

BENEFITS FOR NON-REPRESENTED EMPLOYEES

I. Application of Policy

This policy applies to the following employees provided such employee is not represented by a certified or recognized employee organization or employed pursuant to an individual employment contract: 12-month administrators; directors and other employees who are members of the Administrative Leadership Team; 12-month specialists; 12-month “supervisors of non-instructional professionals (“SNIPS”); 12-month administrative assistants designated management confidential; and 12-month secretaries designated management confidential.

II. General Provisions

The following general provisions shall apply to all employees covered by this policy.

- A. Salaries, health insurance benefits and contribution rates, tuition reimbursement, if any, and any other matters relating to compensation for employees shall be established annually by the Board.
- B. Use of leave benefits shall be subject to administrative procedures established by or at the direction of the District Superintendent.
- C. Tuition reimbursement, if provided, shall apply to graduate and undergraduate courses only and shall be provided only upon sufficient proof of completion of such courses approved in advance and in accordance with administrative procedures established by or at the direction of the District Superintendent.
- D. Questar III shall arrange for disability coverage of employees, on a short term and long term basis, to be effective upon the exhaustion of an employee’s paid sick leave.
- E. Questar III shall obtain workers compensation coverage of employees.
- F. An employee will be granted paid leave for jury duty without charge to any other leave credits, provided that the employee submits proof of the necessity to serve on jury duty to the Human Resources Department before commencement of jury duty services. Any such employee must agree to turn over all fees received by the court as a result of jury duty to the Questar III Treasurer in order to be paid for such time by Questar III.
- G. An employee will be granted paid leave for attendance in court due to a subpoena, in any proceedings related to employment with Questar III and in which the employee is not a part, without charge to any other leave credits, provided that the employee submits proof of the necessity to

appear to the Human Resources Department before the date of such appearance. Any such employee must agree to turn over all fees received by the court as a result of the subpoena to the Questar III Treasurer in order to be paid for such time by Questar III.

- H. Questar III will grant leave to an eligible employee in accordance with the Family and Medical Leave Act (FMLA) and Questar III FMLA policy.
- I. Questar III will consider granting non-FMLA leaves without pay upon proper request of an employee in accordance with administrative procedures established by or at the direction of the District Superintendent. Leaves of less than thirty (30) days in duration will be addressed by the District Superintendent. Leaves of thirty (30) days or more will be addressed by the Board. Such leaves may be granted in the sole discretion of Questar III.
- J. References to "day" in this policy shall mean a full work day or business day.

III. Additional Benefits for Members of the Administrative Leadership Team

The following additional benefits shall apply to 12- Month Administrators, Directors and other employees who are Members of the Administrative Leadership Team, in addition to the provisions set forth in Section II, above.

A. Vacation Leave

- 1. Such employees must be employed full time in order to receive vacation leave.
- 2. Upon appointment or designation as a member of the Administrative Leadership Team, an employee will receive 1.67 vacation days per month for the remainder of the fiscal year in which the appointment occurs. Such time must be used during the fiscal year in which it is accrued.
- 3. On the first day of each successive fiscal year of employment prior to obtaining tenure status, tenure-track employees will receive twenty (20) days vacation for use during such fiscal year. On the first day of each successive fiscal year after obtaining tenure, such employees will receive twenty-five (25) days vacation for use during such fiscal year. Upon completing fifteen full years of employment with Questar III on the first day of each successive fiscal year an employee will receive thirty (30) days vacation for use during such fiscal year. Vacation leave may not be accumulated. For purposes of calculating vacation days, any tenured employee designated to the Administrative Leadership Team sometime after initial appointment will receive vacation days based upon the full years of employment with Questar III.

