

RYE CITY SCHOOL DISTRICT
RYE, NEW YORK

9259

NON-REPRESENTED EMPLOYEES

The Rye City School District recognizes the importance of employing qualified and competent personnel in all positions in the School District. The Board of Education shall approve the employment, the compensation of and the terms of employment for each person employed by the School District.

The terms and conditions of employment of all non-instructional employees not included in a negotiating unit (hereinafter referred to as “Non-Represented Employees” or “employees”) shall be established by this policy.

The following positions are considered Non-Represented Employees:

Secretary to Chief School Officer (Exempt)

Assistant Business Manager (Managerial & Confidential)

School District Treasurer (Exempt)

Senior Office Assistant (Automated Systems) for Assistant Superintendent for Curriculum, Instruction and Assessment (Managerial & Confidential)

Senior Office Assistant (Automated Systems) for Assistant Superintendent for Business (Managerial & Confidential)

Senior Office Assistant (Automated Systems) for Assistant Superintendent for Human Resources (Managerial & Confidential)

School Lunch Manager (Managerial & Confidential)

Junior Accountant (Managerial & Confidential)

Director of Facilities II (Managerial & Confidential)

School Nurse/Director of Health Care Services (Managerial and Confidential)

Data Analyst (Managerial and Confidential)

Note: Managerial and Confidential secretaries are referred to in the Secretarial/Clerical/School Nurse and Computer Aide Contract as: “all personnel in supervisory or confidential capacities.”

Non-Represented Employees may serve at the pleasure of the Board (those Exempt positions identified above) or be entitled to the protection of Section 75, Civil Service Law, if permanent, competitive class or in the noncompetitive class and employed in the District in excess of five (5) years.

Salary:

The District shall determine the initial salary for Non-Represented Employees at the commencement of employment.

Salary Increases:

Salary increases are considered annually upon the recommendation of the Superintendent of Schools and are granted at the discretion of the Board of Education effective July 1. Newly hired Non-Represented Employees must complete one full year of service prior to any salary adjustment.

Stipends for special assignments are upon the recommendation of the Superintendent of Schools and are granted at the discretion of the Board of Education.

Vacation Days:

For those Individuals hired as Non Represented Employees prior to July 1, 2010, (either employees transferring from the SCSNCA Unit of the Rye City School District or newly hired employees to the Rye City School District) vacation day allotments are as follows:

Non-Represented Employees will be credited with fifteen (15) vacation days effective each July 1.

At the conclusion of five (5) years of service, fifteen (15) vacation days increase to twenty (20) days of vacation.

At the conclusion of six (6) years of service, one (1) vacation day shall be awarded to a Non-Represented Employee for a total of twenty-one (21) vacation days.

At the conclusion of eleven (11) years of service, one (1) additional vacation day shall be awarded to a Non-Represented Employee for a total of twenty-two (22) vacation days, which represents the maximum vacation time.

In the event of the termination of services of the employee prior to this, a pro rata deduction from said grant of vacation leave shall be made for District employees. For example, if an employee with less than five (5) years of service is terminated on December 31, 7.5 vacation days shall be deemed unearned. Non-Represented Employees shall be allowed to carry over no more than 10 earned and unused vacation days to the next school year, unless approved by the Superintendent of Schools.

A Non-Represented Employee must seek the permission of his/her supervisor to schedule summer vacations and/or vacations during the school year. This approval shall be at the Supervisor's discretion. Use of vacation time is subject to the final approval of the Superintendent of Schools and shall be made in advance. Upon retirement or separation of service, Non-Represented Employees shall be paid for up to ten (10) earned and unused vacation days.

New Employees

An employee appointed on or after July 1, 2010 not carrying vacation days from a previous Civil Service position shall be granted ten (10) days vacation for the first five (5) years of employment.

At the conclusion of five (5) years, the employee shall be entitled to fifteen (15) vacation days. Thereafter, the employee shall receive one (1) vacation day after eleven (11) years and one (1) additional vacation day after sixteen (16) years. At the conclusion of twenty (20) years, the employee shall be entitled to twenty (20) days vacation plus two (2) vacation days. Thus, the distribution of vacation days shall be in the following manner, each July 1st:

Completed Years of Service	Number of Vacation Days
1-5 Years	10
6-11 Years	15
12-16 Years	16
17-20	17
20+	22

In the event of the termination of services of the employee during the course of a school year, a pro rata deduction from said grant of vacation leave shall be made for District employees. For example, if an employee with less than five (5) years of service is terminated on December 31, five (5) vacation days shall be deemed earned. The accrued value of pay of any such days that may have been used prior to termination shall be deducted from any remaining salary owed to the employee.

