

Syracuse City



School District

# Benefits Handbook

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Unrepresented Administrators (3A)

Effective July 1, 2022

Approved by the BOE 08/10/2022

# **Syracuse City School District**

Anthony Q. Davis, Interim Superintendent

## **Board of Education**

**2022-2023**

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## **BENEFITS FOR UNREPRESENTED ADMINISTRATORS**

### **A. Unrepresented Administrators include the following positions:**

Assistant Director; 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 Staff Effectiveness; Director of Recruitment & Selection; Director of Staff Relations; Director of Employee Services; Director of School Health Services; Executive Director; Assistant Executive Director;; Assistant Director of Employee Services; Assistant Director of Staff Relations; and any new Superintendent’s Appointment of another title.

### **B. Health, Vision, Dental & Other Insurance**

1) The District will provide health insurance benefits for unrepresented employees pursuant to the Syracuse City School District Health Benefits Program.

2) Medical Coverage for Employees on the Preferred Provider Organization (PPO) Healthcare Plan

- a. Employees with a start date before July 1, 2015, or who elect to switch from the point of service plan, will be eligible to enroll in the Syracuse City School District Health Savings Healthcare Plan (HSDP). Once an employee elects to switch to the HSDP, they are only eligible for that plan and may not rejoin the PPO plan.
- b. Any copays, deductibles, or coinsurance for office visits or other services are as outlined in the District’s Health Plan Document.

#### **c. Prescription Copays (Effective 1/1/2022)**

<b>Employee co-pays:</b>	<b>Mail Order</b>	<b>Retail</b>
Generic	\$12.50	\$5.00
Preferred	\$75.00	25%
Non-preferred	\$95.00	25%

3) Medical and Prescription Coverage for Employees on the Health Savings Deductible

Healthcare Plan (HSDP)

- a. Employees hired with a start date on or after July 1, 2015, or who elect to switch from the point of service plan, will be eligible to enroll in the Syracuse City School District Health Savings Healthcare Plan. Employees who switch to the HSDP plan cannot retreat back to the POS plan.
  - b. The annual deductible for individual and family coverage shall be at the minimum amount allowed for a High Deductible Healthcare Plan to remain qualified under the IRS regulations. The deductible shall be set for the duration of the school year (July 1 – June 30) based on the announced IRS minimum amount during that school year.
  - c. The District reserves the right to increase the deductible of the HSDP option in order to meet the IRS minimum deductible.
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- a. Qualifying employees enrolled in the HSDP shall be eligible to receive a single employer contribution into a Health Savings Account (HSA). In order to qualify, employees must have created a District-approved HSA, be deducting at least \$25 from each paycheck into this HSA and must have never received HSA seeding from the District before.
  - b. Employees enrolled in single coverage at the time they initially qualify for the employer contribution shall receive \$1,000. Employees enrolled in family coverage at the time they initially qualify for the employer contribution shall receive \$1,500.
  - c. Employees who resign, are terminated, or who give notice of such, shall not receive any further employer contribution.

4) For health care, including prescription drugs, the unrepresented employee shall contribute per pay period to the cost of the District provided health care benefits according to the following schedule:

**HEALTH INSURANCE RATES**  
Employee Contributions\*

<b>Salary</b>	<b>Level</b>
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%

\* The District will determine the annual employee contribution amounts based on the premium equivalent rate (PER) as determined by actuary.

**5) Retiree Health Insurance Coverage**

- a. Retiree health eligibility shall be five (5) years in the Syracuse City School District and eligibility to retire from TRS or ERS. Employees who are eligible and retire, while these terms are in effect, 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 (c & d) below.
- b. Employees who retire under this handbook 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.
- c. Medicare Advantage/Employer Group Wavier Plan (EGWP)

All Medicare Eligible retirees and their Medicare-eligible dependents (65 years of age and over or disabled) will be enrolled in the District’s Medicare Advantage with Prescription Drugs (MAPD) health care plan.

Medicare-eligible retirees and their Medicare-eligible dependents are required to enroll in both Medicare Parts A and B. 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.

