

<b>POLICY</b>	<b>9810</b>
	<b>Adopted: August 22, 2006</b>
	<b>Revised: June 7, 2011</b>
	<b>Revised: April 3, 2012</b>
	<b>Revised: April 8, 2014</b>
	<b>Revised: July 5, 2016</b>
	<b>Revised: May 9, 2017</b>
	<b>Revised: June 6, 2023</b>
<b>Personnel &amp; Negotiations</b>	

**SUBJECT: RETIREMENT BENEFITS FOR NON-UNIT EMPLOYEES**

The Board provides certain benefits to its non-unit employees in retirement in recognition of their years of service to BOCES.

*Sick Leave Payment*

Effective July 1, 2010, non-unit staff will be entitled to payment of fifty percent (50%) of their unused sick leave days at their daily rate of pay at the time of retirement up to a maximum of \$52,000 if they have worked for the BOCES at least ten (10) consecutive (defined as no voluntary severance from BOCES employment) years and are retirement eligible under the rules and regulations of the New York State Teachers' Retirement System, or the New York State and Local Employees' Retirement System, or the Social Security Administration.

Effective January 1, 2018, the The BOCES shall make a mandatory non-discriminatory employer contribution to the 403-b account of a non-unit employee who has worked for the BOCES at least ten (10) consecutive (defined as no voluntary severance from BOCES employment) years and is retirement eligible under the rules and regulations of the New York State Teachers' Retirement System, the New York State and Local Employees' Retirement System, or the Social Security Administration. Such contribution shall be calculated by multiplying half of the unused, accumulated sick days at retirement multiplied by the employee's per diem rate at retirement up to a maximum of \$53,000.

Non-unit staff who have more than five (5), but less than ten (10), years of consecutive BOCES service may be deemed eligible for the sick leave payment above if the Board determines that significant cost savings will be realized if a particular staff member retires (e.g., the staff member's position is abolished after retirement).

*Vacation Payment*

Pay for vacation days upon retirement will be limited to forty (40) days.

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*Health Insurance*

Non-unit staff retiring after July 1, 2006 will pay fifteen percent (15%) of the premium for either individual or family coverage. Non-unit staff retiring after July 1, 2012 who retire and meet the BOCES service requirement in the paragraph below will pay eighteen percent (18%) of the premium for either individual, employee plus spouse, employee plus child(ren) or family employee plus spouse and child(ren) coverage. The BOCES will pay the remaining portion of the individual or family the premium for such retirees.

Effective July 1, 2010, a A minimum of ten (10) years of consecutive BOCES service is required to be eligible for health insurance into retirement. The term “consecutive” above shall be defined as no voluntary severance from BOCES employment.

In the event of the death of a retiree enrolled in the BOCES-provided health insurance or in a MVP Medicare Advantage plan through the BOCES, coverage for any surviving dependents shall be continued for two (2) months beyond the last month for which the BOCES has paid the premium for the deceased retiree. Continued coverage shall be provided at no cost to the survivor(s) for two (2) months. After the two (2) month extension of coverage has been paid for by the BOCES, the entire cost of coverage shall be paid for by the surviving spouse unless and until s/he remarries. Coverage for dependent children shall continue as required by COBRA.

*Dental-Optical-Medical Insurance/Reimbursement*

Dental/Optical Insurance: At the time of retirement, a non-unit staff member may continue receiving dental and/or optical insurance benefits provided they pay the full premium amount.

IRC Section 105 Plan (Health Reimbursement Arrangement – HRA): Effective July 1, 2009, the The account of a non-unit staff member who retires will be maintained in retirement until depleted. Such account monies may be used to reimburse expenses as provided above. In addition, a retiree may apply such monies toward the payment of health insurance premium contributions in retirement.

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Retired non-unit staff member accounts will be administered by the BOCES or through a Third Party Administrator.

The account of a non-unit staff member retiree who dies will be maintained for the benefit of the decedent's dependents as that term is defined in the plan document of the health insurance provider that provides benefits to BOCES employees. If the decedent has no dependents as defined above or the decedent's dependents die without exhausting such monies, then such amount will revert back to the BOCES.

A retired non-unit staff member who wishes reimbursement for qualified unreimbursed medical expenses incurred or paid within the operative fiscal year, as said expenses are defined in Policy 9210, Insurance for Non-Unit Employees, must submit a claim form, together with a receipt for services. Claim forms must be submitted to the business manager on or before September 30<sup>th</sup>, on or before December 31<sup>st</sup>, on or before March 31<sup>st</sup> or on or before June 30<sup>th</sup> of the operative fiscal year. Reimbursements of approved claims will be made on or before November 30<sup>th</sup> for claims submitted on or before September 30<sup>th</sup>, on or before February 28<sup>th</sup> for claims submitted on or before December 31<sup>st</sup>, on or before May 31<sup>st</sup> for claims submitted on or before March 31<sup>st</sup>, and on or before August 31<sup>st</sup> for claims submitted on or before June 30<sup>th</sup>.