

Syracuse City



School District

Benefits Handbook

Unrepresented Administrators and
Confidential Employees

Effective July 1, 2016

Syracuse City School District

Jaime Alicea, Interim Superintendent

Board of Education

2016-2017

Derrick Dorsey, President

Patricia Body, Vice President

Commissioner David Cecile

Commissioner Mark D. Muhammad

Commissioner Rita Paniagua

Commissioner Dan Romeo

Commissioner Katie Sojewicz

BENEFITS FOR UNREPRESENTED ADMINISTRATORS

A. Unrepresented Administrators include the following positions:

Assistant Superintendent; Chief Academic Officer; Chief Accountability Officer; Chief Financial Officer; Chief of Staff; Chief Operations Officer; Chief Human Resources Officer; Comptroller; Director of Educator Effectiveness; Director of Recruitment & Selection; Director of Staff Relations; Director of Employee Services; Director of School Health Services; Executive Director; Coordinator of Educator Effectiveness; and any new Superintendent's Appointment of another title.

B. Health, Vision and Dental Insurance

1. Members hired with a start date on or after September 1, 2015, will be eligible to enroll only in the Syracuse City School District High Deductible Healthcare Plan, including prescription drugs. Members will choose one of two High Deductible Healthcare Plan options, which will include a decreased employee contribution:

1. Deductible of \$1,300 for individual health coverage and \$2,600 for family coverage.
2. Deductible of \$2,500 for individual health coverage and \$5,000 for family coverage.

The above deductible rates are subject to change per Federal guidelines.

2016/2017 Employee Contribution for \$1,300/\$2,600 Plan* & \$2,500/\$5,000 Plan*

Salary	Percentage
\$80,000 - \$89,999	20%
\$90,000 - \$99,999	22%
\$100,000 - \$109,999	24%
\$110,000 - \$119,999	26%
\$120,000 + \$129,999	28%
\$130,000 + ABOVE	30%

* Annual rate will be determined based on premium equivalent rate (PER) as determined by actuary.

2. The District will provide health insurance benefits for unrepresented administrators hired prior to September 1, 2015 pursuant to the Syracuse City School District Health Benefits Program.

- a. For health care, including prescription drugs, the unrepresented administrator shall contribute to the cost of the District provided health care benefits according to the following schedule.
- b. Co Pays for office visits, prescription drugs and emergency room are as outlined in the District's Health Plan Document,

HEALTH INSURANCE RATES
(Members hired before September 1, 2015)
Employee Contributions*

Salary	Percentage
\$80,000 - \$89,999	20%
\$90,000 - \$99,999	22%
\$100,000 - \$109,999	24%
\$110,000 - \$119,999	26%
\$120,000 + \$129,999	28%
\$130,000 + ABOVE	30%

* Annual rate will be determined based on premium equivalent rate (PER) as determined by actuary.

c. Dual Employee Family Benefit Coverage

In the event that both spouses are eligible employees of the District, the rate of contribution for family benefits shall be determined by the date of birth (Month,

Day) in a calendar year. The employee whose date of birth is earlier in the calendar year shall be used to calculate the rate of contribution.

d. Medicare Advantage/Employer Group Wavier Plan (EGWP)

Effective January 1, 2016 all Medicare Eligible retirees (65 years of age and over or disabled) will be enrolled in the District's Medicare Advantage (MA) health care plan and Employer Group Waiver Plan (EGWP) prescription drug plan. Medicare-eligible retirees currently enrolled in the Districts Health Care Plan will migrate to the MA & EGWP plans effective January 1, 2016 and all who retire after January 1, 2016 will be enrolled in the MA & EGWP once they are both retired and Medicare-eligible. Medicare-eligible retirees are required to enroll in both Medicare Parts A and B.

The Medicare Advantage and EGWP plans will be operated to maintain compliance with federal and state law. The plan will be updated each year to conform to federal and state laws. Retirees under 65 years of age will remain on the current SCSD healthcare plan.

2. Unrepresented administrators may enroll in the Syracuse City School District Dental Assistance Plan Booklet. The unrepresented administrator shall make the following member monthly contributions:

Dental Effective:	Individual coverage:	Family coverage:
2016-2017	\$19.00	\$38.00
2017-2018	\$20.00	\$40.00
2018-2019	\$21.00	\$42.00

3. The District will provide a vision care plan for unrepresented administrators and will determine employee contribution rates annually.