- d. Employees who retire on or after July 1, 2022 shall pay the following monthly contributions for retiree health insurance:

Retiree (non-Medicare) Contributions	\$128 Single Plan \$340 Family Plan
Medicare Advantage	\$64 Single Plan (1/2 retiree POS rate) \$128 Family Plan

\*Families that have one Medicare-eligible individual and one or more non-Medicare eligible individuals will be charged the combination of Medicare and non-Medicare single rates.

Retiree health care contributions for each successive school year (July 1 – June 30) of this agreement shall increase based on the annual percentage increase in active employee contributions. For example, for the 2021-2022 school year, the rate would be \$192 (\$128 + \$64).

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

<b>Effective:</b>	<b>Individual coverage:</b>	<b>Family coverage:</b>
2019-2020	\$21.00	\$42.00
2020-2021	\$21.00	\$42.00
2021-2022	\$21.00	\$42.00
2022-2023	\$21.00	\$42.00
2023-2024	\$21.00	\$42.00

- 7) The District will provide a **vision care plan** for confidential employees and their dependents and will determine employee contribution rates annually.
- 8) The District will offer access to voluntary benefits such as: group life, AD&D, long-term care, hospital indemnity, and disability plans.

**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. Sick leave may be taken in hour increments.
- 2) **Sick Leave Buy Back.** Any member of the Unit may elect to cash in up to three (3) unused accumulated sick leave days each year which will be paid out at the applicable per diem

rate. The per diem rate is 1/240<sup>th</sup> of his/her annual salary.

- 3) Any unrepresented employee 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 \$125 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 employee's 403(b) for this stipend. Unrepresented administrators must provide 90 days-notice prior to retiring in order to be eligible for this benefit. The Superintendent and/or their designee shall determine if an exception to the 90 days-notice is warranted by an unforeseen life changing event or a bona fide economic hardship that may have occurred.

**D. Medical and Dental Visits.**

Unrepresented employees will be permitted release times, up to two (2) hours each, during the workday for medical or dental appointments without loss of pay or accruals.

The number of permitted release times shall not exceed four (4) annually.

Leave shall also be afforded in accordance with applicable law.

**E. Leave for Bereavement or 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 family leave** will be granted for illness in immediate family.
- 3) Immediate family consists of:

Spouse	Child	Grandchildren/Grandparents
Parent	In-laws	
Sibling	Guardian in loco parentis; in-laws; stepchildren	



- 4) 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  
Cousin

Nephew/Niece

#### **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 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. Personal days are intended to conduct personal business that must be accomplished during the regular workday. 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 (*prorated based on the months worked in the current school year at the time of separation*).

- 1) Unrepresented administrators may carry over into a new school year up to fifteen (15) vacation days which must be used during that school year.
- 2) The unrepresented administrator may receive *per diem* compensation for up to fifteen (15) unused vacation days per year. The *per diem rate* is 1/240<sup>th</sup> 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 a reimbursement for reasonable and necessary expenses incurred by him or in connection with relocation of his or her permanent residence to 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. The 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:

Retro Payments

<b>Salary Band Range</b>	<b>2019-20</b>	<b>2020-21</b>
\$0.00-\$89,999	\$1,200 cash \$1,200 on base	\$1,200 cash \$1,200 on base
\$90,000-\$99,999	\$1,450 cash \$1,450 on base	\$1,450 cash \$1,450 on base
\$100,000-\$109,999	\$1,575 cash \$1,575 on base	\$1,575 cash \$1,575 on base
\$110,000-\$119,999	\$1,750 cash \$1,750 on base	\$1,750 cash \$1,750 on base
\$120,000-\$129,999	\$1,875 cash \$1,875 on base	\$1,875 cash \$1,875 on base
\$130,000 +	\$2,050 cash \$2,050 on base	\$2,050 cash \$2,050 on base

2021-2022 3.00%

Effective July 1, 2022, the following salary ranges will be in effect:

