

Policy Information

Series 3000 - Administrative, Personnel

Management Benefit Program

Policy # 3310, 3.1

POLICY

1995

3310

Administration

SUBJECT: MANAGEMENT BENEFIT PROGRAM

The Board shall provide a management benefit program for designated administrative positions as detailed in regulation 3310. It is the responsibility of the District Superintendent and his/her designee to administer the details of the plan.

The plan description includes provisions for eligibility, health insurance, conversion of vacation days upon retirement, a life insurance package, and an appeal process, for employee's leaving the employment of the BOCES.

Board Approved

1/19/93

12/21/93

5/18/94

7/18/95

1995

R - 3310

ADMINISTRATIVE REGULATION
Administration

SUBJECT: MANAGEMENT BENEFIT PROGRAM

I. Eligible Employees

Positions eligible for Management Benefit Program are:

A. Assistant Superintendents

B. School Business Administrator

- C. Director of Occupational Education
- D. Director of Instructional Services
- E. Director of Special Education
- F. Building Principals
- G. District Treasurer
- H. Secretary to the District Superintendent/Clerk of the Board
- I. Other persons as designated by specific action of the Board of Education

II. Benefits and Eligibility for Participation

A. Health Insurance

1. Benefit Description

- a. For eligible employees hired prior to November 1, 1993, this benefit applies effective on the employee's last day of employment with the Board and continuing thereafter, the Board shall provide the employee with the identical Health Insurance Plan, containing the identical coverage, and benefits, including any and all riders, being then provided the administrative staff members in the Board's employment at the time of severance. If and when the employee should qualify to participate in Medicare or any similar Health Insurance Program under government sponsorship, the Board may elect to pay the costs of the eligible employee for said government Insurance Program provided, however, that the eligible employee would receive similar benefits (no less dollar value) or coverage to those he or she had continued to participate in the Board's Health Insurance Plan.
- b. For eligible employees hired after November 1, 1993, a health benefit upon retirement will be specified along with other initial terms and conditions of employment. If no retirement or severance health benefit is stated, then the employee is deemed ineligible unless later specified through Board action.

2. Eligibility

- a. The employee must have been an employee of the Board in one or more of the positions identified in "I" above for not less than ten (10) continuous years, without a break in service. A lay off or unpaid leave shall not be a break in service.

- b. The employee must have not less than (20) years of credited service in the New York State Teacher's Retirement System and/or New York State Employee's Retirement system.

B. Vacation Days

1. Benefit Description

The Board shall permit eligible employees to convert unused accumulated vacation days up to the Board approved maximum (currently 40 days) into salary after receipt of a letter of resignation for reason of retirement. The rate of payment for each such day shall be the existing per diem rate of pay for each respective employee at the time of conversion.

2. Eligibility

- a. The employee must have been an employee of the Board in one or more of the positions identified in "I" above for not less than ten (10) continuous years, without a break in service. A lay off or unpaid leave shall not be a break in service.
- b. The employee must have not less than (20) years of credited service in the New York State Teacher's Retirement System and/or New York State Employee's Retirement System.

c. Life Insurance

1. Benefit Description

- a. The Board shall purchase a permanent type life insurance contract on the life of each of the eligible employees. The death benefit, or Face Amount, of said contract shall be equal to one and one-half times the annual salary. Annual salary shall be adjusted according to a cycle determined by the District Superintendent and submitted in writing to the provider no later than each September. Any and all dividends generated by the life insurance plan shall be used to increase the face value of the life insurance plan by the automatic purchase of Paid-up Additions. Any costs associated with maintaining the life insurance plan shall be paid by the Board. For the purpose of this agreement, it shall be assumed that the life insurance contract shall be issued on an annual premium paying basis. Further, the Board's cost obligations shall cease for this life insurance benefit upon the termination of the eligible employee's employment with the Board, for whatever reason that said employment shall terminate.

- b. The Insurance contract shall be owned by the employee.

- c. The District Superintendent shall have the authority and responsibility to select a reputable Life Insurance Company and Licensed Life Insurance Agent, both of which shall be licensed to operate in

New York State, to effect the life insurance portion of this program. Further, the District Superintendent shall supervise the day-to-day operation of the life insurance program and to establish the rules and procedures by which the life insurance portion will be determined and administered.

2. Eligibility

- a. Employees filling the positions identified in "I" on page 1 are automatically eligible.

D. Employee Appeal Process

1. If an employee has a dispute concerning the application of this policy and regulation that employee may submit a written statement of the problem during the month of September to the District Superintendent. The District Superintendent will review the matter within 30 days and provide a reply on behalf of the Board.

III. This program, when adopted by the Board, shall replace and render null and void all previous policies and regulations.

Board Approved
1/19/93
12/21/93
5/18/94
7/18/95