

**SALARY AND BENEFIT PACKAGE**

**MANAGEMENT SPECIALIST  
EMPLOYEES**

**BURNT HILLS-BALLSTON LAKE CENTRAL SCHOOL DISTRICT**

**FISCAL YEAR**

**2016-17**

## **DURATION AND MAKEUP**

The following Agreement will remain in effect from July 1, 2016 through June 30, 2017. The following positions will be covered by this Agreement:

1. HUMAN RESOURCE DIRECTOR
2. COMMUNITY LIAISON
3. SCHOOL DISTRICT TREASURER
4. TECHNOLOGY OPERATIONS SPECIALIST
5. DIRECTOR OF TECHNOLOGY

## **LEAVE TIME**

### **A. Sick Time**

1. At the start of each fiscal year, full-time twelve (12) month management specialist employees will be entitled to twenty (20) days of sick time.
2. Unused sick days will accumulate on an unlimited basis.
3. Employees who exhaust all of their sick time and who are members, may apply to the Sick Bank as defined in Article Section 9 of the Operations Management agreement for additional sick leave. The employee shall provide any such information deemed necessary by the provisions of the section.

### **B. Personal Time**

Each employee shall be allowed three (3) days of personal time each school year without the loss of pay for the purpose of transacting or attending to personal or legal business which cannot be conducted after regular working hours. (ex. closing of house, doctors appointments, etc.) Unused Personal time at the end of any school year shall be added to the employee's sick time.

### **C. Family Illness Time**

Employees shall be allowed ten (10) family illness days each school year from their accumulated sick time without the loss of pay.

### **D. Bereavement Time**

Employees shall be entitled to four (4) days per occurrence from their accumulated sick time at full pay for bereavement purposes. Leave taken under this section shall be for bereavement involving the following whether by blood relationship or by

marriage: grandparent(s), parent(s), sister(s), brother(s), aunt(s), uncle(s), spouse, stepchildren, children and any other person residing at the domicile of the employee.

**E. Attendance Incentive**

The District shall pay an attendance incentive of \$150.00 by the first payroll date in October of the following school year for all twelve month employees covered by this Agreement who completed the previous year without using any leaves under Sections A, B, C and D of this Article.

Time taken under the Breast and Prostate Cancer Screening legislation will not affect perfect attendance or eligibility to receive the Attendance Incentive.

**F. Jury Duty**

During the normal work year an employee called for jury duty shall be compensated at their regular pay rate for any days served on a jury or related activities. Before a leave can be granted under this section, the request must be accompanied with a copy of the summons.

## **LEAVE OF ABSENCE**

**A. Maternity Leave**

The Board will treat any absence caused by maternity as a disability leave to the extent it is approved by the employee's personal physician. Employees may use their accumulated sick leave.

**B. Unpaid Leave for Extended Illness**

1. Upon application to the Superintendent and upon medical verification, the employee may be entitled to an unpaid leave of absence for the period of disability up to a maximum period of two (2) calendar years.
2. During the period of the leave of absence seniority and benefits will not accrue.
3. The health insurance may be continued at the employee's expense.
4. The leave will conclude either after two (2) calendar years or upon certification by a physician that the employee is capable of resuming his/her full duties.

**C. Unpaid Leaves**

1. Upon application to the Superintendent and at the sole discretion of the Board, employees may be entitled to an unpaid leave of absence for up to a maximum of one (1) calendar year for personal reasons.
2. During the period of the leave of absence seniority and benefits will not accrue.
3. The health insurance may be continued at the employee's expense.

**D. Child Rearing Leave**

1. Following the birth of a child or taking custody of a child through adoption and upon application to the Superintendent, employees will be granted an unpaid leave of absence for the purpose of child rearing for up to a maximum of two (2) calendar years.
2. During the period of the leave of absence seniority and benefits will not accrue.
3. The health insurance may be continued at the employee's expense.

