

# MARION CENTRAL SCHOOL DISTRICT

## BENEFIT SUMMARY FOR NON-UNION SUPPORT STAFF 2023-2024

BOE Approved 06/12/2023

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The Non-Union Support Staff group includes those staff members, other than the Superintendent, Assistant Superintendent of Instruction, and Director of Finance and Operations, who are not represented by collective bargaining agreements. Annual compensation and benefits are determined by the Board of Education on the recommendation of the Superintendent. Benefits are made available to all full-time (11 or 12 months) permanent employees. Full-time recognition of staff are those who work more than 7.5 hours per day. All pro-rations for benefits shall be based on the FTE equivalent to a full-time staff member in the same position. For example, a part-time psychologist who works 4 hours per day shall be considered .533 FTE (4 hours/7.5). Staff members who work at least half-time, but less than full-time, are eligible for prorated benefits. Benefits for staff members who work less than half-time, or who are on temporary appointment, will be established on an individualized basis at the time of appointment.

### 1. PERSONAL DAYS

All Non-Union Support Staff may request up to three (3) paid personal leave days during each school year. This leave is provided for personal, non-recreational activity or business that cannot be completed outside of regular working hours. This paid leave may not be used on days immediately preceding or following a scheduled recess for students and/or teaching staff. Such leave shall be requested in writing to the Superintendent on the required form at least two days in advance whenever practical. Personal leave, if unused, is added to unused sick leave at the end of each year.

### 2. HOLIDAYS

All ten- and eleven-month Non-Union Support Staff are entitled to eleven (11) paid holidays each year: 1) New Year's Day; 2) Martin Luther King Day; 3) President's Day; 4) Good Friday; 5) Memorial Day; 6) Columbus Day; 7) Veterans Day; 8) Thanksgiving; 9) Day After Thanksgiving; 10) Christmas Eve, and 11) Christmas Day. Twelve month employees also receive as days off: 12) Independence Day; and 13) Labor Day. If school is not in session on Veterans Day, Non-Union Support Staff are entitled to a floating holiday on a day to be arranged with their supervisor. If school is in session on Good Friday, Non-Union Support Staff who are required to report are entitled to a floating holiday on a day to be arranged with their supervisor. Juneteenth will also be given as a paid holiday when it is recognized. If June 19<sup>th</sup> falls on a Saturday, it is not recognized as a paid holiday.

### 3. SICK LEAVE

All Non-Union Support Staff will be granted 15 days of paid sick leave each school year. This sick leave may be accumulated up to a total of two hundred (200) days maximum. In addition to personal illness, sick leave may be used when the staff member's presence is required to care for a member of the immediate family.

For the purpose of caring for a sick or injured member, "immediate" family shall be interpreted to mean spouse, a child, or a parent/step-parent of the employee or their spouse, or any member living in the same household.

For the purpose of caring for a family member expecting an imminent childbirth, the terms “immediate family” shall be accepted as meaning a spouse or a child.

For the purpose of attending to a death in the immediate family, the term “immediate family” shall be defined as a spouse, a child, or grandchild and their immediate family (living in the same household), a parent, a sibling, or grandparent of the employee or employee’s spouse. Up to five days of sick leave may be utilized for each such bereavement.

#### **4. VACATION**

Only twelve (12) month Non-Union Support Staff earn vacation. All Civil Service-certified staff are entitled to 15 vacation days each year during the first five years of service and 20 vacation days during years 6-20. Non-union staff members with a date of hire prior to July 1, 2019 will be entitled to 25 days of vacation after 20 years of service. All non-union staff members who are entitled to more than 15 vacation days each year, may carryover a maximum of 5 unused vacation days to be used the following year. Excess unused vacation days are forfeited. Those staff members who have more than 20 years of service as of July 1, 2014, may carryover or redeem for cash payment a maximum of 5 unused vacation days each year.

#### **5. INCLEMENT WEATHER**

Non-Union Support Staff employees that are considered essential staff will be expected to work on snow days. All other staff shall be required to work only if teachers are also required to work. Employees will not be expected to report if the proper governmental authority closes roads.

#### **6. MEDICAL INSURANCE**

The school district will pay 95% of the monthly premium cost of the Signature HDHP (\$1,500/\$3,000 deductible) for a single, 2-Person or family-type contract for which the staff member is eligible. Staff members may participate in another district-sponsored medical plan with the understanding that if they choose a plan that is more expensive than the base plan they will pay any additional cost above the 95% contribution of the base plan.

a. Additionally, the District will contribute 50% of the plan’s in-network deductible into an HSA account for staff entering the plan during the open enrollment. Any staff that enroll at a subsequent date will receive a prorated contribution of the plan’s in-network deductible based on the remaining percentage of time left for the calendar year. For example, if a new hire starts October 1, they will receive 25% contribution. Initial HSA contribution will be on July 1, for staff members choosing this plan during open enrollment with an effective date of coverage of July 1. In subsequent calendar years the District will contribute 100% of the plan’s in-network deductible into the member’s HSA account on or about January 1.

b. The District will offer an HSA plan for eligible employees. Administrative fees will be the responsibility of the employee.

