



## Town of Salem, Nh Non-Affiliated Employee Benefits Guide

*Modified by the Town Council on January 5, 2015, February 6, 2023, and amended May 19, 2025.*

Many Town employees are members of unions and are subject to Collective Bargaining Agreements (CBAs). This Guide pertains to non-affiliated employees and to employees with individual contracts and is to be read in conjunction with the Town's Personnel Manual. *To the extent the terms of an employee's individual contract differ from the benefits detailed in this Guide, the contract terms will govern.*

Periodically, the Town will review existing benefits and may change plans as permitted by the terms of each benefit plan contract.

If you have questions or require detailed information about these benefits, please contact the Human Resource office.

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## **DEFINITIONS:**

Full-time Regular Employee shall mean an employee who works thirty-five (35) or more hours per week for twelve (12) or more consecutive calendar months in any job classification established by the Town as a regular non-affiliated position.

Part-time Regular Employee shall mean an employee who works less than thirty-five (35) hours per week and who is retained to work twelve or more consecutive calendar months in any job classification by the Town as a regular non-affiliated position.

Probationary Period shall mean the initial evaluation period of twelve working months following initial hire, promotion, or transfer, during which an employee must demonstrate conduct and actual performance for the position to which they have been appointed.

## **INSURANCE**

### **HEALTH INSURANCE:**

Full-time regular employees are offered coverage in a comprehensive group insurance health plan which becomes effective on the first day of the month following completion of one month of continuous employment. The Town contributes 91% of the premium cost of the High Deductible Health Savings Account Plan (HDHSA). Employees enrolling in the HDHSA Plan will receive an annual contribution of \$1,875 (single) or \$3,750 (2-person or family) on January 1 or their date of enrollment. Employees enrolling in the Health Savings Account (HSA) plan for a partial calendar year may receive a pro-rated HSA contribution if the IRS-allowed maximum would be exceeded by the contribution.

Detailed Schedules of Benefits of the plans are available in the Human Resources Department During new hire orientation and/or annual open enrollment.

The Town expressly reserves the right to change the health insurance carrier or available plans at its discretion.

Upon termination, the employee's coverage will terminate at the end of the month in which the termination occurs. Employees will, in most cases, have the option to continue coverage at their own expense, consistent with Federal and State law (COBRA).

### **MEDICAL OPT-OUT INCENTIVE:**

Full-time regular employees who can demonstrate that they are covered by a comprehensive health plan, other than one sponsored by the Town, may decline to participate in the Town's health plan. Employees declining health insurance coverage will be paid \$5,000.00 annually, on a pro-rated weekly basis.

### **DENTAL INSURANCE:**

Dental insurance is available to full-time regular employees, which becomes effective on the first day of the month following completion of three months of continuous employment.

The Town pays 100% of the single plan premium. For employees enrolled in either a two- person or family plan, the Town pays 50% of the difference between the single plan premium and the plan level chosen. Employees are responsible for paying the portion of premium costs based upon two-person and family plans through weekly payroll deductions. A schedule of these costs will be provided during new hire orientation and/or annual open enrollment.

### **HEALTH AND DEPENDENT CARE FLEXIBLE SPENDING ACCOUNTS:**

The Town offers full-time regular employees the opportunity to make pre-tax contributions to Health Care (HCFSA) and Dependent Care Flexible Spending Accounts (DCFSA) in accordance with Internal Revenue Code Section 125.

### **LIFE INSURANCE:**

The Town pays 100% of the cost of basic life and AD&D insurance protection for full-time regular employees in an amount equal to \$100,000. Employees can choose to purchase supplemental life insurance coverage for themselves, their spouse, and/or dependents. The cost of any additional insurance will be made through payroll deductions.

### **SHORT- AND LONG-TERM DISABILITY INSURANCE:**

The Town pays 100% of the cost of short- and long-term disability coverage to full-time regular employees. Employees are able to supplement disability payments using their available accrued leave.

## **TIME OFF**

### **HOLIDAYS:**

The Town of Salem observes the following holidays:

- New Year's Day
- Civil Rights Day
- Presidents' Day
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Columbus Day
- Veteran's Day
- Thanksgiving Day
- Day after Thanksgiving
- ½ Day Christmas Eve (last workday prior to Christmas Day)
- Christmas Day
- ½ Day New Year's Eve (last workday prior to New Year's Day)

When a holiday falls on a Sunday, the following Monday shall be declared a holiday. When a holiday falls on a Saturday, the preceding Friday shall be declared a holiday. The provisions of this section shall apply to full-time regular and, on a prorated basis, to part-time, regular employees.

Employees who are required to work on a holiday will be paid for the time worked and receive holiday pay at straight time.

### **BEREAVEMENT LEAVE:**

Losing a loved one is traumatizing. If this occurs, the Town wants to support you, affording you needed time to cope and mourn. For this reason, the Town offers the following bereavement leave which will be granted as follows:

1. Five (5) working days with their regularly scheduled pay in the event of the death of the employee's:

Spouse/Domestic partner	Brother/Sister
Father/Father-in-law	Child/Stepchild
Mother/Mother-in-law	Son-in-law
Stepparent	Daughter-in-law
2. Bereavement – non-immediate Family: Employees are eligible for up to three (3) paid working days of bereavement leave in the event of the death of a person who resided in their household or if the deceased was one of the following family members:

Grandchild	Sister-in-law
Grandmother	Brother-in-law
Grandfather	Niece/Nephew
Uncle/Aunt	Spouse's Grandparent
3. Bereavement leave must be utilized within thirty (30) days of the death, except as approved by the Town Manager or their designee upon showing good cause.
4. Bereavement leave for part-time employees will be granted on a prorated basis.