4. On the first day of each successive fiscal year of employment for three (3) years, such civil service or other non-tenure-track employees will receive twenty (20) days vacation for use during such fiscal year. On the first day of each successive fiscal year thereafter, such employees will receive twenty-five (25) days vacation for use during such fiscal year. Upon completing fifteen full years of employment with Questar III on the first day of each successive fiscal year an employee will receive thirty (30) days vacation for use during such fiscal year. Vacation leave may not be accumulated. For purposes of this calculating vacation days, any permanent employee designated to the Administrative Leadership Team sometime after initial appointment will receive vacation days based upon the full years of employment with Questar III.
5. Vacation leave is made available to employees on the first day of the fiscal year, however if an employee leaves employment with Questar III, vacation leave accruals will be pro-rated for the year and, if vacation used exceeds the pro-rated vacation accrual for the portion of the fiscal year in which the employee was employed, the value of the excess time will be subtracted from the employee's final paycheck(s).
6. Such employees with at least one (1) year of full time service with Questar III shall be entitled to convert up to five (5) days of annual vacation leave to an equivalent amount of pay. Requests to make such conversion shall be made in accordance with procedures established by or at the direction of the District Superintendent.

B. Sick Leave and Family Illness Leave

1. In the first year of employment, full-time employees will receive, effective upon their first day of employment, ten (10) days sick leave. After the first year of employment, such employees will earn additional sick leave credits at the rate of one and one-half (1.5) days per month of service. Sick leave may be accumulated up to a total of two hundred (200) days. An employee who has accumulated more than two hundred days (200) of sick leave credits as of June 30 shall be entitled to convert sick leave credits in excess of two hundred days (200) but not to exceed five (5) days to an equivalent amount of pay.
2. Part time employees will receive sick leave described in paragraph 1, above, on a pro-rated basis in accordance with an employee's full time equivalence (FTE).
3. Sick leave is to be used for illness or medical reasons of the employee, however up to five (5) days may be charged against accumulated sick leave within a calendar year for illness of the employee's spouse or any dependent residing

with the employee, provided, however, that commencing on July 1, 2007, such leave may be taken within a fiscal year.

4. Upon retirement from Questar III under a New York State Retirement System, such employees with at least fifteen (15) years of service with Questar III shall be entitled to payment equal to one hundred dollars (\$100) per day of accumulated sick leave.

C. Personal Leave

1. Such employees may charge up to three (3) days against accumulated sick leave in any fiscal year for the transaction of personal business that cannot be accomplished at times other than during work hours.
2. Personal leave is not intended to be used to extend vacation days or holiday periods and may only be used in such instances for demonstrated business reasons. Unless otherwise approved by a supervisor, personal leave may not be used during the month immediately preceding the effective date of resignation or retirement of any employee who has announced their intention to resign or retire.

D. Family Bereavement Leave

1. Such employees will be granted, without charge to any other leave credits, up to five (5) days within a calendar year for bereavement in the event of the death of the employee's spouse, child, parent, grandparent, sibling or parent-in-law provided, however, that commencing on July 1, 2007, such leave may be taken within a fiscal year.

IV. Additional Benefits for 12-Month Specialists

The following additional benefits shall apply to 12- Month Specialists, in addition to the provisions set forth in Section II, above.

A. Vacation Leave

1. Such employees must be employed full time in order to receive vacation leave.
2. Upon appointment, an employee will receive 1.67 vacation days per month for the remainder of the fiscal year in which the appointment occurs. Such time must be used during the fiscal year in which it is accrued.
3. On the first day of each successive fiscal year of employment for five (5) years, employees will receive twenty (20) days vacation for use during such fiscal year. On the first day of each successive fiscal year thereafter, such employees will receive twenty-five (25) days vacation for use during such fiscal year.

4. Vacation leave is made available to employees on the first day of the fiscal year, however if an employee leaves employment with Questar III, vacation leave accruals will be pro-rated for the year and, if vacation used exceeds the pro-rated vacation accrual for the portion of the fiscal year in which the employee was employed, the value of the excess time will be subtracted from the employee's final paycheck(s).

