

SCHEDULE A

Bishop Guertin High School

HEALTH INSURANCE:

Full time employees may elect to participate in group plans offered through the Christian Brothers Employee Benefit Trust ("CBEBT") for dental coverage and/or Harvard Pilgrim for medical coverage. The School will pay to the plan coordinator of Employee's choice a maximum premium amount of Ten thousand, seven hundred and thirty Dollars (\$10,730.00) for Employee and any of her or his eligible dependents, if any. If Employee has no dependents, the maximum premium payment made by the School will be Four thousand five hundred and fifty Dollars (\$4,550.00). In no event shall any group member participating as a single member of either group plan be compensated for the difference between the premium payment made on her or his behalf and the premium payment made on behalf of similarly situated employees who participate as family members. Employees who do not elect to participate in either group health plan available through the School will not be paid in lieu of participation.

SICK DAYS:

Employee may take paid time off due to illness on an as needed basis throughout the Term, but in no event shall such time off exceed a total of twelve (12) days during the Term. The use of such sick time shall also be subject to those requirements and restrictions, which may be established by the Handbook. Upon termination of the Agreement for any reason other than for cause pursuant to Section 8.2, and providing that Employee has been in the employ of the School for three consecutive years, Employee shall receive Ten and 00/100 Dollars (\$10.00) per unclaimed day of paid sick time.

PROFESSIONAL DEVELOPMENT TIME:

Employee may take up to three (3) days during the Term for the purpose of participating in a program or endeavor designed to further enhance Employee's professional skills, upon prior approval by the Principal. Unused professional development time will be lost. The School will not pay Employee for any such unused professional development time.

PERSONAL TIME:

During the Term, Employee may take up to three (3) days for personal reasons other than vacation, illness or professional development. Unused personal time will be lost. The School will not pay Employee for any such unused personal time.

RETIREMENT PLAN:

Employee may elect to participate in the School's Equitable Simplified Employee Benefit Plan offered through CBEBT. The School will contribute to the plan an amount equal to three percent (3.75%) of Employee's gross salary as set forth in Section 6. Plan terms are available for review with the President.

TUITION GRANT:

Upon meeting the criteria established by the Bishop Guertin School Board, which shall include continuation of the Agreement and throughout the Term, the School shall contribute on Employee's account the full tuition for children of faculty and staff enrolled as students at the School for the academic year covered by the Term subject to all repayment obligations as are set forth in the Handbook. This benefit shall include the tuition and activity fee for each child but shall not include any other fees (application, registration, re-registration), textbooks and/or any other items not specifically described.

DAILY SHORT TERM SUBSTITUTION ALLOWANCE:

To the extent Employee substitutes for a faculty member absent from the School for a short term, Employee shall be paid the flat fee of Six and 00/100 Dollars (\$6.00) per class.

GRADUATE COURSE REIMBURSEMENT:

The School will reimburse full-time and part-time Employees up to One Thousand Two Hundred Dollars (\$1200.00) per academic year for graduate courses in their field of concentration upon meeting the pre-requisites for such reimbursement as are set forth in the Handbook.

LEAVE OF ABSENCE – MATERNITY, PARENTAL AND PATERNITY LEAVE

A family and/or medical leave of absence ("FMLA") shall be defined as an approved absence available to eligible employees for up to twelve (12) weeks of unpaid leave per year under particular circumstances that are critical to the life of a family.

Leave may be taken:

1. to care for a newborn, newly placed foster child, or newly adopted child of the employee; or
2. when the employee is needed to care for a child, spouse, or parent who has a serious health condition; or
3. when the employee is unable to perform the functions of his or her position because of a serious health condition.

As stated above, an eligible employee is entitled to a total of twelve (12) workweeks of leave during any 12-month period. That 12-month period is defined as a "rolling" 12-month period measured backward from the date employee uses FMLA leave.

Entitlement to leave for purposes identified in Item 1 above shall expire within twelve (12) months of the birth, placement, or adoption of the child.

LIABILITY INSURANCE

The school carries both Property and Liability Insurance. It covers damages to its buildings and contents by the perils names on the policy and for liability for any body injury or property damage incurred in connection with the operation of the school or its activities.

The policy also encompasses liability for Employees while engaged in their teaching activities. This includes any act or omission of the Employee in connection with his/her occupation as a member of the faculty or non-teaching staff. The liability cap is set at 1 million.

BEREAVEMENT LEAVES

Bishop Guertin High School grants **bereavement leave** for its employees as follows: three days bereavement leave for a parent or sibling (this applies to the spouse's parent or sibling as well); ten (10) days for a spouse or child. One day for all others.

OTHER LEAVES

Bishop Guertin High School supports its employees who are called to **jury duty** or to **military service** (*e.g.* National Guard duty). In each case, the employees will continue to receive all benefits, and the School will pay as compensation to such employee the difference between the employee's regular wages and what he or she is paid for jury duty or military service. Arrangements for reinstatement are always made in the best interest of the students, provided, however, that any employee returning from active U.S. military duty shall be entitled to re-employment as set forth in USERRA, with no affect on the employee's status, seniority, pay, vacation, sick leave, or other advantages of employment by the School.

In any of these circumstances (bereavement, jury duty, or military service) the President can extend the limits of the leave for extraordinary circumstances, in his sole discretion.

OTHER BENEFITS

- **GROUP TERM LIFE INSURANCE**
- **LONG TERM DISABILITY**
- **TAX SHELTER ANNUITY (TSA) – 403 (B) PLAN**
- **WORKER'S COMPENSATION INSURANCE**
- **TEMPORARY DISABILITY INSURANCE (TDI)**

Note: Unemployment Insurance

In the State of New Hampshire, law specifically defines what is “work” for the purposes of this insurance. Employment at a sectarian educational institution is specifically defined as not being work under the definition and so no benefits are available.