

Policy ~~3420~~ 521 – Benefits

Revised policy and repeal of Policy 4420 (Benefits) effective July 1, 2019

1st reading May 23, 2019

2nd reading

3rd reading

Statutory authority (none)

Administrative Guidelines

(none)

The State of West Virginia, through the Public Employees Insurance Agency (PEIA), ~~shall offer~~ offers all eligible ~~professional personnel staff members~~ employees with the following benefits:

A. Hospital and Medical Care Benefit

Through a flexible benefits program, all employees ~~shall~~ have the opportunity to enroll in hospitalization, surgical, prescription drug, and other medical care benefits.

B. Life Insurance

A basic \$10,000.00 decreasing term life insurance policy is provided at no additional cost if enrolled for health benefits. If an employee is not enrolled for health benefits, s/he may enroll for basic life insurance at no cost. Optional life insurance is available up to \$500,000.00 with the cost based upon age. If an employee enrolls for more than \$100,000.00, a statement of health must be completed and approved. Dependent life insurance is available for an employee's spouse in amounts of \$5,000.00 to \$20,000.00 and child(ren) in amounts of \$2,000.00 to \$10,000.00.

C. Flexible Benefits

The Mountaineer Flexible Benefits Plan enables employees to choose from among several options for dental, vision, and short-term and long-term disability insurance, as well as medical care and dependent care flexible spending accounts, and to pay for these benefits on a pre-tax basis. A Legal Plan is also available as a post-tax benefit option.

The following are other benefits provided by the State of West Virginia:

A. Holidays

The following days are designated by the State of West Virginia as holidays for school employees if the days are within their contract period: Independence Day, Labor Day, Veterans Day, Thanksgiving Day, Christmas Day, New Year's Day, Martin Luther King's birthday, Memorial Day, and West Virginia Day.

B. Personal Leave

~~Full time employees shall be eligible for personal leave equal to one and one half (1 1/2) days per month, three (3) which may be taken without regard to the cause of absence. Unused leave shall be accumulative without limitation and shall be transferable within the State. See Policy 560.~~

C. Outside of School Environment Days

Six (6) days shall be designated by the Board to be used by the employees outside the school environment.

D. Tuition Reimbursement

~~Tuition reimbursement is available through the West Virginia Department of Education for professional personnel~~

who hold a continuing contract, are required to renew his/her certificate, and are taking courses required and approved for renewal of certificate. See Policy 512.

E. Early Notification of Retirement or Resignation

Any classroom teacher who gives written notice to the Board on or before the first day of March of the school year of their resignation or retirement from employment with the Board at the conclusion of the school year shall be paid \$500 from the "Early Notification of Retirement" line item established for the Department of Education for this purpose, subject to appropriation by the Legislature. If the appropriations to the Department of Education for this purpose are insufficient to compensate all applicable teachers, the Department of Education shall request a supplemental appropriation in an amount sufficient to compensate all such teachers. Additionally, if funds are still insufficient to compensate all applicable teachers, the priority of payment is for teachers who give written notice the earliest. This payment shall not be counted as part of the final average salary for the purpose of calculating retirement. See Policy 520.

F. Liability Coverage

The State Board of Risk and Insurance Management (BRIM) shall provide appropriate professional or other liability insurance for the County Board of Education, teachers, supervisory and administrative staff members, service personnel, volunteers, County Superintendent of Schools and School Board members.

The insurance shall cover any claim, demand, action, suit, or judgment by reason of alleged negligence or other acts resulting in bodily injury or property damage to any person within or without any school building, if, at the time of the alleged injury, the teacher, supervisor, administrator, service personnel employee, County Superintendent, School Board member, or employee was acting in the discharge of his/her duties, within the scope of his/her office, position of employment, under the direction of the Board of Education or in an official capacity as a County Superintendent or as a School Board member.

The insurance coverage shall be in an amount to be determined by the BRIM, but in no event less than \$1,000,000 for each occurrence. See Policy 370.

The following benefits are provided by Roane County the Board:

A. Excess Liability Coverage

In addition to the liability insurance provided by the State, the County Board of Education shall purchase, through the Board of Risk and Insurance Management, excess coverage of at least \$5,000,000 for each occurrence. The cost of this excess coverage will be paid by the County Board of Education. Any insurance purchased under this section shall be obtained from a company licensed to do business in this State.

The insurance policy shall include comprehensive coverage, personal injury coverage, malpractice coverage, corporal punishment coverage, legal liability coverage as well as a provision for the payment of the cost of attorney's fees in connection with any claim, demand, action, suit or judgment arising from such alleged negligence or other act resulting in bodily injury under the conditions specified in this policy.

The County Superintendent and other school personnel shall be defended by the County Board or an insurer in the case of suit, unless the act or omission shall not have been within the course or scope of employment or official responsibility or was motivated by malicious or criminal intent. See Policy 370.

B. Workers' Compensation

West Virginia State Law requires Workers' Compensation coverage shall to be provided to all employees of the Board.