<b>Title</b>	<b>Range 7/1/2022</b>		<b>Range 7/1/2023</b>	
	<b>Start Minimum</b>	<b>Maximum</b>	<b>Start Minimum</b>	<b>Maximum</b>
Chiefs	\$165,000	\$180,000	\$169,950	\$185,400
Assistant Superintendent	\$160,000	\$165,000	\$164,800	\$169,950
Executive Director	\$155,000	\$160,000	\$159,650	\$164,800
Director - NYS Admin Certified	\$145,000	\$150,000	\$149,350	\$154,500
Director - Civil Service / Comptroller	\$140,000	\$145,000	\$144,200	\$149,350
Director of Health Services	\$130,000	\$135,000	\$133,900	\$139,050
Asst Director - NYS Admin Certified	\$130,000	\$135,000	\$133,900	\$139,050
Asst Director - Civil Service	\$125,000	\$130,000	\$128,750	\$133,900
Coordinator - NYS Admin Certified	\$113,000	\$118,000	\$116,390	\$121,540
Coordinator - Civil Service	\$108,000	\$113,000	\$111,240	\$116,390

Salary increases of 3% effective July 1, 2023 shall apply to base salary only and will not be applied to tenure or longevity payments. Members who reach the maximum limit on the salary range will be capped. The maximum salary for any administrator must be \$10,000 less than the current Superintendent of School salary in any given school year.

Retroactive payments, shall be on base salary only, will be applied paid to active Unit members employed by the district on the date of Board approval. Retroactive payments are applicable to retirees who retired between 7/1/2019 – 12/31/2021.

Effective July 1, 2024, Unrepresented Administrators without an individual contract will be considered for wage increases when represented administrators are scheduled to receive a wage increase.

**J. Longevity premium**

Unrepresented administrators, who have completed continuous years of service in the District, 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

**K. Degree Credits**

Effective July 1, 2021, an unrepresented administrator shall be eligible for a degree stipend, *if the degree is not a job requirement at the time of appointment*. The degree stipend will be allowable for any member who obtains their degree, after appointment into the confidential unit. The stipend is non-cumulative and will be a maximum is \$5,000 (e.g. if an administrator has a CAS \$2,500 stipend and obtains a doctorate degree, the \$2,500 CAS stipend will be removed and a \$5,000 doctorate stipend will be added as a separate pay line). The degree stipend is not eligible for annual wage increases.

The degree stipends are as follows:

CAS - \$2,500

Doctorate - \$5,000

**Note:** If an employee is promoted and already holds the degree, they do not qualify.

Any unrepresented administrator who takes advantage of the paid career ladder benefits,

will forfeit eligibility for the degree stipend.

**L. Career Ladder – Undergraduate and Graduate Study**

Unrepresented administrators eligible for this program must be accepted in a District approved program in order to qualify for the following benefits:

- 1) Employees will be eligible to receive up to two (2) courses per semester of paid tuition per school year at the State University of New York or community college tuition rates.
- 2) 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.
- 3) The District shall reimburse members for incurred tuition (only) costs for non-credit 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 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 member.

### **M. Legal Matters**

- 1) Jury Duty – Each employee shall be granted leave with pay as necessary in order to perform jury duty. Such absence shall not be deducted from any other leave allowance. When an employee receives a notice to serve as a juror, he/she shall promptly notify his/her supervisor or designee, on the first school day following receipt of such notice by providing him/her with a copy thereof.
  
- 2) Absence for other Judicial Proceedings – When an unrepresented administrator is required to appear in court or for any other judicial or administrative proceeding, leave with full pay (as necessary to comply with the order) shall be granted, provided the appearance is in some way connected with the professional duties and responsibilities of the administrator. Appearances which are not in the line of duty will be judged on their individual merits by the Superintendent.

### **N. Emergency Closings**

- 1) Each unrepresented administrator shall receive full pay, up to two (2) days in the state of emergency, allowed to work remote or required to report in-person, for absence due to abnormally severe weather or other emergency conditions as determined by the Superintendent of Schools and as indicated in the annual administrative bulletin related to emergency closing of schools.

- 2) The official closing of schools by the Superintendent shall not result in loss of pay by any unrepresented administrator unless such closing is the result of unauthorized absence from duty by members of the Unit or unless an unrepresented administrator has been granted excusal from duty, without pay, for the day(s) of such closing.

**Q. Notice of Resignation or Retirement:**

Unrepresented administrators must provide 60 days-notice prior to resigning or retiring in order to be eligible for any applicable separation benefits.