Transferring Employees:

Recognition may be provided for a transferring Civil Service employee from within the Rye Clerical Association and/or from a similar civil service title outside of the District. Such a transferring employee may carry initial vacation day entitlement from his/her prior position to his/her new position. In the granting of vacation-leave the superintendent may recognize that same level of leave for the new position. At a minimum, ten (10) vacation-leave days shall be provided annually. Additional vacation time may be granted by the Superintendent of Schools upon initial employment.

A Non-Represented Employee must seek the permission of his/her Supervisor to schedule summer vacations and/or vacations during the school year. This approval shall be at the Supervisor's discretion. Use of vacation time is subject to the final approval of the Superintendent of Schools and said request shall be made within a reasonable time in advance of the scheduled vacation day.

Non-Represented Employees shall be allowed to carry over no more than ten (10) earned and unused vacation days to the next school year – unless approved by the Superintendent of Schools.

Upon retirement or separation of service for reasons other than misconduct, Non-Represented Employees shall be paid for up to ten (10) earned and unused vacation days.

Longevity Pay - (Secretarial Personnel):

In addition to their annual salary, after at least ten (10) and subsequent years of service as employees of the District and/or a similar Association outside of the District, managerial and confidential secretaries shall be entitled to longevity pay according to the following schedule.

	10 Years	15 Years	20 Years
2015-2016	\$1850	\$2100	\$2500

This amount will be updated from time to time.

The aforementioned figures are not cumulative nor are they to be included in base pay.

This longevity policy applies to those employees working half-time (.5) or more (pro-rated).

Personal Days:

A Non-Represented Employee shall be granted two (2) personal days annually with full pay for which no explanation is necessary. However, these days may not be utilized to extend long weekends or vacations, except in special circumstances approved by the Superintendent of Schools. Days may be prorated in the first year.

Non-Represented Employees have the option to be compensated at the rate of \$100 for each unused personal day, or may elect to carry over one unused day to the next year.

This policy applies to all Non-Represented Employees and is applicable to those employees working half- time (.5) or more.

Personal Illness:

The length of time an employee may be absent due to personal illness and continue to receive full pay shall be at the Board of Education's discretion. This policy applies to all Non-Represented Employees and is applicable to those employees working half- time (.5) or more.

Family Illness Days

A Non-Represented Employee shall be granted a maximum of three (3) days per year with full pay when necessary because of serious illness in the immediate family. The immediate family is hereby defined for purposes of family illness to consist of mother, father, husband, wife, son, daughter, brother, sister, and all permanent members of the household.

This policy applies to all Non-Represented Employees and is applicable to those employees working half- time (.5) or more.

Bereavement:

Non-Represented Employees shall be granted leave of absence with full pay as follows:

- A) Not more than five (5) days in succession for death of an immediate family member. An immediate family member is defined as a husband, wife, domestic

partner, son, daughter, mother, father, brother, sister, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, grandchild, and all permanent members of the household.

- B) Not more than three (3) days for the death of a grandfather or grandmother.
- C) Not more than two (2) days for the death of an uncle, aunt, niece or nephew.
- D) When travel is involved in the leaves specified in subparagraphs A, B, and C above, the Superintendent may authorize an additional two (2) days absence with full pay. Such authorization shall not be unreasonably denied.

This policy applies to all Non-Represented Employees and is applicable to those employees working half- time (.5) or more.

Legal Commitments:

The Superintendent shall authorize absence with full pay when a person is subpoenaed or required to appear in a judicial or administrative proceeding, or is on jury duty. Except for jury duty, such paid leave shall not exceed two (2) days in any one school year.

This policy applies to all Non-Represented Employees and is applicable to those employees working half- time (.5) or more.

Late Openings:

When the District schedules a delayed opening, unless a Supervisor requests an employee to report to work prior to the designated time, the Non-Represented Employee is required to report to work at the delayed opening time designated.

Non-Represented Employees shall not be entitled to extra pay in the event they are instructed to report to work by their Supervisor.

Work Schedule:

The following work schedule shall apply to Non-Represented Employees:

- 1) The work year shall be from July 1 until June 30. The work day is eight hours, including one hour for lunch.
- 2) During school vacations and in the months of July and August non-represented clerical employees shall work from 8:30 a.m. – 2:30 p.m., or may work an alternate schedule as determined by the Superintendent.
- 3) Employees shall be entitled to eighteen (18) Civil Service Holidays.

Health Insurance Benefits:

The Board shall provide Health Insurance for both the Individual and Family Plan for Non-Represented Employees appointed at .6FTE or more. In the event that an agreement for cooperative participation may be reached with one or more other school districts, funding of benefits may be jointly administered by said districts. The Board shall also have the authority to select the carriers, provided coverage will not be reduced, or provide health care benefits through self-insurance.

All Non-Represented Employees shall contribute toward the health insurance premium. The rate of employee contribution will be established annually, at the re-organization meeting in July.