C. Sick Leave

1. Seventeen (17) paid sick leave days will be granted on a prorated basis for the first year. Thereafter, such allotments of sick leave days will be granted on July 1 of each year for the term of the appointment.
2. Any unrepresented administrator who is eligible to retire under the New York State Teachers Retirement System or Employees Retirement System shall be granted a retirement stipend, at the point of retirement, of \$18,250 or the daily stipend of \$40.00 per day times the number of accumulated sick days in addition to the final year's salary, whichever is greater. The District shall utilize the 403(b) or 457 salary deferral program for this stipend.
3. Sick Leave Buy Back. Any member of the Unit may elect to convert up to three (3) unused accumulated sick leave days each year to his/her TSA account or receive a check at an amount equal the applicable per diem rate. The per diem rate is 1/240th of his/her annual salary.

D. Retiree Health Eligibility Benefits

Retiree health eligibility shall be ten (10) years in the Syracuse City School District. Unit members who are eligible and retire during the term of this Agreement shall be eligible to receive District provided health insurance benefits, under the same conditions as they received District provided health insurance benefits immediately prior to retirement. Upon Medicare eligibility, retirees shall be entitled to receive benefits as set forth in B(2)(D) above.

Employees who retire under this policy shall be entitled to participate, during their retirement and at their sole expense, in the District's dental and vision care insurance

program(s) and such expense shall be based upon such formula/computation rate as is utilized by the District for other employees or retirees in connection with C.O.B.R.A. computations.

E. Leave for Bereavement or Serious Illness in Immediate Family

1. The unrepresented administrator shall be granted up to six (6) days of leave with full pay for each death in the immediate family. Time off for death in the immediate family shall not be charged against sick leave.

2. Up to three (3) days paid leave will be granted for serious illness in immediate family and shall be charged against the unrepresented administrator's sick leave. Immediate family consists of:

Brother	Mother	Father-in-law	Son
Daughter	Mother-in-law	Wife	Husband
Father	Sister	Guardian in loco parentis	

3. The unrepresented administrator shall be allowed one (1) full-time day to attend the funeral of any of the following members of the family:

Aunt or uncle	In-laws in, but not of, the above categories
Cousin	Nephew/Niece
Grandchildren/Grandparents	

F.. Holidays and Personal Leave

It is understood that all Syracuse City School District Administrators are responsible for their customary duties during holiday periods of the instructional staff. All Administrators recognize an obligation, during holiday and vacation periods, to devote the time necessary to carry out the duties required by their job descriptions. All Administrators are entitled to establish vacation and holiday periods subject to the aforementioned constraints and the specific requests of the Superintendent or immediate supervisor.

The unrepresented administrator may utilize up to three (3) personal leave days, regardless of the school calendar, upon approval of their supervisor. Unused personal leave shall be credited to the sick leave balance at the close of each school year.

G. Vacation Leave

The unrepresented administrator will work a twelve month school year with five weeks (25 days) paid vacation leave.

1. Unrepresented administrators may carry over into a new school year up to ten (10) vacation days which must be used during that school year.

2. The unrepresented administrator may receive *per diem* compensation for up to ten (10) unused vacation days per year. The *per diem rate* is 1/240th of his/her annual salary.

H. One Time Only Moving and Relocation Expense

Upon commencement of services, a newly hired unrepresented administrator shall be entitled to receive reimbursement for reasonable and necessary expenses incurred by him or her in connection with relocation of his or her permanent residence within the City of Syracuse, including but not limited to, the cost of moving, packing and unpacking, and storage costs and transportation expenses or his or her travel to his or her former residence, and return to Syracuse. Such reimbursement shall be made in a timely manner upon presentation of bills and other receipts in a form acceptable to the District. The total of the reimbursement paid shall not exceed \$3,500. The administrator shall be responsible for all costs incurred in excess of this amount. This reimbursement shall be a one-time only benefit and shall not continue from year to year.

I. Wage Increases

Salaries shall be increased for all members as follows:

- Effective July 1, 2016 – 2.50%
- Effective July 1, 2017 – 2.75%
- Effective July 1, 2018 – 3.00%

Effective July 1, 2019, Unrepresented Administrators without an individual contract will be considered for wage increases when represented administrators (Unit 2) are scheduled to receive a wage increase.

J. Longevity premium

Unrepresented administrators shall be entitled to longevity premiums, non-cumulative, in addition to their base salary in accordance with the following:

5 years	\$500.00
10 years	\$1,000.00
15 years	\$1,500.00
20 years	\$2,000.00
25 years	\$2,500.00
30 years	\$3,000.00
35 years	\$3,500.00

BENEFITS FOR UNREPRESENTED CONFIDENTIAL EMPLOYEES

A. Unrepresented Confidential Employees include the following positions:

Administrative Assistant; Administrative Aide – Staff; Typist II - Staff ; Personnel Analyst - Staff; Secretary to the Superintendent; and any new appointment of another title with comparable duties.