C. Retirement

All regular professional personnel employees are required to join a retirement system pursuant to regulations established by the West Virginia Consolidated Public Retirement Board. Individuals employed prior to July 1, 1991, become members of the Teachers' Defined Benefit Plan referred to as Retire I. Six percent (6%) of their salary is deducted as the employee's contribution to their retirement plan and is matched by the employer.

~~Individuals employed on or after July 1, 1991, become members of the Teachers' Defined Contribution Plan referred to as Retire II. Four and one-half percent (4 1/2%) of their salary is deducted as the employee's contribution and matched with seven and one-half percent (7 1/2%) by the employer. In accordance with regulations established by the Retirement Board, members of Retire I may switch to Retire II. For detailed information, the employee should contact the Retirement Board.~~

~~D. Leave Donation Program~~

~~In accordance with Leave Donation Program established by the County Board, employees are authorized to transfer accrued personal leave days to designated employees under certain conditions. This benefit provides an opportunity for employees who have exhausted available leave and who experience a catastrophic medical emergency to obtain additional personal leave. See Policy 560.~~

~~E. Leave Bank for Care Givers~~

~~In accordance with the Leave Bank for Care Givers Program established by the County Board of Education, employees are authorized to donate accumulated leave to certain family members who have depleted available leave and who experience a catastrophic medical emergency or who must care for a dependent child who has experienced a catastrophic medical emergency.~~

~~F. Sick Leave Bank~~

~~The Board shall establishes a personal leave bank or banks to which employees may contribute days of personal leave per school year. The bank or banks may be established either jointly or separately for both professional personnel and school service personnel and that a bank may be available to all school personnel. Such personal leave bank or banks shall be established and operated pursuant to rules adopted by the Board. The Superintendent shall develop administrative guidelines regulating the operation of this bank.~~

~~G. Surviving Spouse Use of Deceased Spouse Personal Leave~~

~~The Board has established a program allowing the surviving spouse of a deceased employee to be credited with all leave accumulated by the deceased spouse. The availability of such credit shall be established and operated pursuant to rules adopted by the Board. See Policy 560.~~

~~H. Flexible Spending Accounts~~

~~Through a cafeteria style flexible benefits plan, accounts are available as an option for paying some medical, dental, vision, and child care costs with pre-tax dollars.~~

~~I. Vacation~~

~~See Policy 560.~~

~~J. Employee Assistance Plan~~

~~Employee Assistance Program which, through outside instructional counseling, may provide help for instructors and their families in areas including, but not limited to, emotional disorders, chemical (alcohol or drug) abuse, and/or marital, financial, family, legal, or occupational problems. The program shall be reviewed by the Superintendent and a recommendation for these services shall be made to the Board for approval. See Policy 546.~~

~~WV Code 5-16-1, et seq.~~

~~WV Code 18A-2-2a(g)~~

~~WV Code 18A-4-10~~

~~WV Code 18A-4-10a~~

~~WV Code 18A-4-10c~~

~~WV Code 18A-4-10d~~

~~WV Code 18A-4-10f~~

~~WV Code 18A-5-2~~

~~WV Code 18-5-45~~

~~WV Code 29-12-5a~~

The State of West Virginia, through the Public Employees Insurance Agency (PEIA), shall offer all eligible service personnel staff members with the following benefits:

A.—Hospital and Medical Care Benefits

Through a flexible benefits program, all service personnel shall have the opportunity to enroll in hospitalization, surgical, prescription drug, and other medical care benefits.

B.—Life Insurance

A basic \$10,000.00 decreasing term life insurance policy is provided at no additional cost if enrolled for health benefits. If an employee is not enrolled for health benefits, s/he may enroll for basic life insurance at no cost. Optional life insurance is available up to \$500,000.00 with the cost based upon age. If an employee enrolls for more than \$100,000.00, a statement of health must be completed and approved. Dependent life insurance is available for an employee's spouse in amounts of \$5,000.00 to \$20,000.00 and child(ren) in amounts of \$2,000.00 to \$10,000.00.

C.—Flexible Benefits

The Mountaineer Flexible Benefits Plan enables employees to choose from among several options for dental, vision, and short-term and long-term disability insurance, as well as medical care and dependent care flexible spending accounts, and to pay for these benefits on a pre-tax basis. A Legal Plan is also available as a post-tax benefit option.

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The following days are designated by the State of West Virginia as holidays for school employees if the days are within their contract period: Independence Day, Labor Day, Veterans Day, Thanksgiving Day, Christmas Day, New Year's Day, Martin Luther King's birthday, Memorial Day, and West Virginia Day.

B.—Personal Leave

Full time employees shall be eligible for personal leave equal to one and one-half (1 1/2) days per month, three (3) which may be taken without regard to the cause of absence. Unused leave shall be accumulative without limitation and shall be transferable within the State.

C.—Outside of School Environment Days

Six (6) days shall be designated by the Board to be used by the employees outside the school environment.

