

# Syracuse City



## School District Benefits Handbook

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Unrepresented Confidential Support Staff (3C)

Effective January 1, 2022

Adopted by the BOE 8/10/2022 - Updated 9/1/2022; Updated 10/24/2022; Updated April 6, 2023

## **Syracuse City School District**

Anthony Q. Davis, Interim Superintendent

### **Board of Education**

**2022-2023**

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## **BENEFITS FOR UNREPRESENTED CONFIDENTIAL EMPLOYEES**

### **A. Unrepresented Confidential Employees include the following positions:**

Administrative Assistant; Administrative Aide – Staff; Office Assistant II – Staff; Clerk to the Board; Boards Claims Auditor; Personnel Analyst – Staff; Personnel Aide – Staff; Secretary to the Superintendent; Crisis Intervention Specialist 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.
- 2) Medical Coverage for Employees on the Preferred Provider Organization (PPO) Healthcare Plan
  - a. Employees with a start date before July 1, 2015, shall be eligible for benefits in the Syracuse City School District Preferred Provider Organization Healthcare 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 with a start date 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 (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. 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.
- d. 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.
- e. 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.

f. 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 (Effective 7/1/22)**  
Employee Contributions\*

<b>Salary</b>	<b>Level</b>
Less than \$42,052	10%
\$42,053 - \$59,999	15%
\$60,000 - \$79,999	18%
\$80,000 - \$99,999	20%
\$100,000 + above	25%

\* 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 ten (10) years of service in the Syracuse City School District and eligibility to retire from TRS or ERS.
- 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 with Prescription Drugs (MAPD)

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 01, 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. For example, for the 2021-2022 school year, the rate would be \$192 (\$128 + \$64).

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.

- 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 and Family Illness Leave**

- a. 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. Sick leave may be taken in hour increments.
- b. 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: spouse, child, parent, sibling, grandparents, grandchildren and guardians in loco parentis. These terms shall include natural, in-law and step relations.

- c. Upon **retirement** from the Employee Retirement System, payment for accumulated unused sick days will be paid at the rate of \$75.00 per day to a maximum of 240 days. The District shall utilize the employee's 403(b) for this stipend.

Unrepresented support staff must provide 30-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 30 days-notice is warranted by an unforeseen life changing event or a bona fide economic hardship that may have occurred.

- d. **Sick Leave Buy Back.** Any member of the Unit may elect to convert 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.

### **Medical and Dental Visits**

Unrepresented confidential staff 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.



**D. Bereavement Leave**

a. 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 8).

b. 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

In-laws in, but not of, the above categories

Cousin

Nephew/Niece

**E. 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 and/or immediate supervisor. Personal days are intended to conduct personal business that must be accomplished during regular business hours. Unused personal leave will be added to the sick leave balance at the close of each school year.

**F. Vacation Leave**

a. The unrepresented confidential employees will be granted five (5) days of vacation in their initial year of hire, the days will be prorated based on hired date.

b. 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 1<sup>st</sup> following their anniversary date, to a maximum of five (5) additional

days following completion of the 25<sup>th</sup> 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.

- c. 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 31<sup>st</sup> of each school year.
- d. The unrepresented confidential employee may receive *per diem* compensation for up to six (6) unused vacation days per year. The *per diem rate* is 1/240<sup>th</sup> of his/her annual salary.

**G. Tuition**

- a. 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:
  - i. 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.
  - ii. 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.

iii. Total cost to the District shall not exceed \$15,000 per school year under all tuition cost plans.

b. 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 the following requirements are satisfied:

- i. Any course taken must be within job related subject areas, and approval must be given in advance by the Office of Human Resources.
- ii. Satisfactory completion equals at least the equivalent of a grade of B.
- iii. 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.

**H. Wage Increases**

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

Retro Payments

<b>Band Range (on base only)</b>	<b>2019-20</b>	<b>2020-21</b>
\$0.00-\$29,999	\$425 cash \$425 on base	\$425 cash \$425 on base
\$30,000-\$39,999	\$625 cash \$625 on base	\$625 cash \$625 on base
\$40,000 - \$49,999	\$750 cash \$750 on base	\$750 cash \$750 on base
\$50,000 - \$59,999	\$1,000 cash \$1,000 on base	\$1,000 cash \$1,000 on base
\$60,000 + Above	\$1,125 cash \$1,125 on base	\$1,125 cash \$1,125 on base

2021-2022 3.00%

2022-2023 3.00%

2023-2024 3.00%

Retroactive payments are applicable, to base salary, for retirees who retired between 7/1/2019 – 12/31/2021.

Effective July 1, 2024, Unrepresented Confidential Employees, without an individual contract, and covered by this handbook, will be considered for wage increases when other SCSD employees are scheduled to receive a wage increase.

2. Effective July 1, 2016, and thereafter, the Office Assistant II title base salary in the unrepresented employees’ group, will be set to the Unit 9 Step 5 Office Assistant II salary. The remaining benefits and salary increases will be based on this handbook only. Effective July 1, 2019-June 30, 2024, the Office Assistant II’s appointed to the unrepresented Superintendent’s Confidential staff positions will continue to follow the comparable base salary rates of a Office Assistant II, Step 5 who are represented by the Unit 9 collective bargaining unit.

*I. Longevity premium*

Unrepresented confidential employees shall be entitled to longevity premiums, **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

***J. Emergency Closings***

1. Each unrepresented confidential staff member shall receive full pay, up to two (2) days in the state of emergency, allowed to work remote (if provided the equipment and computer access to do so), 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 confidential staff unless such closing is the result of unauthorized absence from duty by members of the Unit or unless an unrepresented confidential staff member has been granted excusal from duty, without pay, for the day(s) of such closing.

***K. Notice of Resignation or Retirement***

Unrepresented confidential support staff must provide 30-days notice prior to resigning or retiring in order to be eligible for any applicable separation benefits.

**L. Benefits for 10-Month Employees:**

A. The work week shall consist of a **40-hour flexible work week, Monday through Saturday**, with a flexible work schedule between the hours of 6 a.m. and 7 p.m. Employees shall complete a timesheet or other form of documentation of time worked on a weekly basis.

B. **Overtime compensation or compensatory time** will be granted to qualified employees consistent with the requirements of applicable **Federal Wage-Hour Laws**.

C. It is the intention that no employee should be paid twice for the same time frame.

D. Full time, 40-hour employees shall be granted a one-**half hour lunch** period each workday.

E. The 10-month employees shall follow the annual established **School Calendar Digest** for recess and holiday time off that is granted to instructional-based staff.

F. Full time, 40-hour employees, who work a 10-month work year, will be requested to work a minimum of 20 days and up to 30 days **extension in the summer months** to cover the program requirements. Employees who work the extension of service summer days, will be compensated at their hourly rate.

F. The 10-month employees shall be **reimbursed for mileage** for travel expenses incurred from traveling from site to site during the workday.

G. The 10-month employees shall be eligible for **sick, personal/family days as well as medical, dental and vision benefits** as outlined in this handbook, pro-rated on a 10-month basis.

H. Newly hired Crisis Intervention Specialists will be offered a **starting** salary of \$40,000 for the 2022-2023 school year. As of July 1, 2023, the starting rate will increase by the previously established rate of 3% for the 2023-2024 school year, bringing the salary to \$41,200. Effective July 1, 2024, Unrepresented Confidential Employees, without an individual contract, and covered by this handbook, will be considered for wage increases when other SCSD employees are scheduled to receive a wage increase.