

<b>POLICY</b>	<b>9820</b>
	<b>Adopted: August 22, 2006</b> <b>Revised: June 7, 2011</b> <b>Personnel &amp; Negotiations</b>

**SUBJECT: SENIORITY AND LAY-OFF OF NON-UNIT EMPLOYEES**

The Board will lay-off non-unit employees when necessary in accordance with the following:

Seniority rights will be based upon staff tenure areas and credited service time or by the requirements of Civil Service for competitive class positions.

All non-unit employees in non-competitive, labor class and exempt positions will have their seniority based on the credited service time in those positions.

Part-time non-unit employees will accrue seniority in accordance with Civil Service rules. Such seniority will apply only for layoff and recall.

**Health Insurance for Laid-Off Non-Unit Employees**

Effective July 1, 2006, a non-unit employee who is laid off from the BOCES shall continue to receive health insurance coverage for up to six (6) months from the effective date of the layoff if s/he has no access to an alternate health plan benefit. The first two (2) months shall be at no premium cost to the employee. The remaining four (4) months shall be at the premium cost payable by the employee at the date of the layoff. The employee may choose to offset this portion of the premium by converting unused sick days, held by the employee on the effective date of layoff, into cash using the formula for cashing in unused sick days at retirement in Board policy 9810. The coverage shall cease if the employee obtains other employment.