

**SALARY AND BENEFIT PACKAGE**

**MANAGEMENT SPECIALIST  
EMPLOYEES**

**BURNT HILLS-BALLSTON LAKE CENTRAL SCHOOL DISTRICT**

**FISCAL YEAR**

**2021-2022**

## **DURATION AND MAKEUP**

The following terms and conditions of employment will remain in effect from July 1, 2021 through June 30, 2022 unless modified by the Board of Education. The following positions will be covered by these terms and conditions of employment:

1. DIRECTOR OF TECHNOLOGY
2. SCHOOL DISTRICT TREASURER
3. DIRECTOR OF EMPLOYEE AND COMMUNITY RELATIONS
4. NETWORK AND SYSTEMS TECHNICIAN
5. SYSTEMS ADMINISTRATOR

## **LEAVE TIME**

### **A. Sick Time**

1. At the start of each fiscal year, full-time twelve (12) month management specialist employees will be entitled to twenty (20) days of sick time.
2. Unused sick days will accumulate on an unlimited basis.
3. Employees who exhaust all of their sick time and who are members, may apply to the Sick Bank as defined in Article Section 9 of the Operations Management agreement for additional sick leave. The employee shall provide any such information deemed necessary by the provisions of the section.

### **B. Personal Time**

Each employee shall be allowed three (3) days of personal time each school year without the loss of pay for the purpose of transacting or attending to personal or legal business which cannot be conducted after regular working hours. (ex. closing of house, doctor's appointments, etc.) Unused Personal time at the end of any school year shall be added to the employee's sick time.

### **C. Family Illness Time**

Employees shall be allowed ten (10) family illness days each school year from their accumulated sick time without loss of pay.

**D. Bereavement Time**

Employees shall be entitled to four (4) days per occurrence from their accumulated sick time at full pay for bereavement purposes. Requests to utilize bereavement leave must be approved by the employee's immediate supervisor.

**E. Attendance Incentive**

The District shall pay an attendance incentive of \$150.00 by the first payroll date in October of the following school year for all twelve month employees covered by this Agreement who completed the previous year without using any leaves under Sections A, B, C and D of this Article.

Time taken under the Breast and Prostate Cancer Screening legislation will not affect perfect attendance or eligibility to receive the Attendance Incentive.

**F. Jury Duty**

During the normal work year an employee called for jury duty shall be compensated at their regular pay rate for any days served on a jury or related activities. Before a leave can be granted under this section, the request must be accompanied with a copy of the summons.

**LEAVE OF ABSENCE**

**A. Maternity Leave**

The Board will treat any absence caused by maternity as a disability leave to the extent it is approved by the employee's personal physician. Employees may use their accumulated sick leave.

**B. Unpaid Leave for Extended Illness**

1. Upon application to the Superintendent and upon medical verification, the employee may be entitled to an unpaid leave of absence for the period of disability up to a maximum period of two (2) calendar years.
2. During the period of the leave of absence seniority and benefits will not accrue.
3. The health insurance may be continued at the employee's expense.
4. The leave will conclude either after two (2) calendar years or upon certification by a physician that the employee is capable of resuming his/her full duties.

**C. Unpaid Leaves**

1. Upon application to the Superintendent and at the sole discretion of the Board, employees may be entitled to an unpaid leave of absence for up to a maximum of one (1) calendar year for personal reasons.
2. During the period of the leave of absence seniority and benefits will not accrue.
3. The health insurance may be continued at the employee's expense.

**D. Child Rearing Leave**

1. Following the birth of a child or taking custody of a child through adoption and upon application to the Superintendent, employees may be granted an unpaid leave of absence for the purpose of child rearing for up to a maximum of two (2) calendar years.
2. During the period of the leave of absence seniority and benefits will not accrue.
3. The health insurance may be continued at the employee's expense.

**VACATION TIME/HOLIDAYS**

**A. Vacations**

1. All management specialist employees shall be allowed twenty (20) paid vacation days per year. After five (5) full years of employment, a management specialist employee will accumulate one (1) additional day per year to a maximum of twenty five (25) days. For the purposes of calculating vacation time for an upcoming year, any employees new to management specialist will be given credit for all prior years in the district.
2. Vacation days will be credited at the start of each fiscal year.
3. For the 2021-2022 school year, a management specialist employee may carry over a maximum of twenty (20) unused vacation days. On June 1, 2022, a management specialist employee may elect to have up to seven (7) days of vacation bought back by the district. These days shall be bought back at the management specialist employee's daily rate and shall be deposited in the management specialist employee's 403B. In the event that a management specialist employee terminates employment with the District for any reason (i.e. retirement, resignation, involuntary termination, etc.)

during the 2021-2022 school year, the management specialist employee shall accrue two (2) vacation days per month from July 1 of a given fiscal year to the day of termination (in addition to specified carry-over allocation). If the management specialist employee completes a full year of employment in a terminating year, their full vacation entitlement shall be earned up to a maximum of 30 days.

For the 2022-2023 and 2023-2024 school years, a management specialist employee will carry over a maximum of fifteen (15) unused vacation days or 15+ month vacation credits from one school year to the next. Five (5) unused vacation days must be used within the first six months of the succeeding school year. Up to fifteen (15) unused vacation days that are not used in the year may be carried over to the next year. Any days in excess of fifteen (15) will be converted to sick leave.

4. Employees hired as management specialists from the BH-BL CSEA or from the group of employees classified as management confidential will receive full credit for all vacation days accrued in the prior year. These days, up to a maximum of 25, will be banked and paid to the employee upon their retirement at the current daily rate of the employee. Any other accrued days can be rolled forward into the upcoming school year up to a maximum of 10 days.
5. Employees must receive approval from his/her direct supervisor for any vacation time.
6. When an employee resigns from the District, he/she shall be entitled to compensation at his/her per diem rate at the time of separation for each accrued, unused vacation day.