B. Health, Vision and Dental Insurance

1. The District will provide health insurance benefits for unrepresented employees pursuant to the Syracuse City School District Health Benefits Program.
 - a. For health care, including prescription drugs, the unrepresented employee shall contribute to the cost of the District provided health care benefits according to the following schedule until June 30, 2019. Effective July 1, 2015 and thereafter, the District shall annually determine the employee contribution rates.

HEALTH INSURANCE RATES *(Members hired before September 1, 2015)* Employee Contributions*

Salary	Level
Less than \$80,000	20%
\$80,000 - \$89,999	20%
\$90,000 - \$99,999	22%
\$100,000 - \$109,999	24%
\$110,000 - \$119,999	26%
\$120,000 - \$129,999	28%
\$130,000 – and above	30%

* Annual rate will be determined based on premium equivalent rate (PER) as determined by actuary.

- b. Co Pays for office visits, prescription drugs and emergency room are as outlined in the District's Health Plan Document,

c. Dual Employee Family Benefit Coverage

In the event that both spouses are eligible employees of the District, the rate of contribution for family benefits shall be determined by the date of birth (Month, Day) in a calendar year. The employee whose date of birth is earlier in the calendar year shall be used to calculate the rate of contribution.

2. Members hired with a start date on or after September 1, 2015, will be eligible to enroll only in the Syracuse City School District High Deductible Healthcare Plan, including prescription drugs. Members will choose one of two High Deductible Healthcare Plan options, which will include a decreased employee contribution:

1. Deductible of \$1,300 for individual health coverage and \$2,600 for family coverage.
2. Deductible of \$2,500 for individual health coverage and \$5,000 for family coverage.

The above deductible rates are subject to change per Federal guidelines.

2016/2017 Employee Contribution for \$1,300/\$2,600 Plan* & \$2,500/\$5,000 Plan*

Salary	Percentage
Less than \$80,000	20%
\$80,000 - \$89,999	20%
\$90,000 - \$99,999	22%
\$100,000 - \$109,999	24%
\$110,000 - \$119,999	26%
\$120,000 + \$129,999	28%
\$130,000 + ABOVE	30%

* Annual rate will be determined based on premium equivalent rate (PER) as determined by actuary.

- a. Retiree health eligibility shall be fifteen (15) years continuous service in the Syracuse City School District and eligibility to retire from TRS or ERS with undiminished benefits or a disability retirement.

b. Medicare Advantage/Employer Group Wavier Plan (EGWP)

Effective January 1, 2016 all Medicare Eligible retirees (65 years of age and over or disabled) will be enrolled in the District's Medicare Advantage (MA) health care plan and Employer Group Waiver Plan (EGWP) prescription drug plan. Medicare-eligible retirees currently enrolled in the Districts Health Care Plan will migrate to the MA & EGWP plans effective January 1, 2016 and all who retire after January 1, 2016 will be enrolled in the MA & EGWP once they are both retired and Medicare-eligible. Medicare-eligible retirees are required to enroll in both Medicare Parts A and B. The Medicare Advantage and EGWP plans will be operated to maintain compliance with federal and state law. The plan will be updated each year to conform to federal and state laws. Retirees under 65 years of age will remain on the current SCSD healthcare plan.

- 2a. Unrepresented confidential employees may enroll in the Syracuse City School District Dental Assistance Plan. The confidential employee shall make the following member monthly contributions:

Effective:	Individual coverage:	Family coverage:
2016-2017	\$19.00	\$38.00
2017-2018	\$20.00	\$40.00
2018-2019	\$21.00	\$42.00

Effective July 1, 2015 and thereafter, the District shall annually determine the employee contribution rates.

2b. In the event that both spouses are eligible employees of the District, the primary insured rate of contribution for family benefits shall be determined by the date of birth (Month, Day) in a calendar year.

3. The District will provide a vision care plan for confidential employees and will determine employee contribution rates annually.

C. Sick Leave

1. Fifteen (15) paid personal sick leave days will be granted on a prorated basis for the first year. Thereafter, such allotment of personal sick days will be granted on July 1 of each year for the term of the appointment.

2. Additional sick leave days may be used for illness in the employee's immediate family, not to exceed four (4) sick days per year. These days are in addition to the 15 sick days provided for personal illness. If these days are unused by June 30 such days shall be converted to sick days. Such days for employees hired at any time other than on July 1 shall be prorated. Such sick leave may be granted at the discretion of the Superintendent of Schools, or his/her designee, upon satisfactory evidence of reasonable cause, such as where the employee is required to care for the immediate family member. Immediate family shall be defined as: husband, wife, son, daughter, mother, father, sister, brother, grandparents, grandchildren and guardians in loco parentis. These terms shall include natural, in-law and step relations.