## **7. MEDICAL INSURANCE OPT-OUT OPTION**

Any Non-Union Support Staff member who is covered under a medical insurance policy other than that of the Marion Central School District, may opt-out of the school district subsidized medical plan and receive a cash payment as an in lieu of benefit. The cash opt-out payment for an eligible staff member is \$2,150 per year. Under IRS Section 125, such payments are taxable as earned salary.

## **8. DENTAL INSURANCE**

The school district will pay 80% of the monthly premium cost of the Excellus Dental Blue Options I (Modified) dental plan for a single, 2-Person, or family-type contract.

## **9. GROUP TERM LIFE INSURANCE**

All Non-Union Support Staff are provided with a \$50,000 group term life insurance policy. The premium is fully paid by the school district.

## **10. FLEXIBLE SPENDING ACCOUNT**

All Non-Union Support Staff may participate in the district's Flexible Spending Account Program. This IRS Section 125-approved program allows staff members to: 1) pay medical/dental co-pay premiums with pre-tax dollars; 2) contribute pre-tax dollars to a reimbursement account for uninsured, out-of-pocket medical/dental expenses; 3) contribute pre-tax dollars to a child or dependent care account; 4) participate in insurance opt-out cash payment option detailed above. Please note, employees receiving an HSA contribution in conjunction with the HDHP must have a limited purpose FSA. Interested staff members should contact the Business Office for a Summary Plan Description and election form.

## **11. TUITION REIMBURSEMENT**

All Non-Union Support Staff are eligible for tuition reimbursement at the applicable year's S.U.N.Y. rate for up to nine (9) credit hours completed each school year. Staff members who wish to take college courses or other job-related in-service courses should contact the Business Office as soon as possible.

## **12. TAX SHELTERED ANNUITY or 403b PLAN (EMPLOYEE-FUNDED)**

All Non-Union Support Staff may elect to contribute pre-tax salary to a district-approved 403-b insurance annuity or self-directed investment program. Yearly contribution limits are governed by IRS regulations. Interested staff members should contact the Director of Finance.

## **13. TAX SHELTERED ANNUITY or 403b PLAN (EMPLOYER-FUNDED)**

In July of each year, the Board of Education will contribute for each member of the Non-Union Support Staff Group a sum equal to three percent (3%) of the previous year's salary into a tax sheltered annuity account of the employees choosing. The funds will be deposited into the employee's existing 403b account established in the payroll system as a Non-Elective Employer Contribution. Employees can specify a substitute account(s) for this distribution with written notification to the Director of Finance and Operations, by June 1, 2023. (All contributions are subject to limitations set forth by the IRS each year.)

These accounts will be owned by the individual staff member who may, in turn, direct the proceeds into various investment sub-accounts.

#### **14. RETIREE MEDICAL & DENTAL BENEFITS**

Members of the Non-Union Support Staff Group who have completed the required years of service in the school district, and who immediately file appropriate retirement papers with the New York State Teachers Retirement System or the New York State Employees' Retirement System, shall be entitled to continued coverage in district-sponsored medical and dental insurance programs at a calculated percentage of the contribution rate paid for the Base Plan during active service.

Twenty years of service and a hire date prior to July 1, 2012 are required for continued coverage at the active service contribution rate (95%) for all Non-Union employees until the retiree becomes Medicare eligible or age 65 whichever comes first. The Base Medical Plan is currently Signature HDHP (\$1,500/\$3,000 deductible) for those under 65. Staff members may participate in another district-sponsored medical plan with the understanding that if they choose a plan that is more expensive than the base plan they will pay any additional cost above the 95% contribution of the base plan. The Base Dental Plan is Excellus' Dental Blue Options I (Modified) plan. The school district will pay 80% of this plan.

Twenty years of service and a hire date on or after July 1, 2012 are required for continued coverage at the contribution rate of 80% for all Non-Union employees until the retiree becomes Medicare eligible or age 65 whichever comes first. The Base Medical Plan is currently Signature HDHP (\$1,500/\$3,000 deductible) for those under 65. Staff members may participate in another district-sponsored medical plan with the understanding that if they choose a plan that is more expensive than the base plan they will pay any additional cost above the 80% contribution of the base plan. The Base Dental Plan is Excellus' Dental Blue Options I (Modified) plan. The school district will pay 80% of this plan.

Once a retiree becomes Medicare eligible has the required 20 years of service and was hired prior to July 1, 2012, the district will contribute 50% of a district sponsored Medicare supplement plan. The base plan for those over 65 shall be the Excellus HMO, PPO.

Employees may continue in the single or family type contract in which they were enrolled at the time of retirement. Spouses of deceased employees may continue in the group plan for which they are eligible upon their payment of the full premium.

#### **15. UNUSED SICK TIME FOR MEMBERS WHO RETIRE FROM THE DISTRICT**

For TRS members, the district will offer a 25% buyout of a member's daily rate for any unused sick days up to a maximum of 200 days to be contributed to a member's 403(b).

For ERS members, the district will offer a 25% buyout of a member's daily rate for any unused sick days above 165 up to a maximum of 200 days to be contributed to a member's 403(b).

#### **16. SALARY**

All members of the Non-Union Group will be given a 4% salary increase.