Buyout:

Any full-time Non-Represented Employee who elects in any year not to participate in the medical insurance plan will receive a buyout amount of \$5,543.73 for a waiver of individual coverage and \$7,391.64 for waiver of family coverage.

Full-time Non-Represented Employees commencing employment with the District on or after July 1, 2015 who elect in any year not to participate in the medical insurance plan will receive a buyout amount of \$1,000 for a waiver of individual coverage and \$2,500 for a waiver of family coverage.

Any Non-Represented Employee who so elects shall provide the Business Office with documentation verifying comparable insurance coverage and shall provide written notice by May 1st of the preceding year of his/her desire to accept the buyout for the following fiscal year. This notification must be made annually. Non-Represented Employees shall be permitted to re-enroll in the Health Insurance Plan subject to the Plan's rules and regulations at the time of re-enrollment.

Retiree Health Coverage:

It is the District's policy that benefits continue into retirement at the same amount as for Secretarial/Clerical/School Nurse and Computer Aide Unit members; retirees will contribute toward the premium of their health insurance at the same rate as active employees until the retiree reaches age sixty-five (65), when contributions shall cease.

It is the policy that the aforementioned retiree benefits will be available to Non-Represented Employees after they complete ten (10) years of service to the Rye City School District, upon retirement from the New York State Employees' Retirement System and being an active participant in the health insurance plan.

All full-time Non-Represented Retirees will contribute toward the premium of their health insurance at the same rate as active Non-Represented Employees until the retiree reaches age sixty-five (65), when contributions shall cease.

Non-Represented Employees commencing employment with the District on or after July 1, 2015 upon retirement shall be required to pay the same percentage contribution toward health insurance premiums as active Non-Represented Employees. Upon attaining the age of 65, the percentage of the contribution shall remain frozen at the then current rate paid by the retiree. In order to be eligible for retiree health insurance from the District, a Non-Represented Employee must complete ten (10) years of service in the Rye City School District. Further, Non-Represented Employees must retire from the District directly into the Employees' Retirement System (ERS) in order to be eligible for this benefit into retirement.

Welfare Fund:

For Non-Represented Employees appointed for .5 FTE or more, the current Welfare Fund provides other benefits, which may include, but shall not be limited to, life insurance, dental

insurance, long-term disability insurance, prepaid legal services, excess medical insurance, and optical care, as such benefits are selected by a committee of the Board of Trustees composed of the teacher, clerical, custodial and administrator members of the Board of Trustees of this trust, to be known as the Rye City School Employees Welfare Fund. The total amount contributed by the Board shall be as follows: (a) for .5 FTE the Board will contribute 50% of the premium; (b) for unit members greater than .5 FTE the Board will contribute 100%.

Child Care/Adoption Leave:

Within twelve (12) months after the birth or adoption of a child, the District shall grant an employee Child Care/Adoption Leave. The following conditions or exceptions shall apply:

1. An employee taking Child Care/Adoption Leave is guaranteed a minimum of four (4) full semesters of leave, in addition to the remainder of the semester in which the employee commences leave under this provision. A shorter leave may be taken at the option of the employee.
2. After taking Child Care/Adoption Leave, an employee shall work for two (2) full semesters before being eligible to take a leave of absence. The Board may, in its discretion, waive this provision in extraordinary circumstance.
3. A request for a Child Care/Adoption Leave must be given in writing to the Superintendent of Schools at least ninety (90) days prior to the date the employee intends to begin the leave. The employee shall at this time also inform the administration of the anticipated date he or she intends to return from the leave so appropriate planning can take place for substitute personnel.
4. An employee shall notify the administration by September 24 of his or her intention to return to work in the spring semester. An employee shall notify the administration by March 24 of his or her intention to return to work in the fall semester.
5. The Board shall authorize sick leave in accordance with Article XI Leaves of Absence – Section “A” of the Teacher Contract for disability associated with a pregnancy. Such disability shall be similar to other incapacitating illnesses for which sick leave is granted.
6. An employee upon returning from a disability leave and/or granted Child Care/Adoption Leave totaling twelve (12) weeks or less, shall be entitled to the same or an equivalent position; and upon returning from a disability leave and or child care for adoption leave of more than twelve (12) weeks shall be given preference for a similar assignment (including building) which was held prior to leave.
7. No salary or fringe benefits shall be paid for the periods covered by a Child Care/Adoption Leave, nor shall experience be accrued or credited. In the event an employee utilizes an FMLA leave, his/her benefits and seniority shall be in accordance with the law and/or District Policy.

Personnel Records:

Every employee has the right upon request to review the contents, of her/his personnel records. The employee may be accompanied by a fellow employee if she/he so desires. Any document to be placed in an employee's file, which has to do with the employee's performance or character, shall include the signature indicating her/his knowledge that said document is filed. Each employee has the right to include their written response to any document placed in their file.

Evaluations:

Each Non-Represented Employee shall be evaluated annually.

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