

MECHANICVILLE CITY SCHOOL
DISTRICT

Mechanicville, New York

BENEFITS BOOKLET
District Support Staff

Pending Board of Education Approval on 6/22/2022
(Effective 7/1/2022)

This is not a collectively bargained contract. It is a delineation of benefits and protections afforded to the above-mentioned employees, approved by the Board of Education and remains in effect until a recommendation of change is made by the superintendent and authorized by the Board of Education.

DISTRICT SUPPORT STAFF

Reports directly to the Superintendent:

Executive Assistant to the Superintendent

Chief Information Officer (Director of Data & Accountability)

Director of Information Technology

Reports directly to the Business Manager:

Administrative Secretary to the Business Manager

Tax Collector

Treasurer

Food Service Director

Transportation Supervisor

Buildings & Grounds Supervisor

SECTION I

COMPENSATION AND PAID ABSENCE BENEFITS

1.1 COMPENSATION

The annual salary for the period July 1 through June 30 in years subsequent to the year of hire shall be recommended by the Superintendent and approved by the Board of Education. The work year for 12 month employees shall be 260 days. The work year for 10 month employees shall be based upon the school calendar, with summer days approved annually by the BOE as needed.

For the period of July 1, 2022 through June 30, 2025, employees covered herein shall be compensated an amount recommended by the Superintendent and approved by the Board of Education. The existing compensation shall remain in effect, until a change is recommended by the Superintendent and approved by the Board of Education.

Salary increases were recommended by the Superintendent and approved by the Board of Education as follows:

2022-23 – 4.0%

2023-24 – 4.0%

2024-25 – 4.0%

Due to the increase in health and dental insurance contributions, a one-time adjustment to salaries was approved effective 7/1/2022: District Treasurer - \$1,603; Buildings & Grounds Supervisor - \$333; Administrative Secretary - \$30; Tax Collector - \$10; Food Service Director - \$7; Executive Assistant to the Superintendent - \$70

Due to the addition of extra responsibilities, a one-time adjustment to salary was approved effective 7/1/2022: CIO - \$2,250

1.2 LONGEVITY

Longevity payments shall be added separately to the base salary on an annual basis and shall increase every five years as noted below:

\$800 – 5 - 9 years

+\$800 – 10 – 14 years; or \$1,600 total

+\$800 – 15- 19 years; or \$2,400 total

+\$800 – 20 – 24 years; or \$3,200 total

+\$800 – 25 plus years; or \$4,000 total

Longevity is not retroactive for those that previously did not qualify for this payment or experience an increase in the payment amount because of the new agreement. The payment is made based upon continuous years of service, if an employee leaves the district and subsequently returns, their prior years of service do not count towards the years of service required for the longevity payment.

1.3 VACATION

New 12-month employees shall be afforded 10 vacation days. If the employee is hired on or before the 15th of the month, credit will be given for that month. Vacation shall be prorated for the first and last year. For each additional year of service, one additional day will be earned to a maximum of 20 days.

Fifteen (15) year employees shall be entitled to one (1) additional day off for each year of service to a maximum of twenty-five (25) days. This is not retroactive for employees that have fifteen (15) years of service or greater as of the implementation of this provision, rather they will begin to earn one (1) additional day per year beginning July 1, 2022, to a maximum of twenty-five (25) days.

(The current Transportation Supervisor and Chief Information Officer are grandfathered in with a maximum of twenty five (25) days and are not required to have fifteen (15) years of service).

The Superintendent or their designee shall approve vacation requests in advance.

Up to five (5) unused vacation days may be rolled over to the next school year. Such rolled over vacation days must be used in the second year and cannot be rolled over to another year, any vacation days that remain unused at the end of the second year, will be converted to sick days. (The current Treasurer is grandfathered, any unused days can be rolled over to the next school year, the limit of five (5) unused days does not apply.)

Up to five (5) unused vacation days may be cashed in at the employee's daily rate (1/260th).

Any remaining vacation entitlement will be paid upon termination of employment and pro-rated accordingly.

Food Service Director is not eligible for vacation days.