**Note:** Bereavement leave does not cover the death of friends or neighbors. Employees may use eligible accrued leave to attend services for these individuals.

**VACATION:** This section applies to those employees covered under the previous Non-Affiliated Benefits Guide hired prior to March 1, 2023, and who elected not to move to Paid Time Off (PTO).

Vacation time for these employees is accrued according to the following chart:

0 - 4 years of service	1.25 days/month (15 days/year)
5 - 10 years of service	1.66 days/month (20 days/year)
11-15 years of service	2.08 days/month (25 days/year)
16+ years of service	2.5 days/month (30 days/year)

Unless otherwise specified in writing to the employee, one vacation day is equal to one-fifth (1/5) of the regular weekly hours.

Employees are asked to schedule vacation time with as much notice as possible. Employees should make vacation time requests to their supervisors. Supervisors are encouraged to grant these requests unless extenuating circumstances exist which justify denying the request.

Employees may accrue a maximum of 20 days of vacation time. Employees who reach the maximum accrual will not continue to accrue vacation time.

Employees seeking an exception to this policy must petition the Town Manager in writing for approval. Such requests should only be granted when the employee can demonstrate that taking vacation time was not feasible due to work needs and scheduling.

Upon termination of employment for a non-probationary employee, accrued vacation leave is paid to the employee up to 20 days.

### **SICK LEAVE:**

This section applies to those employees covered under the previous Non-Affiliate Benefits Guide hired prior to March 1, 2023, and who elected not to move to Paid Time Off (PTO).

The Town of Salem provides paid sick leave to full-time regular employees and, on a prorated basis, to part-time regular employees. Sick leave shall be computed and accrued on a monthly basis, including the probationary period of an employee. Sick leave shall be granted to employees at the rate of one (1) day per calendar month worked, credited at the end of the month. Employees out of work on a non-work-related leave for greater than 30 days will no longer accrue sick leave until they return to full duty.

Unused sick leave may be accrued to a maximum of 30 days.

Sick leave is to be used for the employee's own illness, the illness of a family member residing with the employee, or for the employee's use in attending to health matters such as medical and dental appointments.

Upon voluntary resignation of a non-probationary employee, layoff or retirement, employees are entitled to a lump sum payment of 100% of the number of accumulated days due at the rate of pay at the time of termination of service, not to exceed thirty (30) days.

### **PAID TIME OFF (PTO):**

Time off that combines vacation and sick leave into a single bank of non-cumulative days for employees to use to take paid time off from work.

Non-affiliated employees hired March 1, 2023, through May 18, 2025, and also those who elected to move to Paid Time Off (PTO) on March 1, 2023, upon commencing their employment and each year thereafter, will be credited thirty (30) non-cumulative PTO days which can be used over fourteen (14) calendar months.

For those Non-affiliated employees hired on or after May 19, 2025, they will accrue 2.5 days of PTO per month with a maximum of thirty (30) PTO days earned per year.

### **GUIDELINES FOR USING PTO:**

Negative leave balances are not permitted.

Employees are asked to request scheduled PTO with as much advance notice as possible.

Upon separation from Town service, the maximum unused PTO paid (*to non-probationary employees*) shall be 30 days. Probationary employees are not entitled to payment of PTO upon separation from Town service.

During the anniversary month, non-affiliated employees may opt to sell back to the Town up to ten (10) unused PTO days.

Time that is not covered by the PTO policy, and for which separate guidelines and policies exist, include paid holidays, bereavement time off, required jury duty, and military service leave.

In the event the employee's legitimate job responsibilities or an approved leave of absence (FMLA or worker's comp) prevent PTO usage as outlined above, an exception shall be granted by the Town Manager, with an approved plan for PTO usage bringing the employee's accumulation within the specified limits.

## **TUITION REIMBURSEMENT:**

Non-affiliated employees who have completed twelve (12) consecutive months of employment and successfully passed their probationary period with the Town may request reimbursement for tuition and registration costs for job-related courses and certifications.

To request job-related tuition reimbursement, employees must submit a written request to their Department Head, including the course name, the institution offering the course, a course description, the cost, and the duration. Requests are encouraged to be submitted prior to the course start date. After receiving department head approval, the request will be forwarded to the Town Manager for final approval.

If approved by the Town Manager, the employee will receive and be required to sign a Tuition Reimbursement Agreement outlining the reimbursement requirements, including minimum grade of “C” or better (or a passing grade, if pass/fail). A copy of the agreement will be placed in the employees' personnel file in the Human Resources Department.

Upon proof of successful completion of the course(s), the Town will reimburse up to \$10,000 in total tuition costs for each non-affiliated employee within a twelve (12) month period.

If an employee terminates their employment within one (1) year after receiving any academic reimbursement, they will reimburse the Town for the full cost of the course(s) prior to the date of termination.