D.—Liability Coverage

The State Board of Risk and Insurance Management (BRIM) shall provide appropriate professional or other liability insurance for the Board of Education, teachers, supervisory and administrative staff members, service personnel, volunteers, County Superintendent of Schools and School Board members.

The insurance shall cover any claim, demand, action, suit, or judgment by reason of alleged negligence or other acts resulting in bodily injury or property damage to any person within or without any school building, if, at the time of the alleged injury, the teacher, supervisor, administrator, service personnel employee, County Superintendent, School Board member, or employee was acting in the discharge of his/her duties, within the scope of his/her office, position of employment, under the direction of the Board of Education or in an official capacity as a County Superintendent or as a School Board member.

The insurance coverage shall be in an amount to be determined by the BRIM, but in no event less than \$1,000,000 for each occurrence.

The following benefits are provided by Roane County:

A.—Excess Liability Coverage

In addition to the liability insurance provided by the State, the County Board of Education shall purchase, through the Board of Risk and Insurance Management, excess coverage of at least \$5,000,000 for each occurrence. The cost of this excess coverage will be paid by the County Board of Education. Any insurance purchased under this section shall be obtained from a company licensed to do business in this State. The insurance policy shall include comprehensive coverage, personal injury coverage, malpractice coverage, corporal punishment coverage, legal liability coverage as well as a provision for the payment of the cost of attorney's fees in connection with any claim, demand, action, suit or judgment arising from such alleged negligence or other act resulting in bodily injury under the conditions specified in this policy. The County Superintendent and other school personnel shall be defended by the County Board or an insurer in the case of suit, unless the act or omission shall not have been within the course or scope of employment or official responsibility or was motivated by malicious or criminal intent.

B. ~~Workers' Compensation~~

~~West Virginia State Law requires Workers' Compensation to be provided to all employees of the Board.~~

C. ~~Retirement~~

~~All regular service personnel employees are required to join the West Virginia Consolidated Public Retirement Board. Individuals employed prior to July 1, 1991, become members of the Teachers' Defined Benefit Plan referred to as Retire I. Six percent (6%) of their salary is deducted as the employee's contribution to their retirement plan and is matched by the employer. Individuals employed on or after July 1, 1991, become members of the Teachers' Defined Contribution Plan referred to as Retire II. Four and one-half percent (4 1/2%) of their salary is deducted as the employee's contribution and matched with seven and one-half percent (7 1/2%) by the employer.~~

~~In accordance with regulations established by the Retirement Board, members of Retire I may switch to Retire II. For detailed information, the employee should contact the Retirement Board.~~

D. ~~Leave Donation Program~~

~~In accordance with Leave Donation Program established by the County Board, employees are authorized to transfer accrued personal leave days to designated employees under certain conditions. This benefit provides an opportunity for employees who have exhausted available leave and who experience a catastrophic medical emergency to obtain additional personal leave.~~

E. ~~Leave Bank for Care Givers~~

~~In accordance with the Leave Bank for Care Givers Program established by the County Board of Education, employees are authorized to donate accumulated leave to certain family members who have depleted available leave and who experience a catastrophic medical emergency or who must care for a dependent child who has experienced a catastrophic medical emergency.~~

F. ~~Personal Leave Bank~~

~~The Board shall establish a personal leave bank or banks to which employees may contribute days of personal leave per school year. The bank or banks may be established either jointly or separately for both professional and school service personnel and that a bank may be available to all school personnel. Such personal leave bank or banks shall be established and operated pursuant to rules adopted by the Board.~~

G. ~~Surviving Spouse Use of Deceased Spouse Personal Leave~~

~~The Board has established a program allowing the surviving spouse of a deceased employee to be credited with all leave accumulated by the deceased spouse. The availability of such credit shall be established and operated pursuant to rules adopted by the Board.~~

H. ~~Flexible Spending Accounts~~

~~Through a cafeteria style flexible benefits plan accounts are available as an option for paying some medical, dental, vision, and child care costs with pre-tax dollars.~~

I. ~~Vacation~~

~~J.—Employee Assistance Plan~~

~~Employee Assistance Program which, through outside instructional counseling, may provide help for service personnel and their families in areas including, but not limited to, emotional disorders, chemical (alcohol or drug) abuse, and/or marital, financial, family, legal, or occupational problems. The program shall be reviewed by the Superintendent and a recommendation for these services shall be made to the Board for approval.~~

~~K.—Bonus for Unused Days of Personal Leave~~

~~The Board has established a program that awards employee bonuses for each unused day of personal leave accumulated by an employee during an employment term. The award of such bonuses shall be based upon rules adopted by the Board.~~

~~WV Code 5-16-1, et seq.~~

~~WV Code 18A-2-5a~~

~~WV Code 18A-4-10~~

~~WV Code 18A-4-10a~~

~~WV Code 18A-4-10c~~

~~WV Code 18A-4-10d~~

~~WV Code 18A-4-10f~~

~~WV Code 18-5-45~~

~~WV Code 18A-5-2~~

~~WV Code 29-12-5a~~