

# HAMPTON BOARD OF EDUCATION

## 12 MONTH NON-UNION EMPLOYEE BENEFITS

### July 1, 2024

Benefits for less than 1 Full Time Equivalent (FTE) employees will be prorated based on the employees' FTE.

Executive Secretary	40 hours/week=1FTE
Business Coordinator	40 hours/week=1 FTE
Head Custodian	40 hours/week=1FTE
Custodian	40 hours/week=1 FTE

SICK DAYS	0-2 years = 7 days 2-10 years = 10 days Accrue to 35 days 10+ years = 12 days Accrue to 90 days
PERSONAL DAYS	New employees must work three months to be eligible for personal days 0-2 years = 2 days 2-10 years = 3 days 10+ years = 4 days
BEREAVEMENT	3 days Additional non-paid bereavement days may be added at the discretion of the superintendent
HOLIDAYS	Independence Day, Labor Day, Indigenous People's Day, Veterans' Day, Thanksgiving Day, Christmas Day, New Year's Day, Martin Luther King Day, Presidents' Day, Good Friday, Memorial Day, Juneteenth
VACATION	0-6 months = 0 days 6 months – 1 year = 1 week 1-5 years = 2 weeks 6-12 years – 3 weeks 12+ years = 4 weeks
MEDICAL INSURANCE	Minimum of 30 hours a week to enroll; BoE pays 98% & employee pays 2% premium share for single coverage; employee may pay full cost for difference between single and two person or family coverage; any savings in premium share realized by choosing less costly plan options are first applied to premium share then to Health Savings Account. <b>BoE contribution to Health Savings account to be no more than employee deductible</b>
DENTAL INSURANCE	Minimum of 30 hours a week to enroll; employee pays full premium; no BoE contribution
403(b)/457(b)	Employee contributions only; no BoE contribution
MEDICAL/DEPENDENT CARE FLEXIBLE SPENDING ACCOUNT	Minimum of 30 hours a week to enroll; employee contributions only; no BoE contributions
AFLAC – ACCIDENT/SHORT TERM DISABILITY/CANCER (offered at no expense to the BoE beyond bookkeeping)	Employee pays full premium of elected coverage