



MEMORANDUM

TO: Board of Education
 Dr. Mary B. Pfeiffer, District Administrator

FROM: Vicky Holt, Assistant District Administrator of Human Resources & Instructional Support Services *vlh*

DATE: May 14, 2014

RE: **2014-15 Employee Policy Manual (UPDATE)**

Administration is recommending the additional changes to the 2014-15 Employee Policy Manual as well as the proposed changes brought to the Board of Education at the May 6, 2014 meeting. The additional changes noted in bold (new language) and strikethrough (former language) include:

Page 5 Vacation

Administration

A. Years of Experience	Annual Vacation Days
Less than Ten (10) Years of Experience in NJSD	20
Ten (10) Years to Twenty-Four (24) Years of Experience in NJSD	25
Twenty-Five (25) Years or More Experience in NJSD	30

Page 7

OPTION A: Health Maintenance Organization (HMO) is a High Deductible Health Plan (HDHP)/Health Savings Account (HSA) that provides coverage for in-plan providers and facilities only. The Board will contribute \$1,000 (single plan) with \$1,500 maximum out-of-pocket deductible and \$2,000 (family plan) with a \$3,000 maximum out-of-pocket deductible. The Board will pay 87.4% toward the premium with the employee paying 12.6% **(pre-tax)** toward the premium. In 2014, the employee may contribute an additional \$4,450 **(pre-tax)** for a family plan (2015/\$4,650) or contribute an additional \$2,300 **(pre-tax)** for a single plan (2015/\$2,350).

OPTION B: The employee may elect a Point-Of-Service (POS) High Deductible Health Plan (HDHP)/Health Savings Account (HSA). The Board will contribute \$1,000 (single plan) with a \$1,500 maximum out-of-pocket deductible and \$2,000 (family plan) with a \$3,000 maximum out-of-pocket deductible. The Board will pay 87% toward the premium with the employee paying 13% **(pre-tax)** toward the premium. In 2014, the employee may contribute an additional \$4,450 **(pre-tax)** for a family plan (2015/\$4,650) or contribute an additional \$2,300 **(pre-tax)** for a single plan (2015/\$2,300).

Anyone age 55 or older may annually contribute an additional \$1,000 to their HSA (pre-tax).

Page 11 Benefit levels:

*Change any OPEB "benefit" to an OPEB "contribution."

A. Employees hired prior to July 1, 2004. ~~and retiring after July 1, 2013~~

C. ~~Current Funding process for~~ All employees hired after July 1, 2013:

Employees hired after July 1, 2013 ~~and continuing through their eligible year~~ will receive an annual contribution of \$1,000 to their TSA. **Contributions for the first five years of service will be delayed until completion of the fifth year of service at which point the District will make a contribution of \$5,000 to a TSA/403(b) account. The maximum OPEB benefit contribution that an employee can receive is \$30,000.**

Page 13 15. RESIGNATION

A resignation received in July and/or August will result in the school year employee reimbursing the District for the cost of the employee's health insurance for the month(s).

Administrator resignations must be in writing. The Administrator must provide a minimum notice of ~~ten (10)~~ **thirty (30) work calendar** days prior to the effective date of the resignation. A resignation received less than ~~ten (10)~~ **thirty (30) work calendar** days will result in a cost of ~~\$200~~ **\$400/day** for each day less than ~~ten (10)~~ **thirty (30)**.

Certified employee resignations must be in writing. Certified employees must provide thirty (30) ~~work~~ **calendar** days notice of resignation. Failure to provide a thirty (30)-~~work~~ **calendar** day notice will result in a cost of ~~\$150~~ **\$300/day** for each day less than thirty (30).

Non-Certified employee resignations must be in writing. Non-Certified employees must provide a minimum notice of ~~ten (10) work~~ **thirty (30) calendar** days prior to the date of resignation. A resignation received less than ~~ten (10) work~~ **thirty (30) calendar** days will result in a cost of ~~\$100~~ **\$50/day** for each day less than thirty (30).

I will be in attendance at the May 20 Board of Education meeting to address any questions from Board members.