

SCHEDULE A



**2024-25 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
 - 0-36 months of service 96 hours per year
 - 37-60 months of service 120 hours per year
 - 61 months 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 granted at the time of employment. Use must be approved in advance by 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

FAMLI ACT LEAVE

- Paid Family and Medical Leave Insurance (FAMLI) Act is optional, dependent upon meeting program requirements
- Employee may use accrued BOCES-provided leave (as appropriate/available) as a supplement to FAMLI insurance benefits, with the total of FAMLI benefits and leave benefits not exceeding the employee's average weekly wage

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 (Definition of eligibility for benefits below)

- Major Medical Insurance, Dental Insurance **, Life Insurance, Long Term Disability***, PERA
- Dependent coverage(s) may be purchased by employee.

TUITION REIMBURSEMENT

- Tuition reimbursement as approved in advance by department director

REFERRAL STIPEND

- A \$1,000 stipend will be given to any current CBOCES employee who refers someone to apply for a hard-to-fill position, and that person ultimately gets hired.

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 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.
** Employee paid benefit.
***LTD coverage is paid on all full-time employees.