**VACATION TIME/HOLIDAYS**

**A. Vacations**

1. All management specialist employees shall be allowed twenty (20) paid vacation days per year. After five (5) full years of employment, a management specialist employee will accumulate one (1) additional day per year to a maximum twenty five (25) days. For the purposes of calculating vacation time for an upcoming year, any employees new to management specialist will be given credit for all prior years in the district.
2. Vacation days will be credited at the start of each fiscal year.
3. Up to fifteen (15) unused vacation days that are not used in the year may be carried over to the next year. Any days in excess of fifteen (15) will be forfeited.
4. Employees hired as management specialist from the BH-BL CSEA or from the group of employees classified as management confidential will receive full credit for all vacation days accrued in the prior year. These days, up to a maximum of 25, will be banked and paid to the employee upon their retirement at the current daily rate of the employee. Any other accrued days can be rolled forward into the upcoming school year up to a maximum of 10 days.
5. Employees must receive approval from his/her direct supervisor for any vacation time.
6. When an employee resigns from the District, he/she shall be entitled to compensation at his/her per diem rate at the time of separation for each accrued, unused vacation day.

**B. Holidays**

All full-time 12-month confidential employees shall be allowed fifteen (15) paid holidays in accordance with the employee calendar adopted by the BHBL school district.

Each employee covered under this agreement except those whose presence is required to provide student services or as requested by a supervisor shall be allowed to leave the work location (1) hour early on the workday before a holiday without loss of pay or benefits.

## **MILEAGE**

Managerial employees who are required to use their own vehicles in the performance of their duties will be paid mileage at the current IRS rate.

## **HEALTH INSURANCE**

- A. Management specialist employees of the BHBL CSD who work 30 hours or more per week and participate in the Health/Dental Insurance programs will contribute the following for health insurance:

Single Membership	10%
2-Person/Family Membership	20%
Retired Membership	50%

An Employee that is eligible for health insurance but declines coverage and provides proof of insurance through a spouse or other outside carrier will be entitled to a \$2,000 health insurance buyout payable at the end of the year that health insurance coverage was declined.

- B. Employees shall be entitled to the following benefit: In the event of the death of the employee or retiree, the spouse may continue with the program. The spouse shall be responsible to pay the same employee contribution that would have been paid by the active employee or retiree.

## **FLEXIBLE BENEFITS PLAN**

The District will offer a flexible benefits plan, as permitted by Section 125 of the Internal Revenue Code. The plan will permit salary deductions for the employee share of health insurance costs prior to taking deductions for FICA and state and federal income tax. The plan allows a maximum annual dependent care contribution of up to \$5,000. The plan further allows a minimum of \$600 and a maximum of \$2500 per plan year for medical flexible spending deductions.

## **RETIREMENT**

- A. For retiring management specialists with ten years of Burnt Hills service who are eligible for New York State Retirement and who have submitted a letter of resignation to the Superintendent of Schools at least 60 calendar days prior to the

effective retirement date, an account will be established and used by the District to pay the difference between the retired employee's total health insurance premium and the percentage of premium paid by the District for the retiree's health insurance.

The total amount used to fund this account will equal \$70 per day for accrued sick leave for any days not allocated to the 41j option in the NYS Retirement System.

The management specialist shall have the option of a one time payout or funding of the health insurance account, or a combination thereof. These monies will continue to be used for health insurance premiums until they are completely expended. The effective retirement date will be used to determine the total number of accumulated unused sick days.

In addition, each retiring management specialist who meets the eligibility criteria stated in the preceding paragraph will receive a retirement termination increment equal to \$8,500. This stipend may be used for health insurance premiums until completely expended or be paid to the supervisor upon retirement.

In a termination year, a management specialist shall accrue two (2) sick days per month from July 1 to the day of termination up to a maximum of twenty (20) days.

## **WORK SCHEDULES**

Management specialist employees may flex their schedules to permit flexibility based on their non-traditional work hours. Such flexible scheduling is at all times subject to approval of such employees' supervisor.

## **SALARIES for 2016-2017**

Director of Human Resources (TBD):

Technology Operations Specialist (A. Mueller)	\$79,175
Chief Information Officer Director of Technology (T. Falvo)	\$92,000
District Treasurer (L. Grasso)	\$76,959
Community Liaison (D. Bonney)	\$67,031

This agreement shall be in effect on July 1, 2016 and will remain in effect until June 30, 2017.



Patrick McGrath, Superintendent