1.4 HOLIDAYS

All 12-month employees are entitled to the following paid holidays, provided school is not in session in accordance with the 12-month holiday schedule.

Independence Day
Labor Day, Columbus Day
Veterans' Day, Thanksgiving Day
Friday following Thanksgiving
Christmas Eve, Christmas Day,
New Year's Day
Martin Luther King's Birthday
President's Day
Good Friday
Memorial Day
Juneteenth

1.5 SICK LEAVE

Sick Leave accruals for new employees shall be prorated for the number of full months worked during the first year. If the employee is hired on or before the 15th of the month, credit will be given for that month. The District shall provide annual sick leave of twelve (12) days each year. Sick Leave may be accumulated to a maximum of two hundred and twenty five (225) days. (The current Transportation Supervisor and CIO are grandfathered in with annual sick leave of eighteen (18) days each year)

1.6 PERSONAL BUSINESS LEAVE

Personal Business Leave accruals for new employees shall be prorated for the number of full months worked during the first year. If the employee is hired on or before the 15th of the month, credit will be given for that month. The District shall provide annual personal business leave of four (4) days each year for business which cannot be conducted outside of regular school hours. Any remaining days on June 30th roll to sick leave until the maximum sick leave accumulation of two hundred and twenty five (225) days is reached. Personal leave should be requested at least three (3) days in advance except in cases of emergency. (The current Transportation Supervisor, Food Service Director and CIO are grandfathered in with annual personal business leave of five (5) days each year)

1.7 PERSONAL FAMILY ILLNESS LEAVE

An employee may use up to ten (10) sick leave days each school year for illness in the immediate family. Immediate family is defined as spouse, children, parents, grandparents, grandchildren, sibling, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, step children and step parents.

1.6(A) UNUSUAL CIRCUMSTANCES

Should Personal Family Illness Leave be exhausted because of serious illness of an immediate family member, an employee may request from the Superintendent or his/her designee, to use a portion of available accumulated sick leave as personal family illness leave. Such requests shall be in writing and provide information deemed sufficient by the Superintendent or his/her designee, to make a reasoned decision.

1.8 BEREAVEMENT

The District shall provide bereavement leave of up to five (5) days for death of a member of the immediate family. Immediate family is defined as spouse, children, parents, grandparents, grandchildren, sibling, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, step children and step parents. The District shall provide bereavement leave of up to two (2) days for the death of an aunt or uncle. If travel time is required to attend the funeral and it cannot be done in the allotted time, it may be taken and charged against accumulated personal or family illness leave. These days are available for each such death and are not accumulated.

1.9 Summer Hours

During July and August the District Treasurer may work 8:00 am – 3 pm; The Executive Assistant to the Superintendent may work 8:00 am – 3 pm on Fridays, during the months of July and August and during other periods of school vacations.

1.10 Remote Work

Upon written request and sufficient documentation of need and purpose, the Superintendent may approve remote work on a case by case basis.

SECTION II UNPAID ABSENCE BENEFITS

2.1 PERSONAL LEAVE

Personal leaves of absence, up to one (1) year in length (as specified by Civil Service Law), must receive prior approval of the Board of Education upon the recommendation of the Superintendent.

2.2 CHILD REARING LEAVE

Child rearing leaves of absence, up to (1) year in length (as specified by Civil Service Law), will be granted. For probationary employees, such leave shall be an interruption of the requirements of serving a probationary period. An employee will not accumulate additional leave days during such leave or accrue other benefits, except as covered by law.

The District shall permit employees to use such leave benefits for any period of actual disability that may be associated with pregnancy and/or childbirth. In such an event, the employee shall be required to submit a certification of the period of disability from the attending physician.

SECTION III GROUP INSURANCE BENEFITS

3.1 LONG-TERM DISABILITY INCOME INSURANCE

The District shall provide a group long-term disability protection plan to each employee on a non-contributory basis.

3.2 HEALTH INSURANCE

The District shall provide each full-time employee with health insurance and dental insurance.

Newly hired employees or those that transfer to a confidential position on or after July 1, 2022, shall pay twenty (20%) percent of the cost of the health and dental insurance premiums (individual, two-person and family).