B. Sick Leave and Family Illness Leave

1. In the first year of employment, full-time employees will receive, effective upon their first day of employment, ten (10) days sick leave. After the first year of employment, such employees will earn additional sick leave credits at the rate of one and one-half (1.5) days per month of service. Sick leave may be accumulated up to a total of two hundred (200) days.
2. Part time employees will receive sick leave described in paragraph 1, above, on a pro-rated basis in accordance with an employee's full time equivalence (FTE).
3. Sick leave is to be used for illness or medical reasons of the employee, however up to five (5) days may be charged against accumulated sick leave within a calendar year for illness of the employee's spouse or any dependent residing with the employee provided, however, that commencing on July 1, 2007, such leave may be taken within a fiscal year.
4. Upon retirement from Questar III under a New York State Retirement System, such employees with at least fifteen (15) years of service with Questar III shall be entitled to payment equal to fifty dollars (\$50) per day of accumulated sick leave.
5. An employee who has accumulated more than two hundred days (200) of sick leave credits as of June 30 shall be entitled to convert sick leave credits in excess of two hundred days (200) but not to exceed five (5) days to an equivalent amount of pay.

C. Personal Leave

1. Such employees may charge up to three (3) days against accumulated sick leave in any fiscal year for the transaction of personal business that cannot be accomplished at times other than during work hours.
2. Personal leave is not intended to be used to extend vacation days or holiday periods and may only be used in such instances for demonstrated business reasons. Unless otherwise approved by a supervisor, personal leave may not be used during the month immediately preceding the effective date of resignation or retirement of any employee who has announced their intention to resign or retire.

D. Family Bereavement Leave

1. Such employees will be granted, without charge to any other leave credits, up to five (5) days within a calendar year for bereavement in the event of the death of the employee's spouse, child, parent, grandparent, sibling or parent-in-law provided, however, that commencing on July 1, 2007, such leave may be taken within a fiscal year.

V. Additional Benefits for 12-Month Supervisor Non-Instructional Professionals (SNIPS)

The following additional benefits shall apply to SNIPS, in addition to the provisions set forth in Section II, above.

A. Vacation Leave

1. Such employees must be employed full time in order to receive vacation leave.
2. Upon appointment, an employee will receive 1.25 vacation days per month for the remainder of the fiscal year in which the appointment occurs. Such time must be used during the fiscal year in which it is accrued.
3. On the first day of each successive fiscal year of employment for five (5) years, such employees will receive fifteen (15) days vacation for use during such fiscal year. On the first day of each successive fiscal year thereafter, such employees will receive twenty (20) days vacation for use during such fiscal year. Upon completing fifteen full years of employment with Questar III on the first day of each successive fiscal year an employee will receive twenty-five (25) days vacation for use during such fiscal year. Vacation leave may not be accumulated.

Vacation leave is made available to employees on the first day of the fiscal year, however if an employee leaves employment with Questar III, vacation leave accruals will be pro-rated for the year and, if vacation used exceeds the pro-rated vacation accrual for the portion of the fiscal year in which the employee was employed, the value of the excess time will be subtracted from the employee's final paycheck(s).

B. Sick Leave and Family Illness Leave

1. In the first year of employment, full-time employees will receive, effective upon their first day of employment, ten (10) days sick leave. After the first year of employment, such employees will earn additional sick leave credits at the rate of one and one-half (1.5) days per month of service. Sick leave may be accumulated up to a total of two hundred (200) days.
2. Part time employees will receive sick leave described in paragraph 1, above, on a pro-rated basis in accordance with an employee's full time equivalence (FTE).
3. Sick leave is to be used for illness or medical reasons of the employee, however up to five (5) days may be charged against accumulated sick leave within a calendar year for illness of the employee's spouse or any dependent residing with the employee provided, however, that commencing on July 1, 2007, such leave may be taken within a fiscal year.
4. Upon retirement from Questar III under a New York State Retirement System, such employees with at least fifteen (15) years of service with Questar III shall be entitled to payment equal to thirty dollars (\$30) per day of accumulated sick leave.
5. An employee who has accumulated more than two hundred (200) days of sick leave credits as of June 30 shall be entitled to convert sick leave credits in excess of two hundred days (200) but not to exceed five (5) days to an equivalent amount of pay.

C. Personal Leave

1. Such employees may charge up to three (3) days against accumulated sick leave in any fiscal year for the transaction of personal business that cannot be accomplished at times other than during work hours.
2. Personal leave is not intended to be used to extend vacation days or holiday periods and may only be used in such instances for demonstrated business reasons. Unless otherwise approved by a supervisor, personal leave may not be used during the month immediately preceding the effective date of resignation or retirement of any employee who has announced their intention to resign or retire.