3. Upon retirement from the Employee Retirement System, payment for accumulated unused sick days will be paid at the rate of \$40.00 per day to a maximum of 240 days. Unrepresented confidential employees shall have the option to have applied on their behalf any or all of such sum available to cover the member's contribution for health insurance (on a monthly basis) during the member's retirement.

D. Retiree Health Eligibility Benefits

Retiree health eligibility shall be fifteen (15) years in the Syracuse City School District. Unit members who retire during the term of this Agreement shall be entitled to participate, during their retirement and at their sole expense, in the District's dental and vision care insurance program(s) and such expense shall be based upon such formula/computation rate as is utilized by the District for other employees or retirees in connection with C.O.B.R.A. computations.

E. Bereavement Leave

1. The unrepresented confidential employee shall be granted up to five (5) days of leave with full pay for each death in the immediate family or of the nearest relative (immediate family defined on page 13).

2. The unrepresented confidential employee shall be allowed one (1) day of paid leave to attend the funeral of any of the following members of the family:

Aunt or uncle
Cousin

In-laws in, but not of, the above categories
Nephew/Niece

F. Personal Leave

The unrepresented confidential employee may utilize up to three (3) personal leave days, regardless of the school calendar, upon approval of the Superintendent. Unused personal leave will be added to the sick leave balance at the close of each school year.

G. Vacation Leave

1. The unrepresented confidential employee will earn 10 days paid vacation after one (1) year of continuous service; 15 days paid vacation after two (2) years of continuous service; twenty (20) days paid vacation after three (3) years of continuous service. After completion of twenty (20) years of continuous service, members shall receive an additional

vacation day for each year of service credited on July 1st following their anniversary date, to a maximum of five (5) additional days following completion of the 25th year. Confidential employees who are entitled to twenty-five (25) days paid vacation as of July 1, 2013, shall be grandfathered and will continue to receive twenty-five (25) days paid vacation each year.

2. It is expected that all unrepresented confidential employees shall take their vacation time off in the ensuing vacation year. However, unused vacation leave may be carried over into the next succeeding vacation year, but such vacation leave must be used by December 31st of each school year.

3. The unrepresented confidential employee may receive *per diem* compensation for up to six (6) unused vacation days per year. The *per diem rate* is 1/240th of his/her annual salary.

H. Tuition

1. Career Ladder – Undergraduate and Graduate Study - Unrepresented confidential employees eligible for this program must be accepted in a District approved program in order to qualify for the following benefits:

- a. Employees will be eligible to receive up to twelve (12) hours of paid tuition per school year at the State University of New York or community college tuition rates.
- b. Tuition costs will be directly paid by the District to the State University or community college as long as a B average is maintained. If a B average is not maintained, the employee must assume payment of tuition costs. The District will resume direct payment once a B average is again attained.
- c. Total cost to the District shall not exceed \$15,000 per school year under all tuition cost plans.

2. The District shall reimburse unrepresented confidential employees for incurred tuition (only) costs for noncredit courses satisfactorily completed at New York State Community Colleges and similar continuing Education Courses, and in-service courses offered by other educational institutions providing all of the following requirements are satisfied:

- a. Any course taken must be within job related subject areas, and approval must be given in advance by the Office of Human Resources.
- b. The course taken must be within job related subject areas, and approval must be given in advance by the Office of Human Resources.
- c. Satisfactory completion equals at least the equivalent of a grade of B.
- d. Reimbursement shall not exceed the tuition rate of the State University of New York. In no instance shall reimbursement exceed the actual cost to the employee.

J. Wage Increases

1. Salaries shall be increased for all members as follows:

- A. Effective July 1, 2016 – 2.50%
- A. Effective July 1, 2017 – 2.75%
- A. Effective July 1, 2018 – 3.00%

Effective July 1, 2019, Unrepresented Confidential Employees without an individual contract will be considered for wage increases when Unit 2 employees are scheduled to receive a wage increase.

2. Effective July 1, 2016, and thereafter, the Typist II title base salary in the unrepresented employees group, will be set to the Unit 9 Step 5 Typist II salary for new hires and existing employees who are below that rate for base salary. The base salary for any new hire will remain at the July 1, 2016 rate for the length of this agreement. The remaining benefits and salary increases will be based on this handbook only.

K. Longevity premium

Unrepresented confidential employees shall be entitled to longevity premiums, non-cumulative, in addition to their base salary in accordance with the following:

5 years	\$500.00
10 years	\$1,000.00
15 years	\$1,500.00
20 years	\$2,000.00
25 years	\$2,500.00
30 years	\$3,000.00
35 years	\$3,500.00

Longevity Premium. For newly hired members, as of September 10, 2015, Longevity payments shall be in addition to base salary. The non-cumulative, longevity payment schedule for new members, is as follows:

10 years	\$1,000.00
15 years	\$1,500.00
20 years	\$2,000.00