

## BENEFITS – NON-REPRESENTED EMPLOYEES

I. Individuals employed by the Cooperative Board in titles that are neither covered by a collective bargaining unit, nor under any individual employment contract, shall be deemed to serve at the pleasure of the Board. Health and dental insurance shall be extended to said employees under the same terms noted in the collective bargaining agreement with the HFM BOCES Teachers' Association.

II. Salary

Salary shall be established for each non-represented employee by action of the Board on an annual basis, through the adoption of a Non-represented/Confidential and Managerial Salary Schedule.

III. Longevity (Service Increment)

- A. 5 years of service: \$2,000 added to base  
10 years of service: \$2,000 added to base  
15 years of service: \$2,000 added to base  
20 years of service: \$2,000 added to base  
25 years of service: \$2,000 added to base

B. Longevity adjustments shall not be retroactive. Longevity adjustments will be effective the first day of the milestone school year. All service increments will be added to the employee's base pay prior to the calculation of any annual salary increase.

C. Any non-represented employee who is subject to this policy, who achieves a Longevity (Service Increment) in the year in which they are choosing to retire will have the following options:

- 1. The employee may elect to accept the addition of the Service Increment to their base pay effective the day after they have completed their milestone year,

**OR**

- 2. The employee may elect to accept a one-time, lump sum payment equal to the amount of the corresponding Service Increment. This lump sum will **not** be added to the base and payment will be processed in the closest pay-period that follows the day they complete their milestone year.

POLICY

PERSONNEL

6301

BENEFITS – NON-REPRESENTED EMPLOYEES

***NOTE:** A retiring employee subject to this policy may **not** receive both forms of Service Increments outlined above. If an employee does not inform the HFM BOCES Business Office of their preference, the ‘default’ form of payment will be the addition of the Service Increment to the employee’s base salary at the appropriate point according to this policy.*

IV. Holidays

Non-represented employees shall be entitled to the paid holidays noted in the annual Holiday Calendar for 12-month and office employees.

V. Leave

Non-represented Non-Managerial/Confidential:

On July 1 of each year, non-represented employees for full-time, twelve-month employees (ten- and eleven-month employees shall be proportionately prorated) are granted the following leave benefits:

Sick leave – 15 days (may accumulate to 220 days)

Personal leave – 3 days (added to cumulative sick leave if unused)

Bereavement leave – 3 days for death in the immediate family only; immediate family is interpreted to include: father, mother, brother, sister, spouse, children, grandparents, parent in-laws, brother-in-law, sister-in-law, grandparents in-law, grandchildren, aunts, uncles, persons-in-care, or any other family member of the family sharing the same household. This provision may also extend to non-family members who are members of the same household, if such non-family member is identified as a person not simply occupying the same residence, but as a person the employee and/or employee’s family consider to be an extension of the family (non-cumulative).

Emergency leave – 2 days (non-cumulative)

Vacation leave – 20 days, employee may rollover 10 days; for a maximum of 30 days credit at any one time. For any year that an employee does not work a full year, the vacation days credited, for purposes of use or payment, shall be pro-rated (at a rate of 1.66 days per month) for each month worked. **After completion of 15 years and continuing through 20 years, employees will be awarded one additional day for a total of 21 days per year. After completion of 20 years and continuing through 25 years, employees will be awarded two additional days for a total of 22 days per year. After completion of 25 years and continuing thereafter, employees will be awarded three additional days for a total of 23 days per year.** Employee shall have the option to be reimbursed for up to five (5) unused vacation days per year, at their per diem rate. Said payment may be cash, contribution to the employee’s 403(b), or contribution to the employee's HSA, as long as the payment does not exceed the contribution cap for the year.

POLICY

PERSONNEL

6301

BENEFITS – NON-REPRESENTED EMPLOYEES

VI. Workday

- A. The standard work day for non-represented employees, including a 30-minute duty free meal break, shall be a minimum of 7.5 hours.
- B. In addition, the standard workday shall be reduced by thirty (30) minutes in the months of July and August and terms will reflect Board policy 6302.

VII. Retirement

Employees covered by this Policy shall be afforded membership in the New York State Employees' Retirement System, and the following benefit shall be available to non-represented employees who retire from the HFM BOCES pursuant to the qualifications of the Employees' Retirement System:

- A. Eligible non-represented employees who submit a written letter of resignation to the BOCES Board six months prior to the intended date of retirement, which letter is accepted by the Board of Education of the BOCES as a resignation for retirement purposes, shall receive a benefit payment based upon accumulated sick leave at the time of retirement multiplied by \$50.00 per day. If an employee retires before June 30, the annual allocation of sick days will be prorated for this retirement benefit. The benefit payment will be made by the BOCES on or before July 31 of the school year of retirement.
- B. Should a major change of circumstances occur after the date of filing the letter of resignation for retirement purposes, the employee may request a withdrawal of the resignation at least 45 days before the anticipated retirement date. The request must be in writing and outline the circumstances involved. It is understood that there is no guarantee the request will be granted.

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Hamilton-Fulton-Montgomery Board of Cooperative Educational Services

Adopted: 04/30/08, 02/25/09, 06/29/11

Revised: 01/28/09, 03/27/14, 09/24/14, 07/22/15, 04/29/2020, 05/26/21, 03/26/25