

SCHEDULE A



**2019-20 CENTENNIAL BOCES
248 DAY EMPLOYMENT BENEFIT SCHEDULE**

Employees working a 248-day Agreement work 248 days at 8 hours per day. Normal work hours are 8:00 a.m. to 4:30 p.m. with a 30-minute break for lunch. In addition, the employee may use two 15-minute breaks during the workday. The breaks may be combined with the lunch break to create one break for 60 minutes. You may NOT opt out of lunch and / or breaks to depart early or arrive late.

Employees are eligible for benefits based upon policy definition of eligibility for benefits.

HOLIDAYS

- Office Closed for Holidays as detailed in the annual agency calendar:

VACATION LEAVE BENEFIT

- Professional Staff - 160 hours per year
- Support Staff
 - 1-3 years of service 96 hours per year
 - 4-5 years of service 120 hours per year
 - 6 years and over 144 hours per year
- Vacation hours earned each month worked (prorated, based on full time employment)
- Cannot accrue more than is earned in a two year period
- Vacation will be paid out up to two year's accumulation of days upon separation of employment

PERSONAL/BUSINESS LEAVE BENEFIT

- 2 days per year with no accrual (1.0 fte is 16 hours)
- Two (2) days are granted at the time of employment. Use of the two days must be approved in advance by the employee's supervisor.

SICK LEAVE BENEFIT

- 96 hours per year with maximum accrual of 520 hours (employees will be compensated for unused sick leave above the base of 20 days/160 hours at the current state minimum wage upon separation of employment)
- Sick leave is earned on the basis of 1 day (8 hrs) per month based on full time employment

BEREAVEMENT BENEFIT

- 5 days for immediate family
- With prior approval, additional days shall also be granted for other deaths as determined by employee, program director and Executive Director

INSURANCE BENEFIT PACKAGE (Full participation required for all new employees based upon the definition of eligibility for benefits below)

- Major Medical Insurance
- Life Insurance
- P.E.R.A.
- Dental Insurance
- Long Term Disability***
- Dependent coverage(s) may be purchased by employee.

TUITION REIMBURSEMENT

- Tuition reimbursement as approved in advance by Executive Director

Definitions of eligibility:

- *Employees who work .8 FTE or greater, and have an employment assignment of at least 90 days, shall be eligible for the CBOCES full benefit package.
- *Employees who work .5 to .79 FTE, and have an employment assignment of at least 90 days, shall be eligible for the CBOCES full benefit package on a pro-rated basis commensurate with the employee's FTE.
- *Employees who work .5 FTE or greater, and have an employment assignment of at least 90 days, are eligible to purchase dependent coverage through the insurance benefit package.
- *Employees who work .5 to .99 FTE accrue leave benefits on a pro-rated basis.
- *LTD coverage is paid on all full-time employees.