emergency, twenty-four (24) hour notice is required. Unused personal days shall be converted to accumulated sick leave the following school year.

HOLIDAYS: Twelve-month employees will receive the following holidays:

JULY 4	1 day
LABOR DAY	1 day
COLUMBUS DAY	1 day
VETERANS' DAY	1 day
THANKSGIVING DAY & FRIDAY	2 days
CHRISTMAS	2 days
NEW YEARS DAY	2 days
MARTIN LUTHER KING	1 day
PRESIDENTS' BIRTHDAY	1 day
GOOD FRIDAY	1 day
MEMORIAL DAY	1 day

VACATIONS: Twelve month employees will receive vacation based on the following schedule:

After 1 year	10 days
After 2 years	10 days
After 3 years	11 days
After 4 years	12 days
After 5 years	13 days
After 6 years	14 days
After 7 years	15 days
After 8 years	16 days
After 9 years	17 days
After 10 years	18 days
After 11 years	19 days
After 12 years	20 days

Vacation will be earned on the first anniversary; thereafter, vacation will be credited July 1st. A vacation proration procedure previously developed will be implemented for either temporary or permanent separation from employment

Employees who are unable to use their vacation time because of workload may request of the Superintendent to carry over up to a maximum of five (5) days.

UNPAID LEAVE OF ABSENCE: Employees must apply for a leave of absence not to exceed one (1) school year. The granting or refusal to grant said leave shall be at the sole discretion of the District. Fringe benefits and seniority will not accrue to be available for use while on approved leave. Medical and Dental Insurance is available to the employee during the leave if the employee pays the full cost of coverage.

HEALTH AND DENTAL INSURANCE: For everyone covered by this policy the health and dental insurance plans of the School District shall be available to all employees paid for working twenty (20) hours or more regular hours per week.

The Employee will contribute for the Employee's Individual Dental insurance and the Employee's Family Dental insurance at a rate consistent with *a comparable unit*.

The Employee will contribute for the Employee's Individual Health insurance and the Employees' Family Health coverage at a rate consistent with the *a comparable unit* for the 2014-2015 school year.

Beginning on 7/1/2015 the rates for the 2015-2016 school year will be 7% for the Individual Health insurance and 10% for the Family Health insurance.

Upon the ordinary age and service retirement of an employee, employees with at least ten (10) consecutive years in the District immediately preceding retirement will qualify for the same health and dental insurance coverage for employees and their dependents at the same contribution rate paid by non-unit staff under employment. This insurance coverage will be offered to employee and dependents until the employee becomes eligible for Medicare coverage.

EDUCATION CREDIT: Employees who have earned credits for in-service education or college courses may submit a request for salary remuneration to be consistent with other support staff units. The evaluation and credit approval is made by the Superintendent prior to the date the course of study is to commence.

PROFESSIONAL WORKSHOPS AND CONFERENCES: With the advanced approval of the Superintendent, employees may attend workshops, seminars, conferences or other activities designed for professional improvement.

The District will pay, as budgeted; such reasonable expenses as may be incurred and approved including fees, meals, lodging and transportation, provided receipts are furnished.

RETIREMENT INCENTIVE: On or before sixty (60) days prior to retirement, any member of the Non-Unit Employee group with at least ten (10) consecutive years in the District may submit to the Superintendent a written notice of his/her resignation to be effective at the time of retirement. He/she will then select one of the following options prior to retirement date. To

qualify for either option, the employee must be retiring due to age/service retirement eligibility and acceptance from NYS ERS or NYS TRS.

OPTION 1: Payment of fifty percent (50%) of the total sick leave accumulation at the end of the school year. The accumulation may not exceed 200 days or a payment not to exceed 100 days. The daily rate computation will be made by using 1/260 for twelve (12) month employees and 1/200 for ten (10) month employees.

OPTION 2: Payment of twenty percent (20%) of the final year's salary payable at the end of the school year.

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