## **B. Holidays**

All full-time 12-month confidential employees shall be allowed fifteen (15) paid holidays in accordance with the employee calendar adopted by the BH-BL school district.

Each employee covered under this agreement except those whose presence is required to provide student services or as requested by a supervisor shall be

allowed to leave the work location (1) hour early on the workday before the Fourth of July and Labor Day holidays without loss of pay or benefits.

## **MILEAGE**

Managerial employees who are required to use their own vehicles in the performance of their duties will be paid mileage at the current IRS rate.

## **HEALTH INSURANCE**

- A. Management specialist employees of the BH-BL CSD hired by the district prior to 7/1/20 and who work 30 hours or more per week and participate in the Health/Dental Insurance programs will contribute the following for health insurance:

Single Membership	10%
2-Person/Family Membership	20%
Retired Membership	50%

Management specialist employees of the BH-BL CSD newly hired on or after 7/1/20 and who work 30 hours or more per week and participate in the Health/Dental Insurance programs will contribute the following for health insurance:

Single Membership	25%
2-Person/Family Membership	25%
Retired Membership	50%

An Employee that is eligible for health insurance but declines coverage and provides proof of insurance through a spouse or other outside carrier will be entitled to a buyout equivalent to 35% of the district's contribution towards the premium known as the Blue Shield 815 plan payable at the end of the year that health insurance coverage was declined.

Effective July 1, 2108, the District's contribution towards the Blue Shield 907 Plan shall be equivalent to its contribution to the Blue Shield 815 Plan. In the event an employee wishes to maintain coverage with the Blue Shield 907 Plan, the employee will be responsible for the full difference between the premium of

the Blue Shield 907 Plan and the district's contribution to the Blue Shield 815 Plan.

- B. Employees shall be entitled to the following benefit: In the event of the death of the employee or retiree, the spouse may continue with the program. The spouse shall be responsible to pay the same employee contribution that would have been paid by the active employee or retiree.

### **CREDIT HOUR REIMBURSEMENT**

- A. Management Specialist Employees may request to be reimbursed for graduate courses with prior approval by the Superintendent of Schools
- B. Such reimbursement will be limited to the current S.U.N.Y. Albany graduate (non-MBA) program rate. Reimbursement shall be paid upon the successful completion of the course as verified through semester grade reports.
- C. Management Specialist employees that separate from service with Burnt Hills Ballston Lake Central School District earlier than three (3) years after receiving reimbursement from the district shall be required to pay the district an amount equal to the amount of such reimbursement.

### **FLEXIBLE BENEFITS PLAN**

The District will offer a flexible benefits plan, as permitted by Section 125 of the Internal Revenue Code. The plan will permit salary deductions for the employee share of health insurance costs prior to taking deductions for FICA and state and federal income tax. The plan allows a maximum annual dependent care contribution of up to \$5,000. The plan further allows a minimum of \$600 and a maximum of \$2,500 per plan year for medical flexible spending deductions.

### **RETIREMENT**

For retiring management specialists with ten years of Burnt Hills service and who are eligible for New York State Retirement and who have submitted a letter of resignation to the Superintendent of Schools for the purposes of retirement, an account will be established and used by the District to pay the difference between the

retired employee's total health insurance premium and the percentage of premium paid by the District for the retiree's health insurance.

The total amount used to fund this account will equal \$70 per day for accrued sick leave for any days not allocated to the 41j option in the NYS Retirement System.

Employees who meet the requirements set forth above, and participate in the district's health insurance program, will be required to have these funds established in an account that will be used by the District to pay the difference between the retired employee's total insurance premium and the percentage of premium paid by the District for the retiree's health insurance. These monies will continue to be used for health insurance premiums until they are completely expended. The effective date of retirement will be used for determining the total number of accumulated unused sick leave days. In the event of the death of a retired employee, all funds credited to the retired employee's account will be applied toward the purchase of health insurance for the surviving spouse and/or eligible dependent(s) of said employee choosing to remain in the program. In the event of the death of a retired employee without a surviving spouse and/or eligible dependent(s), unexpended retiree health insurance payment monies will be retained by the District.

If an employee does not participate in the district's health insurance program, the funds from the employee's unused sick leave accruals must be deposited as a non-elective employer contribution into a 403(b) account upon retirement. This decision is irrevocable.

In a termination year, a management specialist shall accrue two (2) sick days per month from July 1 to the day of termination up to a maximum of twenty (20) days.

In addition, each retiring management specialist who meets the eligibility criteria stated in the preceding paragraphs and who provides at least six months notice of retirement with a retirement date of June 30th, will receive a retirement termination increment equal to \$12,500. This stipend shall be paid to the employee upon retirement.

## **WORK SCHEDULES**

Management specialist employees may flex their schedules to permit flexibility based on their non-traditional work hours. Such flexible scheduling is at all times subject to approval of such employees' supervisor.

## **GROUP LIFE INSURANCE**



In the event the district purchases group term life insurance for certain employees, management specialist employees shall be included in the group of covered employees.

**SALARIES for 2021-2022**

Director of Technology (T. Falvo)	\$108,215
District Treasurer (L. Grasso)	\$90,524
Director of Employee and Community Relations (D. Bonney)	\$91,058
Network and Systems Technician (A. Wildrick)	\$45,352
Systems Administrator (M. Steinberg)	LOA

These terms and conditions of employment shall be in effect on July 1, 2021 and will remain in effect until June 30, 2022.

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Patrick McGrath, Superintendent

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T. Falvo

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L. Grasso

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D. Bonney

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A. Wildrick