D. Family Bereavement Leave

1. Such employees will be granted, without charge to any other leave credits, up to five (5) days within a calendar year for bereavement in the event of the death of the employee's spouse, child, parent, grandparent, sibling or parent-in-law provided, however, that commencing on July 1, 2007, such leave may be taken within a fiscal year.

VI. Additional Benefits for 12-Month Management Confidential Administrative Assistants and Secretaries

The following additional benefits shall apply to 12- Month Administrative Assistants and Secretaries who have been designated Management Confidential, in addition to the provisions set forth in Section II, above.

A. Vacation Leave

1. Such employees must be employed full time in order to receive vacation leave.
2. Upon appointment, an employee will receive 1.25 vacation days per month for the remainder of the fiscal year in which the appointment occurs. Such time must be used during the fiscal year in which it is accrued.
3. On the first day of each successive fiscal year of employment for five (5) years, such employees will receive fifteen (15) days vacation for use during such fiscal year. On the first day of each successive fiscal year thereafter, such employees will receive twenty (20) days vacation for use during such fiscal year. Upon completing fifteen full years of employment with Questar III on the first day of each successive fiscal year such employee will receive twenty-five (25) days vacation for use during such fiscal year. Vacation leave may not be accumulated.

4. Vacation leave is made available to employees on the first day of the fiscal year, however if an employee leaves employment with Questar III, vacation leave accruals will be pro-rated for the year and, if vacation used exceeds the pro-rated vacation accrual for the portion of the fiscal year in which the employee was employed, the value of the excess time will be subtracted from the employee's final paycheck(s).

B. Sick Leave and Family Illness Leave

1. In the first year of employment, full-time employees will receive, effective upon their first day of employment, ten (10) days sick leave. After the first year of employment, such employees will earn additional sick leave credits at the rate of one and one-half (1.5) days per month of service. Sick leave may be accumulated up to a total of two hundred (200) days.
2. Part time employees will receive sick leave described in paragraph 1, above, on a pro-rated basis in accordance with an employee's full time equivalence (FTE).
3. Sick leave is to be used for illness or medical reasons of the employee, however up to five (5) days may be charged against accumulated sick leave within a calendar year for illness of the employee's spouse or any dependent residing with the employee provided, however, that commencing on July 1, 2007, such leave may be taken within a fiscal year.
4. Upon retirement from Questar III under a New York State Retirement System, such employees with at least fifteen (15) years of service with Questar III shall be entitled to payment equal to thirty dollars (\$30) per day of accumulated sick leave.
5. An employee who has accumulated more than two hundred days (200) of sick leave credits as of June 30 shall be entitled to convert sick leave credits in excess of two hundred days (200) but not to exceed five (5) days to an equivalent amount of pay.

C. Family Bereavement Leave

1. Such employees will be granted, without charge to any other leave credits, up to five (5) days within a calendar year for bereavement in the event of the death of the employee's spouse, child, parent, grandparent, sibling or parent-in-law provided, however, that commencing on July 1, 2007, such leave may be taken within a fiscal year.

VII. Certain Resignations

1. Notwithstanding any other provision in this policy, in the event any non-represented Questar III employee resigns from Questar III employment for purposes of being appointed Questar III district superintendent such employee shall be entitled to payment for accumulated sick leave in accordance with this policy as if such employee resigned for purposes of retirement.

VIII. Death of Active Employee

1. Notwithstanding any other provision in this policy, effective January 1, 2016, in the event of death of a non-represented Questar III active employee, any health insurance coverage which had been provided to such employee's spouse and/or dependents through Questar III immediately prior to such death shall be continued, subject to applicable contributions, for a period of up to four (4) months, commencing on the first day of the month immediately following such death. Upon expiration of such period, the surviving spouse and/or dependents will be offered the option of continuing coverage in such health insurance plan through COBRA (Consolidated Budget Reconciliation Act of 1985).

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References Education Law, section 1950
Family and Medical Leave Act of 1993