Current employees shall pay the cost of health and dental benefits as follows:

2022-23 – Alternate PPO 16%, HRA 7%, Delta Dental 16%, CSEA Sunrise 16%

2023-24 – Alternate PPO 18%, HRA 9%, Delta Dental 18%, CSEA Sunrise 18%

2024-25 – Alternate PPO 20%, HRA 11%, Delta Dental 20%, CSEA Sunrise 20%

3.3 HEALTH INSURANCE BUY-OUT

Employees, who have proof of alternate health insurance coverage, shall have the option of withdrawing from the District's health insurance plan or electing different coverage. Such employees must provide the District annually with proof of alternate health insurance coverage by June 1st and shall execute any and all documents deemed necessary to qualify for the payment. A new employee, who initially declines enrollment in District health insurance coverage, and provides proof of alternate health insurance coverage at the time of hire, will be considered eligible for the health insurance buy-out. The term "health insurance" only includes medical coverage for purposes of the health insurance buyout.

Each employee that waives coverage for any school year shall receive the following payment for that school year:

Individual - \$1,500

Two-person - \$2,300

Family - \$3,000

An employee having withdrawn may re-enroll in one of the health insurance plans offered by the District if he/she is no longer covered by such alternative health insurance in accordance with the rules, regulations and procedures of the District's insurance carriers.

All payments required under this section will be made in four payments, less any required deductions. The four payments will be made in the first paycheck in November, the first paycheck in February, the first paycheck in April and the last paycheck in June.

SECTION IV

RETIREMENT BENEFITS

4.1 SOCIAL SECURITY

Social Security pays benefits when you retire, become disabled or die. It also pays Medicare benefits. Other members of your family may also be eligible for benefits when you become entitled, though you must meet eligibility requirements for each kind of benefit.

4.2 HEALTH INSURANCE- Retirement

The District will pay 75% of the retiree's health insurance cost and 35% of their dependent's health insurance cost. The employee must have ten years of service with the district to be eligible for health insurance. (The current Food Service Director is grandfathered and only requires five years of service to be eligible for health insurance.)

Employees who retire from District service and have elected the buy-out option in their last year of employment shall have the opportunity to be reinstated to the District sponsored health insurance plan effective on the date of retirement.

Upon retirement, the employee may choose to forgo insurance and enroll at a later date. The employee shall have only one opportunity to enroll after retirement, and will be eligible for the level of coverage to which they were entitled at the time of retirement.

4.3 Sick leave payment upon retirement

At the time of retirement, accumulated sick leave shall be compensated at the rate of \$15 per day, for all sick days up to a maximum of 225 days or \$3,375. The employee must have ten years of service with the district to be eligible for the sick leave payment. (The current CIO is grandfathered in at \$60 per day, up to a maximum of 125 days.)

4.4 RESIGNATION OR RETIREMENT NOTICE

A management confidential member who resigns for whatever purpose, or submits a letter of retirement from the district, shall provide a minimum 30-day notice, unless mutually agreed upon otherwise.

An individual resigning for purpose of retirement and expecting to qualify for the aforementioned retirement sick leave payment must submit a letter of intent to retire at least three (3) months in advance.

SECTION V OTHER BENEFITS

5.1 DIRECT DEPOSIT

You may have your entire paycheck automatically deposited into checking or savings accounts of participating institutions.

5.2 CONFERENCES

The District, with prior approval of the Superintendent, or designee, will pay conferences.

5.3 PROFESSIONAL DUES/MEMBERSHIPS

The District, with prior approval of the Superintendent, or designee, will pay professional dues/memberships.

5.4 BUSINESS RELATED TRAVEL

With pre-approval, the District will reimburse the employee for mileage reimbursement, based upon Internal Revenue Service rates.

5.5 TUITION FOR NON -RESIDENT EMPLOYEES

Non-resident employees shall be eligible for a free tuition for their children so long as space is available, and the District does not incur additional cost for allowing such children to attend. Non-resident students shall be required to arrange their own transportation to and from school.

-End of Benefit Stipulations-